

**EUREKA ELEMENTARY  
PARENT & STUDENT  
HANDBOOK  
2016 – 2017**



Eureka Elementary  
442 West Fourth Street  
Eureka, MO 63025  
636-733-3150

*We Are Leaders!*

Dear Students and Parents:

On behalf of the Eureka Elementary School staff and administration, we welcome you and wish you a most successful school year. It is our goal to keep you informed about the routine happenings at Eureka Elementary. This handbook was prepared as an information guide. It is designed to explain school policies, guidelines, and any other information pertaining to the facility's operation. This is a supplement to the Rockwood District Policies, Regulations and Procedures Handbook. Please read the handbook and refer to it for future reference throughout the school year.

As teachers and parents, we have the responsibility of supporting each child in a way that allows him/her to realize and value himself as a person, a learner and a leader. Our mission at Eureka Elementary is Learn, Lead and Love. We take each component of our mission very seriously as we work to educate the whole child. As the school and the home work cooperatively, we can accomplish our goals for Eureka's students and our community. There are many ways that you can be involved in your children's education, whether it is celebrating goal accomplishments, volunteering at home or school, attending school events or reading with your child. Your children will appreciate all that you do.

We hope you will participate in our varied activities and will find this handbook helpful in providing information regarding our school procedures. We hope we have provided the answers to most of the questions you may have through our handbook and website. Should questions or problems arise during the school year, please do not hesitate to discuss them with us. If you have any suggestions to improve our school, please let us know that as well. We are always looking for ways to grow and improve! As we all work together to make this a great year, it is our sincere desire to provide you with an outstanding school where we have the best teachers teaching the best students.

Sincerely,

*Lynn White*

Lynn White, Principal  
Eureka Elementary

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## **EUREKA ELEMENTARY GENERAL INFORMATION**

School Phone Number:	636-733-3150
School Fax Number:	636-733-8857
Rockwood Transportation:	636-733-8500
City Bus Service: Durham School Services	314-721-8657
School Office Hours:	8:00 a.m. – 4:30 pm.
School Hours:	9:00 a.m. – 3:50 p.m. (Students may arrive at 8:45 a.m.)
School Hours for Early Dismissal:	9:00 a.m. – 12:46 p.m. (Students may arrive at 8:45 a.m.)

Classes at the Center for Creative Learning will be held on Tuesdays.

Eureka Elementary website: [www.rsdmo.org/eurekael/](http://www.rsdmo.org/eurekael/)

## **ROCKWOOD SCHOOL DISTRICT PERSONNEL**

### **Board of Education**

Matt Doell	President
Loralee Mondl	Vice President
Jaime Bayes	Director
Dr. Keith Kinder	Director
Herman Kriegshauser	Director
Lynne Midyett	Director
Dominique' Paul	Director

### **Administrative Offices**

Dr. Eric Knost	Superintendent of Schools
Dr. Katie Reboulet	Assistant Superintendent for Human Resources
Dr. Karen Hargadine	Assistant Superintendent of Learning and Support Services
Dr. Lisa Counts	Assistant Superintendent of Supervision of Schools
Dr. Terry Harris	Executive Director of Student Services
Dr. Dave Cobb	Executive Director of Pre-K and Elementary Education

# Rockwood School District 2014 2019 STRATEGIC PLAN



**GOAL 1: Student Learning**  
All students will demonstrate academic growth and be well-prepared for their future.



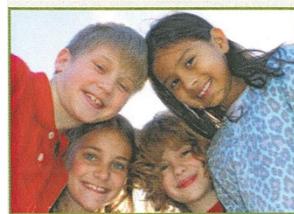
**GOAL 2: Highly Effective Staff**  
Recruit, attract, develop and retain highly effective staff to carry out the Rockwood School District's mission, goals and objectives.



**GOAL 3: District Finance**  
Ensure efficient operations and accountability for responsible use of district resources.



**GOAL 4: School Climate**  
Create a safe and caring learning environment that includes a positive school culture and positive collaboration and communication throughout the school and community.



**GOAL 5: Governance**  
Govern the Rockwood School District in an efficient and effective manner, providing leadership and representation to benefit the students, staff and patrons of the district.

## Mission

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

## Vision

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

## Core Values

Promote and model ethical values and good character as the foundation of performance.

Build a safe and caring school community.

Provide a meaningful and challenging academic program that connects all students to learning and honors their differences.

Engage all stakeholders in shared responsibility for learning, character and climate.



## NON-DISCRIMINATION STATEMENT

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. Jane Brown, 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 Early Childhood Center  
2730 Valley Road  
Chesterfield, Missouri 63005-6920  
636.891.6212*

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 <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

## EUREKA ELEMENTARY STAFF

<b>Administration</b>	Lynn White, Principal Susan Johnson, Assistant Principal	<b>Cafeteria</b>	Jenn Fitzpatrick Kathy Wickert Christine Villmer
<b>Counselor</b>	Katie Thoele	<b>Classroom Assistants</b>	Kelly Dinger Katie Otzenberger Jennica Peebles
<b>Kindergarten</b>	Cassidy Church April Dalrymple Michele Lawrence	<b>Custodians</b>	Kathy Bay Denise Bradley
<b>First Grade</b>	Denise Bigham Haley Havens Lindsay Pardeck	<b>ESOL</b>	Dr. Camesha Hill-Carter
<b>Second Grade</b>	Eileen Delia Judy Leet Wendy Winegardner	<b>Library</b>	Kristy Bradley Teresa Wurtz
<b>Third Grade</b>	Courtney Cochran Lauren Harr Tina Monton	<b>Nurse</b>	Paige Oldenburg
<b>Fourth Grade</b>	Emily Careklas Kristine Fink Raina Gill	<b>Office</b>	Jenny Friedmann Jackie Skaggs
<b>Fifth Grade</b>	Holly Conroy Donna Doser Rob Madison	<b>Reading Intervention</b>	Cassie Messner Dana St. John
<b>Special Area Teachers</b>	Crystal Berteau (Music) Peter Grace (PE) Erica Hanna (PE) Mary LaRose (Art) Melissa Messina (Art) Linda Sachs (Art) Tracy Smith (Strings)	<b>Social Worker</b>	Sara Hargadine
<b>Adventure Club</b>	Micki Jackson	<b>Special School District</b>	Adreneh Allen Laura Brozka Jessica Fabick Ellyn Farkas Betsy Feldman Cheryl Held Cara Hennahane Aimee Kappler Kelly Karas Laura Krull Bethany Laskowitz Jessica Montgomery Julie Weatherby Michelle Woodcock

