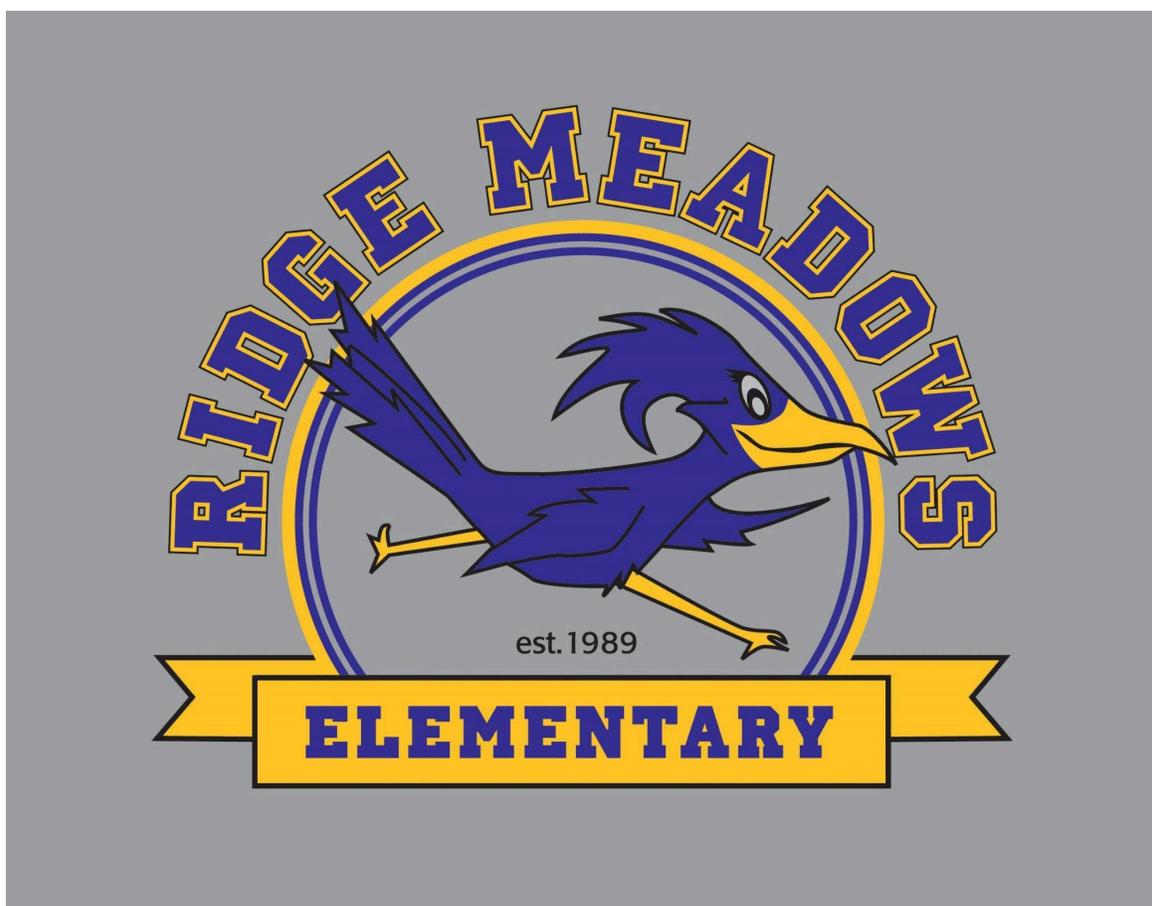


**Ridge Meadows Elementary School  
Rockwood School District  
Student and Family Handbook  
2025-26**



**777 Ridge Road  
Ellisville, MO 63021**

**Phone: (636) 891-6650  
Fax: (636) 891-8866  
Attendance line (636) 891-6664**

Dear Ridge Meadows parents and students,

This handbook is prepared to be used as an informational guide. It is designed to help explain the policies, rules and guidelines for Ridge Meadows Elementary School. Please familiarize yourself with the contents of this handbook and refer to it throughout the school year. It is our hope that the handbook will be helpful to you, along with The Rockwood Policies, Regulations, Procedures & Consequences Pertaining to students in the Elementary School guide that can be viewed online on the Ridge Meadows website.

Cooperation between the home and school is very important to the educational process. Parents, teachers, and students must work together and share common objectives if the best interests of education are to be observed.

Two-way communication between the home and school is essential in sharing events and being proactive with potential issues. Please call or check our school website if you have questions or if clarification is necessary.

Sincerely,



Dr. Amy Digman  
Principal

**Rockwood School District and  
Ridge Meadows Mission Statement**

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

**Rockwood School District Promise**

**WE CULTIVATE BELONGING:** We promise to embrace diversity,  
foster strong relationships and ensure inclusivity.

**WE EMPOWER ALL:** We promise to empower each other to take  
ownership of our learning and our future.

**WE HONOR DIGNITY:** We promise to foster an environment where  
everyone is respected, seen and heard.

**WE EMBRACE INNOVATION:** We promise to nurture curiosity, creativity  
and problem solving.

**Ridge Meadows Vision**

We envision that Ridge Meadows Elementary School is a safe, trusting, and collaborative environment that develops lifelong, self-directed learners. We believe that all students can learn and achieve success in a technologically advanced global society. Since education is a dynamic process, we provide a structure that is based on continuous data analysis and is responsive to change.



