



Green Pines

Elementary School

2021-2022
Parent Handbook



Green Pines Elementary School
Paul Godwin, Principal
Angie Schott, Assistant Principal
16543 Green Pines Drive
Wildwood, MO 63011-1869
Phone: 636.733.4150
Fax: 636.733.8862
Website: www.rsdmo.org/greenpines



Green Pines Elementary School
16543 Green Pines Drive
Wildwood, MO 63011-1869

Dear Green Pines Students and Families,

Welcome to Green Pines where we do whatever it takes to ensure all students realize their potential! We are very proud of the Rockwood District and our school because of the world class educational program we provide within a caring and safe learning environment. Our students' academic, social and emotional well being is at the heart of our purpose at Green Pines. We encourage all of our Green Pines families to be active members of our school and we invite you to be partners with us in the educational process.

This handbook was prepared as a guide for you. It is designed to explain many school policies, rules, regulations, guidelines, and other information pertaining to our school. Please read through the handbook and keep it for future reference. I would also direct you to the Policies, Regulations, Procedures and Consequences Handbook and to our district Policies and Regulations which can be accessed at www.rsdmo.org under the "Community" drop down tab.

The Green Pines staff desires to have a successful school year for all of our students. Should questions or concerns arise during the school year, please do not hesitate to discuss them with us.

Sincerely,

Paul Godwin
Principal
godwinpaul@rsdmo.org

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IMPORTANT PHONE NUMBERS

Rockwood Administrative Center	636.733.2000
Green Pines Elementary School	
School	636.733.4150
FAX Number	636.733.8862
Bus Transportation	
Rockwood	636.458.2044
VICC Transportation	314.721.8657
Center For Creative Learning	636.891.6550

SCHOOL HOURS

8:33 a.m. ~ 3:23 p.m.
Monday ~ Friday

Early Dismissal Days

8:33 a.m. ~ 12:18 p.m.
Grades K – 5

January 13
June 2

Lunch will be served.

Green Pines students in the Gifted Program will attend the CCL on Thursdays.

Rockwood School District Board of Education

Loralee, Mondl, Lynn Midyett, Jaime Bayes, Dr. Keith Kinder, Tamara Jo Rhomberg, Randy Miller, Thomas Dunn
Dr. Tim Ricker, Interim Superintendent of School

Green Pines Staff

Office

Paul Godwin, Principal
Angie Schott, Assistant Principal
Marissa Hackerson, Counselor
Debbie Swafford, Secretary
Sarah Erkert, Secretary
Margo Scanlon, Secretary
Cheryl Buettmann, Nurse

Kindergarten

Alexandra Keisker
Stephanie Kolb
Leigh Goldschmidt
Brittany Meldrum

First Grade

Sarah Caldwell-Thompson
Jamison Michel
Julie Kennington
Lisa Wilkinson

Second Grade

Cheryl Nugent
Tara Waterman
Tara Lester
Jess Sumner

Third Grade

Hilarie Wilson-Book
Megan Jaeger
Cathy Backer

Fourth Grade

Hayley Cronin
Emma McGuire
Laura Mueller
Bryan Tenny

Fifth Grade

Talayna Marco
Nikki Klein
Marian Robinson

Special Teachers

Kasey Becker, Reading
Debbie Schilly, Reading
Dan Hogan, Angie Nichols, Brandon
Gargus, PE/Health
Kyle Gilhaus, Vocal Music
Julie Jenkins, Art
Christopher Livesay, Strings
Jenna Vogt, Bridget Lee,
Resource
Beth Higdon, Self-Contained
Language
Lindsey Clark, Therapeutic
Intervention
Nicole Klein, Librarian
Melissa Harrison, ESOL
Gretchen Jennings, School
Psychologist

Other Staff

Amy Johnson, Library Assistant
Kelly Kerr, Cafeteria Manager
Christine Agnew-Danback,
Linda Straub, Café
Julie Dwyer, IT
Diane Haselhorst, Brittany Miller,
TBD, Classroom Assistants
Sandy Frazier, Adventure Club
Laura Burcke, Denice Anderson,
Gretchen Neiman, Robin
Schmidt, SSD Paras
Morgan Shirley, OT
Frank Frisch, Lead Custodian
Gary Kunzie, TBD,
Custodians

the way FORWARD

ROCKWOOD MISSION: WE DO WHATEVER IT TAKES TO ENSURE ALL STUDENTS REALIZE THEIR POTENTIAL.

As a school community, this profile of a Rockwood learner reflects the hopes, dreams and aspirations we hold for every child. Our vision is that every child loves life and finds success.



Mission Statement

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

At Green Pines Elementary School we do this by maximizing each student's learning, achievement, and sense of self-worth within a safe and caring environment. In partnership with parents, staff, students, and community, the school will help all students become responsible citizens who are life-long learners.

Vision Statement

Green Pines Elementary is dedicated to providing a comprehensive educational program for its students, emphasizing the developmental needs of the whole child.

This will be accomplished through:

- ☆ Providing quality educational experiences
- ☆ Ensuring tight alignment of classroom instruction to RSD curriculum
- ☆ Engaging in professional staff development opportunities to enhance teacher capacity
- ☆ Employing best practice teaching techniques
- ☆ Integrating technology into the instructional program to provide for differentiated and accelerated student-centered learning opportunities
- ☆ Fostering a caring school community whereby parents, teachers, students and the community are involved and committed to participating in their children's education
- ☆ Providing a caring environment to nurture students
- ☆ Establishing a community of responsible citizens

Green Pines Elementary School Improvement Plan and Team

The Green Pines School Growth Plan is a living and changing document that is a comprehensive plan which provides direction for staff as we continuously improve in every aspect of our performance. It is our guide as to how we will grow professionally and strive to reach our fullest potential as a world class professional learning community with the end result of empowering our students to command their future. Our building plan reflects a continuous improvement model which aligns with the district CSIP, the district's Strategic Plan, and Administrator Goals. Grade level and special area Smart Goals will align with the Green Pines SIP plan. The School Improvement Plan reflects the collaborative work of the Guided Coalition Team, Grade Level and special area PLCs, and district curriculum directors and their resource teachers. The Guided Coalition meets periodically to review new data, to assess current progress being made toward the goals and strategies, and to monitor the implementation schedule.

ROCKWOOD SCHOOL DISTRICT
SCHOOL CALENDAR 2021-2022

New Teacher Orientation	Thursday, August 12 through Tuesday, August 17
Regular Teacher Orientation (Teachers on Duty)	Wednesday, August 18 through Friday, August 20
First Day of School for Students	Monday, August 23
No School - Labor Day	Monday, September 6
No School – Curriculum Day (Teachers on Duty)	Tuesday, September 7
No School - Professional Development Day (Teachers on Duty)	Monday, October 4
No School – Conference Compensation Day.....	Monday, November 1
No School - Professional Development Day (Teachers on Duty)	Tuesday, November 2
No School - Thanksgiving Holidays	Wednesday, November 24 through Friday, November 26
No School - Winter Break	Wednesday, December 22 through Friday, December 31
School Resumes.....	Monday, January 3
Early Dismissal/Grade Recording Day	Thursday, January 13
No School – Teacher Work Day (Teachers on Duty)	Friday, January 14
No School - Martin Luther King Jr.’s Birthday Holiday	Monday, January 17
Second Semester Begins.....	Tuesday, January 18
No School - Professional Development Day (Teachers on Duty)	Friday, February 18
No School – Presidents’ Day Holiday.....	Monday, February 21
No School - Spring Recess.....	Monday, March 21 through Friday, March 25
School Resumes.....	Monday, March 28
No School - Professional Development Day (Teachers on Duty)	Monday, April 4
No School – Spring Holiday	Friday, April 15
Last Day for Seniors	Friday, May 27
No School – Memorial Day Holiday.....	Monday, May 30
Early Dismissal/Grade Recording Day.....	Thursday, June 2
Records Day (Teachers on Duty)	Friday, June 3

