

# WESTRIDGE STUDENT/PARENT HANDBOOK

2025-2026



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# Attendance/General Procedures

## **ABSENCES**

If your child is going to be absent, please email, ([westridgeoffice@rsdmo.org](mailto:westridgeoffice@rsdmo.org)), or call the school before 9:05 a.m., (636- 891-6150), and leave the information on the Attendance Line or with the secretary. If you don't send notification, you will receive an automated notification. When calling to report an absence, please state the child's name, his/her teacher's name and the reason for the absence. Also, please email or call if you know your child will be late for school. According to District policy, students who are absent during the day may not participate in any after-school activities or programs. If your child attends CCL, please remember to call both the Westridge office and the Center for Creative Learning (636-891-6550) to report their absence.

If you take your child to the doctor, dentist, etc. before school, please email or call the office. Once you bring your child to school and sign them into the office they will be given a slip to go to class and marked in at the time they arrive.

## **SCHOOL HOURS**

Grades K – 5 8:26 a.m. - 3:23 p.m.

Office Hours 7:15 a.m. - 4:00 p.m.

## **CHANGE IN TRANSPORTATION**

The school office needs to be notified of any change in transportation. If there is any change to the usual dismissal, written or verbal permission is required, and must be approved by the school office prior to 12.00 p.m. If your child is going home from school to another student's home, **permission is required from the parents of BOTH children.** Permission will be granted through the school office.

## **EARLY ARRIVAL**

The school day begins at 8:26 a.m. Students should not arrive at school before 8:06 a.m., except those attending morning Adventure Club. No supervision will be provided and students will not be permitted to enter the building before 8:06 a.m. If child-care is needed from 6:30 a.m. to 6:00 p.m., please contact the Adventure Club Program at 636-891-6644.

## **EARLY DISMISSAL HALF-DAYS (STAFF DEVELOPMENT)**

Students will be dismissed at 12:18 p.m. on one day each semester to allow time for staff development. Breakfast and lunch will be served. It is the parent's responsibility to notify the teacher and office of any transportation changes prior to 10:00 a.m.

# Adventure Club

Adventure Club is available for before and after-school care. Please contact the Adventure Club office to gain more information. [Adventure Club link](#)

1401 Froesel Dr.  
Ellisville, MO 63011  
636 891-6675  
adventureclub@prcommunityed.org

## Behavior

Behavior expectations are taught to all students at the beginning of each semester. The first week of each semester is used to involve students in meaningful and thorough discussions about behavior expectations, including students, teachers, counselor, building principal and assistant principal.

Please refer to the Student Discipline and Consequences Handbook on the Rockwood website for specific infractions. These are behavior guidelines set by the Rockwood Board of Education.

## Bus

The driver is in charge of the students and the bus; students should follow the driver's direction promptly and respectfully.

1. Students must be on time. The bus will not wait beyond its regular schedule for those who are tardy.
2. A quiet noise level should be maintained at all times. This is a safety factor so that the driver is not distracted.
3. Good classroom conduct is to be observed by students while riding the bus.
4. The seats are designed for three students and no student shall stand. Students shall not save seats.
5. Students must not, at any time, extend their arms or head out of the bus windows.
6. Students must not try to get off the bus or move about within the bus while it is in motion.
7. Students must observe instructions from the driver when leaving the bus.
8. The driver will not let students off the bus at stops other than the regular bus stop unless proper authorization is presented by the parent and school administration.

## Buzz Book

Each year we will publish a Buzz Book which includes student's names, addresses, phone numbers and parent's names and email addresses.

The Buzz Book is in a digital version, and may be purchased for \$5.00.

## CCL

Rockwood has developed and implemented a Talented and Gifted Program for those students in grades kindergarten through five who meet the District's requirements. This program is a one day a week pull-out activity for students, where the children attend an off-campus site, The Center for Creative Learning. Identified Kindergarten students start the program in the second semester. If you have questions concerning this program, please contact the Center for Creative Learning at 636-891-6550.

