

**Ridge Meadows  
Elementary School  
Rockwood School District  
Student and Parent Handbook  
2021-2022**



**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,

A handwritten signature in black ink that reads "Dr. Amy Digman". The signature is written in a cursive style with a small flourish above the 'i' in "Digman".

Dr. Amy Digman  
Principal

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

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

**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  
City Bus Service - Durham School Services 314-241-1278

**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: 9:09 a.m. – 3:59 p.m.

School Hours for Early Dismissal 9:09 a.m. – 12:55 p.m.  
*Students may arrive at 8:55 a.m.*

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

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

**Rockwood School District Board of Education**

President: Jamie Bayes Vice: President- Lynne Midyett  
Directors: Dr. Keith Kinder Tamara Jo Rhomberg Randy Miller  
Loralee Mondl Thomas Dunn

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

Dr. Timothy Ricker Superintendent Interim  
Dr. Katie Reboulet Assistant Superintendent for Human Resources  
Dr. Shelley Willott Assistant Superintendent Learning and Support Services  
Mr. Paul Northington Chief Financial Officer  
Mrs. Deborah Ketring Chief Information Officer  
Dr. Dave Cobb Executive Director of Elementary Education  
Mary LaPak Executive Director of Communications



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

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

Dr. David Cobb, Compliance Coordinator for Title II of the Americans with Disabilities Act (for students), P.L. 93-112, Section 504 of the Rehabilitation Act of 1973 and P.L. 94-142, Education for all Disabled Children Act (disability and handicapping conditions (for students) discrimination issues),

*Rockwood Administrative Center  
111 East North Street  
Eureka, Missouri 63025-1229  
636.733.2107*

Inquiries may also be directed to additional compliance coordinators for unlawful discrimination and harassment set forth in Rockwood Regulation 2130

For further information on notice of nondiscrimination, visit <https://nrs.ed.gov/> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

RIDGE MEADOWS STAFF 2021-2022

**Kindergarten**

Lisa Kinder (#2)  
Madison Schaffer (#3)  
Katie Spiguzza(#1)

**First Grade**

Kaitlin Bryan(#12)  
Alessandra Pennycuick (#6)

**Second Grade**

Michelle Griese (#14)  
Meghan Hayes (#7)  
Nicole Kinzie (#15)

**Third Grade**

Katie Conner (#26)  
Morgan Fruend (#25)

**Fourth Grade**

Lauren Fish (#21)  
Kaitlyn Reitz (#27)  
Megan Stortz (#20)

**Fifth Grade**

Cari Vordtriede (#33)  
Diane Wetzel (#32)

**Reading**

Keri Maher (#8)  
Meredith Sinn (#8)

**Counselor**

Thomas Robins(#16)

**Nurse**

Colleen SanFilippo

**Art**

Leslie Farmer (#9)

**Instrumental Music**

Meggie Adams (#23)

**Music**

Michelle Defabio (#24)

**Health/P.E.**

Andrew Beckner  
Katie Reuss

**Adventure Club**

Amy Steimel (#30)  
Preston Gonzales

**Technology**

Julie Dwyer (35)

**Custodial**

Jeremy Templeton  
Jan Trager

**ESOL**

Tina Carpenter (AM #29)  
Amanda Zurfluh (PM # 29)

**Food Service**

Colleen Montgomery  
Jeremy Bull  
Erin Stebor  
Amy Uhrig

**Library**

Lisa Molengraft  
Kris Fornwalt (Asst.)

**Social Worker**

Taylor Decker (RSD 22)  
Crista Moore (SSD)  
Chardae' Rigdon (Behavior Spec. 22)

**Office**

Amy Digman, Principal  
Nicholle Simmons, Asst.  
Nancy Albers  
Diana Dakin  
Kellie Morgan

**Assistants**

Markel Merz  
Jenn Peterson  
Michelle Eickel

**Special Education Staff**

Debbie Archeski-Davis - Para  
Jenny Biundo - Para  
Kelsey Budd - Para  
Brian Carroll - APE  
Jennifer Cox VI Teacher  
Dena Douglas - Para  
Michelle Fuller- OT #17  
Heather Golden - Resource 17  
Nikki Kremer-School Psych  
Wendy Martin -Music Therapy  
Jennifer Murawski - OT #17  
Ariel Neal - Para  
Jenny PattersonSpeech/Lang  
Amy Peiffer - Para  
K. Schneider - Spec Ed #4  
L. Scheider - Spec Ed #1  
Shannon Seger- Area Coord  
Tanya Srouji- Speech #5  
Rhonda Tarpey - Para  
Jessica Vernon - Para  
Tracy Wolz OL  
Liz Zaegel -Para  
Katie Wright - PT #34