**RIDGE MEADOWS ELEMENTARY GENERAL INFORMATION**

**MASCOT: SPEEDY THE ROADRUNNER**

**SCHOOL COLORS: PURPLE, GRAY, WHITE**

School Phone Number: 636-891-6650  
Attendance Number 636-891-6664  
School Fax Number: 636-891-8866

Bus Transportation:  
Rockwood Bus Service 636-733-8500

Adventure Club:  
Adventure Club (Vandover Campus) 636-891-6675  
Adventure Club Pager 314-606-8519  
Adventure Club-Ridge Meadows 636-891-6665

School Office Hours: 8:00 a.m. – 4:30 pm.

School Hours: 9:02 a.m. – 3:59 p.m.

School Hours for Early Dismissal 9:02 a.m. – 12:55 p.m.

Student Arrival 8:50 a.m.

Center for Creative Learning- Ridge Meadows students will attend the CCL on Tuesday, 9:40 a.m.-4:20 p.m.

Ridge Meadows Elementary website: [www.rsdmo.org](http://www.rsdmo.org)

**Rockwood School District Board of Education**

President: Lynne Midyett Vice: President: Tammy Rhomberg  
Directors: Kary Bachert Bob Cadigan  
Sarah Boyer Phil Milligan  
Mara Voracheck-Warren

**Rockwood School District Central Office Administrative Staff: 636-733-2000**

Dr. Curtis Cain Superintendent  
Dr. Kimberly Cohen Assistant Superintendent for Human Resources  
Dr. Shelley Willott Assistant Superintendent of Learning and Support Services  
Ms. Cyndee Byous Chief Financial Officer  
Mr. Bob Deneau Chief Information Officer  
Dr. Paul Godwin Assistant Superintendent Supervision of Schools  
Ms. Mary LaPak Executive Director of Communications



### Co-Presidents

Taylor Begley and Sarah Mitchell: [PTOpresidentrm@gmail.com](mailto:PTOpresidentrm@gmail.com)

### VP of Communication

Katy Billings: [billings.katy@yahoo.com](mailto:billings.katy@yahoo.com)

### VP of Fundraising

Shawn Young: [shawnyoung1209@gmail.com](mailto:shawnyoung1209@gmail.com)

### VPs of School Support

Allie Frillman: [ALLIEKJ@GMAIL.COM](mailto:ALLIEKJ@GMAIL.COM)

### VP of School Events

Kristin Lawson: [lawsonfamily47@hotmail.com](mailto:lawsonfamily47@hotmail.com)

### Co-Treasurers

Alyssa Meyer: [alyssacmeyer@gmail.com](mailto:alyssacmeyer@gmail.com)

Jessie Steele: [jessiesteele80@gmail.com](mailto:jessiesteele80@gmail.com)

### Secretary

Laura Samnee

### Teacher Liaisons

Katie Reuss: [reusskatie@rsdmo.org](mailto:reusskatie@rsdmo.org)

Cari Vordtriede: [vordtriedecari@rsdmo.org](mailto:vordtriedecari@rsdmo.org)

### Administrators

Amy Digman, Principal: [digmanamy@rsdmo.org](mailto:digmanamy@rsdmo.org)

Ken Peacock, Asst. Principal: [peacockken@rsdmo.org](mailto:peacockken@rsdmo.org)



## NONDISCRIMINATION 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. Kimberly Cohen, 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. Paul Godwin, 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.

## **General Information and Procedures (in alphabetical order):**

**Adventure Club-** Adventure Club is a before and after school program designed to provide children of working parents with a safe, well-supervised program for those hours when an adult cannot be at home. This program is housed in our building for your convenience. Adventure Club is also offered for students on early dismissal days. For more information about this service and cost, please contact (636) 891-6675. **All students needing to be dropped off before 8:50 a.m. should be enrolled in Adventure Club, where they are properly supervised. There will be no exceptions.**

**Appearance/ Dress Code-** When in doubt about clothing or articles of clothing, please check with the principal before wearing the garment to school. If students wear inappropriate clothing, a phone call home will be made for replacement clothing. Until that time, students will wear clothing from the nurse's office. Students have physical education every day, and must wear tennis shoes with non-skid soles.

**Arrival (8:50 a.m. – 9:02 a.m.)-** **Children should not arrive at school before 8:50 a.m.** All children who are offered bus service from Rockwood Transportation are encouraged to take advantage of the bus transportation. Safety is our first priority in student arrival! We ask that all parents/guardians remain in their cars in the student drop off line and do not walk students into the building. Please use **ONLY** the car lane closest to the school building. Pull forward to the white painted line at the median and the entire lane of cars can have students exit their cars and enter the building simultaneously. With your cooperation, this procedure will become more systematic. ***PATIENCE will be the key to a safe, organized arrival of ALL students.***

Parents are welcome to bring students into the classroom on the first few days of school. Children may not report to class before 8:50 a.m. Anyone arriving after 9:02 a.m. is tardy. Please call the office upon arrival and the office staff will check your child in. A pass will be given to the child so that he/she will be admitted to class.