**EUREKA ELEMENTARY PTO BOARD**  
**2016-2017**

**President**

Dale Walker ([dale.walker@att.net](mailto:dale.walker@att.net))

**Co-Treasurers**

Amy Bertchume ([agbertchume@sbcglobal.net](mailto:agbertchume@sbcglobal.net))

Donna Rowbottom ([rowbottom7@gmail.com](mailto:rowbottom7@gmail.com))

**Co-Secretaries**

Shannon Quinn ([shanguinn77@gmail.com](mailto:shanguinn77@gmail.com))

Kerry Simpson ([simpsongk1@att.net](mailto:simpsongk1@att.net))

**Parents At Large**

Cris Dames ([damesclan@hotmail.com](mailto:damesclan@hotmail.com))

Tami Daigle ([tami@daigleit.com](mailto:tami@daigleit.com))

Kelly Devine ([kmdevine25@gmail.com](mailto:kmdevine25@gmail.com))

Julie Kuenneke ([jkuenneke@gmail.com](mailto:jkuenneke@gmail.com))

Katie Lindsay ([katie.lindsay@yahoo.com](mailto:katie.lindsay@yahoo.com))

Kelly McCune ([jkmac11@gmail.com](mailto:jkmac11@gmail.com))

Becki Moss ([beckimoss325@gmail.com](mailto:beckimoss325@gmail.com))

Molly Nisbet ([eurekanisbets@yahoo.com](mailto:eurekanisbets@yahoo.com))

Joanne O'Keefe ([joanneokeefe1@hotmail.com](mailto:joanneokeefe1@hotmail.com))

Robin Reed ([rreed89@hotmail.com](mailto:rreed89@hotmail.com))

Michelle Scherer ([scherer.michelle@gmail.com](mailto:scherer.michelle@gmail.com))

Sallie Vanderhoof ([schiel@sbcglobal.net](mailto:schiel@sbcglobal.net) )

Brett Steckler ([brettsteck4@yahoo.com](mailto:brettsteck4@yahoo.com))

Sallie Vanderhoof ([schiel@sbcglobal.net](mailto:schiel@sbcglobal.net) )

Stephannie White ([stephanniewhite@aol.com](mailto:stephanniewhite@aol.com))

Nikki Wilson ([nikkiwilson@sbcglobal.net](mailto:nikkiwilson@sbcglobal.net))



# Eureka Elementary Events Calendar

## 2016 - 2017



### August

- 12 Meet the Teacher 4:30 - 6:00 p.m.
- 16 First Day of School**  
Boo-Hoo Breakfast 9:00 a.m.
- 23 First day of CCL  
PTO Meeting 6:15 p.m.
- 25 Volunteer Training 9:00 a.m.; 6:10 p.m.  
Curriculum Night 6:30 - 7:30 p.m.
- 27 Cardinals Game 6:15 p.m.

### September

- 5 NO SCHOOL - Labor Day**
- 10 Eureka Days Parade 10:00 a.m.
- 13 Culver's Night
- 14 Early Dismissal 12:46 p.m.**
- 15 School Picture Day
- 16 Family Movie Night, 6:30 p.m.
- 22 PTO Meeting 6:15 p.m.
- 24 Eureka Elementary 5k

### October

- 6 Flu Shot Clinic 3:00-5:00 p.m.
- 12 Early Dismissal 12:46 p.m**
- 13 Leader in Me/STEM Night 6:30 p.m.
- 14 End of First Quarter
- 15 District Cross Country Meet
- 17-21 Red Ribbon Week
- 18 PTO Meeting 6:15 p.m.
- 21 Granola with Grandparents 8:15 a.m.
- 25 No CCL
- 25/27 Parent-Teacher Conferences/ Book Fair  
4:00 - 8:00 p.m.
- 28 Fall Parties
- 31 NO SCHOOL**

### November

- 2 Awaken Project Parent Event at LSMS  
7:00 p.m.
- 3 1st & 2nd Gr Vocal Music Concert  
6:30 p.m.
- 8 NO SCHOOL - Election Day**
- 10 Picture Retake Day  
PTO Meeting 6:15 p.m.
- 11 Veterans Day Celebration
- 12 Girls on the Run 5k
- 14 Los Cabos Night
- 16 Early Dismissal 12:46 p.m.**
- 17 STEM Day
- 23-25 NO SCHOOL - Thanksgiving Break**

### December

- 7 Early Dismissal 12:46 p.m.**
- 12 Pizza Hut Night
- 21 5th Grade D.A.R.E. Graduation  
Winter Celebrations
- 22 Early Dismissal 12:46 p.m.**  
End of 2nd Quarter/1st Semester
- 23-31 NO SCHOOL - Winter Break**





# Eureka Elementary Events Calendar



## 2016 - 2017

### January

- 4 Classes Resume
- 10 PTO Meeting 6:15 p.m.
- 13 Early Dismissal 12:46 p.m.**  
Yogurt in Love Day
- 16 No School - MLK Day**
- 18 Kindergarten Registration  
10:00 a.m. - 6:30 p.m.
- 19 Kindergarten Registration  
8:00 a.m. - 3:00 p.m.
- 27 PTO Family Bingo Night 6:30 p.m.