## **2021-2022 PTO Board**

### **President**

Ruth McMillan: [mcmillanruth@gmail.com](mailto:mcmillanruth@gmail.com)

### **Co-VPs of School Support**

Erin Mazzola: [Erin.Mazzola@ddimedia.net](mailto:Erin.Mazzola@ddimedia.net)

Terica Donnelly: [tericadonnelly@gmail.com](mailto:tericadonnelly@gmail.com)

### **VP of School Events**

Matt Browne: [mrbrowne140@gmail.com](mailto:mrbrowne140@gmail.com)

### **Co-Treasurers**

Nicole Lyon: [nicolelyon29@outlook.com](mailto:nicolelyon29@outlook.com)

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

### **Secretary**

Amanda Procter: [amanda\\_procter@yahoo.com](mailto:amanda_procter@yahoo.com)

### **Teacher Liaisons**

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

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

### **Principal**

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

### **Assistant Principal**

Nicholle Simmons: [simmonsnicholle@rsdmo.org](mailto:simmonsnicholle@rsdmo.org)

### **PTO Email Address**

[ridgemeadowsPTO1@gmail.com](mailto:ridgemeadowsPTO1@gmail.com)

**ROCKWOOD SCHOOL DISTRICT  
SCHOOL CALENDAR  
2021-2022**

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



## **General Information and Procedures**

**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 8:55 a.m. should be enrolled in Adventure Club where they are supervised. There will be no exceptions.**

**Appearance/ Dress Code-** When students are appropriately dressed and groomed, the overall school climate is improved. It is our belief that the major responsibility for the way in which a student dresses lies with the parents. In order to give guidance to the students and parents of Ridge Meadows Elementary, the following expectations are:

- a. Shoes must be worn at all times.
- b. Hats, scarves, or bandanas are not to be worn anywhere in the school building.
- c. Clothing which disrupts the educational process will not be permitted.
- d. Clothing will be worn as intended. Extremely tight fitting, extremely loose fitting, revealing, or indecent clothing will not be permitted. Shoulders and midriffs must be covered. (no backless shirts, tank tops, spaghetti straps, etc.)
- e. Clothing which displays slogans or pictures that are obscene or suggestive shall not be permitted. Any item that carries a slogan representing alcoholic beverages, tobacco, narcotics, profane language, or weapons is prohibited.

Additional standards may be imposed in situations where performance or safety is hindered by the style of hair or clothes. 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 will be made home for replacement clothing. Until that time, students will wear clothing from the nurse's office.

Students have physical education everyday, and must wear tie or Velcro tennis shoes with non-skidding soles. Girls must wear shorts under their dresses.

**Arrival (8:55 a.m. – 9:09 a.m.)-** **Children should not arrive at school before 8:55 a.m.** All children who receive bus service from Rockwood transportation are encouraged to take advantage of 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 cars and enter the building simultaneously. With your cooperation, this procedure will become more systematic. ***PATIENCE will be the key in a safe, organized arrival of ALL students.***

Parents are welcome to bring students into the classroom the first few days of school. Children may not report to class before 8:55 a.m. Anyone arriving after 9:09 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 is to focus 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**- 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 your 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 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 un-excusable and shall be treated as truancy.

When a child has had a contagious disease, he/she should bring a doctor's statement to the office stating that he/she is free from contagion and able to return to school. If such a statement is not available, the child will report to the nurse's office to be checked to see if all symptoms of the disease have disappeared. The nurse will contact the parents or family doctor if further details are needed. Please be sure your child has been fever free for 24 hours before returning to school.

The school will send out absence letters at regular intervals to update you on your child's absences (excused or unexcused). These letters are computer generated by the Rockwood School District attendance system. Our educational day begins at 9:09 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 9:09 a.m. will be marked absent according to Rockwood policy.

