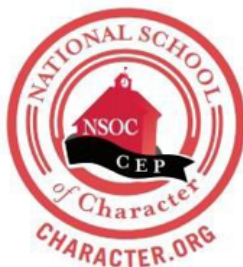


LaSalle Springs Middle School



2022-2023 Student/Parent Handbook



3300 Highway 109, Wildwood, MO 63038-2201
(636) 733-4200
<https://www.rsdmo.org/Domain/28>

Mr. Aaron Wilken
Principal

Mr. Adam Gabris
Assistant Principal
6th Grade Searchers
7th Grade

Dr. Chris Colgren
Assistant Principal
6th Grade Seekers
8th Grade

Non-Discrimination Statement

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

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

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

Dr. 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.

The Academic Program

Core Curriculum/Teaming

One of the primary components of the LaSalle Springs Middle School program is team teaching. Each student is assigned to a group of teachers who work cooperatively to determine learning needs and plan together to design appropriate instruction situations.

Teachers of the core content areas (Language Arts, Mathematics, Science, and Social Studies) are organized into teams to pool resources, interests, expertise and knowledge of students to meet their educational needs. Core teams are organized by grade level, and each student is assigned to a core team. This team organization provides a key source of identity and belonging for students and ensures smallness within the larger school setting.

Encore (Exploratory) Curriculum

Students have opportunities to explore a variety of areas of study. This helps them to explore interests and to make better decisions for high school and beyond.

Physical Education/Health

Students participate in Physical Education/Health class every other day. They are required to wear clothes that are suitable for physical activity, socks, and athletic shoes in order to fully participate in class activities. Boots, sandals, crocs, slides, etc are not permitted as they pose a safety hazard and don't allow students to fully participate. Students may not wear the same clothes for PE that they wore to school. Students will have a lock provided to them by their PE teacher. PE uniforms may be purchased from PE/Health teachers.

With a written note signed by a parent, students may be excused from PE/Health classes for up to three days. A new parent note is necessary for each day that a student misses PE if no doctor's note has been submitted. For a student to be excused from PE/Health class for longer than three days, a written excuse signed by a doctor is required. A physician's note should include the date that the student may return to full activity and any alternate activities that the student can participate in during PE class. Parents should inform the PE/Health staff of any medical problems their child may have throughout the school year.

Non Academic Indicators and Student Success

The Rockwood School District believes that although specific learner skills may not be directly calculated in a student's grade, they have a significant impact on learning and impact the grade. These skills are defined as student work habits. It is critical that students know and understand that their approach and behaviors toward learning have a significant impact on actually learning. These work habits will be assessed by teachers and reported with the student's academic grades at the midpoint and end of each semester providing insight into factors contributing to the overall success of the student. The three work habits are *actively engages in learning*, *task completion of course work*, and *responsibility for the learning environment*.

Homework

Homework is any assignment that students complete outside of regular classroom time. This work might include written assignments, projects, oral drill and practice, independent reading, and test preparation.

All assigned homework will be for the purpose of preparation, practice or elaboration. Preparation is initiating thinking about a topic, establishing context for a topic or gathering materials or information needed to study a topic. Practice is additional repetition of a skill that students are largely familiar with in order to reinforce correct execution of the skill. Elaboration helps connect new learning with prior knowledge in order to embed concepts in long term memory, facilitate the transfer of ideas and encourage application of concepts.

Attendance Policy and Procedures

Absence Reporting

When a student is absent from school, parents are expected to report their absence to the school office or the Attendance Hotline at 636-733-4215. If we do not hear from a parent/guardian by 9:00am, a phone contact attempt will be made.

All absences will be considered unexcused unless verified by a parent either by phone or in writing upon the child's return to school. Please refer to Rockwood School District Attendance Policy 2310 for additional information.

Absence on the Day of an Activity

Students who are absent from school for the entire day on the day of a music performance, drama performance, dance, or any other school-sponsored after school or evening event will not be able to attend or participate in the event without prior administrative approval. Students who are absent from school for a part of the day due to a doctor or dental appointment may attend and participate in activities with a written doctor or dentist note verifying the date and time of the appointment AND with administrative approval.

Early Dismissal

Attendance at school is a critical part of student success. For this reason, we encourage parents to make doctor, dental, or other appointments outside of school hours. If it is necessary to make appointments during the school day, parents should contact the school office with notification of the time and reason for early dismissal. The student will be issued a pass. The pass gives the student permission to leave the classroom at the appropriate time. This will facilitate students being in the office when parents arrive and will avoid interruption of classroom instructional time.