**Assignment Notebooks-** Students in grades 3, 4 and 5 receive an assignment notebook to be utilized to record assignments, project information, upcoming tests and other communication between parents, the student and the teacher. A large portion of intermediate elementary grades focuses upon responsibility, including completing assignments independently and turning them in when due. The assignment notebook is intended to create an organizational system for your child.

**Attendance Policy-** Our educational day begins at 9:02 a.m. and it is beneficial to your child to start his/her day off on time. A student coming in late on a consistent basis is a disruption for that student and the classroom. Students who arrive after 9:02 a.m. will be marked absent according to Rockwood policy. An integral part of the learning experience is the interaction between students and teachers. Students who are absent from school are not able to participate in class discussions, small-group activities or class experiments. They miss out on explanations of concepts, class conversations and examples that will appear on homework assignments and tests. Research indicates that students who attend school regularly have better work habits, higher self-esteem and increased self discipline compared to those with multiple absences.

Parents have the responsibility to require and promote their child's regular school attendance, the first step in achieving academic success. State law requires that all students between the ages of 6 and 16 attend school regularly. Parents are responsible for notifying the school office of their child's absence. A phone call should be made to the school to verify the absence on the day of the absence. In the event of an attendance problem, parents and the school shall cooperatively work to resolve the situation. In the event that students are excessively absent, local authorities will be contacted. Parents planning to take a student out of school are responsible for making advance arrangements with the school administration.

**Excusable absences are-** (Regulation 2310)

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, they may be excused up to five (5) school days provided that:
  - a. The school is notified in advance of the absence and it is approved.
  - b. The student procures assignments in advance of the absence.
  - c. All assigned work is turned in upon returning to school.
  - d. All tests and assessments are made up at the discretion of the individual teacher.
7. Absences for all other reasons are unexcusable and shall be treated as truancy.

**Make-up work after excused absences-** Students who have an excused absence shall have the opportunity to make up work. Upon arrival back to school, the student and teacher/s involved will determine make-up assignments and establish mutually agreeable times for daily and test make-up. Students will be granted the amount of time they were absent to make up work. Students who have justifiable reasons for absence, such as illness or accident and whose probable absence will extend beyond two weeks, shall be referred for homebound instruction.

**Behavior- Student Standards of Conduct-** Discipline procedures are important for the maintenance of an atmosphere where orderly learning is possible and encouraged. All staff members responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school, en route to and from school, during school-sponsored activities, or during recess periods.

Violation of guidelines and policies will be administered according to the Rockwood Policies, Regulations, Procedures and Consequences Pertaining to Elementary School Students, which can be viewed on Rockwood's [website here](#).

**Birthdays-** Teachers and other staff members honor and recognize students in various ways on students birthdays. *For health reasons, please do not send edible treats of any kind to be distributed on birthdays.* Ridge Meadows will recognize your child's birthday with a special birthday bookmark, and many teachers honor students in a special way on their birthday. Birthday party invitations can be brought to school and distributed only if there is an invitation for EVERYONE in the class or all girls or all boys in the CLASS. The buzz book can assist with all other correspondence. Balloons, flowers or other special items should not be sent to school for students.

**Building Usage/After School Meetings and Activities-** Organizations that apply to use the building for meetings and activities must begin by 4:30 or after 6:00. The application can be found on Rockwood's website- <https://www.rsdmo.org/facilityusage> Doors will remain locked at all times, and those arriving between 4:30-6:00 pm will not have access to enter the building. If you choose to have an activity with an end time within this window of time, parents picking up students will not be able to enter the building. In the event of an extreme emergency, one may enter the building through the Adventure Club doors around the back of the school building.

**Bus Rules & Regulations-** Transportation is provided to and from school for all children who live more than approximately one mile from school (special assignments excluded). Children who are assigned to a bus and wish to walk must have prior written parental permission. Any offense committed by a student on a District-owned bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus riding privileges may be suspended or revoked.

**Bus Guidelines are as follows:**

1<sup>st</sup> offense: Driver and Principal to confer with the student/s.

2<sup>nd</sup> offense: Driver and Principal to confer with the student/s and contact parents or guardians. Misconduct Report

completed by Driver. Potential seat change.

3<sup>rd</sup> offense: Withdrawal of bus privileges.

4<sup>th</sup> offense: Student shall be suspended automatically for one to ten school days from the transportation system. The seriousness of the offense shall determine the exact length of the suspension.

5<sup>th</sup> offense: The student may be suspended from the bus indefinitely. At this time, a Bus Hearing Conference will be held to determine if the student will be allowed to use the transportation system for the remainder of the school year.

**Buzz Book-** Access to the Buzz Book is available through the P.T.O. app Membership Toolkit. This shares family/student contact information that would otherwise not be available to families.

**Cafeteria Procedures-** Students have recess before lunch. Food sharing or exchanging is not allowed due to food allergies. Students sit 4-6 children at a table. If a student has a visitor at lunch, the visitor(s) and the child will be placed at our Family table.

**Cell Phones and Smart Watches:** In response to class disruptions and the negative impact phones and watches have on our students and the learning environment, we will be implementing the following expectations across all Rockwood schools, which will comply with MO Senate Bill 68 and updated Rockwood Policy 2613:

- phones will remain in backpacks during the school day (must be off, out of sight/stored all day)
- smartwatches may be worn as long as they are not utilized for any other reason than telling time
- smartwatches/phones may be used prior to entering the building at the start of the day
- smartwatches/phones may be used at the conclusion of the school day and on the bus
- smartwatches/phones and other personal devices may not be used as a “listen in” or recording tool
- If a student is not complying, a teacher should give a reminder about the expectations
- Students should access their 1:1 device throughout the day for all technology needs.

