



FAMILY HANDBOOK
2024-2025

10785 West Alamo Place
Littleton, Colorado 80127
303-982-3975

Attendance Line: 303-982-3950

<https://westridge.jeffcopublicschools.org/>

School Information

Important Phone Numbers

Main Office (Hours 6:45-3:30): 303-982-3975

Attendance Line (Available 24 hours a day): 303-982-3950

Foothills Before and After Care: 303-598-5390

Website: foothills.org/school-care-camps

School Hours

Kindergarten-Fifth Grade

First Bell: 7:40 Tardy Bell 7:45

M-F 7:45-2:35

Delayed Start: 9:45-2:35

Please ensure your child knows the daily plan for pick up. If a grown up is responsible for picking up, please ensure they know to be at the designated pick up location by 2:35. Children will be dismissed from their exterior classroom door. They will remain outside of that door until 2:45. Staff will bring students to the front office if they are not picked up by 2:45. If you are running late, please let the front office staff know.

If your child needs to be picked up early, call us a few minutes ahead of time and we will get them ready to go. If someone other than parent/guardian is picking them up, we require them to be on the list in Infinite Campus and show their driver's license.

Foothills Before and After Care Hours:

Before School: 6:45-7:45 am

After School: 2:35-6:00 pm

Delayed Start: 8:45-9:45 am

Attendance

Attendance Line: 303-982-3950

Absences need to be reported to the attendance line as soon as you can and not later than 7:45. When we can account for all absences quickly, our students are safer. Even if you let the teacher know of the absence, please call the attendance line. For planned absences lasting 3 or more days, we require a prearranged absence form to be filled out in order for the absence to be excused. You can find that by asking Ms. Dawn in the front office or email Ms. Dawn and Mrs. Thanos to request the form.

Bicycles and Scooters

- Students and community members including staff members, will be allowed to ride bicycles, scooters and skateboards on designated paths to school.
- Students must dismount and walk on the school's perimeter sidewalks.
- Bicycles and scooters should be locked in the bicycle racks, skateboards may be placed on the hallway shelf with backpacks.

Birthdays

We love celebrating birthdays! For summer birthdays, we celebrate their half birthday at school. We call students on the announcements to the office and give them a little present. You can opt out of this practice as a family by contacting the principal.

If you'd like to bring in something for the class, you can bring a non-food item or food needs to be prepackaged with clearly labeled ingredients.

If you are bringing invitations for a birthday party, you have some choices. One is to bring an invite for everyone. With this choice, we ask for your child to hand them to the teacher and the teacher will put them into Friday Folders. Another choice is to exchange email addresses with the families of the children you are hoping to invite. This is preferred if you are not planning to invite the whole class. Unfortunately, we are unable to facilitate the exchange of email addresses and cannot have a directory with such information. A third choice is to hand out invitations after school. Please be considerate of students who are not being invited and acknowledge that that does cause hurt feelings.

Celebrations

PTA hosts two parties per year for every class. Those two celebrations are Halloween and Earth Day. Room parents work with the classroom teachers to plan these parties. Families are invited to attend these parties!

Cell Phones/Smart Watches

Cell phones and smart watches are allowed at Westridge, however, we ask that they are not used during the school day. If your student needs something dropped off or they are feeling ill, we need them to use the procedures at school to contact you at home—they cannot use their phones or watches for this. Using cell phones and smart watches during the day also distracts from the learning environment, and learning is why we are all here! If cell phones or smart watches become a problem, we will ask your child to leave it in their backpack. If it continues to be a problem, we will ask them to leave it at home or use a check in/check out system in the office.

Communication

Our school newsletter is sent out every Wednesday between 6:30-7:30 pm. It is called The Wildcat. We try to funnel all information into this newsletter. PTA and community resources also contribute to The Wildcat. Please plan on reading it weekly.

Westridge teachers send information home in a Friday Folder each week. They will also send newsletters via email. It is important to look through the Friday Folder over the weekend and send it back on Monday.

You are also encouraged to follow Westridge on social media. Our Facebook houses informational items, such as upcoming events, important dates, etc. Our Instagram (@westridge_principal) is run by the principal and offers an “inside view” into what goes on in the school.

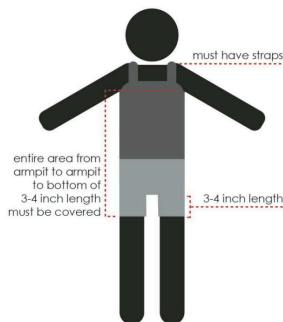
It is extremely important to keep your contact information updated and correctly organized (by priority and household) in Infinite Campus. When this is done correctly, the right people at the right time receive information, especially in emergencies or unexpected events.

Communication with your student’s teacher

Teachers are directed to keep their phone ringer turned off during instructional time. They are also not able to check email while teaching and have limited time during their plan time to check email. For urgent messages, please contact the front office and we will deliver the message. You can expect to hear back from teachers after a voicemail or email within 24 hours during the work week.

Dress Code

- Students should...
 - Choose clothes that help them express themselves
 - Talk to their families about what they value in appearances
 - Show value of multiple perspectives by not wearing anything that will knowingly offend a group or individual
- No hoods or hats unless it is a planned special event (we can’t easily identify people wearing hoods and hats, which impacts safety)



Early Departure

Students who leave school during regular school hours must be signed out through the office by a parent or legal guardian. Students may not leave school grounds alone during regular school hours.

We request that you do not pick up your student early unless it is necessary.