Late Arrivals

Students arriving late to school must sign in at the Welcome Center and receive a pass before reporting to the classroom. Students arriving late to school will be marked absent for the amount of time missed.

Make-Up Work

After an absence, it is the student's responsibility to see teachers on the day of return to collect missed work. It is also the responsibility of the student to work with each teacher to determine due dates for any work that was missed due to an absence. When students know that they will be absent, they should contact teachers ahead of time to gather work to complete while they are absent.

LaSalle Springs Universal Student Behavior Expectations and Discipline Procedures

Appropriate behavior is expected by all students throughout the school day. Students are responsible for their behavior from the time that they leave home in the morning for school until the time they get home from school in the afternoon.

The classroom teacher is the person in charge of the classroom at all times. When a student does not follow classroom rules and regulations, the teacher will make attempts to correct the behavior through classroom interventions, student conferences, parent contacts, or a counselor referral. When misbehavior is persistent or severe, an office referral may occur.

At all times students are expected to follow all Rockwood School District and LaSalle Springs expectations and procedures. At LaSalle Springs Middle School, our universal expectations for student behavior are guided by five character traits:

1. **Proactive:** Students are ready to succeed and accountable for their actions.
2. **Respectful:** Students show consideration for others, their environment, and themselves.
3. **Integrity:** Students demonstrate positive character even when no one else is watching.
4. **Determined:** Students show perseverance and grit.
5. **Engaged:** Students are actively involved in learning, leading, and serving.

The matrix that follows provides examples of how these character traits are demonstrated throughout various settings.



Wildcat P.R.I.D.E.

LaSalle Springs Middle School Universal Expectations

	Classroom	Hallway	Cafeteria	Offices	Library	Restroom	Buses
P PROACTIVE <i>Ready to succeed and accountable for my actions</i>	Arrive to class on time with materials, Chromebook charged, and ready to learn.	Travel on the right. Carry a pass during non-passing times.	Listen to any announcements to make sure you are where you need to be.	Have parent notes ready to hand for bus passes.	Return books on time.	Visit during passing time. Wash hands.	Remain seated and out of the aisles while the bus is in motion.
R RESPECTFUL <i>Consideration for others, your environment, and yourself</i>	Follow directions. Listen actively. Accept all. Throw away trash in trash can.	Value other's space and belongings. Throw away trash in trash can. Use an inside voice.	Demonstrate basic table manners. Use an inside voice. Throw away trash in trash can.	Use an inside voice. Walk in and out quietly. Wait patiently for assistance.	Walk in and out quietly. Keep feet on the floor and off the furniture (chairs). Use an inside voice.	Flush toilet after use. Throw away trash in trash can. Turn off faucet when finished.	Follow driver expectations. Refrain from eating or drinking. Use an inside voice.
I INTEGRITY <i>Demonstrating positive character even when no one else is watching</i>	Use technology for learning purposes. Be polite to your teacher and classmates.	Lend a helping hand to those who might need it. Use polite words. Keep your phone off and away.	Be inclusive at tables. Be polite to cafeteria staff and peers.	Be polite to secretaries, staff, and visitors. Be truthful.	Be polite to the librarian and others using the library.	Keep your phone off and away. Maintain privacy for self and others.	Be polite to bus driver and riders. Use appropriate language. Use social media appropriately.
D DETERMINED <i>Showing perseverance and grit</i>	Put forth your best effort. Ask for help when you need it. Learn from your mistakes.	Walk safely. Get to your destination on time.	Make healthy choices. Make new friends.	Stay focused and on task.	Stay focused and on task.	Take care of needs in a timely fashion.	Report to bus on time.
E ENGAGED <i>Actively involved in learning, leading, and serving</i>	Listen, learn, and participate.	Watch where you are going. Greet others.	Keep your phone and Chromebook off and away. Contribute to a positive atmosphere.	Listen and participate in group sessions and one-on-one conversations.	Find a "just right" book you'll enjoy reading. Recommend books to others.	Report problems or inappropriate use to staff.	Talk quietly with peers in the seats near you.