**Change In Dismissal-** Prior written permission or a Change In Dismissal Form from parents is necessary for any emergency change in the regular transportation schedule and approved by the principal. **It is important that notes are provided by both sets of parents- the child who is using an alternate dismissal plan, as well as the child’s home as the destination.**

**Check-out procedures for students-** In the event that a child needs to be dismissed early from school for an appointment, the parent should send an email or note to the teacher AND the office [dakindiana@rsdmo.org](mailto:dakindiana@rsdmo.org) and [sparlingrebecca@rsdmo.org](mailto:sparlingrebecca@rsdmo.org). Picture ID may be requested if the office staff does not know the parent or the person picking up the student. The person picking up the student must be a member of the student’s household or an emergency contact on the online Census Form completed in August. When picking up children for such special dismissals, parents must contact the office upon arrival via phone and the child will be dismissed via the office intercom when the parent arrives. Teachers have been instructed to keep children in the classroom until they are called by the office. To maintain continuity of instruction and school security, parents cannot go into a classroom.

If at all possible, make every effort to schedule appointments for students after school hours or on Early Release days to avoid interruption of instructional time. Please allow a few extra minutes for “sign-out” due to students located in places other than their homeroom. Students ARE NOT dismissed from any areas without prior approval from the office. This procedure exists for your child’s protection.

**Classroom Assignments-** A great deal of time and effort goes into the classroom assignment of students. The principal, along with the counselor, reading specialist, classroom teachers, and special education teachers carefully place each student in a classroom where he/she will have the best opportunity for success. Parents may not request specific teachers for their children; however, parents are welcome to submit a profile letter sharing the essence of their child’s learning styles and any other considerations that may be helpful in placing the child in the most positive learning environment possible. Watch for the Placement Profile on the website and RM Weekly Update email in the spring.

**Clustering Plan for Gifted/Talented Students-** Cluster teachers are assigned gifted students in grades 1-5. Students who are waiting for testing to qualify to receive gifted services are placed in the cluster classroom. In order to maintain a homogeneous grouping in all classrooms, students who do not qualify for gifted services prior to mid-August may be placed in the non-cluster classrooms. In addition, new enrollees who may receive gifted services that transfer from another school are also placed in the cluster classroom, on a space available basis. For more information, visit <https://gifted.rsdmo.org/>

**Community Education-** At various times throughout the school year, before or after school classes are offered through the Community Education Department. Information will be sent home with students and made available on the Rockwood School District website, listing the classes offered to students. Interested students should return the completed form to Community Education as soon as possible. Classes are filled on a first-come, first-served basis for this fee-based program. A building monitor is hired to oversee the program and supervise students. The parent must provide transportation for the children. Children are to be picked up immediately after the class is over unless they are attending Adventure Club after the class. Call the Community Education office at 636-891-6644 for more information.

**Communications-School-** It is our goal to clearly communicate important announcements and events. Teachers communicate information about important events on a weekly basis. Our PTO publishes a weekly email newsletter every Thursday, The PTO Press, via Parent Square to share happenings with our families and the principal sends the RM Weekly Update email with school information every Friday. Important school announcements, important dates and event information can be accessed at [our school website](#).

**Communication Over the Internet-** Ridge Meadows Elementary School has a website with a school calendar, important school announcements and updates: <http://www.rsdmo.org/ridgemeadows/> Updates are shared on social media via Facebook on the private page-Ridge Meadows Elementary PTO. Administrators can be reached via email at [digmanamy@rsdmo.org](mailto:digmanamy@rsdmo.org) and [peacockken@rsdmo.org](mailto:peacockken@rsdmo.org)

**Communication with Rockwood Employees-** In accordance with common business practice, Rockwood School District employees will return emails and phone calls within 24-48 hours, excluding weekends, holidays and absences.

**Crosswalk at Ridge Road-** There **IS NOT A CROSSING GUARD** at Ridge Road, so an adult must accompany all students for the walk to and from school. If parents are not available, please communicate with a responsible adult to supervise your child.

**Curriculum Framework-** Curriculum is the process, attitudes, skills and knowledge that are to be taught and learned at the appropriate levels and subject areas. The Rockwood Board of Education has an ongoing process of textbook adoption and curriculum development. This provides Ridge Meadows Elementary with a framework of content, goals, and objectives to be fulfilled in each subject area. The following subjects are taught with the support of resource materials: reading, writing, word study, handwriting, math, science, and social studies. Teachers share specific academic goals and objectives with parents in the fall by sending home the Curriculum Presentation. All Rockwood curriculum can be reviewed [here via Rockwood's website](#).

### **Art**

All children at Ridge Meadows study with a certified art instructor for an hour every week. All students learn about the Elements of Design: line, shape, color, space, texture, value, and form. They experiment with a variety of mediums including crayons, pastels, oil pastels, markers, scissors, glue, modeling clay, watercolors, tempera paints, clay and fabric. Students attending CCL may only receive art class at the Center For Creative Learning due to scheduling conflicts. Student art is consistently displayed throughout the halls and classrooms at Ridge Meadows School.