### February

- 6 Culver's Night
- 7 PTO Meeting 6:15 p.m.
- 9 4th & 5th Gr Vocal Music Concert 6:30 p.m.
- 13 Friendship Celebrations
- 17 Early Dismissal 12:46 p.m.**
- 20 No School - President's Day**
- 24 Leadership Day  
End of Third Quarter
- 25 PTO Trivia Night 7:00 p.m.
- 28 No CCL

### March

- 7-8 Parent-Teacher Conferences/Book Fair  
4:00 - 8:00 p.m.
- 9 Reading Day
- 10-17 NO SCHOOL - Spring Break**
- 23 Spring Picture Day
- 29 PTO Meeting 6:00 p.m.  
RSD Town Hall Meeting @ Eureka Elem,  
7:00 p.m.
- 30 3rd Grade Strings/Vocal Music Concert 6:30 p.m.

### April

- 3 Special Chorus Concert 6:30 p.m.
- 10 4th & 5th Grade Strings Concert  
6:30 p.m.
- 12 Volunteer Appreciation Luncheon
- 13 Early Dismissal 12:46 p.m.**
- 14 No School - Spring Holiday**
- 18 Incoming Kindergarten Orientation  
6:30 p.m.
- 22-23 Art Show
- 24 Culver's Night
- 27 PTO Meeting 6:15 p.m.

### May

- 1-5 Staff Appreciation Week
- 3 Early Dismissal 12:46 p.m.**
- 5 Wildcat Bash 4:30 - 7:30 p.m.
- 16 Last CCL  
Los Cabos Night
- 17 Kindergarten Celebration 2:30 p.m.
- 18 Track Meet (Grades 4-5)
- 22 Field Day
- 25 Early Dismissal 12:46 p.m.**  
**Last Day of School**  
Fifth Grade Graduation/Picnic  
Yogurt in Love Day

## **ABSENCES**

If your child is going to be absent, please call the school or send in an absence note ahead of time. Absence notes will be provided by the school. If you do not report your child's absence, the school will call you to see why your child is not in attendance. If we are unable to reach you, a written excuse is required upon returning to school. Written excuses are not required if the attendance line is utilized. A doctor's excuse is necessary for absences over four days. Good attendance is important at all grade levels.

### **Excusable Absences**

1. Death in the student's immediate family.
2. Illness of the student.
3. Certain days for religious observances.
4. When a family is leaving town and desires to take the student with them, they may be excused provided...
  - a) the school is notified in advance of the absence; 1 week prior to the trip.
  - b) the student procures available assignments in advance of the absence;
  - c) all assigned work is turned in upon returning to school; and
  - d) all tests, etc., are made up at the discretion of the individual teacher.

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

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

**Please be sure your child has been fever free for 24 hours before returning to school.**

**The school will send out absence letters at regular intervals to update you on your child's absences (excused or unexcused). These letters are computer generated by the Rockwood School District attendance system. Our educational day begins right at 9:00 a.m. and it is beneficial to your child to start his/her day off on time. A student coming in late on a consistent basis is a disruption for that student and the classroom. Students who arrive after 9:00 a.m. will be marked absent according to Rockwood policy.**

## **ACTIVITY PARTICIPATION DURING ABSENCES**

All students who represent the school in activities must meet all scholastic and organizational requirements for participation. They must be in regular full day attendance the day the activity is scheduled unless the activity is in another city and it is necessary that the student be absent, or the activity is scheduled on a day when school is not in session. At the close of school on the day of an activity, the sponsor or coach shall certify to the principal that all those who will represent the school have been in attendance the full day. Coaches and sponsors shall advise participants of this policy.

Students who have been unable to schedule dentist or doctor appointments on another day may be excused from this policy as long as they provide the coach or sponsor with a written doctor's note releasing them to participate.

### **ADVENTURE CLUB**

Adventure Club is a service provided for parents who need before and/or after school care for their children. This program is housed in our building for your convenience. Adventure Club is also offered for students on early dismissal days. For more information about this service and cost, please contact (636) 891-6675. **All students needing to be dropped off before 8:45 a.m. should be enrolled in Adventure Club where they are supervised. There will be no exceptions.**

### **ARRIVAL AND DISMISSAL**

**Children should not arrive at school before 8:45 a.m.** There is no staff on supervision duty at this time. In addition, arriving before that time interrupts valuable teacher planning time and staff meetings. Students should report to their classroom upon their arrival at school or the cafeteria if eating breakfast. Students must have permission from their teacher or supervisor before leaving an assigned area or the classroom. School hours are from 9:00 a.m. – 3:45 p.m.

Students are dismissed early for staff development on various dates throughout the school year. These dates are included on the school calendar. On early dismissal days, school will be in session from 9:00 a.m. to 12:46 p.m. Lunch will be served on early dismissal days. However, there will be no lunch recess on early dismissal days.

### **ART CLASSES**

All elementary students have one 60 minute Art period each week. Students learn the elements and principles of art through exposure to famous artists and illustrators, as well as application in their own pieces. Each spring, many of our students have work displayed in the District Art Fair.

### **ASSIGNMENT OF STUDENTS**

A great deal of time and effort goes into the classroom assignment of students. The principal, along with the counselor, reading specialist, regular classroom teachers, and Special School District teachers carefully place each student in a classroom where he/she will have the best opportunity for success. We ask that parents not request specific teachers for their children; however, parents are invited to complete a parent input form to be shared with the classroom teacher and principal. Watch for this form in the spring of the school year.