**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 in which 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.

**Backpack**- Many students utilize a book bag/backpack when bringing items to school. Upon arrival at school book bags will be placed in the coat area of the classroom where they will remain throughout the day.

**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, in 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 at <http://www.rsdmo.org/parent/Pages/StudentHandbook.aspx>

**Birthdays**- Teachers and other staff members honor and recognize students in various ways on student 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-<http://rsdmo.org/community/facilityusage/Pages/default.aspx> 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 one and a half miles from school (special assignments excluded). 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 that is using an alternate dismissal plan, as well as the child's home as the destination.** The office will issue a bus pass, according to written instructions, and the child will present the pass to the bus driver. 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: Principal to confer with the student/s.

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

3<sup>rd</sup> offense: The student is to be suspended from the transportation system until communication has been made between parent/guardian & administration to resolve the problem.

4<sup>th</sup> offense: Student shall be suspended automatically two 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 App is available for purchase through the P.T.O.

**Cafeteria Procedures**- Students have recess before lunch. Food sharing or exchanging is not allowed, due to food allergies. Students sit 4-5 children at a table. We will consider visitors to lunch at the beginning of the second quarter, and visitors and the child will be placed at a separate visitor table.

Students are expected to:

1. Show respect for their teachers and classmates
2. Follow the directions of supervisors in the cafeteria
3. Clean up after eating
4. Use a 'dining room' voice

**Check out procedures for students-** In the event that a child needs to be dismissed early from school for doctor or dental appointment, the parent should send a note to the teacher and the office. Picture ID may be requested if the office staff does not know the parent or 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 Census Form completed in August. When picking up children for such special dismissals, parents must sign them out at the office 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. Parents are to remain in the reception area while waiting for a child. In an effort 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. We ask that parents 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 homogenous 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.

**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-serve basis for this fee-based program. Parents are expected to provide transportation and pick up students promptly. 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 remain paperless with communicating important announcements and events. Also, teachers communicate information about important events on a weekly basis. Our PTO publishes a weekly email newsletter, The PTO Press, to share happenings with our families and the principal sends the RM Weekly Update email with school information. All important school announcements, important dates and event information can be accessed at our school website <https://www.rsdmo.org/ridgemeanows>.

**Communications- District-** On a quarterly basis, the Rockwood Newsworthy, a district newsletter is mailed to all Rockwood residents. The Rockwood website and Phone App are now available to access. The App allows you to choose the schools in which you would like to receive announcements, blog entries, calendar dates and important to the minute reminders. Board of Education meeting dates and agendas are posted at the school entrance and these meetings are open to the public. Electronic governance system BoardDocs can be accessed through the Rockwood website.

**Communication Over the Internet-** Ridge Meadows Elementary School has a website with a school calendar, important school announcements and updates: <http://www.rsdm.org/ridgemeadows/> This is the main method of communicating event information and important information, so please visit the website often. Twitter Account handles, @PrincipalRM and @RidgeMeadowsAP can also be accessed for information and school updates. Administrators can be reached via email at digmanamy@rsdm.org and simmonsnicholle@rsdm.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.

**Covid Mitigation Strategies-** Students and staff will be wearing masks, frequently hand washing, using hand sanitizer as they move within the building and be socially distanced. You can find more details on the Rockwood Safe Together page on the website.

**Crosswalk at Ridge Road-**Bus services have been reduced, so a crossing guard has been added to assist with safety crossing Ridge Road. We ask that parents accompany the students for the walk to and from school. Kindergarteners will not be released at the cross walk without a parent present.

**Curriculum Framework-** Curriculum is the process, attitudes, skills and knowledge that is 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 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 during Curriculum Night. All Rockwood curriculum documents can be reviewed on Rockwood's website.

### Art

All children at Ridge Meadows study with a certified art instructor for an hour every four day rotation. 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.

### Instructional Technology

Students in K-2<sup>nd</sup> receive keyboarding instruction on a regular basis and 4<sup>th</sup>-5<sup>th</sup> graders have the option to attend if they do not participate in strings. A wide range of programs in various subject areas are employed to increase computer literacy while enforcing classroom learning.

### 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 assure a 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.