2021-2022 SCHOOL YEAR

STUDENT ATTENDANCE DAYS BY QUARTER AND SEMESTER

1st Quarter Ends.....	October 22	E/M/H	42	3rd Quarter Ends Elementary.....	March 4	32
2nd Quarter Ends.....	January 13	E/MH	46	3rd Quarter Ends Middle/High.....	March 18	42
	4 th Quarter Ends.....			June 2	E 56	M/H 46
1st Semester Ends.....	January 13		88	2nd Semester Ends.....	June 2	88
			1 st Semester		88 days	
			2 nd Semester		88 days	
			Total Student Attendance Days		176	

INCLEMENT WEATHER MAKE-UP

Schools are required 1044 hours of instructions

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

PLT News and Events

Parent Leadership Team (PLT/PTO)

Paul Godwin, Principal godwinpaul@rsdmo.org	Angie Schott, Assistant Principal schottangela@rsdmo.org	Christy Pitney, President christypitney@yahoo.com
Jennifer Shirley, Vice President Support jreimer78@hotmail.com	Michael Dozier, Treasurer mldozier1@gmail.com	Hollie Marlo, Secretary hollie@themarloteam.com
Sarah Moffatt, VP Community Events smoffatt5@gmail.com	Emma Herrick, Teacher Representative herrickemma@rsdmo.org	Laura Mueller, Teacher Representative muellerlaurac@rsdmo.org
	Kathy Rose, Webmaster rosek.stl@gmail.com	

Please look for these PTO sponsored events on the school calendar for the 2021-2022 school year. All Parent Leadership Team Meetings and General PTO Meetings will also be posted on the school calendar. If you are interested in volunteer opportunities, please visit the PTO tab on the Green Pines website. All dates are tentative at this time. Additional information and confirmations will be shared via school and PTO communication.

August 20	Meet the Teacher Night
September 8	Curriculum Night
September 11	GP Night w/the Cardinals
September 24	Gator Guys Fall BBQ
October 23	Trunk or Treat (raindate 10/30) & Pumpkin Decorating
December 17	Movie Night & Luminary Glow
January	Polar Plunge (dates are determined closer to the event)
TBD	Pizza BINGO
March 18 or 22	Defy
April 2	Adults Night Out Event
May 7	Gator Guys Spring BBQ
May 16	Food Truck Night

PTO also sponsors the following:

- Adopt A Gator
- Blues Hockey Fundraiser
- Box Tops & Campbell's Labels
 - Buzz Book
 - Coke Rewards
 - Escrip Program
 - Staff Appreciation
 - 5th Grade Celebration
 - Gator Gear Fundraiser
- Monthly Restaurant Nights
 - New Family Welcome
 - School Supply Packs
 - We Care
- Young Learners Conference
 - New Family Signs

We are always looking for new and fresh ideas. Please contact a PLT member if you have something to share or contribute!

If you'd like more information about any of the events or activities sponsored by the Green Pines PTO, please contact a PLT member.

We are looking forward to your partnership this school year!

ADVENTURE CLUB

Adventure Club is Rockwood School District's tuition-based, out-of-school time program that is available at all 19 of the district's elementary schools.

- The **morning program** starts at 6:30 a.m. and is open to students in kindergarten through 5th grade until the start of the school day.
- At the **close of the school day**, the program is open to students in kindergarten through 5th grade until 6 p.m.

Holiday and Summer Programs are offered at selected locations. For more information you may call 636.861.7772 or visit online at www.rsdmo.org/adventureclub

ATTENDANCE

Regular and punctual attendance is an important factor in a student's success in school. If your child is going to be absent, please call the school 636.733.4150 ext. 1 and leave this information on our voicemail system: student's name, teacher's name and reason for the absence. The attendance line is in operation 24 hours a day, seven days a week. If we do not hear from you and your child is absent, the automated system will call you at home or at work to see why your child is not in attendance. Regular and punctual attendance is important in order for children to have continuity with their teachers and peers in the educational process. Rockwood District policy requires accounting for all absences.

Attendance is reported as total number of days missed, calculated by the minute. **

**Time missed after 8:33am or before 3:23pm is counted in minutes absent.

Excusable Absences

1. Death in the student's immediate family.
2. Illness of the student.
3. Doctor and dental appointments.
4. Certain days for religious observances.
5. Court appearances.
6. When a family is leaving town and desires to take the student with them, he/she *may be excused* up to five (5) school days provided that:
 - a. The school (office and teacher) is notified in advance of the absence;
 - b. The student procures assignments in advance of the absence;
 - c. All assigned work is turned in upon returning to school;
 - d. All tests, etc. are made up at the direction of the individual teacher.

Unexcused Absences

Absences for all other reasons are inexcusable and shall be treated as a degree of truancy.

Suspensions imposed by the school administration shall not count as an excused or unexcused absence. According to district policy, students who are absent during the day may not participate in any after-school activities or programs that day.

Parents Going Out of Town

Whenever parents go out of town but leave their child(ren) in the care of someone else, a note must be sent which authorizes the individual to represent the parents during the specified period of time of the parents' absence; this note is required regardless of whether or not the person authorized to care for the child is a relative.

Homework Due To Excused Absences

Students are expected to make up any schoolwork they miss during absences due to vacation or illness or any other excused absence. 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 can be requested by calling the school office at 636.733.4150 by 10:00 AM. The teacher will have the assignments ready to be picked up in the office between 2:00 and 4:30 PM. If another student is to take the work home, please give the student's name and room and the homework will be sent to that child. Any requests made after 10:00 AM will be handled only if possible.
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 easily be 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; generally, one day for each day of absence, up to five total days, is regarded as an appropriate period.

ARRIVAL AND DISMISSAL**Arrival**

All grades will start at 8:33 AM and dismiss at 3:23 PM

STUDENTS MAY BEGIN ARRIVING AT 8:10 AM*

*this is subject to change

- (Prior to 8:10am there is limited and inconsistent supervision)

Dismissal

The school day ends at 3:23 PM. Early dismissal of students for reasons other than emergencies or medical and dental appointments is discouraged. It is essential students be present for instruction.

When it is necessary for a child to leave during the school day, dismissal will be from the office only. Teachers have been instructed not to release children from the classroom, cafeteria, bus line, or playground without approval from the office. Please do not go to the designated classroom to pick up

your child at any time. **After 3:10 PM, children will not be dismissed early, due to the usual dismissal activities taking place in the classroom.**

A note is required for any change in a student's dismissal plans. This includes: someone other than parents/guardians picking up, changing from car rider to walker, bus rider to car rider, etc.

Students who are to be picked up at the end of the day will be dismissed at 3:23 PM. You may send a note or call the office indicating your request or notify the office personally by 2:40 PM. A verbal statement from the child is not adequate. Please limit changes occurring after 3:10pm. Due to movement throughout the building, these are difficult to ensure.

The driving lane by the sidewalk in the front of the building is reserved for buses only during arrival times (8:00 - 8:33 AM) and dismissal times (2:55 - 3:30 PM). Please adhere strictly to these procedures and all "No Parking" areas for the safety of our students. *This includes certain areas along our surrounding streets. If you are picking up children at dismissal times, you are asked to utilize our parent pick-up procedures.

Students riding the bus will not be permitted to ride any bus other than the bus they are assigned without a note from both parties' parents.

Staff Development Early Dismissals

During the school year, students are dismissed early (12:18 PM) for teacher staff development days. Lunch will be served on early dismissal days.