## **ATTENDANCE GUIDELINES**

According to Rockwood guidelines, tardies are not given at the Elementary level. Students arriving after 9:00 will be marked absent. The only exception will be students arriving on a late bus. If a student is absent for only one day, his make-up work will be handled by the classroom teacher when he returns.

When a student has been out two days, make-up work may be requested by calling the school office at 636-733-3150 by 11:00 a.m. The teacher will have the school work ready to be picked up in the office between 4:00 and 4:30 p.m. or you can request that the work be sent home with a sibling or neighbor.

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

Partial schoolwork assignments in advance of vacation will be provided when possible. However, it is impossible to furnish all materials in advance. Independent reading and/or assignments in the content areas such as math, language, social studies and science may be provided at the teacher's discretion.

We realize students can profit educationally from a vacation experience. It must also be realized that the classroom presentations are a major part of a student's educational experience and these, of course, cannot be replicated. The parent is the only one who can decide whether his child can afford to miss daily presentations. It is, of course, impossible to "make-up" all that transpires during an absence.

## **BACK PACKS**

Students will not be allowed to bring **rolling back packs** to school due to the unusually high number of accidents caused by the use of these types of back packs. Regular backpacks are permitted.

## **BIRTHDAY CELEBRATIONS, TREATS, AND INVITATIONS**

Birthdays are very exciting to our students. We want to celebrate birthdays in a manner that is safe and inclusive for everyone. Therefore, we will follow the district Wellness Committee recommendations by celebrating birthdays without food. Each grade level has developed a list of choices for the Birthday Child to select. These lists are provided to parents at the beginning of each year and are listed on our website. We will also recognize birthdays at school by announcing the students' names during morning announcements. No birthday parties will be held in school. Birthday party invitations can be brought to school and distributed only if there is an invitation for EVERYONE in the class or all girls or all boys in the CLASS. Balloons, flowers or other special items should not be sent to school for students.

## **BREAKFAST AND LUNCH PROCEDURES**

Breakfast and lunch will be served in the school cafeteria. Meals for children include milk or juice. Breakfast is served from 8:45 a.m. to 9:00 a.m.

It is very important to put your child's name and account number on lunch money envelopes. We encourage you to pay online ([www.myschoolbucks.com](http://www.myschoolbucks.com)) or pay by the month. Many parents prefer the convenience of maintaining a month's balance in their child's account.

If your child has a charge, a notification will be sent home, usually on Fridays. Please check with your child to see if he/she has been given one. Students are notified as they come through the lunch line if they have charges and will need to bring more lunch money. If your child is over the lunch charge limit, he/she will be served an alternate lunch with milk until the account is brought up to date. You may prefer to send a sack lunch.

Students who bring a lunch from home may purchase milk or juice. Having the correct change for milk/juice is helpful. Lunches brought from home must be "ready to eat." Students do not have access to a microwave.

No child is ever rushed to eat his/her lunch. We start to dismiss 20 minutes after the lunch period begins, but we dismiss only those who have finished eating. No child is ever forced to finish a meal or any food. We recognize that eating patterns are developed at home by the family.

**We strongly discourage bringing food from fast food restaurants for the student's lunch. Food may only be brought for your own child, and may not be shared with others.**

We ask that you do not send in drinks that will stain, if spilled or dropped in the classroom. We will appreciate your cooperation in this regard. Under no circumstances should drinks be brought to school in glass containers. **Students should not bring soda to school.**

## **BRINGING VALUABLES TO SCHOOL**

Please do not allow your child to bring any valuables to school. The school does not accept any responsibility for these items. Also, children are not to bring electronic devices, toys, trading cards or sports equipment to school unless permission is given by the teacher.

## **BUSES**

Students are expected to ride the bus to which they have been assigned. They may not get off the bus at any stop other than their regular stop, unless a written request has been approved by the principal or designee. It is permissible for a student to ride (as a guest rider) a bus different from the regularly assigned bus if there is space available and if written request has been approved by the office. A note must be presented for each occasion the student is requesting permission to be a guest rider. If a child misses the bus in the afternoon, he/she will be permitted to call a parent to arrange other means of getting home.

## **BUS SAFETY EXPECTATIONS AND DISCIPLINARY PROCEDURES**

The school bus is an extension of the school. Therefore, expectations for appropriate behavior are the same. Students must follow the rules and guidelines detailed in the Rockwood Policies, Procedures and Regulations Guidebook, as well as any directions given by the bus driver.

## **COMMUNICATION**

### ***School***

Most communication will be sent home electronically as we continue to move towards a “greener” school. Our school website will also be a source of information for upcoming events and the school calendar. Classroom teachers will provide parents with information on a regular basis via email, conferences, and phone calls, as needed.

### ***Internet***

Rockwood Mobile App: <http://www.rsdmo.org/Pages/RockwoodMobileApp.aspx>

Rockwood School District Main Webpage: [www.rsdmo.org](http://www.rsdmo.org)

Eureka Elementary web page [www.rsdmo.org/eurekael/](http://www.rsdmo.org/eurekael/)

Correspondence is possible with the administration at the following email addresses:

Lynn White: [whitelynn@rsdmo.org](mailto:whitelynn@rsdmo.org)

Susan Johnson: [johnsonsusan@rsdmo.org](mailto:johnsonsusan@rsdmo.org)

### ***Newsletter***

Weekly school updates are sent to parents via email. Parents are also encouraged to visit our website for upcoming events, blogs and school and community resources.

