

Eureka Elementary Parent and Student Handbook

2021-2022



Eureka Elementary
5350 Rockwood Arbor Drive
Eureka, MO 63025
636-733-3150
Fax: 636-733-8857
Principal, Corie Luczak
Asst. Principal, Shannon Smith

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School Phone Number:	636-733-3150
School Fax Number:	636-733-8857
Rockwood Transportation:	636-733-8500
City Bus Service: Missouri Central	314-721-8657
School Office Hours:	8:00 a.m. – 4:30 pm.
School Hours: 9:09 a.m. – 3:59 p.m.	(Students may arrive at 8:50 a.m.)

Eureka Elementary website: www.rsdmo.org/eurekael/

Twitter: @EurekaElem #LittleWildcatPride

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Letter from the Principal


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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, attending virtual events or reading with your child. Your children will appreciate all that you do.

We encourage you to participate in our varied activities and school events. We hope this handbook will be helpful in providing information regarding our school procedures and you will find the answers to most of the questions you may have through the handbook and our 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,

Corie Luczak

Corie Luczak, Principal
Eureka Elementary

GENERAL INFORMATION

ROCKWOOD SCHOOL DISTRICT PERSONNEL

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Board of Education

Jaime Bayes
Loralee Mondl
Lynne Midyett
Thomas Dunn
Dr. Keith Kinder
Randy Miller
Tamara Jo Rhomberg

For more information on the Board or to view the district's strategic plan, visit <https://rsdmo.org/board-of-education>

Rockwood Administration

Dr. Timothy Ricker	Interim Superintendent of Schools
Dr. Lisa Counts	Assistant Superintendent of Supervision of Schools
Dr. Katie Reboulet	Assistant Superintendent for Human Resources
Dr. Shelley Willott Services	Assistant Superintendent of Learning and Support
Paul Northington	Chief Financial Officer
Deb Ketring	Chief Information Officer
Dr. Dave Cobb Education	Executive Director of Pre-K and Elementary

GENERAL INFORMATION



NONDISCRIMINATION STATEMENT

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

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

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

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

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

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

For further information on notice of nondiscrimination, visit <https://nrs.ed.gov/> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Eureka Staff 2021-2022

Administration	Corie Luczak, Principal Shannon Smith, Assistant Principal	Cafeteria	Jenn Fitzpatrick Amiee David Anne Dickhans
Counselor	Jamie Heimos		
Kindergarten	Eileen Delia April Dalrymple Amanda Hunnius Michele Whitford Dee Martel	Classroom Assistants	Lubna Abedin Ellie Steinhauer Mindy Hiles
First Grade	Haley Havens Lindsey Lootens Lindsay Pardeck Cassidy Elsner	Custodians	Ed Fox Jeremy Heine Cathy Rego
Second Grade	Kristen Courtney Paulina Hampel Wendy Winegardner	ESOL	Nicole Durrer
Third Grade	Courtney Cochran Elizabeth Kealen Tina Monton	Library	Kelly Wiegand Helen Lyday
Fourth Grade	Jacob Branch Kristine Fink Raina Gill Haley McArthur	Nurse	Paige (Alesia) Oldenburg
Fifth Grade	Holly Conroy Donna Doser Rob Madison Catherine Neal	Office	Tia Behrens Molly Nisbet
Special Area Teachers	Alaina Baldwin (Music) Peter Grace (PE) Erica Hanna (PE) Allie Gentry (PE) Mary LaRose (Art) Leah Poe (Strings) Megan Adams (Strings)	Reading Intervention	Cassandra Pope Dana St. John
Adventure Club	Megan Griggs Pam Grant	Social Worker	Taylor Decker
		Special Ed	Shauna Carney (admin) Adreneh Allen (school psych) Meghan Diestelkamp (teacher) Olivia Beutel (resource) Merit Emberton (resource) Kathy Rolofson (resource) Aileen Nagel (OT) Aimee Bernier (PT) Bethany Laskowitz (SLP) Jessica Montgomery (SLP) Tia Wilson (social worker) Sue Nalagan (para) Paige Biser (para) Jon (Pat) Walker (para) Gretchen Lee (para)