Bicycle Riders and Walkers

Students may ride their bicycles or walk to and from school. All bicycles are to be parked in the bicycle racks provided. Students ride and park their bicycles at their own risk. All bicycles should be secured with a lock. All students biking or scootering to school should wear a helmet in accordance with the City of Wildwood's ordinance.

Staying After School

Students may not stay after school unless a teacher/administrator has requested in advance and a written request is sent home to the parent by the teacher/administrator. A note giving permission must be returned to school and signed by the parent, or the parent may notify the school by telephone.

Inclement Weather Procedures

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

Prior to the opening of school with the closing effective for an entire day

(The district will strive to make this decision by 5 a.m.)

Prior to the end of the day when developing conditions merit an early dismissal

In this situation all students who walk may leave. Elementary students who walk or ride buses should be dismissed as per the instructions provided by parents for an early inclement dismissal situation on the Emergency Dismissal Form.

When school is dismissed early or if school is closed, ALL activities will be canceled for the evening. There is no supervision of students at school once school has been dismissed due to inclement weather.

Snow Days

For the most reliable information on school closings, parents should visit the Rockwood Web site at www.rsdmo.org. An automated SchoolMessenger phone system message will be sent out to all parents as soon as the district makes the decision to cancel school.

BEHAVIOR / CITIZENSHIP / DISCIPLINE

At Green Pines the School-Wide Gator Expectations are

BE RESPONSIBLE
BE RESPECTFUL
BE SAFE
DO YOUR BEST

In order to have a positive and safe learning environment throughout the school, there must be mutual and consistent expectations in all environments throughout the school. Respect must be shown for classmates, teachers, school staff and the property of others. Responsibility and accountability must be taken by everyone for his/her own behavior and learning. Safety of oneself and others is of utmost importance. We all should be striving to be our best in all we do and say. We believe that teachers and parents have the responsibility to teach, and students must acquire and demonstrate an acceptable level of social awareness and skills to be successful today and in their future.

At Green Pines the students have collaborated with the teachers and administration to clarify what these four school wide gator expectations look like in various settings in our school. In addition, each class will spend time the first few days of school clarifying how these expectations are demonstrated in their own classroom.

Cafeteria Gator Expectations

In the cafeteria the expectations look like:

- ◆ Be Responsible
 - Turn in lunch money in the morning
 - Clean up after yourself
- ◆ Be Respectful
 - Use good manners
 - Eat your own food
 - Follow directions (listen)
 - Stay in your seat
 - Talk to people at your table
- ◆ Be Safe
 - Walk
 - Keep hands, feet, and your food to yourself
 - Chair legs stay on the floor
 - Push in chairs
 - Report spills
- ◆ Do Your Best
 - Show your best behavior
 - Wait patiently in line
 - Eat healthy foods first
 - Talk quietly

Playground Gator Expectations (more detailed expectations for each area of the playground will be taught to the students at the beginning of the year and reviewed at the start of 2nd semester)

On the playground the expectations look like:

- ◆ Be Responsible
 - Use equipment properly
 - Take care of the recess equipment
 - Bring lunch and place in tub
- ◆ Be Respectful
 - Walk to your line when the whistle blows
 - Use kind words
 - Take turns and share
 - Be a friend to everyone
- ◆ Be Safe
 - Hands, feet, and all other objects to yourself
 - Watch where you are going
- ◆ Do Your Best
 - Include everyone
 - Follow game rules
 - Don't damage or deface school property
 - Have fun!

Bathroom Gator Expectations

In the bathroom the expectations look like:

- ◆ Be Responsible
 - Use bathroom for its intended purpose
 - Aim / flush
 - Wash hands
 - Turn off water
 - Clean up after yourself
- ◆ Be Respectful
 - Quiet voices
 - Respect privacy of others
 - Use hand dryers or paper towels
- ◆ Be Safe
 - Report unsafe conditions
 - Lights stay on
 - Walk
- ◆ Do Your Best
 - Do what needs done
 - Use restroom properly
 - Set good examples
 - Get back to class

Hallway Gator Expectations

In the hallway the expectations look like:

- ◆ Be Responsible
 - Show self-control
 - Stay in line order

- o Shoes on and tied
- ◆ Be Respectful
 - o Keep hands, feet, and all other objects to self
 - o Respect student work in the halls
 - o Gator hands
 - o Quiet, please
- ◆ Be Safe
 - o Gators always walk
 - o Keep an appropriate spacing
- ◆ Do Your Best
 - o Stay in line
 - o Do the right thing even when no one else is looking
 - o Go straight to your destination

Bus Gator Expectations

On the bus the expectations look like:

- ◆ Be Responsible
 - o Keep hands, feet, and objects to yourself
 - o Take your belongings with you
- ◆ Be Respectful
 - o Talk quietly to those around you
 - o Listen to the driver
 - o Treat bus property with care
- ◆ Be Safe
 - o No eating or drinking on the bus
 - o Stay seated, facing forward
 - o Keep in your seat and out of the aisle
 - o Hands in the bus
- ◆ Do Your Best
 - o Watch for your stop and be ready
 - o Share your seat with others
 - o Keep the aisles clean

Consequences

The previous listed expectations and ‘looks like’ examples are not all-inclusive, but are listed to help as examples of emphasis. The expectations we have at Green Pines Elementary School teach students to show respect for others and encourage a safe environment for all students. Each of the expectations will be enforced with a reasonable consequence. Consequences for failure to follow school expectations will be dealt with by one or more of the following:

- ◆ Review the expectation; reteach the expectations
- ◆ Redirection
- ◆ Natural consequences
- ◆ Teacher - student conference
- ◆ Think Sheet
- ◆ Loss of privilege
- ◆ Parent contact by phone or letter
- ◆ Parent conference

- ◆ Student - principal/assistant principal's conference
- ◆ Alternative learning placement (in-school suspension)
- ◆ Suspension from school
- ◆ Other actions as deemed necessary by the principal/assistant principal to correct the problem

More detailed information is contained in the Policies, Regulations, Procedures, and Consequences Manual pertaining to students attending the Rockwood Public Schools, which is located on the Rockwood School District website.

Bully-Free Program

Bullying is not accepted at our school. Bullying is any ongoing physical or verbal mistreatment where there is an imbalance of power and the victim is exposed repeatedly to negative actions on the part of one or more other students. Bullying can be direct or indirect. Green Pines has implemented an effective Bully Prevention Program and will continue both proactively and reactively to deal with bullying in the school through lessons, activities, our Anti-Bullying Ambassadors, direct instruction. Bullying types of behaviors will be dealt with and addressed by the school counselors, building principal and/or assistant principal under the provision found in BOE Policy 2612. The district Policies, Regulations, Procedures, and Consequences Manual clearly states the consequences of intentional injury of another person due to bullying.

Green Pines Anti-Bullying Rules:

Rule 1: We will not bully other students.

Rule 2: We will help students who are bullied.

Rule 3: We will make it a point to include ALL children who are left out.

Rule 4: When we know someone is being bullied, we will tell a teacher or adult at home.

Reports of school violence can now be submitted to the state hotline by either calling toll free 1.866.748.7047 or sending an e-mail via the Web site at <http://www.schoolviolencehotline.com>.

Bus Regulations

The school bus is an extension of the school. The same pupil controls apply here as in the classroom.

1. Before getting on the bus (at the bus stop and at the school).
 - a. Be on time at the designated school bus stop
 - b. Stand at least ten feet back of the roadway if possible. Remain in the driveway whenever possible. Orderly and safe conduct shall prevail at the bus stops.
 - c. Bus riders will not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
 - d. A seating chart will be utilized on each bus
2. While on the bus:
 - a. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly.
 - b. Good classroom conduct is to be observed by pupils while riding on the bus except for ordinary conversation.
 - c. The seats are designed for three students and no student shall stand. Students shall not save seats.
 - d. Keep head and hands inside the bus at all times.