## **COMMUNITY EDUCATION PROGRAM**

The Rockwood Community Education program offers extra-curricular activities for student participation. Often these classes are held immediately after school. The success of the program depends on the willingness of parents, teachers, or other members of the community to teach their special talent or interest to children. Instructors are paid and fees for the course are kept at a minimum. Information on the community education program will come home as soon as programs and instructors are identified.

The parent must provide transportation for the children. Children are to be picked up immediately after the class is over unless they are attending Adventure Club after the class.

## **CURRICULUM**

Teachers follow the District guidelines in all areas. In addition to the basic subjects of communication arts (reading, writing, speaking and listening), mathematics, social studies and science, students receive instruction from special teachers each week in vocal music, art, and physical education/health. Strings classes are offered to the students in grades three, four and five. A cluster of computers in individual classrooms and the library enhance instruction at each grade level. There is a District program for gifted students. The special education needs of individual students are met through the coordinated efforts of the Eureka staff and the Special School District staff. The curriculum guide is available on the Rockwood website and is explained to parents at Curriculum Night.

## **DELIVERIES TO STUDENTS**

Every effort is made to protect instructional time by minimizing interruptions in the classrooms. If a student receives a delivery of a forgotten school item or lunch. The teacher will be notified so that the student can pick up the item at a time that does not disrupt instruction. Deliveries will not be made for non-school related items such as balloons, flowers, candy, etc. **Visitors to our school must sign in at the office at all times, and wear a name badge.**

## **DISCIPLINARY PROCEDURES**

Students are expected to follow district, school and classroom rules and regulations. Each teacher communicates expectations and consequences to both parents and students at the beginning of the school year. Teachers will notify parents of student concerns.

The teachers and administrators address inappropriate or disruptive behavior in accordance with Rockwood's policies and procedures. The Rockwood School district student discipline policies are posted on the district website.

## **EARLY DIMISSAL/STAFF DEVELOPMENT**

Once a month we will begin school at 9:00 a.m. and dismiss at 12:46 p.m. in order to provide time for teachers to participate in professional development activities. **ON EARLY DISMISSAL DAYS LUNCH WILL BE SERVED TO ALL STUDENTS.**

Specific early dismissal dates are included in our school calendar, and on the school website. We encourage parents to take advantage of these days to schedule doctor and dentist appointments, etc. Please make any special arrangements to fit these plans into your schedule. Adventure Club services are available for early dismissal. For additional information, contact (636) 891-6675. If your child's transportation plans will be different on early dismissal, please send a dismissal note to the office in the morning.

## **EARLY SIGN-OUT OF STUDENTS**

Occasionally it is necessary to pick your child up from school earlier than the regular dismissal time. Please send a dismissal note, provided by the school, with your child that morning so that your child can be ready on time. When a child is leaving early, **parents must come to the office and sign the child out.** Your child will be called from class to join you in the office. If you will be returning the child to school later that day, it is necessary that you come into the office and sign your child back in.

## **EMERGENCY INFORMATION**

At the beginning of the year we ask that you review your child's computer generated Student Information Form, make necessary corrections, and return it to the office. In cases of emergencies, it is necessary to have the latest and best information for quick reference. Be certain that emergency numbers you provide are people who have transportation and can usually be reached during the school day. We suggest that your emergency contact be a neighbor or relative who lives in the immediate area and can arrive at school to pick up your child in a very short time. Please notify the school if you have any changes to your contact information throughout the school year.

## **FIELD TRIPS**

Teachers are encouraged to take field trips that support the grade level curriculum. Parents must give permission for children to attend any school-sponsored field trip. Teachers will provide information about the field trips and request parent volunteers, when necessary. Parents may be asked to pay for trips taken during the year. Younger siblings are not allowed to participate in field trips with parent chaperones.

## **GIFTED PROGRAM**

All classrooms differentiate instruction to provide for the individual learning needs of the students. The Center for Creative Learning services all district students identified as gifted and talented. Gifted students attend the CCL (Center for Creative Learning) one day a week.

### **Identification Process**

- 1) Parents and/or teachers may nominate students.
- 2) The school counselor coordinates the referral process. Students can be tested twice with a two-year waiting period in between tests.
- 3) Several criteria are examined in the referral process, including achievement test scores, rating scales, grades and an IQ test.
- 4) Final results will be shared with the parents and home school.
- 5) Students identified as gifted by a previous school district will be admitted to the Rockwood Talented and Gifted program if they meet Rockwood's identification criteria.

Contact our counselor at (636) 733-3158 if you need more information or have questions regarding Rockwood's Gifted Program.

## **GUIDELINES FOR STUDENT DRESS AND GROOMING**

If a student's appearance attracts undue attention to the extent that it becomes a distraction or a disruption to the learning process, a building administrator or teacher will ask the student to make the necessary changes. The following are considered inappropriate for school:

- Shirts that reveal the midriff or show undergarments.
- Short shorts or skirts
- Sagging pants (pants must be worn at or near the waist) or pants that show undergarments
- Extremely tight shirts, pants, shorts or skirts
- Clothing which promotes drugs, alcohol, tobacco and/or its products, violence, sex, or hate groups is prohibited from school and must be covered or removed
- Head wear of any type may not be worn by students, unless worn for religious or therapeutic reasons, or a special school event. These items are to be placed in book bags upon arrival at school and remain there during the instructional day.

## **HOMWORK**

Homework is a chance to involve families in the educational process and allow students to showcase their learning. This should be a time for students to reinforce skills, celebrate accomplishments and develop independence.

Communication between the school and home helps maximize the benefit provided by homework. Parents can review daily assignments and communicate with teachers by writing notes in the notebook/assignment book.

All Eureka Elementary students are expected to read every day. K-2 students are expected to read for pleasure at least fifteen minutes. Students in grades 3-5 are to read 20-30 minutes each day. Students participating in the LLI Reading Intervention Program will have other reading homework that is an integral part of the program. Parents are asked to verify this homework is complete.