Field Trips

Field trips to nearby points of interest that also ties to the curriculum are encouraged! Teachers and grade levels will have various field trips scheduled throughout the year. Families will receive notice and a description of the field trip two weeks in advance.

A parent or guardian must sign a permission form for all field trips. Students without a permission form signed will not be permitted to join their peers on the field trip.

Most field trips are considered a privilege. If a student's behavior may interfere with the experience or safety of the field trip, the teacher and principal will conference with the student and their family to determine if they will be permitted to attend the field trip.

We always need chaperones for field trips and see this as a great way to get involved! The teacher will request chaperones. If you are approved as a chaperone, you will receive the chaperone guidelines that we ask all chaperones to follow.

Food

Students are not allowed to share food at school. Please keep tabs on their a la carte purchases and talk to them if you notice they are buying for other children.

Inclement Weather/School Closure

Information on emergency school closures due to severe weather overnight or other emergency situations outside of school hours is communicated from Jeffco Public Schools. You can also check local stations and social media. If an emergency situation occurs during school hours, you can expect communication directly from Westridge and it is likely you will receive communication from Jeffco Public Schools.

It is extremely important that your contact information is up to date and organized (by priority and household) in Infinite Campus. You will also want to ensure your settings allow for email, text, and phone calls from the district and Westridge for the most up to date information.

We will have inside recess if:

- there is active precipitation
- the temperature with wind chill is 20 degrees or below
- the playground conditions are poor (ice, snow, standing water, mud)

Please send your student to school prepared for all types of weather.

Lost and Found/Valuables at School

If your child misplaces an item, we encourage you to look in the lost and found by the cafeteria. Often, it is difficult to identify what they have lost, so please label coats, jackets, gloves, etc. Remaining items are donated to local charity a few times a year.

We highly discourage students from bringing valuables and toys to school. The school cannot be responsible for these items, but we are always willing to help! Teachers will often have special days for students to bring stuffed animals, games, etc. Remember, at no time are students permitted to bring toy guns, toy knives, or toy weapons of any kind.

Lunch/Recess with Your Student

You are welcome to come have lunch in the cafeteria with your student! Please follow our visitor check in process by coming to the front door and signing in in the vestibule. If someone other than a parent or guardian is coming to have lunch, you must let the office know prior.

We do not allow visitors at recess.

Pets on School Property

While we love pets, we are bound to the District Policy of only allowing service animals on school property while students are present. It is also important to note that pets can be unpredictable around children, so in an effort to make everyone feel safe and protect the animal, we have a policy stating no pets can be on school grounds.

Reporting Student Progress

Report cards are sent home three times a year. You can also sign into Student Insights on the district website anytime to see general information about your student's performance on district assessments.

Safety Information

Safety is of utmost importance to us. We carry the weight of trust you put into us to keep your child safe. We take that responsibility very seriously. Keeping our school safe is a shared responsibility. The following bullet points highlight how we can all ensure a safe environment:

- We expect students to be on campus from 7:30-2:45. Outside of those hours, we do not have supervision available. Please do not bring your child to school outside of those hours.
- Please follow drop off and pick up procedures.
 - In the morning, use the kiss and go line or park to walk with your child to the exterior classroom door. Never use the bus/emergency lane in front of the school to drop off or park. The kiss and go line cannot not be used for parking. We require students to line up by their door starting at 7:30. Our playground is not available for playing starting at 7:30.
 - In the afternoon, please ensure your child knows the plan for pick up. If a change was made, please notify the office. Sometimes our little ones can be unreliable in communicating with staff and we just want to make sure they are going with the person they are supposed to go with.
 - When driving, practice situational awareness and reduce your speed. If you are doing U-turns in undesignated locations, you might be contributing to an unsafe situation.
 - Remind your child to use sidewalks and crosswalks. Practice this while they are with you as well.
- We will keep all exterior doors locked at all times.
- We ask that doors are not held open for others. All visitors need to use the front door and use the doorbell.
- The vestibule in the front is a proven strategy to mitigate risk and keep the school safe.
 - When dropping off items for your student, we will direct you to leave it in the vestibule and we will deliver it.
 - Our check in process occurs in the vestibule. Visitors are permitted past the vestibule after going through the check in process and have a reason to.
 - All visitors need to sign in and out every time they visit.
- We will do a fire drill once a month. We have one lockdown drill in the fall (families are notified of this on the same day it occurs). We have one shelter or evacuation drill in the spring (families are notified of this on the same day it occurs).
- We need families to have discussions with their children about never “joking” about school safety. Students who say or do anything that compromises the safety of the school are held accountable and it is never seen as a joke. It is also helpful to have discussions about not saying anything about killing others. There are various reasons that students might say that even though they don’t mean it, but it should never be said at school and they will be held accountable for it.

School Accountability Committee (SAC)

The Westridge SAC is made up of parents, community members, and school staff members. It serves in an advisory role to the school principal. The committee provides recommendations to the principal on priorities for school funding ensuring that funds and priorities align with the school’s improvement plan and core values to benefit all students. The committee provides recommendations annually on the school’s unified improvement plan (UIP), and meets quarterly to review progress and implementation. The committee assists school personnel efforts to

increase parental engagement. Meetings are open to all interested parents and community members.

Visitor Check In

District Policy requires that all visitors check in. We have a sign in and out procedure in the vestibule. You will be asked to wear a visitor sticker or badge while inside the school.

If you would like to meet with a staff member, we ask that you arrange that prior to visiting.

If anyone other than the parent or guardian will be visiting for lunch, you must call the office ahead of time to let us know.