Personal Electronic Device Guidelines

Students who bring their own personal technology devices (such as smartphones, e-readers, tablets, or laptops) to LaSalle Springs must adhere to the following guidelines:

- Classroom teachers and building administrators will determine when and how personal technology devices can be used. There will be times when the use of these devices will not be allowed. Cameras and voice recording devices may not be used at any time at school or on school buses without specific permission from a staff member.
- When not being used for class as directed by a teacher, devices should be silenced and kept concealed.
- Students are prohibited from using personal technology devices in dressing rooms, locker rooms, or restrooms.
- Students may have wired earbuds for use in classes, but should never bring wireless earbuds or airpods to school.
- Students are responsible for appropriate behavior on personal technology devices.
- Technical support of personal technology devices will be the sole responsibility of the student.
- The district will not be responsible or liable for any damage, loss or theft.
- Personal technology devices connected to the district's wireless network will have filtered Internet access.
- The district reserves the right to monitor, log and review all activity on personal technology devices connected to the district network.
- If personal technology devices are used inappropriately and/or become a disruption to the learning environment, the device may be confiscated.
- Access to printing devices will not be provided.
- Students are responsible for charging their own devices and should charge them before arriving

- at school.
- Consequences for not adhering to these guidelines may be given to students based on the *LSMS Student Handbook* and Rockwood's *Policies & Regulations*.

Detention Procedures

Student conduct that does not align with our Wildcat P.R.I.D.E. expectations may result in disciplinary consequences, including teacher and administrator assigned detentions. The procedures for detentions are as follows:

- The classroom teacher or administrator will contact the parent regarding the assigned detention.
- The detention is assigned during lunch time or after school in the assigned classroom.
- If the consequence is an after school detention, students are responsible for arranging transportation home from school if an activity bus is not available.
- If a student is absent from school on the day of an assigned detention, the detention will be made up on the day he/she returns.
- Tardiness to detention may result in disciplinary action.
- Missing a teacher-assigned detention or misbehaving during a detention will result in referral to the office for disciplinary action.
- Participation in athletics, extra-curricular activities, performances, or work does not excuse a student from an after school detention. Students have the obligation to inform the coach, sponsor, or employer of the after school detention.

Food and Drink Guideline

Specific food and/or drink items may be allowed in classrooms at the discretion of the teacher. Glass bottles are not allowed in the building. Open food or drinks are not allowed in hallways at any time. Students should not bring food or drink to classrooms for class parties.

Guest Teacher Behavior Guideline

Exemplary behavior is expected from students at all times, especially during visits from guest teachers. When a student is reported to the classroom teacher by a guest teacher as having been disruptive to the learning environment, the classroom teacher will conference with the student and contact a parent. The teacher may also assign a classroom detention. Severe or subsequent offenses of guest teacher misbehavior may be referred to the office for additional disciplinary action.

Hallway/Locker Room Behavior Guidelines

Students shall not run, push, shove or engage in horseplay in hallways or locker rooms at any time. Students should always conduct themselves appropriately and move in hallways and locker rooms in a safe, respectful, and orderly fashion.

Lunch Procedures

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

During lunch shifts, students are expected to behave appropriately in the Commons. Students should follow these expectations:

- Be on time to lunch and choose a seat before the bell rings or sit in the student's assigned seat.

- Staff members will give permission table by table for students to walk to the lunch line.
- Only touch what you are going to purchase.
- Go through the lunch line only if you are getting food or drink.
- Return directly to the same table. Students may not walk randomly around the Commons to visit with other students.
- Get out of your seat only to throw away trash, get fork/napkins/etc.
- Dismissal from the Commons is done table by table. Exit the Commons quietly when your table is dismissed.

Selling Items at School Guideline

Only fund-raising items approved by the administration may be sold in school. These items are not to be sold during class. Proceeds for all items sold must be for the benefit of a school organization.

Dismissal of School Due to Inclement Weather/Emergency

In case of bad weather due to snow and ice, school may be canceled. Rockwood will send voice, text or email messages to telephones, mobile phones, or any Internet-enabled devices. Rockwood can reach parents within minutes with emergency notifications, school closings due to inclement weather, and other school news. Information is also available on local TV and radio stations, ParentSquare, or the Rockwood School District website.

Emergency Preparedness

Students are expected to know and follow all emergency preparedness procedures. In addition, they are expected to follow all directions given to them by staff members during fire, earthquake, intruder, and tornado drills.