### **Homework Tips for Parents**

1. Parents should check the student's backpack and for homework and important messages from school each day.
2. Parents should specify a specific time for homework each evening.
3. Parents can guide their child to use homework time wisely by specifying that all homework must be completed during the allotted time. "Put First Things First."
4. Encourage your child to use a daily assignment notebook. This helps the student organize his/her work and take home assignments needing to be completed.
5. When your child indicates he/she has no homework, check assignment notebook. Reading is always an expectation.
6. Parents should encourage their child to plan ahead when studying for tests and chunk the information into smaller sections to practice.

### **Suggested Activities**

1. Have your child read to you, with you or independently, every day.
2. Help your child study for tests prior to the night before the test.
3. Have your child use real-life math, such as following a recipe or dividing treats among friends.
4. Assist your child with long-range projects. Some examples are: Written reports, posters, creative writing, science projects, research papers, picture book project, social studies projects, poetry units, etc.
5. Review completed work sent home with your child.

6. Minimize TV viewing. Encourage discussion of programs watched together.
7. Discuss current events.
8. Provide experiences for your child, such as visiting community events, museums, parks, etc.
9. Encourage your child to write letters, stories, etc.
10. Ask your child to share two positive things that happened in school each day.

### **HOMEWORK DUE TO VACATIONS/ILLNESS**

Students are expected to make up any schoolwork they miss during absences. The following guidelines will assist parents, students, and teachers in handling these situations conveniently and efficiently:

1. If a student is absent for only one day, the make-up work will be handled by the classroom teacher when the child returns.
2. When a student has been absent two or more days, homework may be requested by calling the school office by 11:00 a.m. The teacher will have the assignments ready to be picked up in the office between 4:00 p.m. and 4:30 p.m. If another student is to take the work home, please give the student's name and teacher and the homework will be sent to that child.
3. When requesting homework because the student will be out for a vacation, it may not be possible for the teacher to have all of the work available prior to the child leaving. The teacher is expected to provide at least a general outline of what will be covered and any work that can be easily assigned. Upon returning, the student should check with the teacher to find out what other assignments need to be made up.
4. It is the responsibility of the student to turn the work in within a reasonable amount of time. Students will be granted the amount of time they were absent in which to make up work.

### **ILLNESS**

While we encourage students to attend school whenever possible, we do realize that at times, we all get sick. To reduce the spread of illness in our schools, we require students who are experience vomiting or diarrhea to stay home. We also expect any student with a fever of 100 or higher to stay home until they have been fever-free for 24 hours or more, without the use of medication to reduce the fever. Any unknown rashes are also a reason to stay home and consult your physician. We encourage you to reinforce good hand washing and respiratory etiquette.

## **INSTRUMENTAL MUSIC**

Violin lessons using the Suzuki method are given to all the 3<sup>rd</sup> grade classes. Violins are provided to third graders at school. String orchestra classes are an option offered to 4<sup>th</sup> and 5<sup>th</sup> grade students who attended a Rockwood school during third grade and participated in Violin classes. If your child plans to participate in fourth or fifth grade orchestra class, you must rent or purchase an instrument.

## **LEADER IN ME**

Eureka Elementary is thrilled to be named one of the I Am a Leader Grant Schools. Through this grant, we have been able to train our staff in Franklin Covey's Seven Habits of Happy Kids:

1. *Be Proactive: You're in Charge*
2. *Begin with the End in Mind: Have a Plan*
3. *Put First Things First: Work First, Then Play*
4. *Think Win-Win: Everyone can Win*
5. *Seek First to Understand, Then to be Understood:*  
*Listen Before you Talk*
6. *Synergize: Together is Better*
7. *Sharpen the Saw: Balance Feels Best*

Through these Habits, our students are taught to set goals, monitor their progress, take responsibility, problem solve, and develop leadership. Our goal is to help every child feel valued at school.

As part of their leadership, each student will maintain a Leadership Notebook in which they will set and monitor their goals. Leadership Notebooks will be sent home each day as a communication tool for families.

## **LIBRARY MEDIA CENTER**

The Eureka Elementary School Library has the motto "Every Day is a Library Day." Students and teachers may use the library as needed during the school day for book checkout, research, library skills instruction, and computer use.

In addition, each classroom will visit the library each week to learn library and research skills, appropriate technology use and learn about new literature. The first, second, and third grades participate in the Missouri Show-Me Reader Award Program. Fourth and fifth grades participate in the Missouri Mark Twain Book Award Program.

The library also serves as a space for collaborative work and hands-on learning with book clubs, technology and a maker-space.

The Scholastic Book Fair takes place in the Fall and the Spring. This fundraiser helps to support the library and provides books for each classroom.

**When a book is damaged or lost, the student will be expected to pay to replace the book.** Library book bills must be paid by the end of the school year. Any student with unpaid book bills will not be allowed to check out books until the debt is paid.

## **LOST AND FOUND ITEMS**

Lost and found items are placed on a rack located inside the cafeteria. The lost and found contains clothing items, lunch boxes, etc. Lost jewelry, glasses or other valuable items are kept in the office and can be claimed with proper identification.

All clothing items and lunch boxes should be labeled with the student's name so those items can be returned to the right person. Items are displayed at the end of each quarter. Any unclaimed items are given to a charitable organization at the end of each quarter.

## **MEDICATION**

If your child needs to take medication at school, including over-the-counter medications, here are some important rules and policies to follow:

1. Medications must be brought to school by the parent or another responsible adult in the original container. Students are not permitted to transport medication.
2. All medication is to be taken to the nurse's office for secured, locked storage.
3. Prescription medications must be in a prescription-labeled container; the label stating the child's name, current date, name of medication and directions for administration.
4. Over-the-counter medications must be in their original containers.
5. **Parent permission forms must accompany any kind of medication.** Physician requests also must accompany over-the-counter medications and any prescription medication to be given differently than stated in the label directions.