### Explore (Formerly Technology)

Students will have the opportunity to Explore learning through a variety of curriculum lessons. This may include a continuation of learning from the classroom, monthly themed topics, STEM activities or literature connections. The technology aspects of Explore will focus on using technology appropriately, digital citizenship, Chromebook use and care, keyboarding basics and coding.

### Library Services

The Ridge Meadows Library has an outstanding collection of books and is staffed by a certified librarian and classroom assistant. Every effort is made to provide an array of books that may be used for educational and recreational reading. Children are permitted and encouraged to make frequent use of the library to select books and to conduct research furthering their knowledge of topics discussed in class. A flexible access system is in operation. The librarian teaches library skills during integrated lessons that combine library information skills and classroom curriculum objectives to children of all grade levels. Please encourage your children to be responsible in taking care of the books and returning them when they are due. Your cooperation will ensure the continued availability of all books for all children.

### Vocal Music

All Ridge Meadows Elementary students attend music classes for 30 minute sessions. In addition to developing their voices, children become active music makers through instrumental and dance accompaniment to songs. Students expand their knowledge by studying diverse musical cultures and styles. Students in 4<sup>th</sup> & 5<sup>th</sup> grade can audition to participate in Special Chorus.

### Instrumental Music

The Suzuki method is taught to all third grade students. Instruments are provided for the third grade students. String instrument instruction is also available for students in fourth and fifth grade. Students must furnish their own instruments in the fourth and fifth grade, but rental arrangements will be suggested. Fourth and fifth grade orchestra students receive 30 minute sessions.

### Physical Education

Physical education is a regular part of the school day, five days a week, for students in Kindergarten-5<sup>th</sup> grade. All students will wear lace-up or Velcro tennis shoes and socks for safety reasons. Slip-on tennis shoes are not recommended. Shorts will be worn under skirts and dresses.

Students may be excused from physical education classes for up to 3 days for health reasons with a written note signed by a parent. If a student is to be excused from physical education classes for longer than three (3) days, a written excuse from a doctor is necessary.

**Custodial Agreements-** It is necessary for families with legal custodial agreements to provide a copy of the most recent divorce decree and/or parenting plan. The school requests that parents follow the most recent legal documents on file, in terms of the release of children to parents, however, we will not enforce custodial rotations. The school is not to be used for visitation purposes.

**Daycare Drop-Off and Pick-Up-** Please notify the school office if your child will be picked up from school by a daycare center. We must have a note on file indicating the name of the daycare, and the length of time that the service will be provided. Please be specific about frequency and any details the school should be informed of for safe drop off and pick up.

**Dismissal- 3:59 p.m.-** Parents who pick up their child by car must send a note to school stating that the child will be a parent pick-up. **In order to keep interruptions at a minimum, parents must call the school no later than 12:00 p.m. in the event that a note was not sent with the child.** Children who are picked up by parents daily are considered EVERYDAY RIDERS. These students should come to school with a note stating such.

Students are dismissed at 3:59 p.m. and are encouraged to use bus transportation. Safety is our first priority in dismissing students. We ask that all parents/guardians remain in their cars in the Parent Pick-Up lines unless you have business within the building (meeting, conference with a teacher, etc.). Please do not exit your car to wait at the bus lane crosswalk, by the front doors or foyer. In order to expedite traffic, we need to ensure no one is walking between the multiple lanes of moving cars. When you arrive, please display your child's last name clearly from your rearview mirror (a pant hanger works well) using the provided name tag in your Meet the Teacher packet. Students will be loaded into both lanes of cars by supervising adults. Once all children are loaded, cars will be dismissed accordingly. We never want children moving at the same time as vehicles. With your cooperation, this procedure will become systematic. Patience will be the key to a safe, organized dismissal of all students. Your support of these procedures will assist us in conducting a safe and orderly dismissal.

Students walking to a subdivision toward/closer to Old State Road, students will meet adults in front of the school at dismissal. Students walking home from school across Ridge Road will exit by the cafeteria and walk to meet adults before crossing Ridge Road. There is no crossing guard available at Ridge Road, so an adult must be present when students are dismissed.

**Electronic Device Policy 6320-** All users must agree to act in a considerate and responsible manner, use good judgment and show respect for people and property. Technical support of personal technology devices will be the sole responsibility of the user. District staff will not provide technical support for personal devices. There is no privacy when using personal devices connected to the district server and the district reserves the right to monitor and review all activity on a personal technology device connected to the network. The school is not liable for lost or broken technology at any time.

**Emergency Procedures-** All parents or guardians are required to complete an online emergency form in August, which will have important emergency information. We request that all families have an emergency plan so that children will have a neighbor or a safe entry into a home. All staff will follow district procedures in the event of an emergency (tornado, fire, earthquake, crisis, intruder). Emergency evacuation routes are posted throughout the school.

**In A Crisis** In the event of an evacuation of the Ridge Meadows campus, we will be transported to another location and a Parent Sign-Out Center will be set up for you to check out your child/ren. The Crisis Team at Ridge Meadows reviews procedures periodically with the goal of improving and promoting safety and security throughout the year.