Evening Events

Evening events that are not school-related public performances, such as dances, are for LaSalle Springs students only. No students from other schools will be admitted. Students attending events are required to follow these procedures:

- Students must remain inside the school until the event has ended.
- Students are not permitted to leave the event early unless a parent/guardian comes into the building and speaks to an administrator or has arranged for an early departure of the student with administration.
- Students should plan transportation home in advance to be picked up promptly at the conclusion of the event.
- All Rockwood and LaSalle Springs Middle School rules apply during evening activities.

Extra-Curricular Activities, Clubs, and Intramurals

An activity program is a key component of LaSalle Springs Middle School. All students are welcomed and encouraged to stay after school in order to participate in LSMS help sessions, clubs and intramurals. It is our goal that all students are involved in some type of activity, club, or intramural.

The activity program will provide for all students the encouragement and opportunities to participate in a wide range of activities which are based on the interest and physical needs of middle school age children. These activities will focus on the development of social and physical skills in an atmosphere that stresses teamwork and learning the basic requirements of the activity.

Help sessions, clubs and intramurals at LaSalle Springs Middle School will be held after school from 2:45pm-3:45pm, Tuesday through Thursday, unless otherwise noted. Students may not participate on days that they are serving an in school or out of school suspension. Activity buses will be available on Tuesdays and Wednesdays only, and there may be times during the year when activity buses are not available at all.

In order for students to participate, they must meet these requirements:

- Have parent permission
- Arranging their own transportation home via parent pick-up, carpool, or activity. Students using activity buses are responsible for signing up.
- Report to the designated activity bus meeting area for check-in at the conclusion of the activity period (Activity bus riders only).
- Follow all guidelines established by the sponsor.
- Be present at school for more than half the school day on the day of the activity.

Hall Passes

Students who leave class at a time other than a passing period must have a hall pass or be with a LSMS staff member.

Lockers

Each student is assigned a hallway and gym locker for the storage of school supplies, equipment and clothing. It is the student's responsibility to keep lockers locked and orderly at all times. Do not share lockers or your locker combination. Locker problems should be reported to the Welcome Center. Lockers should be kept clean and organized. Lockers may not be rigged to remain unlocked when closed. Do not paste or glue items to locker doors or walls. No stickers are allowed on locker doors.

Lockers are the property of the school and can be searched at any time. Students are responsible for their assigned locker and all of its contents. Anything found in that locker is the direct responsibility of the student to whom the locker is assigned. Students should not put his/her belongings in any other locker but the one they have been assigned to use.

Lost and Found

Every effort will be made to return misplaced items. Lost and found is located near the main entrance and hall monitor's desk. Lost valuables (such as eyeglasses and cell phones) are kept at the welcome secretary's desk.

Nurse Information

Your school nurses are here to help keep students safe, healthy, and in class, ready to learn. School nurses work with students, teachers, and parents to manage chronic health conditions and deal with illnesses and injuries at school. School nurses are the connection between healthcare and education, serving as a resource for school staff on issues that may impact learning, providing care and comfort to support student success. The Nurse's Office is located in the front hallway, between the Main Office and Counseling Office.

Parent's Role

- Every year, update the Annual Student Health Information [ASHI] form. Your signed consent on this form authorizes the school nurse to provide routine care at school for minor needs.
- 6th grade students, and any student new to Rockwood in any grade, are required to turn in a physical exam signed by your doctor and an immunization record.
- Any time your child receives immunizations, at any grade level, please submit a copy so the school health file stays up-to-date.
- 8th grade students are required by the state to have specific immunizations on file at school.

- If your child has specific health care needs, please contact the nurse to discuss a plan of care. This includes all students with food allergies, diabetes, seizures, asthma and any other condition requiring medication or emergency actions.
- Please do not assume that your middle school nurse will automatically know the details of your child's health history. While basic health history does advance with your child from school to school, it is the parent's responsibility to notify the school nurse of current needs.

When can my child see the nurse?

Except for an emergency or planned procedure, students must obtain permission and a pass from a teacher to leave class to see the nurse. In general, early morning symptoms should be handled at home by parents, not immediately on arrival to school. If you have sent your child to school, we presume you expect them to attend class.

When do I need to pick up a sick child?

If the nurse finds your child is too ill to remain in school, you will hear directly *from the nurse*. Student cell phones make communication a challenge! Rest assured, if the nurse wants you to come, the *nurse* will contact you. If you get a message from your child that he/she is sick and needs to be picked up, please send them to the nurse first or call school before coming. Any student leaving during the school day due to illness needs will be seen by the nurse first. Unless there is a fever or obvious illness, it is always your choice to take your child home.