If you have questions, please contact our school nurse at 636-733-3157 or Amy Wehr, Supervisor, Wellness and Health Services at 636-733-2008.

## **MISSION**

Our Mission at Eureka Elementary is to guide all students to Learn, Lead and Love in order to be successful students and citizens.

**LEARN:** We adhere to the Rockwood mission statement that “We do whatever it takes to ensure all students realize their potential.” Our staff works collaboratively to support student learning, challenge students and build on their interests.

**LEAD:** Students take leadership by owning their learning through personal goal-setting and monitoring their progress. Students take on leadership roles in their classroom and throughout the school to promote student voice.

**LOVE:** We build a sense of belonging through buddy classes (K-3, 1-4, 2-5) to build relationships across the school. Buddy classes engage in activities around the 7 Habits of Happy Kids, read together and eat lunch together. In addition, all students choose multi-age Interest Families to explore an interest and build more relationships. We are very proud to be part of our Eureka school and community. Interest Families are designed to show our love of our community and support to make it even better.

## **MOVING**

If you are moving out of the Eureka Elementary School attendance area, please let the office know as soon as possible.

## **NO SMOKING POLICY**

As of July 1, 1991, smoking is prohibited in Rockwood School buildings or on District property. This policy applies to students, District personnel, community members and all visitors. Rockwood is in compliance with an ordinance passed by St. Louis County that restricts smoking in public or private school buildings.

## **OUT OF TOWN**

If you are going out of town and someone else is going to be responsible for your children, please send a note advising us of your plans and who is responsible for your child.

## **PARENT ORGANIZATIONS**

Eureka Elementary is privileged to have a very active Parent-Teacher Organization. The PTO offers a multitude of opportunities for involvement in school activities. Please consider being a parent volunteer. Volunteer training will be offered at the beginning of the school year.

PTO meetings and activities are listed on our school calendar and the PTO website. Everyone is invited and encouraged to attend the meetings. The PTO Board members and contact information is included in the front of the Handbook.

## **PARENT-TEACHER CONFERENCES**

The Rockwood School District provides two scheduled parent-teacher conferences, Fall and Spring. Please schedule your conference times at the Open House in August.

We realize the importance of frequent communication between parents and teachers. Parents or teachers are welcome to arrange additional phone or personal conferences at any time during the course of the year. **We ask that parents not confer with the teacher during instructional time or when teachers have supervisory duties, such as during morning arrival.** These "at-the-door" conferences can seriously interfere with instruction and the safety of the students.

## **PARTIES**

Students will participate in three classroom parties each year: a fall party, winter party and friendship party. It is encouraged that all grade level parties are planned together to give students a common experience. According to the Rockwood Wellness Committee recommendations, the focus of school parties will be on celebrating the event with fun activities such as games and crafts. Food will not be the focus of any party. If food and drink are included in the party, healthy options will be included, including water as a drink. Food allergies and sensitivities will be considered by the party planners, and planned at least one week in advance. The fall and winter parties will be planned by parents, with the activities approved by the teachers for school use. The friendship party will be planned by the classroom teachers, with a focus on community service. Grade level parents may support the teachers with appropriate snacks.

## **PHYSICAL EDUCATION PROGRAM**

Physical education is an important part of the school curriculum, and, as such, must be attended as any class would be. All students have PE five times per week. All students are expected to dress appropriately for PE class. This includes gym shoes for both boys and girls. Students wearing skirts or dresses are encouraged to wear shorts underneath. If a child is not feeling well on a particular day, he/she may be excused for that day with a note from the parent. An extended excuse from PE will only be granted with a statement from a doctor.

The Health curriculum is an integral part of the Physical Education Program. The physical education teachers teach all units and they report student progress to the parents on report cards by semester.

## **PHYSICAL EXAMINATION AND IMMUNIZATIONS**

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

Missouri law requires that every child attending a public school be properly immunized against DPT (Poliomyelitis), MMR (Mumps, Measles, and Rubella) and Hepatitis B. The law provides that a child not having the required immunizations will be excluded from school.

## **RECESS**

All students attend recess prior to their lunch period every day. Teachers are allowed to take additional short recess periods when their schedule and time allows, but it is not a scheduled activity. Please remember to send proper outer apparel for your child, according to the weather forecast. Students do not go outside if it is raining, in extreme heat or when a low wind chill factor exists. If a child is well enough to attend school, he/she should be able to participate in all activities, including outdoor recess in most cases. In the rare instances when a doctor allows a child to attend school, but not go outside, please send a note with the child. If the child needs to remain inside for more than two days, a doctor's note is required.

## **REPORT CARDS/PROGRESS REPORTS**

Report cards are generated quarterly and posted on the Infinite Campus Parent Portal website. Parents may gain access to Infinite Campus by completing an access request form and showing current ID in the school office.

Student growth is measured using Standards Based Grading and Reporting. Students are assessed on how well they have mastered the grade level standards for each content area. Non-academic indicators, such as participation, are measured separately.

## **SCHOOL COUNSELOR**

We have a full time counselor for the benefit of students, parents and teachers. The counselor's primary responsibility is to provide instruction of the guidance curriculum. The counselor works with students individually, in small groups or classroom settings. The counselor also serves as the liaison for Special School District, and Talented and Gifted programs. Parents wishing to request the assistance of the counselor may do so by calling her at (636) 733-3158.