**Fire Emergency** Fire drills (one per month) are held to instruct the children on the procedure in case of a real fire. We will evacuate the building through the nearest doorways to the command center on the field. A Parent Sign-Out Center will be set up offsite for you to check out your child/ren.

**Tornado Emergency** Tornado drills (one per semester) are held to instruct the children on emergency procedures in the case of a real tornado. When a tornado warning is in effect at the close of school, buses will wait until the all clear before departure. This procedure does not apply when there is a tornado or severe weather watch when children and teachers at school will follow tornado emergency procedures.

**Earthquake Emergency** Earthquake drills (one per semester) are held to instruct the children on emergency procedures in case of a real earthquake. A school-wide plan has been implemented.

**Campus Intruder Drills** Campus intruder drills (one per quarter) are held to instruct the children in the case of a campus intruder. A school-wide plan has been implemented in conjunction with Rockwood School District safety goals.

**Field Trips-** Parents must give permission for children to attend any school sponsored field trip. Teachers will provide information about the field trips and request parent volunteers, when necessary. Anyone who volunteers to chaperone a field trip is required by law to have a full fingerprint background check through the Missouri State Highway Patrol and the FBI. [Find the procedures here.](#) Younger siblings are not allowed to be transported by bus for field trips, nor are they allowed to attend field trips.

**Food In Schools-** Students are permitted to bring a healthy snack and water bottle to school each day. According to the Wellness Policy 1820 created to meet the Missouri Eat Smart Guidelines, food will not be used as a reward in the classroom. Non-edible positive rewards will be offered to students as they celebrate successes and accomplishments.

**Gifted/Talented Program-** Students may qualify to participate in the [Rockwood Gifted and Talented](#) program. These students attend the Center for Creative Learning (CCL) one day per week on Tuesday. The school counselor is a resource for questions.

**Grading-** Students in grades K-5 receive a report card at the end of each semester. Parents will need to access Infinite Campus to receive report cards and progress reports with your special access code. Please visit the office to create an account. Personal responsibility skills and work & study habits are evaluated and marked separately.

### **Grading Procedures for Art, Music & Physical Education**

**Art-** Student grades in art are based on participation within the guidelines of the Rockwood Art Curriculum (1/3 art history, 1/3 art aesthetics, 1/3 art production).

-Art History- Study and scanning of famous artists and styles of art. Student participation in class discussions are part of each child's grade.

-Art Aesthetics-Making judgments and interpretations about works of art are evaluated. Aesthetic qualities include the use of line, shape, color, form and texture. Other formal qualities are also included: the use of repetition, movement, rhythm, contrast, balance, emphasis, unity and variety.

-Art Production- The actual creative process of making art with different materials. Evaluation is based on attention to task, effort, ability, skill, following class rules and behavior.

**Music-** Students' grades in music are based on 80% participation and 20% testing over curriculum materials. Participation grades are based on singing and class discussion, correct sitting posture, following directions and attention to task.

**Physical Education-** Students must dress appropriately for physical education classes, i.e., wear proper tennis shoes (non-marking soles) and dress for physical activity. Those not dressed appropriately will not participate in physical education classes. Grades are based on approximately 25% physical skill testing, 25% written test performance, 25% application of games, rules and strategies and 25% teacher observation.

**Harassment-** It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation. It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of the District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, or other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in

activities, including sporting events and other extracurricular activities, under the auspices of the School District. For purposes of this policy, the term “school personnel” includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

**Health Services-** A full-time school nurse provides treatment for the children and staff, maintains a first aid room, and helps coordinate the Growth and Development Curriculum. Parents are encouraged to inform the school nurse of any health problems, emotional upsets or necessary medication. It is also important to keep family and emergency phone numbers current. A new student must have a Physical Examination within 30 days of enrollment. Current immunization records must also be provided before a student can attend classes. Immunization records are kept on all children and a report of delinquent immunization is provided for the State of Missouri. Students who are non-compliant with state immunization law will be excluded from school. Hearing and vision screening is administered to all children new to Ridge Meadows as well as first, third and fifth grade children each year.

**Homebound Instruction-** If your child will be absent from school for more than two weeks due to injury or illness, please contact the school counselor so that arrangements may be made to provide in-home instruction.

**Illness and Exclusion from School-** Whenever your child has a temperature of 100 degrees or higher, he/she may not come to school. They may return to school when the temperature is below 100 for 24 hours without the use of fever-reducing medication such as Tylenol or Motrin. Each team of grade level teachers will communicate homework expectations to families in the fall of each year. Homework after absences will be handled by the teacher upon the student’s return to school.

**Inclement Weather-** In case of severe inclement weather, Rockwood Schools sometimes close. Official school closing announcements will also be posted on the district website at [www.rsdmo.org](http://www.rsdmo.org) and families will receive a Parent Square alert. It is wise to pre-plan a place in the neighborhood where your child can go if you aren’t at home on a day of unanticipated inclement weather. Inclement weather can sometimes delay the buses in pickup and delivery of students. Assume that buses may be running later than normal on bad weather days. If you have concerns, you may contact the Rockwood School District Transportation office at 636-733-8500.

**Infinite Campus Access-** Parents have access to Infinite Campus after completing the required paperwork and completing the online registration that is sent via email. Infinite Campus will be the avenue to access student’s progress reports and report cards. Parents can gain access to Infinite Campus by completing a Request for Access form and showing a driver’s license at any Rockwood school.