If I've given consent for medication, why do I still get a call?

Even if the ASHI consent form is signed, it is important that parents are informed of a child's symptoms, treatment and time out of class. Generally, the nurse or your student will make a call to let you know that a standing order medication has been given.

Can the nurse give prescription medicine?

It is the policy of the Board of Education that the giving of medicine to students during school hours be discouraged and restricted to medication that cannot be given on an alternative schedule. Of course, some students do require medication for chronic or short-term illness/injury or disabling condition during the school day to enable them to remain in school and participate in their education. If your child needs medication [other than routine "standing order" over-the-counter meds on the ASHI], the district requires written authorization from a physician [or prescription label] as well as a parent. Medications must be provided in the original, labeled pharmacy bottle.

When should I keep my child at home?

- A child with a fever should not be sent to school until the temperature has been under 100 degrees for 24 hours without fever reducing medication
- A child diagnosed with a strep infection must be treated with antibiotics for a full 24 hours before returning to school.
- A child with a rash of unknown origin must be checked by a doctor before attending school to assure that the rash is not contagious.
- A child experiencing recent vomiting or diarrhea should be kept at home until feeling well enough to function in class without interruption or worry.

Library Media Center

Librarian: Mrs. Thompson

Location/Hours: Room 507 / 7:15 am - 2:40 pm

Resources: Books, Computers, Online Databases, Audiobooks, e-books, digital audiobooks

Loan Period: 3 weeks with renewals

Library Webpage: <https://www.rsdmo.org/domain/1819>

Books Available

The LSMS Library provides over 7,000 fiction books and 7,000 nonfiction books covering a range of reading levels and interests from early reader to high school in a variety of formats including print, ebooks, and audiobooks. This includes picture books, "Fast Reads" which are short and at an elementary reading level, and Young Adult books. While we strive to have something for everyone, we understand not all books are a good fit for everyone. If you would like to discuss guiding your child toward certain books or limiting availability of books for your child, please contact the LSMS librarian Leslie Thompson at thompsonleslie@rsdmo.org.

Online Databases

Online databases are searchable collections of academic materials made available through subscriptions. Databases are academic in nature and efficiently lead students to much more reliable information than what Google, Yahoo, or other search engines might provide. While commercial search engines have their purpose, databases are more reliable and efficient for academic purposes.

Subscription databases are paid for with district funds and are accessible from home using the passwords provided by the librarian.

St. Louis County Library eCards

Each Rockwood student (unless your family chooses to opt-out) has an Electronic St. Louis County Public Library ecard. This card allows access to thousands of online resources (eBooks, databases, and more). Students can access the St. Louis County Public Library website at <https://www.slcl.org>. Each student's Library eCard number begins with Rockwood's 3-digit code of **091** followed by the 10-digit **student ID number**. The **PIN is set to 1234**, but can be changed if a student wishes. Please note, the LSMS librarian cannot restrict what students view or send notices regarding St. Louis County Library material.

Parent and Librarian Collaboration

The library staff invites students and their families to contact them for assistance and concerns with finding and accessing resources to meet their needs. That includes finding books of interest at the appropriate reading level, accessing and using District databases, and helping parents support the reading choices of their children. If you would like to receive a daily email of book titles your child has checked out from the LSMS library or place restrictions on the reading level of books your child chooses, please contact the librarian.

Telephones

Parents are discouraged from texting or calling their student's cell phone during school hours. Phones are available in the Welcome Center for student use. Students who need to make a phone call during a class may obtain a pass to the office from the classroom teacher, or may use the classroom phone with the teacher's permission.

All after school plans should be made before arriving to school. Should an incoming emergency phone message for students be left with school personnel, an attempt will be made to relay the message as quickly as possible.

Textbooks

Textbooks will be issued at the beginning of the year. A record of the book number, condition of the book, and the name of the student to whom it was issued will be kept using the Destiny textbook

inventory program. Students should use ink or permanent marker to write his/her name on the inside front cover of the textbooks that are issued to them.

Any damage in a book should be brought to the attention of the teacher when the book is issued. Damaged or lost books will be the responsibility of the student to whom the book was issued. It is the responsibility of each student to return books at the end of the year in usable condition with only typical wear and tear.