- e. Be orderly and quiet while traveling in a bus. No scuffling, fighting, eating, drinking, spitting, using obscene language and smoking. (Remember that loud talking and laughing and unnecessary confusion diverts the driver's attention and may result in a serious accident.)
 - f. Assist in keeping the bus safe and sanitary at all times by not throwing paper and other rubbish on the floor of the bus.
 - g. Treat bus equipment as you would furniture in your own home. Damage to seats, etc., must be paid for by the offender.
 - h. Do not tamper with the bus or any of its equipment.
 - i. Keep books, packages, coats and all other objects out of the aisles. Be especially careful with any glass containers being taken to and from school.
 - j. Help look after the safety and comfort of small children.
 - k. Do not throw anything out of the bus window.
 - l. Do not leave your seat while the bus is in motion.
 - m. Students are expected to be courteous to fellow pupils and to the bus driver.
 - n. Be absolutely quiet when approaching a railroad crossing.
 - o. In case of a road emergency, students must remain in the bus unless otherwise instructed by the driver.
 - p. Every bus rider must abide by these rules or be deprived of the right to ride on the bus.
 - q. Missouri law does not permit animals aboard a school bus.
3. After leaving the bus:
- a. If it is necessary to cross the road after getting off the bus, do so at least ten feet in front of the bus, and ONLY after looking to be sure that no traffic is approaching from either direction, and at the direction of the driver.
 - b. Help look after the safety and comfort of small children.
 - c. Be alert to the danger signal from the driver.
 - d. The driver will not discharge riders at places other than regular bus stops unless by proper authorization from the parent and school officials.
4. While on special trips:
- a. The above rules and regulations will apply to any trip under school sponsorship.
 - b. Pupils shall respect the wishes of a competent chaperone furnished by the school. The chaperone is to work with the bus driver who is in charge of the bus.

District Guidelines for Handling Discipline Issues on the Bus

In the event of a discipline problem, the bus driver shall speak privately to the student. If a large group is involved, the driver shall speak to the group. Problems which cannot be settled by the driver will be referred to the principal or principal's assistant. All problems referred to the principal/principal's assistant shall be submitted on the "Misconduct Report" form. Following are guidelines for handling discipline problems. Unusually serious offenses will be dealt with individually.

1st Offense – The principal/assistant principal will confer with the student and contact parent/guardian. It will be within the discretion of the principal/assistant principal to decide if it is necessary to send a written report to the parent/guardian of the student.

2nd Offense – On the second misconduct report, the student is to be suspended from the transportation system until communication has been made between parent/guardian and principal/assistant principal attempting to resolve the problem.

3rd Offense – On the third written misconduct report, the student shall be suspended automatically two (2) to ten (10) days from the transportation system. The seriousness of the offense shall determine the exact length of the suspension.

4th Offense – On the fourth written misconduct report, the student may be suspended from the bus indefinitely. At this time, a conference will be held with some of the following people in attendance:

- I. Building Principal/designee
- II. Assistant Principal
- III. Director of Transportation/designee
- IV. Pupil
- V. Parent/Guardian

Other interested people may be included in this conference, if it seems necessary.

More detailed information is contained in the Policies, Regulations, Procedures and Consequences Manual which can be found on the Rockwood School District website.

Classroom Discipline Program

In addition to the Policies, Regulations, Procedures and Consequences Manual the district disseminates, every teacher has a formal classroom discipline program. At Green Pines this is based upon the Green Pines School-Wide Expectations. Each classroom program has negative and positive reinforcement components. The room's expectations and norms of student behavior will be sent home for parents' information to be discussed with the students. Additionally, the teacher's positive reinforcement and consequences will also be included in the note and discussion.

Suspension of Students

Please note that the district policies and procedures allow for the principal to use some discretion relative to major discipline matters. Principals, subject to appropriate due process procedures, may suspend a student for up to ten school days for violation of district policies, rules and regulations. The superintendent/designee may suspend a student for up to 180 school days.

Indoor Recess

The principal/designee will determine if recess will be inside or outside using the following temperature guidelines established and maintained consistently within the district.

Temperature Guidelines for Recess and Outdoors PE (include wind chill/heat index)

- Below 20 degrees – stay inside
- 21-89 degrees Fahrenheit - outside
- 90-94 degrees Fahrenheit – outside 10 minutes
- Above 95 degrees – stay inside

For the well-being of the students, the principal maintains the school expectation that students will dress appropriately for the weather. Students will wear long pants or cover their legs when the temperature is below 45 degrees. Coats and/or jackets are expected for students going outside when the temperature is below 45 degrees. This is determined by the temperature at the start of the school day; not by the predicted daily high.

BIRTHDAY CELEBRATIONS

Green Pines no longer permits students to bring in edible birthday treats in alignment with the Health Hunger-Free Kids Act of 2010 Smart Snacks in Schools nutrition standards. Classroom teachers will work with students to determine alternate options for celebrating.

We are also encouraging individual snacks that are nutritious and may include whole grains. Some suggestions are: popcorn, fruits and vegetables, yogurt, or cheese sticks. Our nurse would be happy to provide a list of snacks that meet the standards.

In addition, while we encourage you to join your child for lunch, we discourage the bringing in of fast food meals and sodas.

Party Invitation Expectations

Students are NOT permitted to pass out party invitations at school. If your child is having a party and you desire to invite classmates, please do so outside of school. You may choose to purchase a PTO Buzz Book (these will be ready in October) which contains many of the student names, addresses and phone numbers to use as a resource but office staff may NOT provide parents with information about students other than their own child. This is a district policy designed to uphold FERPA, Family Educational Rights and Privacy Act, a federal law.

CAFETERIA PROGRAM

<http://www.rsdmo.org/childnutrition/Pages/Child-Nutrition-Services-Procedures.aspx>

Prices

Elementary Student Breakfast - \$1.60	Adult Breakfast - \$1.85
Elementary Student Lunch - \$2.45/Super Lunch - \$2.60	Adult Lunch - \$3.05/Super Lunch - \$3.25
Milk - \$0.65	Juice - \$0.60

Menus

Menus may be accessed through our school website or the Rockwood App.

Breakfast Program

A "Type A" breakfast program is available every morning before school. Students who qualify for free or reduced price lunch may also have a free or reduced price breakfast. Breakfast will be served from 8:15-8:30AM each day.

Lunch Program

Students may participate in a hot lunch program each day, purchase a salad from the salad bar, buy juice, water, or milk, or they may bring a lunch from home. **In accordance with our district's health and wellness initiative, students are NOT to bring sodas to school.** Each child is expected to eat a lunch of some kind each day. Free or reduced price lunches are available to students who qualify under guidelines provided by the federal government. Free and reduced applications are sent home with students on Meet the Teacher night. Twenty-five minute lunch periods are scheduled and students have approximately 20 minutes of recess time.

Payment Procedures

Special envelopes are provided by the Food Service Department for food service deposits. Plain envelopes can be used as long as the student's full name and "Food Service" are written on it. Only meal account deposits are expected in the envelopes, so money for other needs must be sent separately. If one payment is made to include more than one student, please write on the envelope the amount to be deposited in each student's account; otherwise, the deposit will be divided evenly among siblings. Please seal the meal account envelope for your security. *On-line payment is also available. Information regarding this payment option can be obtained through our cafe manager, Kelly Kerr, or at <http://www.rsdmo.org/childnutrition/Pages/default.aspx>.*

Cash refunds or change cannot be given to students without written permission and instructions from parents.