## Cafeteria

The following expectations apply to students in the Westridge cafeteria:

1. Use good manners.
2. Clean up after themselves.
3. Return trays and silverware to the proper places.
4. Eat only what is on your tray or what you bring from home. Please do not pass or trade food. Many students have food allergies and we want to ensure the safety of all our students during lunch.
5. Talk in a quiet voice to others at your table.

### Cafeteria Prices

\$2.10- Regular student breakfast (includes milk)

\$3.60- Regular student lunch (includes milk or juice)

\$.70- Milk only

\$.70- Juice only

### Breakfast Procedures

Breakfast will be served at Westridge each day from 8:06 a.m. to 8:26 a.m. Meal money envelopes used for lunch orders are also used for breakfast orders and payments.

### Recess/Lunch Schedule:

#### Start Recess- Start Lunch- End Lunch

Kindergarten	11:35-11:55-12:20	1st grade	12:00-12:20-12:45
2nd grade	12:25-12:45-1:10	3rd grade	10:20-10:40-11:05
4th grade	11:10-11:30-11:55	5th grade	10:45-11:05-11:30

### **Lunchroom Procedures**

Parents are encouraged to pre-pay for lunches through the online accounting system, [MySchoolBucks](#). Students are also provided a yellow envelope for prepayment. Please insert payment (cash or check payable to Rockwood School District) in the yellow envelope. If you have more than one child participating in the lunch program, please indicate on the envelope the amount to be deposited in each students' account.

### **Visiting**

If you are coming to school to have lunch with your child, you will need to buzz in to get into the building, being sure to not allow anyone else in the door behind you. Please first sign in at the office and wait there for your child's class to arrive at the cafeteria for lunch. We have tables in the lobby for you and your child to eat lunch at. At the end of the lunch period, please say your goodbyes and refrain from walking your child back to the classroom to allow for a smooth transition back to the school day.

Contact Information for Westridge Cafeteria Staff:

Our cafeteria manager is Patricia Schick and you may contact her via email at [schickpatricia@rsdmo.org](mailto:schickpatricia@rsdmo.org) with specific questions or concerns.

## **Calendars**

For the most up-to-date information regarding Westridge events, please visit our School Website Calendar and Parent Square platform. Rockwood has a calendar for testing windows to help with scheduling appointments outside of school as well as a list of district wide events.

## **Campus Safety**

Parents must report to the office and sign in to be on campus during the school day. It is imperative for the safety of each student and others on the school grounds that the following school policies be strictly adhered to. Please carefully review these policies and share them with your child, if applicable. It takes all of us working together to ensure the safety of our students.

**Walkers** - Those students who walk to school should walk on sidewalks and the designated walkways only. We will have a group of backdoor walkers that will dismiss to the Cherry Hills neighborhood, and a group of front door walkers who will dismiss at the crosswalk in front of the school.

**Bicycle/Scooter Riders** - Students may ride their bicycles/scooters to school. Any child for whom bus service is assigned must have a note from a parent stating that it is permissible for the student to ride his/her bicycle/scooter to school. When a student riding a bicycle/scooter reaches the school grounds, he or she should get off the bicycle/scooter and walk it to the bicycle racks on the south side of the school building. A bicycle/scooter should never be ridden in the parking lot or any other area of the school grounds. A student's privilege of riding a bicycle/scooter to school may be rescinded by the principal if problems arise from the individual riding his/her bicycle/scooter.

Safety Tips:

1. Wear a helmet when riding bicycles or scooters.
2. We recommend that all bikes or scooters be chained and locked to the bicycle rack.

Westridge cannot be responsible for lost or stolen equipment.

**Automobiles** - For parent drop-off (a.m.) and pick-up (p.m.), drivers should enter and exit the parking lot by the flagpole/northeast entrance only. Signs are posted designating the correct procedure. When children are dropped off, remember to pull around to the side of the building and wait for your child to be dismissed. A staff member will be there to help your child out of the vehicle. Be careful to drive slowly. THE SAFETY OF OUR STUDENTS IS AT STAKE! Always be alert for a student who may not be walking in a designated area. Please do not drop your student off at the front door. During the school day, please exit the parking lot using the southwest exit only. Also, please remember not to park in the bus/fire lanes in the front of the school building at any time during the day.