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PTO Executive Board

EUREKA ELEMENTARY PTO **BOARD** **2021-2022**

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Lindsay Poepsel	President/VP Communications
Becky Vennemann	Co-President
Becki Moss	Co-Treasurer(Reporting)
Tiffany Moton	Co-Treasurer (Fund Management)
Dena Gaw	Secretary
Erica Morris	VP Community Relations
Dawn Humes	VP Diversity, Equity, and Inclusion
Kelli Moore	VP Fundraising
Jennifer Taylor	VP Parent Involvement
Erin Huang	VP School Support

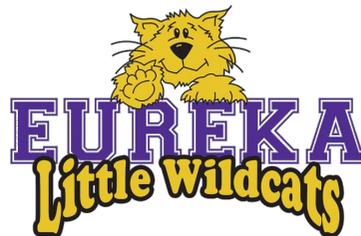


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Calendar - 2021-2022

August

- 9 Kinder Camp
- 17 New Family Welcome 5:30 p.m.
- 19 Meet the Teacher 4:30-6:00 p.m.
- 23 First Day of School 9:09 a.m.
- 30 Bus Driver Breakfast 9:15 a.m.
- 31 PTO meeting 6:00 p.m.

September

- 6 No School, Labor Day
- 7 No School, Curriculum Day
- 9-10 VIP Breakfast 8:30 a.m.
- 14 Volunteer Training 9:15 a.m.
- 15-16 Conferences/ Book Fair 4:00-8:00 p.m.
- 16 Volunteer Training 6:00 p.m.
- 25 Eureka 5K Color Run
- 27 Fall Picture Day
- 27 Flu Shot Clinic 3:00-4:30 p.m.
- 28 PTO meeting 6:00 p.m.
- 30 5th grade parent meeting

October

- 1 Hearing Screening
- 2 Eureka Days Parade
- 4 No School, Professional Development Day
- 15 Trunk or Treat 6:00 p.m.
- 23 District Cross Country Meet 8:00 a.m.
- 25-29 Red Ribbon Week
- 26 PTO meeting 6:00 p.m.
- 29 Fall Parties

November

- 1 No School, Conference Compensation Day
- 2 No School, Professional Development Day
- 5 & 8 Vision Screening
- 10 Picture Retake Day
- 12 Veterans Day Celebration 9:30 a.m.
- 18 STEM Family Night 6:00 p.m.
- TBD Girls on the Run 5K
- 23 Turkey Smash 2:45 p.m.
- 24-26 No School, Thanksgiving break
- 30 PTO meeting 6:00 p.m.

December

- 7 4th Grade Vocal Concert 6:15 p.m.
- 22-31 No School, Winter Break

January

- 3 Students Return
- 12-13 Kindergarten Registration
- 13 Early Dismissal, 12:55 p.m.
- 14 No School, Teacher Work Day
- 17 No School, MLK Day
- 18 Second Semester Begins
- 18 PTO meeting 6:00 p.m.
- 21 PTO Bingo Night 6:30 p.m.
- 25 1st Grade Vocal Concert 6:15 p.m.
- 28 Leadership Showcase

February

- 12 PTO Adult Event-TBD
- 14 Friendship Parties
- 18 No School, Professional Development Day
- 21 No School, President's Day
- 22 PTO meeting 6:00 p.m.
- 23 2nd Grade Concert

March

- 2-3 Conferences/Book Fair 4:00-8:00 p.m.
- 14 Spring Picture Day
- 21-25 No School, Spring Break
- 29 PTO meeting 6:00 p.m.

April

- 4 No School, Professional Development Day
- 5 5th Grade & Special Chorus Concert 6:15 p.m.
- 15 No School, Good Friday
- 21 Strings Concert 3rd grade
- 26 PTO meeting 6:00 p.m.
- 27 Kindergarten Orientation 6:15 p.m.
- 28 Strings Concert, 4th & 5th grade
- 29 Volunteer Appreciation Breakfast
- TBD District Art Show

May

- 13-16 5th Grade Smoky Mountain trip
- 20 Wildcat Bash 4:30-7:00 p.m.
- 25 District Track Meet @ LHS 9:45 a.m.-1:30 p.m.
- 27 Transition Day
- 30 No School, Memorial Day
- 31 Field Day

June

- 1 Kindergarten Celebration 2:30 p.m.
- 2 Fifth Grade Farewell 9:30 a.m.
- 2 Last Day/ Early Dismissal 12:55 p.m.