Each student's account is automatically debited with the amount of the food purchased. Only school Food Service sales are deducted from the account. Account balances are untouched when food service purchases are not made. Students are reminded by the cashier or manager when additional deposits are needed, but parents are encouraged to electronically track students' meal accounts from home at their convenience. Overdraft notices are sent as needed through classrooms. Please routinely check with your child, in their school papers, book bags, etc. for information from the cafeteria. Please call the food service manager, Kelly Kerr, at 636.733.4160 at any time to check on your child's account status.

Super Lunch

"Super Lunch" is served on days indicated on the school menus. That menu implements a restaurant quality entree, which accounts for the increased price of that meal. Students who qualify for free and reduced price meals may take Super Lunches at their usual free and reduced status.

Center for Creative Learning Students (Lunch)

Elementary students attending the Center for Creative Learning should turn in meal deposits at their home schools. School lunch is served daily at the CCL. That cafeteria manager notifies the home school's cafeteria manager as to which students ate at the CCL each day.

COMMUNICATION WITH HOME

Parent Communication

Green Pines believes that regular communication with our community contributes to a strong learning environment for our children. We employ many vehicles to keep our families apprised of school news. **Our building level and district parent survey data shows us that parents overall prefer to receive their school news electronically so we are making every effort to serve our parents with electronic communication.** All school publications will be available on our school Web page and electronic notification through School Messenger will be sent out to parents using their e-mail address on a weekly basis. Some communications from the school office are sent home in a green folder each Friday. To eliminate the duplication of materials, only one item per family is sent home and is placed in the folder of the oldest child. Our Parent Teacher Organization also has ongoing information to communicate to parents. Please check the PTO page on the Green Pines Web site weekly to keep informed of PTO events and activities.

Electronic Communication

Our school Web site at www.rsdmo.org/greenpines provides a wealth of ongoing, up-to-date information about our school and individual grade levels and classrooms. All staff members have also been assigned a district e-mail. You may access staff via e-mail using their last name followed by their first, e.g., godwinpaul@rsdmo.org. We encourage parents to use these electronic means in communicating with school staff. *Please understand that the first priority of the teacher is to be with students and teaching during instructional time. Teachers may not always return e-mails immediately but will return e-mails and phone calls within 24-48 hours, excluding weekends, holidays and absences.*

Each teacher has a voice mailbox for receiving messages (24 hours a day). Absences also may be reported to the school office 24 hours per day.

Buzz Book

A school Buzz Book is available to families for purchase through the PTO in the first quarter. Parents must sign a FERPA form if they **DO NOT** wish to have their student's name, phone number and address published in the Buzz Book.

School Messenger Automated Phone and E-Mail System

The Rockwood School District subscribes to an automated phone and e-mail system to help us contact parents. This system is implemented to facilitate all types of communication. It is important for families to recognize School Messenger messages as priority news from the school and the Rockwood District.

Parent/Teacher Conferences

The elementary schools in the Rockwood School District report children's progress to the parents through progress reports, parent-teacher conferences and report cards. Parent/teacher conference days are held twice each year in October and March. Conferences may be requested at other times during the school year by calling the teacher and scheduling an appointment. We discourage conferring with the teacher during the instructional day when teachers are involved in the instructional program. These "at-the-door" conferences interfere with the instructional time given to students.

Student Use of Cell Phones and Other Electronic Devices

Beginning in the Fall 2013, students in all Rockwood schools were allowed the opportunity to bring their own devices into the classroom to support their learning. The district has listened to students and their parents who shared they would prefer students to use their own personal technology to assist with learning.

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

All Rockwood schools have computers and other electronic devices for students to use as needed. Classroom teachers and administrators have the ultimate say on when and how personal electronic devices will be used. As with other learning tools, there will be times when electronic devices will not be allowed. Students are not permitted to record or photograph other students at any time.

The district assumes no responsibility for loss, theft or damage to any personal device while at school. Students are required to take their own devices home every day after school.

If you'd like further information on the new regulation, please visit the district website.

CURRICULUM

The Rockwood School District uses a systemic model for curriculum development and revision entitled the Rockwood Continuous Improvement Model. This is a results-based model with the outcome of increasing student achievement through alignment of curriculum, instruction and assessment. The model plans for alignment with the state's MSIP requirement, the district's CSIP, and the Board of Education's Strategic Plan and Goals.

Communication of the Curriculum

For grades K through five, a Curriculum Night is held in the fall for the purpose of providing information about the goals and plans for the year. The dates and times for both of these events can be found on the Green Pines Web calendar. Grade-level curriculum guides providing a general description of programming also can be found in the "Grade Level" tab on our school Web site.

Textbooks

The basic texts used in class are loaned and must be returned to the teachers in good condition at the end of the school year. In the case of lost or damaged books, fines will be assessed. These fees must be paid prior to the last day of the school year. Library books lost and later found and paid for may be returned but money will not be refunded.

DRESS

Green Pines is fully air-conditioned and students are expected to dress appropriately for school at all times. Any clothing that may cause distraction from the teaching and learning process is not allowed. Children will need tennis shoes for PE class. Thank you for your support of our school environment.

The following are considered NOT appropriate for school:

- Shirts that reveal the midriff, the back and/or the shoulders. Straps on shirts must be at least one inch wide, with no undergarments showing or layered with another shirt.
- Short shorts or skirts.
- Muscle shirts (low, sleeveless tank tops).
- Sagging pants (pants must be worn at or near the waist).
- 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.
- Hats, bandanas, shower caps, or other non-therapeutic headgear are not to be worn by male or female students inside the building during regular school hours. These items are to be placed in book bags upon arrival at school and remain there during the instructional day.

In the event attire is deemed distracting, children may be asked to put on a jacket, or exchange a clothing item for something in our nurse's office.

For the well-being of the students, the principal maintains the school expectation that students will dress appropriately for the weather. Students will wear long pants or cover their legs when the temperature is below 45 degrees. Coats and/or jackets also are required by students going outside when the temperature is below 45 degrees. Appropriate attire should be determined by the temperature at the start of the school day; not the predicted high.

DROP-OFF AND PICK-UP PROCEDURES

AM Procedures

Students arriving at school between 8:10- 8:30 AM by car should be dropped off on the west side of the building and enter through the side doors. Please pull all the way forward before dropping off your child(ren) along the west sidewalk. In order to keep the line moving and to ensure all students arrive in their classroom on time, we ask you make sure your child is ready to exit your car when it is your turn. This eliminates unnecessary delays in the traffic flow. We ask any child who exits from the driver's side of the vehicle to cross in front of their own car. The buses will be disembarking in the bus lane in the front of the school, so cars should not block this lane while waiting to enter the west driveway. Children can still use the front entrance but must be accompanied by an adult. **For the safety of all children, students should not be dropped off in the parking lot or adjoining side streets of the school.**

In the event you arrive after 8:30am, we will require you to park your vehicle, walk your child into school, and sign them in at the office. Because the school day begins at 8:33AM, we want students settled and ready to begin their day of learning when the "bell" rings. Any students arriving after 8:33am will be marked absent for the minutes missed.

PM Procedures

Parents are required to sign their student out through the office if it is necessary for the child to be dismissed during the school day. All pupils not riding the bus home will be dismissed at 3:23 PM to the gym. Parents should remain in their cars and use the parent pick-up line on the West side/behind the building. Please remember all vehicles must yield to persons at crosswalks. If your child is a walker, please review safe pedestrian behavior with him/her before the first day of school. **Also, students will not be called out of class for early sign-out after 3:10 PM,** since it is disruptive to the classroom dismissal process after that time.