Visits During the School Day

Parents/Guardians are always welcome at LaSalle Springs Middle School. However, due to safety concerns, guidelines for visits have been established. Parents/Guardians who plan to visit their children during the school day, must pre-arrange their visit with an administrator. Classroom visits should be planned with a minimum of one school day's notice, and no visits will be allowed on the days before holiday breaks or during the last week of school. Between the hours of 7:47am and 2:39pm, all visitors must enter the building through the main entrance and stop at the Welcome Center to sign in and receive a visitor's badge for identification. Parents will be required to show a photo ID before being allowed to enter our building.

All lunchtime visits are scheduled at the discretion of the principals and should also be pre-arranged. During lunch parents are discouraged from bringing in outside food (such as meals or birthday treats) that is intended for a specific group of students. Outside food can inadvertently exclude students or cause a disruption.

Volunteers

Between the hours of 7:47am and 2:39pm, all parent volunteers must enter the building through the main entrance and stop by the Welcome Center to sign-in and receive a visitor's badge for identification.

Student Drop-off and Pickup

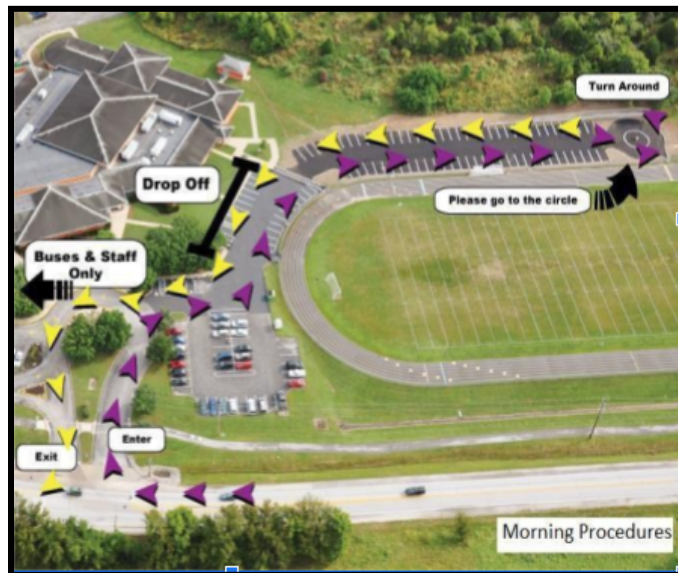
Student drop-off and pick-up locations are indicated on the following maps. Morning student drop-off and end-of-school dismissal pick-up vehicles should turn right after entering the campus from 109.

After-school activities pick-up location is next to the bus parking area.

Please do not stop, drop-off or pick-up students in the circle drive in front of school.

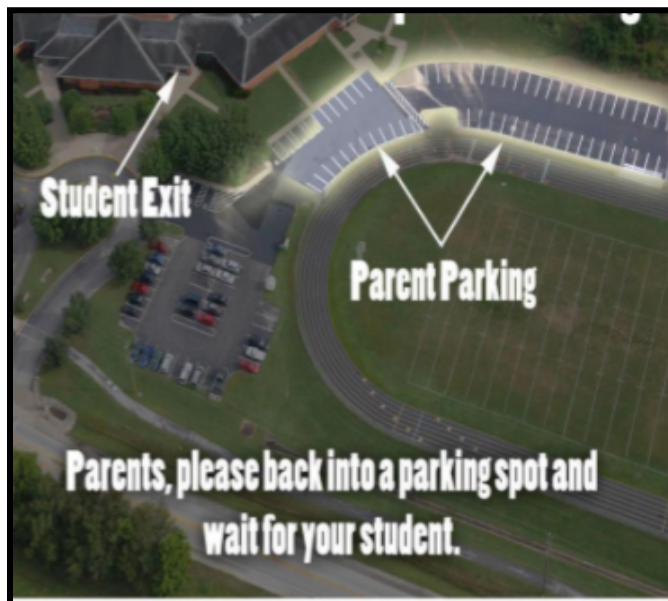
Morning Student Drop-Off

- Drive to the circle and turn around
- Drop students off anywhere between the signs in order to keep the line moving.
- For their safety, do not drop students off until you get to the signs.



Afternoon Parent Pick-Up

- Back into a parking spot. Students will walk to their parent's car when they are released from class.
- Please arrive after 2:25 as we will be using the parking area for our P.E. classes



After School Activities

- Park facing Highway 109.
- Students will exit near the stairs and walk to their cars