**Curriculum Night-** Curriculum Night is held at the beginning of each school year in an effort to communicate with parents, curriculum goals, objectives and classroom expectations. It is requested that only parents attend this important evening due to space constraints and the intent of the meeting. Please plan to join us for parents with students in grades 3<sup>rd</sup>-5<sup>th</sup> from 6:00-6:45 pm on September 15<sup>th</sup> and September 16 for 1st-2nd grade parents from 6:00-6:45 pm.

**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 release of children to parents, however we will not enforce custodial rotations. The school is not to be used for visitation purposes.

**Day Care Drop-Off and Pick-Up-** It is necessary to notify the school office if your child will be picked up from school by a day care center. We must have a note on file indicating the name of the day care, and the length of time that the service will be provided. Please be specific.

**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 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 to 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 in a safe, organized dismissal of all students. Your support of these procedures will assist us in conducting a safe and orderly dismissal.

**Electronic Devices (Policy 6320)**- With teacher permission, students have permission to bring electronic devices to school. Users must agree to act in a considerate and responsible manner, use good judgment and show respect for people and property. Technical support of the 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 emergency form in August that will have important emergency information. In the event of an address change or a new phone number, it is necessary to contact the school office to make the school aware of the change.

If school is closed early due to inclement weather or other emergencies forcing school to be closed, the staff will implement requests made on the emergency dismissal form. By completing and returning the emergency form that will be sent home with students, parents can assist with the quick and safe return of children to home. We also request that all families have an emergency plan so that children will have a neighbor or safe entry into 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 You never know when a crisis will occur, so we at Ridge Meadows have in place a Crisis Management System. In the event of an evacuation of the Ridge Meadows campus we will be transported to the Center for Creative Learning or Fairway Elementary. 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 to improve and promote 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. A Parent Sign-Out Center will be set up 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: 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 (once per semester) 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.

Rockwood Connect The Rockwood District uses the Rockwood Connect system that will call, email and text alert to inform families of emergency school closings. Emergency information will be posted on the Rockwood website, local media outlets and district Facebook and Twitter accounts.

**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. Younger siblings are not allowed to be transported by bus for field trips, nor are they allowed to attend field trips. Parent volunteers are needed to assist with supervision of students on field trips and must follow the guidelines set by the teacher.

**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 for 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 for the Rockwood Gifted and Talented program. These students attend the Center for Creative Learning (CCL) one day per week on Friday and receive resource services at the home school. 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.

The Rockwood School District grading system is as follows:

A	-	89.5% - 100%
B	-	79.5% - 89.4%
C	-	69.5% - 79.4%
D	-	59.5% - 69.4%
F	-	59.4% and below

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. Aesthetics 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- Student's 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 action. 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.

Guidance- The Guidance Counseling program consists of classroom guidance 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.

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.

**Homework and Make-Up Work During Absence-** Students are expected to make-up school work when they are absent. Each team of grade level teachers will communicate homework expectations to families in the fall of each year. The following are guidelines for making up work:

**Absent for one day:** The homework will be handled by the teacher upon the student's return to school.

**Absent for two or more days:** Please call the school office and leave a request if you plan to pick up your child's work. Calling before 9:00 a.m. will assure that homework will be ready for pick-up by 3:55 p.m. Homework can be sent home with another child upon request.

**Quarantine or Vacation Work:** A general outline will be provided to the students as to what areas of study will be covered during the absence. Work that can be assigned will be provided. Students are responsible for checking with their teacher upon return to school to secure other make-up work or assignments.

**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.rsdm.org](http://www.rsdm.org) and families will receive a Rockwood Connect phone call, email and text alert. If you wish to pick up your child during the school day, please sign him/her out in the office. 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 or the VICC transportation office at 314-721-8657.

**Infinite Campus Access-** Parents have access to Infinite Campus after completing the required paperwork and completing the online registration that is sent to you 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 is 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. Students may bring a lunch or receive a free hot or cold lunch or breakfast (as long as Rockwood receives the USDA waiver). Breakfast is available in the cafeteria at 8:55 am. 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 purchases of a la carte items 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 (Rockwood Policy 2870)-** Prescription Medications/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. This request needs to state 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. When possible, the physician should state adverse effects and applicable emergency instructions. In lieu of the physician's written request, the school nurse can accept a prescription medication with a pharmacy label affixed to the medication bottle.

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.