Each time a child does not ride the bus or walk home, parents are required to send a note or sign the dismissal sheet in the school office. The office must be notified in writing or by telephone before 2:40

PM of any changes in a student's usual transportation arrangement. If your child is a walker, the office will need notification if he/she is **not** to walk home on a specific day. Also, if your child is eligible for transportation services, but you choose to have him/her walk to school, please notify the office in writing of your intentions or it will be assumed your child will ride the bus.

We ask for your cooperation with our arrival and dismissal procedures to ensure the safety of the students. Both arrival and dismissal procedures are subject to some flexibility as we adjust to increased foot and car traffic this year.

ENROLLMENT

All students attending the school must reside within the Rockwood School District and the Green Pines Elementary School attendance area, with the exception of district employees living outside the area who meet the Board of Education's attendance policy. Students enrolling in a given grade must have successfully completed the preceding grade and must have left their previous school in good standing. Any changes in address, phone number, or guardianship must be immediately reported to school office staff. Physicals, immunization records are required of all students enrolling in the district. For a complete listing of the information required for enrollment, please refer to our school Web site or the [Policies, Regulations, Procedures and Consequences Manual](#) of the Rockwood School District.

Birth Certificates

The Rockwood School District requires a birth certificate for all students new to the district regardless of grade level. Students not having a birth certificate may be excluded from school. A birth certificate may be obtained by writing the Bureau of Vital Statistics of the state in which the child was born. Hospital certificates will not be accepted in place of a birth certificate.

Physical Examinations

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

Immunizations and Physical

All questions regarding immunization and physical requirements should be directed to the school nurse. Immunizations must be completed and updated as required by state law. Your child will not be allowed to attend school until he/she is compliant with the required St. Louis County immunization schedule. Medical/religious exemption and in-progress forms are available in the nurse's office and must be up-to-date prior to attendance. Every new student to Rockwood must have a physical. All incoming kindergarten students are required to have a physical. These physical forms may be downloaded here (<http://www.rsdmo.org/boardofeducation/policiesandregulations/District%20Forms/Physical%20Examination%20Form.pdf>) or obtained through the nurse's office.

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

FIELD TRIPS

Teachers are encouraged to plan a field trip if the trip would be beneficial in introducing or following up on a given unit or course of study. Field trips must have the approval of the principal in advance. Each child should have a completed field trip permission form, signed by their parent or guardian, to be eligible to attend the trip and whenever transportation is involved. Students should not take electronic devices, money, etc., unless requested to do so by the classroom teacher. Parents may be asked to help with field trips with the understanding that adults may be limited on some trips due to the guidelines and limitations of the location being visited. *Please see Parent Volunteers portion of handbook.

Because of school insurance requirement and supervision concerns, parent volunteers may NOT bring pre-school children or others on field trips and other planned activities.

INTERNET – Acceptable Use Policy

Internet Usage

A major goal of the district is to promote educational excellence by facilitating resource sharing, innovation, and communications by providing INTERNET access to students, teachers and administrators in the district. Technology, used as an educational tool, can enhance student learning and expand the scope of instruction in many innovative ways.

Along with access to resources through INTERNET comes the availability of material that may not be considered to be of educational value in a school setting. While precautions will be made to limit use to only those materials that are appropriate, the ultimate responsibility is that of the user.

The use of the district's INTERNET connection is a privilege, not a right. Inappropriate use is subject to serious discipline and/or financial consequences, including, in the worst case, criminal legal action.

Before being given access to an INTERNET account and a password, each student and employee will receive instructions regarding the appropriate use directives, learn about proper use of the Network, and be provided information regarding INTERNET etiquette.

All units where INTERNET accounts are available will maintain an active file of users.

When online, students and staff will adhere to the following expectations:

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

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

We are required to ensure safe use of the INTERNET by our students and ask each parent/guardian to please read this Acceptable Use Policy found in the Policies, Regulations, Procedures and Consequences

Manual pertaining to students and discuss it with their child. All legal and school consequences are applicable when the expectations are not followed. This policy will ensure that everyone understands the benefits and expectations Green Pines has for use of the INTERNET.

MEDICATION AND INFORMATION FROM THE NURSE'S OFFICE

Medication

All medication (prescription and non-prescription) brought to school must be kept in the school nurse's office. Both prescription and non-prescription medications must be sent in their original containers, with their identity clearly marked and instructions for administration described on the label. NO first time medication will be administered by the school nurse. All medication must be brought to the school by a parent or adult. Students are not allowed to transport medication to or from school. A "request for medication" permission form must be completed and signed by the parent for administration of all prescription and non-prescription medicines. **All** over-the-counter medications also must be accompanied by a doctor's order clearly stating the student's name, medication, dose, time and for what reason the medication is being given. These doctor's orders can be faxed to the school nurse. The student will assume the responsibility for requesting the medication at the prescribed time. If it is necessary for a parent to give the medication, please report to the nurse's office and your child will be called from class for you to administer the medication. Strict adherence to these requirements is necessary for medication to be administered at school. Please refer to the district medication Regulation 2870.

Immunizations

Any questions regarding physicals and immunization requirements should be directed to the school nurse. Every child new to Rockwood must have a physical. Immunizations must be updated as required by state law. **YOUR CHILD WILL NOT BE ALLOWED TO ATTEND SCHOOL WITHOUT PROPER IMMUNIZATIONS.** The school nurse will contact parents in this regard. For more information regarding immunizations, please visit this link:

<http://www.rsdmo.org/boardofeducation/policiesandregulations/District%20Forms/Immunization%20Requirements%20for%20Missouri.pdf>.

Health Records

Please notify the school regarding any changes in your child's health and/or emergency information such as illness, injury, immunizations, and restriction of activity. Please also inform the school of any change of physician, emergency contacts, etc. The Student Health Information form must be completed annually for each student at the beginning of each school year. This form will be sent home at the start of the new school year and also may be downloaded here:

<http://www.rsdmo.org/boardofeducation/policiesandregulations/District%20Forms/Annual%20Student%20Health%20Information.pdf>.

Staying In at Recess or Sitting Out of Physical Education

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

If a health-related situation occurs that will influence participation in P.E., a note from a parent or guardian is required. More than a two-day excuse requires a doctor's note. **An excuse for P.E. also applies to recess.**

NON-DISCRIMINATION STATEMENT

It is the policy of the Rockwood School District not to discriminate on the basis of race, color, creed, sex or disabilities in its education programs, activities or employment practices. Inquiries by students, parents, or employees regarding Rockwood School District's nondiscrimination policies should be directed to the compliance coordinators listed below:

Dr. Katie Reboulet, Compliance Coordinator for Civil Rights Act of 1964 as amended (race discrimination issues);

Dr. Katie Reboulet, Compliance Coordinator for P.L. 92-318, Education Amendments of 1972, Title IX (sex discrimination issues); and

Dr. Katie Reboulet, Compliance Coordinator for P.L. 93-112, Section 504 of the Rehabilitation Act of 1973 and P. L. 94-142, Education for all Disabled Children Act (disability discrimination issues).

All Compliance Coordinators may be contacted by phone at 636.733.2034, or by mail at the Rockwood Administrative Center, 111 East North Street, Eureka, MO 63025-1229.

Accessibility Notice

All programs offered in the Rockwood School District are accessible to individuals with disabilities.

FERPA Rights

The Rockwood School District complies fully with the Family Educational Rights and Privacy Act (FERPA). Please refer to the Annual Notification of FERPA rights in the Policies, Regulations, Procedures and Consequences Handbook.

PARENT VOLUNTEERS AND OBSERVATIONS

Parent volunteers are welcome and encouraged at our school. A Green Pines Parent Volunteer Handbook is available electronically on our Green Pines School Web site. It contains a large variety of activities parents may sign up for ranging from providing donations to chairing a large school event. We have many opportunities for both working parents and nonworking parents to volunteer for school and/or PTO events.