Safety for Our Students and Parents - We have a great deal of traffic in the morning before school and in the afternoon at dismissal time. In order to be safe, we know that we must be conscientious and courteous.

- Thank you for following the signs for exiting our parking lot.
- Thank you for always parking in parking areas.
- Thank you for using our crosswalks with adult supervision.
- Thank you for being a courteous driver.

Thank you for keeping our students and parents safe.

## **NO SMOKING/ALCOHOL/DRUGS POLICY**

Smoking, alcohol and drugs are prohibited in Rockwood school buildings and on all district property and on any district sponsored field trips. This policy applies to students, district personnel, parents, community members, and all visitors.

# Celebrations/Birthday Treats

## **BIRTHDAY TREATS**

Because of a variety of allergies and an effort to not disrupt instructional time, we do NOT allow food, party decorations, flowers or balloons. Classroom birthday parties sponsored by a parent are not allowed.

Birthday invitations may not be passed out in a classroom unless all students are invited (single gender invitations will be allowed). No exception is made for home parties. Singling out a few children hurts them quite easily, and we want to avoid this at all costs. The purchase of a buzzbook will give you the information needed if you wish to only invite a selected number of students.

## **Field Day**

In lieu of classroom parties, the PTO sponsors school field days for students in the fall and spring. Information is also available on Westridge's PTO website or Facebook page. In order to make this a special event for your school-age child, please make other arrangements for siblings.

# Cell phones/Smart Devices

As our world continues to advance with technology, it is very important that we also take time to preserve our learning environments. Students will be allowed to bring cell phones/smart devices, but per district policy and Missouri State law phones will be required to be turned off at school and put in the students backpack in their locker. Phones, watches or safety tracking devices are the responsibility of the student/family. The school will not be held responsible for lost, stolen or damaged items brought to school.

# Conferences

Conferences are scheduled for the end of the first quarter in October. Parents will sign up for conferences through ParentSquare.

## Counselor

Mrs. Elizabeth Potteiger, our school counselor, works with students, staff, and parents to help meet the special needs of students. Students may be referred to the counselor by a teacher, the principal, parents, or other students. Students may request to see the counselor. 314-891-6158 [potteigerelizabeth@rsdmo.org](mailto:potteigerelizabeth@rsdmo.org)

Mrs. Potteiger coordinates referrals to the Special School District. In addition, she will conduct small groups of student guidance activities, whole class guidance lessons, and parenting skill activities for parents.

## Dress Code

The general atmosphere of a school must be conducive to learning. If a student's general appearance attracts undue attention to the extent that it becomes a disruptive factor in the school, a building administrator will ask the student to make the necessary changes. In the event that the change does not take place in the time allowed, the administrator will prescribe the action to be taken.

Clothing that promotes disruptive behavior, and or displays images, including but not limited to: drugs, alcohol, tobacco and/or its products, violence, sex or hate groups is prohibited from campus and must be covered or removed.

We ask that clothing cover the shoulder of the student and that all clothing touch (shirt and pants/shorts).

Gym shoes must be worn or be available at school to accommodate daily physical education classes.

## Emergencies

When school is dismissed early due to inclement weather or other emergency situations, all students will be sent home in accordance with the regular dismissal plan. We are not able to provide supervision after all the buses have left. If your child should not be sent on his/her regular bus or should not walk home, it is the parent's responsibility to notify us of any alternate arrangements. Adventure Club will be closed on inclement weather dismissals. Parents will be notified via ParentSquare of the early release of students due to school closings.

For the most reliable information on school closings, parents should visit the Rockwood web site at [www.rsdmo.org](http://www.rsdmo.org).

# Field Trips

Field trips are excellent learning opportunities for our students. Teachers take great care in planning and organizing these trips. Depending on the field trip, there are sometimes limitations on the number of volunteers that can attend. Please look for these opportunities in teacher newsletters and on field trip permission slips.