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ABSENCES

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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.

Please be sure your child has been fever free, without medication, 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 9:09 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 9:09 a.m. will be marked absent according to Rockwood policy.

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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. For more information about this service and cost, please contact (636) 891-6644. **All students needing to be dropped off before 8:50 a.m. should be enrolled in Adventure Club where they are supervised.**

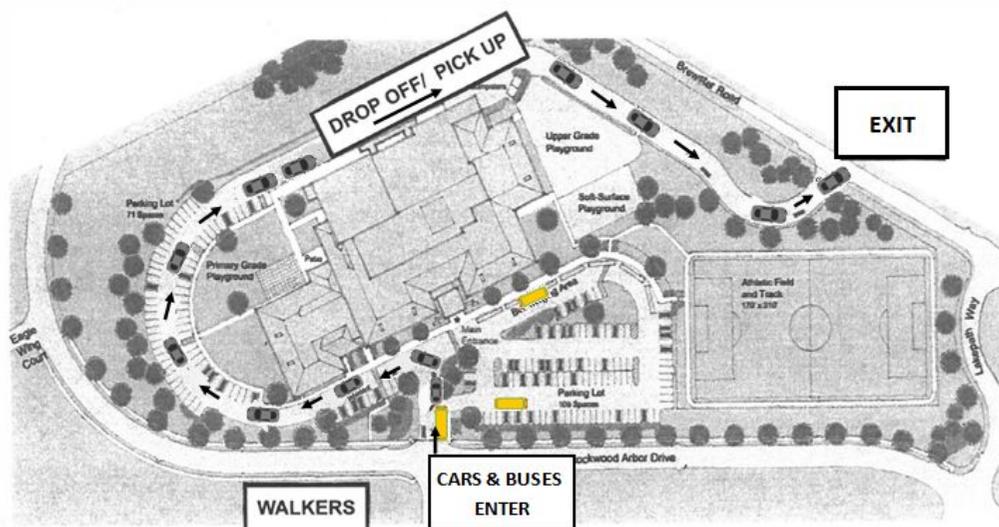
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ARRIVAL AND DISMISSAL TIMES

Children should not arrive at school before 8:50 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 9:09 a.m. – 3:59 p.m.

Eureka Elementary Arrival/ Dismissal Procedures



Parent Drop Off/ Pick Up:

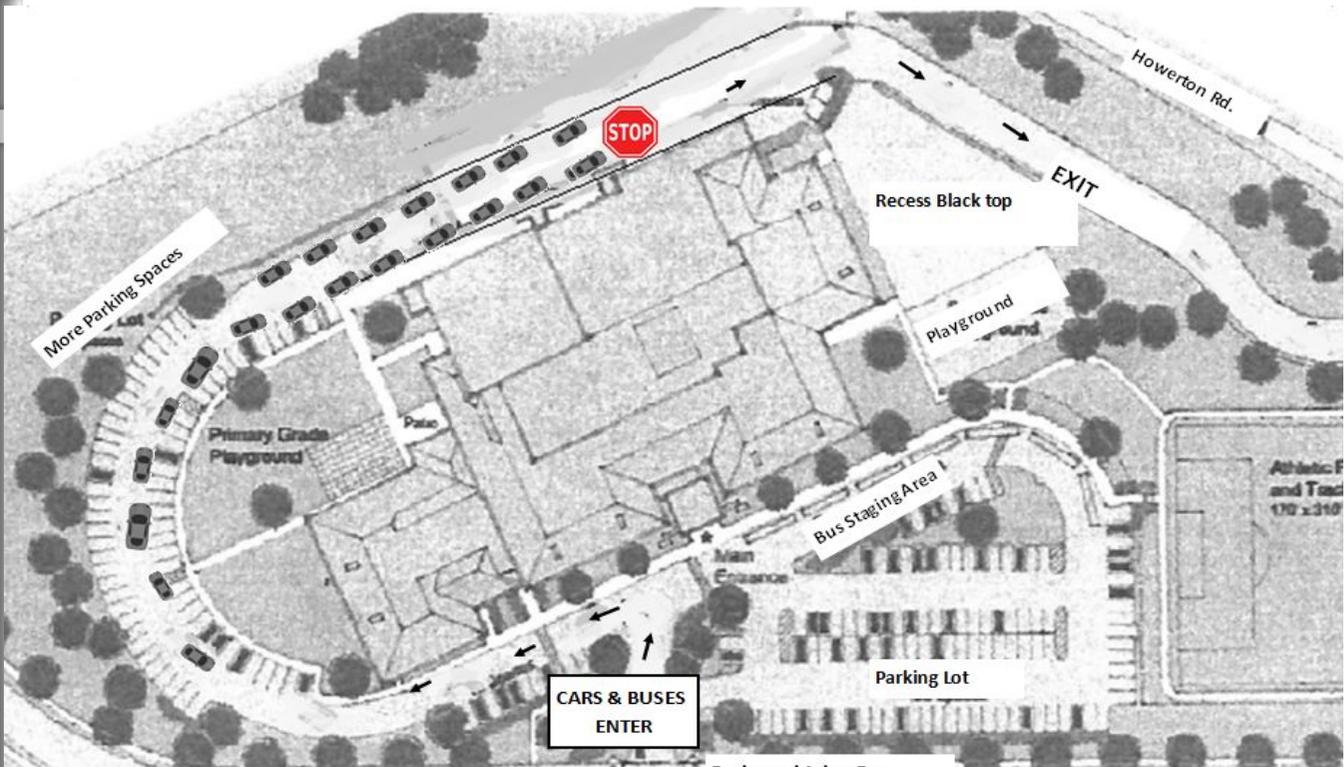
1. Cars and buses will enter by the main entrance on Rockwood Arbor Drive.
2. Car riders should drive towards the school then turn left to head around the back of the building
3. A staff member will greet students in the morning and dismiss students after school.
4. If you are an everyday pick up, please please hang your name card on your visor for faster dismissal
5. When directed, please continue around the school to exit in front onto Rockwood Arbor Drive.

Walkers:

1. Walkers will be dismissed from the front doors next to the kindergarten wing.

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Parent Pick Up in the P.M.

1. Cars and buses will enter by the main entrance on Rockwood Arbor Drive.
2. Car riders should drive towards the school then turn left to head around the back of the building.
3. Cars should form two lines in the back of the building, stopping at the marked sign.
4. Please have your name card hanging on your visor for faster dismissal.
5. Staff members will walk students down the middle of the two rows of cars allowing students to load. **NO CARS WILL LEAVE UNTIL BOTH ROWS ARE LOADED.**
6. Once remaining students are all on the sidewalk, loaded cars will be dismissed and the next set of cars may pull up and form two rows.
7. Students will walk through the cars again to load remaining cars.

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ART CLASSES

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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.

ATTENDANCE GUIDELINES

According to Rockwood guidelines, tardies are not given at the Elementary level. Students arriving after 9:09 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 number of accidents caused by the use of these types of back packs. Regular backpacks are permitted.

A-B Topics

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.

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Balloons, flowers or other special items should not be sent to school for students. They will not be delivered to classrooms.

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 8:50 a.m. to 9:05 a.m.

Breakfast and lunch will be provided free of charge during the 2021-2022 school year. After that time, we encourage you to pay online (www.myschoolbucks.com) or pay by the month. Many parents prefer the convenience of maintaining a month's balance in their child's account. It is very important to put your child's name and account number on lunch money envelopes.

If your child has a charge, a notification will be sent home. Please check with your child to see if he/she has been given one. You may prefer to send a sack lunch.

Students who bring a lunch from home may purchase milk or juice. 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.

A-B Topics

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 office. 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.

You may check bus routes and stop times at www.rsdmo.org/transportation.

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.