Classroom Volunteers

Each classroom teacher will recruit parent volunteers as needed throughout the school year. Volunteering can be a wonderful experience for the parents, students, teachers and school. To ensure it is a positive experience for all, we ask our parents adhere to the following:

- When volunteering at the school during regular school hours, we ask that parents 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.
- When volunteering at the school, please sign in and out in the office and wear a guest badge.
- When volunteering at school or at school events during the school day and outside of regular school hours, we ask that parent volunteers consider attire appropriate for and conducive to working with and in the presence of children in a school environment.
- Remember working in your child's classroom requires a personal commitment to the entire class versus one's own child.
- Parents should prearrange their appointments and volunteering with the classroom teacher.
- Volunteers are asked NOT to conference with their child's teacher about their own child's performance during class time.
- Confidentiality is of utmost importance! Teachers will not give out personal information about a child, other than specific classroom needs.
- ALL volunteers must keep academic and behavior observations of all students confidential. Failure to meet this expectation could result in termination of the volunteer's services.
- All discipline will be handled by the classroom teacher.

Classroom Observations

- In accordance with district expectations, all classroom observations will be approved by the principal. These include observations by parents, guardians, medical professionals, outside counselors serving our students, advocates, etc.

PARTIES

School parties are held in the fall and early spring. Parents assisting with a party should NOT bring other children. **School insurance regulations, as well as potential supervision problems, are the reason for this requirement.** Due to safety concerns, hard candy is NOT to be distributed to the students. Fall and spring parties are coordinated by grade level PTO Party Chairs. All snacks must be in alignment with the Healthy Hunger-Free Kids Act of 2010 Smart Snacks in Schools nutrition standards.

PERSONAL PROPERTY/LOST AND FOUND

Please mark all items of clothing, lunch boxes, and other personal property with the student's name. Valuable items, including cash, electronic games, electronic devices, etc. are NOT to be brought to school without permission and pre-arrangement with the teacher and/or principal. All unclaimed articles are placed in the Lost and Found located outside of the cafeteria. Small trinkets, keys, glasses etc. are kept in the office. Items not retrieved from the Lost and Found area are sent periodically to worthy organizations. Students are not allowed to bring toys, skateboards, or balls to school. Students are strongly discouraged from having large amounts of money at school and the school cannot be held responsible for money that is lost, misplaced or taken.

PROGRAM INFORMATION

After-School Activities

Written permission from the parents is required for a student to stay after school for an activity. A note must be written each time a child is to get off at a different bus stop, to walk if not normally a walker, to attend a meeting or other activity, or to leave with someone other than his/her parent or legal guardian. If a child is going home with another student, we need a note from the parents of both students.

Art

Students in grades K -5 have one 60-minute art period each week. Students are exposed to a wide variety of cultures, projects and mediums in art class. Students receive art grades at the semester. At the 1st and 3rd quarter, unsatisfactory mid-point reports will go out if necessary for individual students.

Counseling Services

There are three basic functions of the guidance program at the school. These are counseling, consulting, and testing.

1. Counseling: Students having adjustment, social, or academic difficulties are a priority activity. It is through these efforts that many other problems associated with the school setting can be relieved. In addition, the counselor provides frequent guidance counseling lessons to students in their classrooms.
2. Consulting: Activities under this heading are those that can be of greater service to teachers and students. Included in this function are pupil placement, identification of exceptional children, discussions concerning students' problems, and consultation with parents.
3. Testing: Throughout the school year, the counselor will be called upon to administer and report various tests and scores.

Character Education

The goal of the Green Pines Character Education program is to develop, promote and integrate a school-wide character education program that involves the stakeholders of the Green Pines learning community in a collaborative and comprehensive effort to intentionally enhance the school learning environment and to promote a caring school community. We desire for our Character Education program to improve the learning culture and student learning through a proactive, intentional, collaborative, and systemic approach to the school-wide caring school community program. We will focus on the following needs of our students: autonomy, belonging, competence, and safety.

Parents may play a vital role in the Character Education program. We promote this through collaborative quarterly Homeside activities, ongoing communication with your child about class meeting discussions, reinforcement of School-Wide Expectations, and asking about your child's "buddy."

Gator Pledge

As a Green Pines Gator I pledge to be responsible and respectful.
 Each day I will take responsibility for learning all I can.
 I will keep my school safe and bully free.
 I will treat others with kindness and care.
 I will be self-controlled, make good decisions, and encourage others.
 I promise to always do my best and nothing less,
 Because I am a GATOR!

Instrumental Music / Strings

The strings program is a component of our 3rd grade music curriculum. All 3rd graders will be involved in one year of required strings instruction. Students in 4th and 5th grade will have the choice to be in the orchestra program. All music instruction is given during the regular school day.

Library

The library is a hub of our school and our educational environment. Students will attend a 30 minute session in the library each week. The library has two classroom areas and can accommodate two full classes in addition to students coming in for Flex Access (open all day for checking out books). A certified librarian is in charge of library services. An assistant and a wide pool of parent volunteers help to run the library. The classroom teachers and librarian collaborate on activities in the library which tie directly to classroom curriculum. Thus, the library is well-used for classroom activities and is always open for book check-out.

Each year, funds are provided to update the collection and add resource materials that are relevant to the grade level curricula. Teachers and students are encouraged to recommend the purchase of titles or other materials to assist the librarian. The librarian continually evaluates the collection to meet Missouri state standards for libraries.

Specific services the librarian offers to the staff:

1. Works with teachers to schedule classes/activities in the library that tie in with their curriculum.
2. Assists teachers in pulling books/materials and compiling bibliographies on selected topics for which they are studying and need additional resources.
3. Maintains a wide variety of audio-visual materials for checkout including videos, CDs and DVDs. These items should be used as an integral part of the instructional program, rather than being for entertainment.
4. Checks out audio-visual equipment, including projectors, tape recorders, digital cameras, digital video cameras, etc.
5. Maintains the in-house cable system and oversee piping videos to the classrooms, setting up projectors with laptops for speakers and other assorted audio visual requirements.
6. Oversees the school's use of United Streaming which is available through the district's membership in Cooperating School Districts. United Streaming is an online service whereby videos and video clips can be streamed into the classroom or library.

Specific services the library offers to the students:

1. Assists with locating books.
2. Assists in finding Accelerated Reader books or getting started on an AR quiz.

3. Assists with Google, Microsoft Word, PowerPoint, Grolier's Online or other computer-generated activities.
4. Assists with buddy projects in the library.

The following guidelines are in place in the library:

1. Weekly schedule is out and available for teacher/librarian collaboration.
2. Two classes allowed in the library at a time, in addition to Flex Access.
3. Up to five students (from each classroom) may come down at any time for checkout.
4. Students may come for research/use of the computers whenever they are available.
5. Library skills classes are offered at the beginning of the year including: orientation to the library, using Athena (the online catalog), using the library in Flex Access (coming down with a pass).

Music

Students in grades kindergarten-fifth have two 30-minute music periods each week. Students are exposed to a wide variety of cultures, music and instruments in music class. Students in grades 4 and 5 are eligible to be part of the school's Special Chorus.

Parent/Teacher Organization

All parents are automatically part of the PTO. Our PTO does not collect yearly PTO dues from parents but is supported through its annual direct donation campaign. Parents are encouraged to become involved. This organization enriches the school-home relationship for students and provides an opportunity for parents to be aware of what is happening at school and to participate in the events that will help their child and the school.