## **SCHOOL PICTURES**

School pictures will be taken in early fall. The pictures are taken for each student for school records; but parents may purchase a color package, if they choose, on a prepay basis. Every effort is made to have the portraits available for parents before winter break. Spring pictures will also be taken. Every child's picture will be taken and parents can choose to purchase them. If not, simply return the entire package to the school. A yearbook is compiled annually and made available to all students for a nominal fee.

## **SCHOOL SAFETY**

We strive to maintain a safe school environment for our students, parents and staff. Our building is locked and monitored at all times. All visitors are required to identify themselves and sign in at the office. Our school and district safety team regularly inspects the building and grounds for possible concerns. We continually practice school wide drills.

In order to protect our students from possible dangers associated with concealed objects brought to school, students are not allowed to wear coats or carry backpacks during the school day. If parents see any type of safety concern, they are asked to immediately report it to the office.

## **SEXUAL HARASSMENT**

Sexual harassment by adults or children will not be tolerated in the Rockwood School District. The Rockwood School District Sexual Harassment Policy included in the RSD Policies and Procedures handbook outlines the district policy regarding sexual harassment.

## **SNOW DAYS**

When inclement weather forces the closing of schools in the Rockwood School District, the information will be broadcast on the website and on local TV and radio stations. This information is generally on the air by 6:00 a.m. Please make every effort to use this information service rather than call the school. Buses transporting children to Eureka may be somewhat delayed during inclement weather. In addition, the school district will send home an alert via the Rockwood Connect phone notification system. If your phone or e-mail address changes, please notify the office so we can ensure you receive all notifications from the school and district.

If you check out your child during the school day on an early dismissal snow day, sign out will be required. We cannot dismiss children to a neighbor without parent permission.

Emergency Dismissal forms will be provided to families at the beginning of the school year to allow parents to select the dismissal plans for students in the event of an emergency dismissal. All students must leave when the buses arrive. Adventure Club will be closed, and no students may wait for parents once buses arrive. Parents may pick up their children prior to the buses arriving.

## **SPECIAL SCHOOL DISTRICT**

The Rockwood School District receives services from the Special School District of St. Louis County. A wide range of services are available to the students, such as educational testing, homebound teaching and diagnostic evaluations in many areas including speech and language, learning disabilities, hearing and other health impairments. For specific information about the programs available, please call the Special School District at (314) 989-8100 or the school counselor at (636) 733-3158.

## **STANDARDIZED TESTING**

Rockwood School District students are administered a variety of district and state assessments throughout the year in order to measure growth and plan for instruction. Parents are informed of our testing schedule throughout the year. Attendance during testing is crucial to the success of the student's testing process.

## **STUDENT PICK-UP AND DROP-OFF PROCEDURES**

Parents who are planning to pick up students at the end of the school day should **send in a school provided dismissal note in the morning**. If it is a last minute decision, please **call the office at (636) 733-3150 no later than 3:00 p.m. Without a note or authorization from the office, the classroom teacher will put students on their regular bus at the end of the day**. Parents wishing to pick up or drop off students should use the back parking lot at the west end of the building. Any students riding a bus other than their own, or intending to depart the bus at a different bus stop will need to present a note from home to the office for signature. The bus driver will ask for a note signed by the office before allowing students to ride a different bus or to get off at a different stop.

In order to make sure our students are appropriately supervised, students may not be dropped off at school before **8:45 a.m.** unless they are enrolled in Adventure Club. **Breakfast begins at 8:45 a.m.** There will be no exceptions to this rule.

**To ensure the safety of all students, please do not pick up or drop off at the front of the building.**

Dismissal begins at 3:45. Parents should stay in the traffic lane in the rear of the building and your child will be dismissed to your car. For the safety of our students, please follow the traffic pattern at all times.

If your child will be picked up daily, please notify the teacher at Open House and a family car tag will be distributed to you to expedite your pick up.

## **STUDENT RECORDS**

Records of each child's enrollment data and progress in school are kept in the school office.

Attendance and academic reports are also available to parents via Infinite Campus. Health records are maintained in the nurse's office. The records are available for review at any time by a parent or legal guardian. Academic information is added throughout the year.

## **TECHNOLOGY**

Student use of computers, hardware, software, or the internet is restricted to course-related work unless prior approval is received from authorized staff. Students must follow rules, procedures and internet safety guidelines at all times. Internet safety is taught through technology and library/media lessons and reinforced in the classrooms. Inappropriate use of the district's internet will result in disciplinary action.

## **VISITORS**

In an effort to ensure our children's safety, **all visitors must sign in at the office and get a visitor's badge.**

## **VOCAL MUSIC**

All elementary students have two 30-minute music classes per week. Music classes include singing, instruments, movement, and rhythm. Each grade level has a Vocal Music performance during the school year. Fourth and Fifth graders have the opportunity to participate in Eureka Elementary's Special Chorus.

## **VOLUNTEERS**

Parents are strongly encouraged to volunteer at Eureka Elementary. Parents may volunteer through home projects, classrooms, through the numerous PTO events or for special school events. Each classroom teacher will recruit parent volunteers as needed throughout the school year. Volunteering can be a wonderful experience for parents, students, teachers and school. Volunteer training will be held at the beginning of the school year. In order to ensure that it is a positive experience for all, we ask that our parents adhere to the following points, ideas and requests:

- When volunteering at the school during regular school hours, parents should not bring other children with them.
- When volunteering at the school outside of regular school hours, children should remain with their parents at all times.
- Sign in and out in the office and wear a visible visitor badge.
- Remember that working in your child's classroom requires a personal commitment to the class versus one's own child.
- Volunteers are asked not to conference with their child's teacher about their own child's performance during class time.
- Confidentiality is very important. Teachers may not give out personal information about a child other than specific classroom needs.
- All academic and behavior observations must be kept confidential.
- All discipline should be handled by school personnel.