Anyone who may spend time alone with a student without the supervision of a staff member is considered a volunteer and is required by law to have a full fingerprint background check with the Missouri State Highway Patrol and the FBI. This includes:

- Anyone who consistently volunteers in a school and who may be alone with a student or students;
- Anyone who chaperones on a field trip.

Instructions on how to get your fingerprint background check for Rockwood can be found on the [district website](#).

- Fingerprints are only required once, but the [Intent to Volunteer Form](#) must be completed annually by July 31 so that we retain your fingerprint clearance.
- Rockwood employees, SSD employees in Rockwood, Community Ed staff employed by Rockwood and Rockwood substitutes are already cleared as volunteers. However, those employees still need to fill out the [Intent to Volunteer Form](#) each year prior to July 31 to let us know they plan to volunteer at their child(ren)'s school. Employees need to fill out the form using their RSD email address.

Thank you for helping to keep our school safe for students, staff and visitors. For more information about volunteering, please visit the [district website](#).

When volunteering on the field trip, volunteers are asked to limit cell phone usage, communicate with teachers about any issues, prohibit the consumption of any alcohol and no smoking. See no smoking/alcohol/ drugs policy section.

# Grading

Student grades, progress reports, and report cards may be accessed online on Infinite Campus for Kindergarten through Fifth Grade. Please contact the school secretary for access to your student's account. Report cards are available twice a year. Parent Teacher conferences are held in the fall or as necessary.

# Health

Physical examinations are required of all children starting at a Rockwood school for the first time. The district will accept physical examinations which occurred within the year prior to the first day of school attendance. A physical exam must be completed within 30 days of the beginning of school. If there is a problem with accomplishing this, please contact the school nurse so that arrangements can be made. Non-compliance will result in your child being excluded from school.

Immunizations: Missouri Law requires that every child attending public school be actively immunized against Diphtheria-tetanus-pertussis (Dtap), Polio (IVP), Hepatitis B (Hep B), Measles-mumps-rubella (MMR) and Varicella (Var). The immunization law requires that all school-age children receive two doses of the MMR & Var between their first birthday and entrance into school. The doses must be separated by at least 30 days. Also, DT/TaP or TD or oral polio boosters are needed for those who received the last one before the age of four years. All incoming kindergarten students must have the Hepatitis B Series completed. A record of these shots must be received by the school nurse by the first day of school. Missouri Law prohibits any child from enrolling or attending school who does not show proof of proper immunizations or medical/religious exemption. Non-compliance will result in exclusion from school. Please contact the nurse immediately if there is a problem with accomplishing this. Evidence is also required if the child is naturally immunized (had the disease) against Rubella or Rubella.

Excuse from physical education: If a child is to be excused from the physical education program for more than one week, a note from the physician stating the reason and number of days to be excused is requested. A follow-up note is requested for readmission into the physical education program. If you want your child excused for just a few days because of a recent illness or injury, please send a note to the nurse who will forward it to the P.E. teachers.

## **FEVER**

To reduce the spread of illness in our schools, we require students who are experiencing vomiting or diarrhea to stay home. We also expect any student with a fever of 100 or higher to stay home until they have been fever-free for 24 hours or more, without the use of medication to reduce the fever. Any unknown rashes are also a reason to stay home and consult your physician.

## **MEDICAL EMERGENCIES**

When a child is injured or becomes ill at school and in the judgment of the school personnel should be sent home, the parent or person listed in Infinite Campus as the Primary Contact will be called. It is expected that you will have some

arrangements made for picking up a child who cannot stay at school. If we are unable to reach the parent, those people listed as an Emergency Contact will be called. Keeping the emergency information current is vital for the safety of your child. We must have a way to reach you in an emergency. Please send a note or stop by the office any time you need to let us know of a change of any Emergency Contacts if you cannot make the change in Infinite Campus.