**Lost & Found-** The Lost & Found box and hooks are located outside the cafeteria. Small trinkets, jewelry, etc. are located in the office. During parent-teacher conferences, lost and found items are displayed for retrieval. After that time, unclaimed items are cleaned and donated to charity.

**Lunch & Breakfast-** Please do not send food with your child that requires heating. Breakfast is available in the cafeteria at 8:50 am. Breakfast can be purchased for \$2.10 and lunch for \$3.60. Juice or milk may also be purchased for the price of \$.60. All students are assigned a Personal Identification Number (PIN). Students enter their individual PIN onto a keypad or use the biometric system at a computer station and the student account is debited when a la carte items are purchased.

Yellow envelopes are provided to pay for breakfast and lunch purchases or parents can pay online via [My School Bucks](#) on Rockwood's website. Each child in the family can have their own payment or parents can indicate an amount to be placed in the account for each child in the family. Questions in regard to lunch and breakfast procedures and student accounts should be directed to the food manager. Free and reduced applications can be completed with your Census Update or a hard copy can be picked up at the school office.

**Medication Administration at School (Rockwood Policy 2870)**- Prescription Medications and Over the Counter Medications: The student's physician needs to provide the school nurse with a written request that the student be given medication during school hours with the name of the student, name of the drug, dosage, frequency of administration, route of administration, and physician name. The diagnosis/indication for the use of the medication also needs to be documented. Along with either a written request or a prescription bottle, a parent/guardian also needs to provide a written request that Rockwood School District comply with the physician's request to give medication. All medicine must be brought to school by the parent in the original container and kept in the health room in the possession of the nurse.

A [Request for Medication to be Given Form](#) must be completed/signed and must accompany the labeled container for prescription medication, and a parent permission form with the physician's signature or a separate doctor's note must accompany over the counter medications in original packaging. Even cough drops are considered over the counter medication.

**No Smoking Policy**- Smoking is prohibited in Rockwood school buildings or on District property. This policy applies to students, District personnel, community members, and all visitors.

**Non-School Sponsored After School Activities Guidelines** (Example-Scouts, Girls On the Run, etc.)- Prior to the activity, the leader must provide a note to the office listing the names of the students who will be remaining after school, the date(s) of the activity, and the parent/guardian signature. The leader is responsible for reminding parents of students in the group that the office closes at 4:30 p.m. and calls cannot be relayed to the group leader. It is suggested to provide a cell number to parents in the event of an emergency.

**Parents Out of Town**- At times, parents will be out of town and/or a relative or friend is responsible for your children during their absence. Please contact the office and also provide a note with the necessary contact information in case of emergency in your absence.

**Parent-Teacher Conferences**- Parent-teacher conferences will take place for 2 days in the Fall and 1 day in the Spring. Teachers will send a Parent Square notification to select a time that is convenient for parents to attend. If you'd like to request a meeting with your child's teacher at any time throughout the school year, please call the school office or email the teacher. Please do not drop by your child's classroom for a conference, as this is the teacher's instructional time.

**Parent Square**- Rockwood uses Parent Square for school communication, primarily through email, text and app notifications. Parent Square automatically generates an account for each parent, using their preferred email address and phone number. We encourage all parents to access your account so the mobile app can be downloaded and preferences can be updated for when and how you are notified of a message.

**Parent-Teacher Organization (PTO)**- Ridge Meadows School has a very active PTO, which focuses on community events for our families. All families are encouraged to take part in PTO events and we welcome volunteers in any capacity. Anyone interested in serving on a variety of committees, working as a room parent/coordinator, or joining our PTO Board should contact our Presidents, Taylor Begley and Sarah Mitchell at [PTOpresidentrm@gmail.com](mailto:PTOpresidentrm@gmail.com) with questions. Please watch for our weekly PTO Press email, check the PTO website for important information about meetings, events, and opportunities to build our Ridge Meadows community and join the Ridge Meadows Elementary PTO Facebook page.

**Parking-** School parking is crowded during certain events. However, we ask that you never block other cars or buses. Please be aware of the yellow curbs that are restricted parking areas for emergency personnel. A bit of patience on everyone's part will alleviate possible confrontations. Please use all available parking spots.

**Personal Property-** All personal items should be properly labeled with the child's name. We recommend that valuable items not be brought to school unless special permission has been arranged with the teacher. All unclaimed articles are placed in the lost and found, located outside the cafeteria. The school is not responsible for any loss of personal property.

**Recess-** Recess is scheduled for children to take a break from school studies. Every effort is made for children to have recess outside. Children are encouraged to use the playground equipment, play games such as Gaga Ball, four square and utilize the field for sports activities. In the event that weather conditions are not conducive to outside play, children will have an indoor recess period.

Indoor Recess- When the outside temperature and wind chill are 20 degrees or below, or precipitation is falling, students will remain inside during recess. Temperatures between 20 degrees and 95 degrees Fahrenheit will allow for normal recess times. When the temperature and/or heat index is above 95 degrees, students will remain inside. Children who are not able to go outside for recess due to an illness or injury will sit in the school office or clinic during that time. Parents should provide a note with this request.