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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

Eureka Elementary web page www.rsdmo.org/eurekael/

Twitter: @EurekaElem #LittleWildcatPride

Calendar: You can stay up to date with school and district events with our online calendars at www.rsdmo.org/calendar

Correspondence is possible with the administration by phone or at the following email addresses:

Corie Luczak: luczakcorinne@rsdmo.org

Shannon Smith: smithshannon@rsdmo.org

Newsletter

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

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. 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.

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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 or flowers etc.

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 verify your child's information online at www.rsdmo.org/enrollment, or make necessary corrections on the paper Student Information Form, 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.

C - I Topics

EXPECTATIONS

Students are expected to follow district, school, and classroom rules and regulations. The Eureka Elementary PAWSitive Expectations are promoted in all classrooms and throughout the school.

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.

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PAWSitive Expectations	
	<p>P</p> <p>I am Positive and Proactive.</p> <p>My choices and mindset start with me.</p>
	<p>A</p> <p>I am Accountable.</p> <p>I do the right thing even when no one is watching.</p>
	<p>W</p> <p>I think Win-Win.</p> <p>I use my leadership skills to solve problems and help others.</p>
	<p>S</p> <p>I Synergize.</p> <p>I collaborate and cooperate with others.</p>

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.

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GIFTED PROGRAM

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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.

Gifted Identification Process

The Rockwood School District follows guidelines for gifted identification required by the Missouri Department of Elementary and Secondary Education, looking at multiple criteria to determine if gifted education services are needed. Identification criteria include:

1. Academic Ability
2. Reasoning and Problem Solving Ability
3. Cognitive Ability

Learn more about the Rockwood Gifted Program at <http://rsdmo.org/giftededucation> or by contacting our counselor at (636) 733-3158.

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 or pants that show undergarments
- Extremely tight shirts, pants, shorts or skirts
- Clothing which promotes drugs, alcohol, tobacco and/or its products, or violence, sex, or hate groups is prohibited from school and must be covered or removed

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HOMEWORK

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. Homework should be time to reflect on learning, and reinforce skills, rather than introduce new material. All Eureka Elementary students are encouraged to read every day. Reading time includes reading with someone and being read to, as well as talking about text. 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.

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Parent Tips: Put First Things First”

1. Have your child read to you, with you or independently, every day. Ask questions about what your child is reading and thinking about the text.
2. Help your child study for tests or work on projects prior to the due date.
3. Have your child use real-life math, such as following a recipe or dividing treats among friends.
4. Review completed work sent home with your child to check for understanding.
5. Minimize electronic viewing. Encourage discussion of programs watched together.
6. Discuss current events.
7. Provide experiences for your child, such as visiting community events, museums, parks, etc.
8. Encourage your child to write letters, stories, lists, etc.
9. Ask your child to share two positive things that happened in school, something that interested them, made them think, or challenged them, each day.

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.

INSTRUMENTAL MUSIC

Violin lessons using the Suzuki method are given to all the 3rd grade classes. Violins are provided to third graders at school. String orchestra classes are an option offered to 4th and 5th 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 will need to rent or purchase an instrument. If this poses a difficulty, please consult with the teacher or administration.

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LEADER IN ME

Eureka Elementary is a Leader in Me Lighthouse School. Through our mission to Learn, Lead and Love, we maintain the core paradigms that:

- ★ Everyone can be a leader.
- ★ Everyone has genius.
- ★ Change starts with me.
- ★ Educators empower students to lead their own learning.
- ★ Develop the whole person.

Through a Leader in Me grant, we have been able to train our students and 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.

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LIBRARY MEDIA CENTER

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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 should be paid by the end of the school year.

LOST AND FOUND ITEMS

Lost and found items without names, such as clothing and lunch boxes are placed on the lost and found rack until the end of the semester. Unclaimed lost and found items are donated at the end of each semester. Lost jewelry, glasses or other valuable items are kept in the office and can be claimed with proper identification.

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LUNCH

Students attend lunch prior to recess. This way students can have a chance with their class for a restroom break and washing hands, prior to eating. Students have a full 20 minutes to eat lunch. If they are not finished eating at the end of the lunch period, they may remain in the cafeteria, or take the remaining item to class to finish. Eureka offers a Quiet Cafe for students who would occasionally like a quiet setting to eat. Parents are welcome to eat lunch with their children as space permits. Please refrain from bringing food for other children.