Physical Education / Health

Students in K-fifth participate in Physical Education/Health four days a week for 30 minutes each day. *Appropriate attire is required (tennis shoes and comfortable clothes).* If a health-related situation occurs that will influence your child's ability to participate in P.E., a note from a parent or guardian is required. If your child requires more than a two-day removal from P.E. class, a doctor's note is recommended. Please include the student's first name, last name and classroom (homeroom) teacher in the note. A health-related excuse for P.E. also applies to recess. Progress is reported on the report card at the semester. Unsatisfactory progress reports will be sent at the end of the 1st and 3rd quarters to those students who are not making adequate progress in P.E. and Health.

Reading Assistance (RI)

Students qualifying for reading services receive reading instruction from their classroom teacher, as well as from the school's reading specialist. Test scores determine the need for additional support in the area of reading. Additional reading assessments also are given in the fall of the year to provide information regarding a student's reading level. Parents are contacted by letter if their child will receive remedial reading services.

Special School District

The Rockwood School District receives services from the Special School District. A wide range of services are available to the student, such as educational testing, home teaching, diagnostic evaluations in the areas of speech, hearing and sight, and alternative schools. For specific information about the programs available, please contact our school counselor.

Student Services

One full-time counselor is available to work with parents, students, and teachers. The district employs social workers and school psychometrists, who are at the school's disposal. Additionally, the Special School District provides a wide variety of services for students.

Talented and Gifted (TAG) and Center for Creative Learning (CCL)

The Rockwood District has developed and implemented a Talented and Gifted Program for students in grades K through 5 who meet the district's requirements. This program is a one-day/week pullout activity where the children attend an off-campus site, The Center for Creative Learning. If you have any questions concerning this program, please contact our school counselor. Conflicts with specialty classes at Green Pines on TAG day are inevitable.

Testing

Students are administered a variety of assessments throughout the year. The Missouri Assessment Program (MAP) is given to grades 3, 4, and 5 in the spring. Other tests include the CogAT (gr2, 4), STAR Reading and Math, District Curriculum Assessments, and BAS Benchmark Literacy Assessment, etc.

Specific testing dates will be shared throughout the year.

Voluntary Interdistrict Choice Corporation

All transportation arrangements are the responsibility of the Voluntary Interdistrict Choice Corporation (314.721.8422) and the State Desegregation Transportation Office (314.721.8657).

Cabs can be provided for parent/teacher conferences and some school events for those parents in need. Please contact Mrs. Schott (636.733.4163) with your transportation requests.

RECESS

Recess is scheduled for children to take a break from school studies before lunch. Every effort is made for children to have recess outside. Students should come to school dressed to spend time outside each day. Children are encouraged to use playground equipment, play games, and utilize the field for sport activities. In the event that weather conditions are not conducive to outside play, children then will have an indoor recess period.

Indoor recess – When it is raining, snow is on the ground or the chill factor is too cold, students will remain inside during recess. In most other conditions we will have recess outdoors. A note from the parent requesting that a child stay in for noon recess is required; however, children are encouraged to go outside, and notes should only be sent when absolutely necessary. If a child is injured or too ill to go outside for recess, he/she is probably not well enough to be in school, unless there are unusual circumstances. If students have a note that they cannot participate in PE, they will also not be able to participate in recess that day.

Temperature Guidelines for Recess and Outdoor PE (including wind chill/heat index)

Below 20 degrees – stay inside

20–95 degrees – normal outside time

96 degrees and above – stay inside

For the well-being of the students, the principal maintains the school expectation that students will dress appropriately for the weather. Students will wear long pants or cover their legs when the temperature is below 45 degrees. Coats and/or jackets are also expected for students going outside when the temperature is below 45 degrees. These guidelines are based on the temperature at the start of school; not the predicted high.

RECORDS

Student Records

Records of each child's enrollment data and progress in school are kept in the school office. The records are available for parent review. Please call in advance to make an appointment with the principal. The classroom teacher adds academic information at the end of each year. It is important that parents keep enrollment information current, especially relating to employment and current phone numbers and health information. Any childhood disease should be reported on the date of occurrence so this information can be included in school records. This could be of value in the future when the child needs information concerning his/her health history.

Change of Information

It is very important that parents keep the school office informed of any changes in student information. When there is change in the information listed on your child's enrollment form, please send this information to the school office. Report any change of address, place of employment, telephone number, e-mail address, doctor or dentist. Unlisted telephone numbers will be kept confidential.

Transfer Information

If you are moving out of the Green Pines School attendance area, please let office personnel know as soon as possible the date of your departure. Parents are to notify the school office at least one day prior to the student's last day of attendance. On the last day the student attends school, books must be checked in to the teachers and any outstanding fees must be paid. The parent must sign for the release of a student's transcript.

ROCKWOOD GRADING SYSTEM

One important function in the teaching-learning process is that of evaluation. The report card serves as one source for parents to gain insight as to their child's progress. Children in grades K through five will bring home report cards quarterly. Students in kindergarten through second grade do not receive letter marks. They are assessed through a standards based comprehensive progress report, which is supplemented with a narrative section. Students in third through fifth grade receive letter grades assigned according to the following grading scale.

The Board of Education is currently reviewing our grading practices and has implemented the Assessment and Grading Initiative.

Progress Reports

Progress reports are issued at the midpoint of 2nd, 3rd and 4th quarter, but may be sent out at other appropriate times during the year by the teacher.

Art, music, strings, health and physical education give grades to students at the semester. Students who are demonstrating unsatisfactory progress will receive unsatisfactory reports at the end of the 1st quarter and/or 3rd quarter.

Report cards are no longer copied and sent home. Parents MUST fill out a request for Infinite Campus access. Once form is completed, please bring it to the office with your ID to receive an activation key.

SCHOOL PICTURES

Fall Pictures

School pictures are taken each year in the fall and are usually delivered in November. Payment is made at the time the pictures are taken. There is a make-up day for students who were absent or failed to bring their money.

Yearbooks

A school yearbook is available for purchase later in the year.

Spring Pictures

Each Spring, students will have the opportunity to have spring pictures taken at school. These pictures will be optional for students and are not purchased until proofs have been sent home and reviewed by parents.

SCHOOL VISITATION AND SAFETY PROCEDURES OF VISITORS

For the safety of all of our students and staff, ALL visitors are required to sign in upon arrival in the main office and pick up a “Guest” badge to wear in the school. This includes anyone volunteering in the classroom. Before exiting the building, all visitors are asked to sign out in the office and return the guest badge.

Students are not allowed to bring students from other schools as visitors. If you are going to have lunch with your child, please report to the office before going to the cafeteria. *Please adhere to Healthy Hunger-Free Kids Act of 2010 Smart Snacks in Schools nutrition standards and select healthy lunch choices if you bring lunch for you and your child. NO SODA, please.*

Elementary School Locking Systems

In line with our continuing efforts to keep students safe and secure, the district has installed a locking system at Green Pines to provide an additional level of safety in our school environment. Our front door and south entrance door each have a locking system which allows us to secure the building during school hours. With a camera monitor located in the school office, we are able to identify and admit visitors into our building, thus making it more difficult for unauthorized individuals to enter our school. All visitors between 6:30am-6:00pm will press the buzzer, wait to be identified by one of our staff, and then be admitted to the school office.

SELLING PRODUCTS AT SCHOOL

Merchandise is not to be sold at school without the principal’s authorization, which is only given if such selling is to raise funds for a school-sponsored group (e.g., PTO). State law prohibits all other

commercial activities (especially vending of any type). The above rule applies to all school property and grounds, before, during and after regular school hours. The above rule applies to students, staff, parents and outside organizations.

SMOKING POLICY

The Rockwood School District has a "smoke-free" policy which is intended to provide a clean environment for its employees, students, and visitors. No smoking is permitted on district-owned property at any time. This "smoke-free" policy applies to employees, students, and visitors at all times, including after-hours activities. Your cooperation in the implementation of this policy is greatly appreciated.

GREEN PINES ELEMENTARY MAP