### **MEDICATION POLICY**

The transportation of medication to school or from school by students is prohibited with the exceptions provided for self-administration of medication by waiver. All medication brought to school (including all over-the-counter drugs, cough medicine and cough drops and all prescription drugs) must be kept in the nurse's office. Prescription medications may be submitted with a parent note. Any over the counter medication, including cough drops, need to be presented with a written order from the doctor giving explicit instructions on its use. We want to be helpful when your child needs to take medication, but this Rockwood policy must be followed for us to be allowed to give your child his/her medication at school.

The steps listed below must be followed:

1. All medication must be in its original container marked with the child's name. (Your pharmacist will make an extra prescription container to be kept at school if you request it.)
2. A note from the parent is needed giving directions for administering the medicine at school. The directions on the container ARE NOT sufficient. Please indicate the time span (i.e., for school year, one week, etc.) and what time of day you would like the medication given.

### **FOOD ALLERGIES**

Rockwood is committed to the safety of our students. If you have any questions or concerns about your child's food allergy, please contact the principal or school nurse at the school your child attends.

Types of Food Allergies	
<p><b>Life-Threatening Food Allergies</b></p>	<p>Any student who has a life-threatening food allergy, a medical order or medication/equipment, an emergency action plan must be in place prior to attending school.</p> <p>All forms may be obtained from your school nurse or by visiting the <a href="#">website linked here</a>:</p> <ul style="list-style-type: none"> <li>● Medical Statement For Student Requiring Special Meals (Form P2840c)</li> <li>● Food Allergy Reference Form (Form P2840)</li> <li>● Food Allergy Action Plan (Form P2840b)</li> <li>● Waiver For Self Administration of Medication (Form P2870a)</li> <li>● Request for Medication to be Given at School (Form P2870b)</li> </ul> <p><i>Many of these forms need a physician's signature. Forms must be returned and approved by the school nurse before a student can attend school.</i></p>
<p><b>Mild Food Allergies</b></p>	<p>While these food allergies are not life threatening, they can still be bothersome and symptoms can distract a child from their learning. Please complete the following forms (<a href="#">available here</a>) and return to your school nurse:</p> <ul style="list-style-type: none"> <li>● Food Allergy Reference Form (Form P2840)</li> <li>● Medical Statement For Student Requiring Special Meals (Form P2840c)</li> <li>● Request for Medication to be Given at School (Form P2870b)</li> </ul>
<p><b>Other Dietary Needs</b></p>	<p>Some students may have other special dietary needs due to diabetes, celiac disease, etc. If your child has special dietary needs, please complete the following forms (<a href="#">available here</a>):</p> <ul style="list-style-type: none"> <li>● Medical Statement For Student Requiring Special Meals (Form P2840c)</li> <li>● Request for Medication to be given at school (Form P2870b) (if necessary)</li> <li>● Medical documentation of any needed procedures or plans of care for the school setting</li> </ul>

# Homework

## **HOMEWORK POLICY AND PHILOSOPHY**

Homework assignments generally will be assignments that give students an opportunity for additional practice of concepts learned that day. Other homework assignments might consist of completion of work that was unfinished in the classroom. The time required to complete homework assignments will vary due to individual student abilities. Some general guidelines for homework completion are as follows: grades K-1, homework should not normally exceed an average of 10-20 minutes per day; grades 2-3, homework should not normally exceed an average of 20-30 minutes per day; grade 4, homework should not normally exceed an average of 30-40 minutes per day; grade 5, homework should not normally exceed an average of 40-60 minutes per day. Teachers at each grade level will have specific responsibilities for students and parents when assigning homework and will share those at the onset of the school year. Westridge Elementary also encourages students to spend fifteen minutes each night reading. Practice of basic math facts in addition, subtraction, multiplication and division is also encouraged.

## **HOMEWORK REQUESTS DUE TO ABSENTEEISM**

Students with excused absences are granted the amount of time they were absent in which to make up the work. Parents and/or the student should contact their classroom teacher for the assignments. Partial school work assignments in advance of vacation will be provided when possible if requested in advance. Generally, the assignments will be sent home with the student on their return to school. These assignments should be returned in a timely fashion.