When the parent/guardian does not provide a written request for administration of medicine, the school nurse will attempt to contact the parent and obtain the written request. The school nurse will not administer the initial dose of any medication. The day's first dose of medication should be given at home. A parent/guardian may personally administer medication to their child at school. Please see the school nurse and she will call the student out of class and the medication may then be given in the nurse's office.

**Medication At School-** A Request for Medication to be Given Form must be completed/signed and must accompany the labeled container for prescription medication, and parent permission form with physician signature or separate doctor's note must accompany over the counter medications in original packaging. Whenever possible, medications should be administered at home. All medications should be transported to and from school by a responsible adult/parent. The nurse may not send medications home with students. Most pharmacies will package in two separate containers when asked, so that medication used at home and at school will each have their own package, eliminating the need to transport medicine back and forth from home to school. 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-** 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 to remind 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.

The building monitor is not responsible for the supervision of children of non-sponsored after school activities. Rockwood activities take precedence over any non-school activities. Non-school activities can be moved to other facilities.

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

**Parent-Teacher Conferences-** Parent-teacher conferences are scheduled twice during the school year. Teachers will send a Sign Up Genius to select a time that is convenient for parents to attend. If you'd like to request a meeting with your child's teacher throughout the school year, please call the school office or email the teacher. Please do not informally drop by your child's classroom for a conference, as this is the teacher's instructional time.

**Parent-Teacher Organization (PTO)** - Ridge Meadows School has a very active PTO. All families are encouraged to join the PTO and we welcome volunteers in any capacity. Anyone interested in serving on the variety of committees, working as a room parent, or joining our PTO Board should contact our president: Ruth McMillan at [mcmillanruth@gmail.com](mailto:mcmillanruth@gmail.com) . Please watch for our PTO Press email and check our PTO website for important information about meetings, events, and opportunities to build our Ridge Meadows' community.

**Parking-** School parking is limited 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 are not brought to school unless special permission has been arranged with the teacher. All unclaimed articles are placed in the lost and found, located outside of the cafeteria. The school is not responsible for any loss of personal property.

**Quarantine Procedures-** When a positive Covid case is reported, the contact tracing team will begin the process immediately. Regardless of vaccination status, students that are properly masked will not need to quarantine. If a child sits at the same lunch table (eating=unmasked) and is a positive case, your child will need to quarantine. Parents will be contacted when their child is in close contact, whether there is a quarantine or not, so the child can be watched closely for any symptoms to develop.

**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.

**Safe Schools Hotline-** In the event that students have information regarding school safety concerns, contact the Safe Schools Hotline. The number is 314-889-7233.

**School Parties**- Each classroom is allotted a Fall and Spring party. School parties are scheduled for the enjoyment of children. Parents that attend the parties are expected to assist with 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 at the beginning of the year. It is not necessary to send a note every week.

Contacts: Girl Scouts: Mary Beth Nicely [marybethnicely@gmail.com](mailto:marybethnicely@gmail.com)  
Boy Scouts: Matt Browne [mrrowne140@gmail.com](mailto:mrrowne140@gmail.com)

**Second Step**- Each classroom teacher will use the Second Step resource to teach periodic 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 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 9:09 a.m.-12:55p.m. on early dismissal days. The early dismissal calendar is posted in the beginning of this handbook.

**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, 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 monthly, students meet in multi-age groups for a character, leadership and teamwork activity led by staff members. The purpose of the activity is to build community relationships, increase school pride and infuse life lessons into school activities. 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 teachers in good condition at the end of the school year. In the event that 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, baseball bats are not allowed at school. Students are allowed to bring playground balls, 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 which could be used as weapons- plastic knives, water guns or other toy guns which 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.

**Volunteers-** Parents are welcome to contribute time and talent to the school's educational program through classroom volunteering and the PTO Volunteer Program. Please view the Volunteer Handbook on the school website. Some of the PTO volunteer programs include: Book Fair, Classroom Helpers, Trunk or Treat, Fifth Grade Celebration, Hospitality, Fund Raising, and Teacher Appreciation.

All parent volunteers must check in at the office to sign in and receive a volunteer badge if needed. Volunteers will not bring siblings to school.

Additionally, teachers provide opportunities for parents to help in the classroom. Information will be provided directly from the teacher to the parents throughout the school year.