**School Counselor-** The School Counseling program consists of classroom lessons and small-group counseling lessons. Students are encouraged to use the services of the school counselor to help with issues such as: making and keeping friends, conflict resolution, decision-making, transitions in the family, self-esteem, emotional development, and other topics facing today's young people.

Students are encouraged to make appointments for conferences with the counselor. Appointments may be made by leaving a note requesting help with an issue or asking the teacher to schedule an appointment. In case of an emergency situation, students will be excused from class with their teacher's permission. All conversations will be considered confidential between the student and counselor or among the people involved. Parents must schedule an appointment to meet with the counselor, Mrs. Sydney Basler.

**School Parties-** Each classroom participates in a Fall and Spring party. School parties are scheduled for the enjoyment of children. Parents who attend the parties are expected to assist with the implementation of games and activities, along with helping all children participate. **Due to the limited space and safety issues involved, no younger siblings are allowed at these parties.**

**School Pictures-** Individual school and class pictures are scheduled in the fall and the spring. Prices and information will be provided at the time of the pictures. Students have the option to purchase a yearbook and all-school photo for a nominal fee.

**Scouts-** Many Girl and Boy Scout groups are organized through Ridge Meadows families. If your child will be staying after school for scouts, send a note to school with your child.

Contacts: Girl Scouts: Erin Hagglund [eshagglund@gmail.com](mailto:eshagglund@gmail.com)

Boy Scouts: Nick Ochs [ochs79@gmail.com](mailto:ochs79@gmail.com)

**Second Step-** Each classroom teacher will use the Second Step resource to teach weekly lessons to promote social, emotional and academic success. These invaluable skills will help students navigate their way through school as well as be successful in their community. Second Step's age-appropriate games, activities, and media engage students and set children on a path to lifelong success.

**Staff Development/Early Dismissal Days-** In the Rockwood School District, schools will have a day off school or dismiss early periodically for staff professional development. Your child will benefit from this because staff members learn new strategies to implement in the classroom, ultimately boosting student achievement. All students will attend school 9:02 a.m.-12:55 p.m. on early dismissal days.

**Student Records-** A parent may wish to view their child's records. Please call in advance to secure an appointment with an administrator. In the event that families move from the Ridge Meadows attendance area, notify the school office of the date of departure. We will prepare transfer information that will be sent to your child's new school once we have received The Request for Records from your child's new school. It is necessary to sign a release form to forward student records to the new school.

**Student Services-** The school counselors are available to work with parents, students and teachers. The Rockwood District also employs social workers, school psychologists and a health consultant who are at the school's disposal. Our counselors have information regarding agencies for family assistance. They cannot provide individual counseling sessions.

The Special School District of St. Louis County also offers a wide variety of services for students such as testing, home teaching, and diagnostic evaluations in the areas of speech, hearing and sight. A Special School District evaluation is required in order for a child to receive this assistance. For specific information about the available programs, contact the school counselor.

**Student Visitors-** Students from other schools will not be permitted to visit classes during the school day.

**TEAM Activities-** Once a month, students meet in multi-age groups to build a sense of belonging, practice working collaboratively with others and have fun. Each child is provided a TEAM shirt and is asked to wear it for every TEAM activity.

**Textbooks-** The school district does not charge a textbook fee for the use of books throughout the school year. Textbooks and library books are loaned to students and must be returned to the teacher in good condition at the end of the school year. If a book is lost or damaged, a fine will be assessed so that the book may be replaced.

**Toys at School-** Students should not bring toys to school. Items such as baseballs, golf balls, skateboards, and baseball bats are not allowed at school. Students are allowed to bring playground balls and footballs to school for use at recess, provided they are labeled by name. The student is responsible for these items.

**Toys Which Could be Used as Weapons-** The Rockwood School District takes a strong stance on the importance of a safe school environment. Students are not allowed to bring toys that could be used as weapons- plastic knives, water guns or other toy guns that could be mistaken for real guns. Students will be disciplined according to the rules in the Rockwood Policies and Procedures Pertaining to Students handbook, found on Rockwood's website.

**Valuables-** Students are not to bring valuables to school, including large sums of money, as the school does not accept any responsibility for these items.

**Visitors-** Rockwood uses SchoolPass, which is specifically designed for PK-12 schools. All visitors and volunteers are screened against the national sex offender list, and alerts are sent to administration and staff for risks. Customizable badges with photos are automatically printed at visitor check-in, and robust reporting allows Rockwood to see who is on campus, why and for how long. Not only does this new system improve the safety of our schools and streamline the check-in/check-out process, but it enables the district to effectively communicate with everyone in a building in the event of an emergency. Staff and parents will receive an email from SchoolPass with their digital ID that they can save on their smartphone wallet (similar to a mobile boarding pass) that will allow them to check in and out seamlessly when they visit a building.

**Volunteers-** Parents are welcome to contribute time and talent to the school's educational program through classroom volunteering and the PTO Volunteer Program. Some of the PTO volunteer programs include: Book Fair, Classroom Coordinators, Trunk or Treat, Fifth Grade Celebration, Hospitality, Fundraising, and Teacher Appreciation. Contact our PTO Presidents Taylor Begley and Sarah Mitchell at [PTOpresidentrm@gmail.com](mailto:PTOpresidentrm@gmail.com) for more information. Please be familiar with Missouri and Rockwood [requirements for volunteering found here](#).