# Instruments

As part of the third grade curriculum, students are instructed in the Suzuki method of violin. Fourth and fifth grade students are eligible to take strings. All music instruction is given during the regular school day. Students are responsible for taking their stringed instruments home to practice and making sure that they have their instruments at school on the day that they have strings. Students will store their instruments in the strings room, or designated area, at the beginning of the day.

# Internet Usage

With such unlimited access to computers and people all over the world, internet users must be responsible. Therefore, it is necessary to ensure that everyone understands the expectations and consequences of using the internet. When online, students and staff will adhere to the following expectations:

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

Following the expectations will make internet use a productive experience for all involved.

# Lost and Found

We will do all we can to prevent the loss of students' articles, but we discourage students from bringing valuables to school. Be sure to mark your child's name in all coats, jackets, hats, sweaters, lunch boxes and any other personal property.

All unclaimed lost and found items will be donated at year's end..

# Missouri Safe School Act

In compliance with the Missouri Safe School Act, there is no tolerance for violation of policies regarding assault, threats, and weapons. It is a felony for students to assault district personnel. Pocket knives or toy weapons of any kind (water guns, etc.) are not to be brought to school. Students in possession of these are subject to suspension. The school has no tolerance for these items. This information is shared with all students and staff.

At the beginning of the school year, the Principal meets with every class and explains the three most important rules that all students are expected to follow:

1. Keep your hands and feet to yourself, even when it is hard to do.
2. Don't bring anything to school that looks like it could hurt someone.
3. If someone touches you in a way that makes you feel uncomfortable, report it immediately to an adult.

## P.E.

All students in grades K-5, will participate in Health/Physical Education every day of the week. P.E. classes are 30 minutes in length. The P.E. teachers will teach both Health and Physical Education. All students are expected to participate in gym classes. Whenever you feel your child should not take part in gym classes for a day or two (when he/she has been ill and is recovering, for example), please send a note to the P.E. teacher. If your child needs to be excused for a longer period of time, we ask that you send a doctor's statement to that effect. All children must wear tennis shoes to gym classes.

If you have any questions, or for more information, contact the P.E. teachers at: [stocksrick@rsdmo.org](mailto:stocksrick@rsdmo.org), or [hargadinedustin@rsdmo.org](mailto:hargadinedustin@rsdmo.org).

## PTO

The Westridge PTO was formed to promote the welfare and education of children at our school. All parents, guardians, and teachers of students at Westridge are automatically members. There are no membership dues.

The PTO sponsors numerous activities for family participation. The funds raised by the PTO purchase many items to enhance the educational experience of the children, such as classroom needs, software licenses, and field trips for all grade levels. You may contact the PTO at [westridgeptomo@gmail.com](mailto:westridgeptomo@gmail.com).

## Recess

All students in grades K-5 attend physical education 5 days a week. This eliminates the need for regularly scheduled recesses (except before lunch). Teachers are permitted to provide an extra recess for their class when they feel it is appropriate. Restroom breaks and opportunities for social interaction will be provided as needed.

### **Recess Temperature Guidelines**

Temperature (including wind chill or heat index)

below 20	stay inside
20-95 degrees	outside normal time
96 and above	stay inside

### **Playground Equipment Rules**

- Tag and chase games are not allowed in any form on any part of the playground. Play fighting, wrestling and karate are forbidden.

- Students are to line up immediately following the whistle by the duty supervisors. Students are not to kick or throw balls “one extra time.”
- Gravel, mulch or rocks are not to be thrown, kicked or handled in any other way. Students are to keep hands and feet to themselves.
- Only one student at a time goes down the slide. Students must also be seated as their feet go down the slide first. Students must slide to the ground. Students are not allowed to walk up the slide.
- Food and drink in any form is not allowed on the playground, unless given permission by a teacher.
- Jumping from equipment, playing on the steps and climbing on the soccer goals are not allowed.
- While on the equipment, students must maintain a grasp with their hands at all times.
- Students are to move across the horizontal bar in one direction only from the center of the equipment outward. Hanging upside-down by the knees is not allowed. Remember hands, not bodies, above climbing bars.
- Students are to remain seated while using the swings. Twisting swing chains or swinging any direction except straight forward and backward is not allowed. Pushing or pulling students in swings or jumping from swings is not allowed.
- Flipping, cartwheels and other tumbling are not allowed.
- Children are not allowed to play in water, snow or mud at any time. Students must wipe their feet off before entering the building.
- Be courteous to physical education classes by staying out of their outdoor classroom.
- Always stay on school property.