Our recess and lunch schedule varies each year. During the 2021-2022 school year school breakfast and lunch are free to all students. We encourage families to complete the free and reduced priced meal application so that the district can receive federal funding for other programs. Applications can be completed online through Infinite campus or printed from our web page

<https://rsdmo.org/child-nutrition-services>.

2021 - 2022 Schedule

SECOND	10:45 -11:05 Lunch	11:05-11:25 Recess
FIRST	11:10-11:30 Lunch	11:30-11:50 Recess
KDG	11:35- 11:55 Lunch	11:55-12:15-Recess
FOURTH	12:05-12:25 Lunch	12:25-12:45 Recess
FIFTH	12:30-12:50 Lunch	12:50 -1:10 Recess
THIRD	12:55-1:15 Lunch	1:15-1:35 Recess

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, Alesia (Paige) Oldenburg, at 636-733-3157 or Amy Wehr, Supervisor, Wellness and Health Services at 636-733-2008.

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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-4, 1-3, 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.

MUSIC

All elementary students have two 30-minute music classes per week. Music classes include singing, instruments, movement, and rhythm. Students may perform in Vocal Music performance during the school year or sing at special events. Fourth and Fifth graders have the opportunity to participate in Eureka Elementary's Special Chorus, which includes weekly before school practices and special performance opportunities.

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.

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PARENT ORGANIZATION

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. Fall conferences include a parent survey so that parents and teachers can begin a strong partnership. Spring conferences include a student-led portion as students take on more ownership of their learning. We realize the importance of a strong parent-teacher partnership and encourage frequent communication between parents and teachers. However, 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 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 in the spring. 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 friendship parties will be planned by parents, with the activities approved by the teachers for school use. The winter party will be planned by the classroom teachers, with a focus on community service. Grade level parents may support the teachers with appropriate snacks.

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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.** [BACK to TABLE of CONTENTS](#)

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 driveway (cafeteria doors), entering from Rockwood Arbor Drive and going left around 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 **8:50 a.m.** unless they are enrolled in Adventure Club. **Breakfast begins at 8:50 a.m.**

Dismissal begins at 3:55. Parent pick up and Adventure Club students will be called first. 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 Meet the Teacher and a family car tag will be distributed to you to expedite your pick up.***

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 be granted with a statement from a doctor.

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. The law provides that a child not having the required immunizations will be excluded from school, unless an exception is provided. If you have any questions, please contact our school nurse, Alesia (Paige) Oldenburg, at 636-733-3157.

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PLACEMENT OF STUDENTS

A great deal of time and effort goes into the classroom assignment of students. The principals, 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 teachers and administration. Watch for this form in the spring of the school year.

RECESS

All students attend recess after their lunch every day. Teachers are allowed to take additional recess periods when their schedule allows. 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 at semester 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.

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SCHOOL COUNSELOR

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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 Education and Talented and Gifted programs. Parents wishing to request the assistance of the counselor may do so by calling Jamie Cook 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 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 on the office computer. Our school and district safety team regularly inspects the building and grounds for possible concerns. We continually practice school wide drills and collaborate with area resource personnel. In order to protect our students from possible dangers associated with concealed objects brought to school, students are not allowed to carry backpacks or bags during the school day. If parents or students see any type of safety concern, they are asked to immediately report it to a staff member.

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.

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SNOW DAYS

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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, Jamie Cook, 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. Attendance during testing is crucial to the success of the student's testing process. The district testing calendar is available at www.rsdmo.org/calendar.

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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 the Infinite Campus Parent Portal. 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. During the 2018-19 school year, Rockwood is transitioning to online census and health forms as a convenience to families. Access will be granted to parents who have an Infinite Campus Parent Portal account.

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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.

VALUABLES

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

VISITORS

In an effort to ensure our children's safety, **all visitors must sign in on the office computer and wear a visitor's badge at all times.** Parents and other visitors are asked to refrain from cell phone use while visiting school, including talking and taking photos, except in an emergency.

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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. **All volunteers should attend training each year for the well-being of our students.** 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.