## Special School District (SSD)

Rockwood students are eligible to receive services from the Special School District of St. Louis County. A wide range of services is available to the students such as educational testing, homebound instruction, diagnostic evaluations in the areas of speech, hearing, sight or language, and alternative schools. If you have any questions or concerns, contact the school counselor, Elizabeth Potteiger.

## Student Issues

With over 400 students, there are bound to be issues that need to be addressed. If your child has been involved in something at school, please listen and collect as much information as possible. Encourage your child to communicate with the responsible adult that is ‘on duty’. Ultimately, if something happens in the

classroom, the student is responsible to communicate their concerns to the classroom teacher. If something happens in PE, Art, or any other location, the student should be communicating concerns with an adult present at the given time.

In the event that an issue is serious in nature or recurring, please use your best judgment in addressing the issue and please contact your child's teacher.

If the concern is a recess or bus issue, please contact the principal or assistant principal along with the classroom teacher.

In the unlikely event that the concern is very serious, please don't hesitate to call the principal or assistant principal. If they are unable to take the phone call at that time, please leave a calm and detailed message providing your child's name and classroom, as well as the issue needing to be addressed.

Please understand that with any issue, there are often multiple perspectives and other information provided by witnesses and bystanders. The adults that you contact will investigate the situation and someone will return your email within 24 business hours.

## Vacations

Westridge understands that attempts are made to take family vacations during summers and scheduled school breaks. There are circumstances, however, where you are unable to schedule a family vacation during one of these times. If you are going to take your family on a vacation during regularly scheduled school days, please communicate the dates with your child's teacher and the office as soon as possible. This will enable your child's teacher to collect homework and activities that will keep your child from falling behind in classwork.

## Valuables

Teachers and staff will do all we can to prevent the loss of students' items, but we discourage valuable items being brought to school. If valuables must be brought to school, please obtain prior permission from the teacher. Students must assume responsibility for keeping all items safe and secure.

# Volunteers/Visitors

All visitors/volunteers are to enter only by buzzing in at the front door. When entering the building, please make sure the door closes completely behind you. If there is another person who needs to get in the school behind you, please have them buzz in separately. This will ensure our school stays safe and secure. Once visitors/volunteers enter, they should immediately walk to the office so they can sign in and get a visitor's badge. Please make sure to have a government issued ID or school pass with you.

All parents and visitors in the building without a visitor's badge will be asked to return to the office. Even if we know you well, we ask that you follow this procedure for uniformity and the safety of the students.

We love it when parents devote time to volunteer at Westridge.

All parents who volunteer at school and take pictures should be careful about what they post to social media. Any pictures of just the parent's own child are fine, but if the picture includes other students, please make sure you have permission from the other child's parents to take and post that picture.

Anyone who may spend time alone with a student without the supervision of a staff member is considered a volunteer and is required by law to have a full fingerprint background check through the Missouri State Highway Patrol and the FBI.

This includes:

- Anyone who consistently volunteers in a school and who may be alone with a student or students;
- Anyone who chaperones on a field trip.

Instructions on how to get your fingerprint background check for Rockwood can be found on the [district website](#).

- Fingerprints are only required once, but the [Intent to Volunteer Form](#) must be completed annually by July 31 so that we retain your fingerprint clearance.
- Rockwood employees, SSD employees in Rockwood, Community Ed staff employed by Rockwood and Rockwood substitutes are already cleared as volunteers. However, those employees still need to fill out the [Intent to Volunteer Form](#) each year prior to July 31 to let us know they plan to volunteer at their child(ren)'s school. Employees need to fill out the form using their RSD email address.

Thank you for helping to keep our school safe for students, staff and visitors. For more information about volunteering, please visit the [district website](#).