

Heritage Elementary Student & Parent 2016-17 Handbook



Home of the Cubs & Bears



Learning Today, Leading Tomorrow



DEAR HERITAGE STUDENTS AND FAMILIES,

WELCOME TO THE 2016 - 2017 SCHOOL YEAR! WE HOPE THAT YOU ARE AS EXCITED AS WE ARE TO HAVE A GREAT YEAR TOGETHER!

THE HERITAGE ELEMENTARY TEAM IS GLAD THAT YOU ARE PART OF THE WENTZVILLE SCHOOL DISTRICT AND WE WOULD LIKE TO INVITE YOU TO BECOME INVOLVED IN YOUR CHILD'S EDUCATION. WE WANT TO WORK WITH YOU TO ENSURE THAT YOUR CHILD DEVELOPS A LOVE OF LEARNING, A SENSE OF SELF-DIRECTION, A POSITIVE SELF-IMAGE, AN UNDERSTANDING OF OTHERS, AND A WINNING ATTITUDE!

OUR SCHOOL'S REPUTATION AND SUCCESS REST IN LARGE MEASURE ON THE INVOLVEMENT OF OUR PARENTS AND FAMILIES. OUR GOAL IS TO CREATE THE KIND OF ENVIRONMENT THAT ENCOURAGES STUDENTS TO ACHIEVE THEIR ACADEMIC, SOCIAL, EMOTIONAL, AND PHYSICAL POTENTIAL. TEAMWORK IS AN ESSENTIAL INGREDIENT IN THE FORMULA FOR THIS LEVEL OF SUCCESS.

WE LOOK FORWARD TO SERVING YOU AND YOUR CHILD THROUGHOUT THE COMING YEAR. WE CONSIDER THE STUDENTS, FACULTY, AND PARENTS AT HERITAGE ELEMENTARY AMONG THE FINEST THAT WE COULD HOPE FOR AND THOUGH WE KNOW THERE MAY BE SOME CHALLENGES AND ADVENTURES ALONG THE WAY, OUR COLLECTIVE ENTHUSIASM AND DEDICATION WILL ALLOW US TO ACCOMPLISH OUR GOALS.

THIS STUDENT HANDBOOK CONTAINS USEFUL INFORMATION ABOUT SOME OF THE KEY POLICIES AND PROCEDURES FOR OUR SCHOOL AND WE HOPE YOU FIND IT HELPFUL. THANK YOU FOR TAKING THE TIME TO REVIEW THIS FOR YOURSELF AND WITH YOUR CHILD.

AS ALWAYS, IF YOU EVER HAVE QUESTIONS, IDEAS, OR CONCERNS, PLEASE FEEL FREE TO CONTACT US. WE ARE HAPPY TO HELP YOU IN ANY WAY WE CAN!

SINCERELY,

Mrs. Geri Buss Mr. Jimmy Euvard Dr. Todd Kraft Mr. David Straub

**PRINCIPAL
GRADES K-2**

**ASST. PRINCIPAL
GRADES K-2**

**PRINCIPAL
GRADES 3-5**

**ASST. PRINCIPAL
GRADES 3-5**



Heritage Elementary PTA Membership Form

Don't miss this opportunity to make a difference in your child's education! The Heritage Elementary PTA supports many programs and events that benefit both Heritage Primary and Heritage Intermediate Schools. Each membership is \$6.50 (cash or check payable to Heritage Elementary PTA). Please return the bottom of this form and payment to your child's teacher.

Membership in the PTA does not require you to volunteer, however volunteering is a great way to become involved in our school and provides you the opportunity to meet other parents and staff. Please check out our website www.heritageelementarypta.org to see a complete list of the PTA sponsored events and fundraising that we do each year, and you can also



@ Heritage Elementary School.

If you have questions about the Heritage Elementary PTA, please contact:

Dawn Peters dawnpeters76@gmail.com

or

Kristina Bugh kristinabugh@hotmail.com

Heritage Elementary PTA Membership Form

Parent's Name: _____

Preferred Phone Number: _____

Preferred Email Address: _____

Child(ren) attending Heritage	Grade	Teacher
_____	_____	_____
_____	_____	_____
_____	_____	_____

HERITAGE ELEMENTARY

2016-2017 CONTACT INFORMATION



Heritage Primary School
Grades Kindergarten-2
Principal: Mrs. Geri Buss
Assistant Principal: Mr. Jimmy Evrard

Home of the Cubs
612 Blumhoff Ave.
Wentzville, MO 63385
636-327-3846
Fax: 636-327-3958

[Heritage Primary School Website](#)

Heritage Intermediate School
Grades 3-5
Principal: Dr. Todd Kraft
Assistant Principal: Mr. David Straub



Home of the Bears
601 Carr Street
Wentzville, MO 63385
636-327-3839
Fax: 636-327-3957

[Heritage Intermediate School Website](#)

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Wentzville R-IV School District Mission Statement

Learning today, Leading tomorrow

Wentzville R-IV School District Vision

The Wentzville School District will be a model of excellence that sets the standard and maximizes the potential of every student. We will excel academically, be at the forefront of technology implementation, proactively plan for growth, and be financially responsible.

Wentzville R-IV School District Values

Learning – Equipping students, staff and community to apply the skills and knowledge necessary to excel in a changing world.

Community – Respecting the stakeholders’ perspectives with honesty and transparency as we create a world class educational system.

Excellence – Fostering a culture which supports the highest level of individual success.

Integrity – Dedicating ourselves to making courageous decisions and providing resources for the continuous improvement of the Wentzville School District.

Wentzville School District Notice of Nondiscrimination

Please follow the link below:

[Wentzville School District Notice of Nondiscrimination](#)

Anti-Harassment Policy

Please follow the link below:

[Wentzville School District Policy 2130](#)

Assistance

Heritage Elementary faculty and staff welcome questions and request for assistance. For most situations, contacting your child’s classroom teacher will be the best course of

action. A voice mail extension will be provided to you at the beginning of the school year by your child's teacher. It is also available through our phone system and from our office staff. There may be instances where you need to contact other school staff and you can do so by dialing the following applicable telephone extension:

Heritage Primary (Grades K-2)

Main Office: 636-327-3846 ext 0
Office Fax Number: 636-327-3958
Principal: Mrs. Geri Buss ext. 40224
Assistant Principal: Mr. James Evrard ext. 40226
School Nurse-Yvonne Mahan ext. 40233
Counselor-Karen McLeod ext. 40243
Counselor-Connie Grant ext. 40204
Librarian: Jill Smith ext. 41250
Cafeteria ext. 40235
Transportation 636-327-3860
Attendance/Kindergarten Building ext. 40223

Heritage Intermediate (Grades 3-5)

Main Office: 636-327-3839 ext 0
Office Fax Number: 636-327-3957
Principal: Dr. Todd Kraft ext. 41224
Assistant Principal: Mr. David Straub ext. 41226
School Nurse-Diane Wilmes ext. 41233
Counselor-Anita Hampton ext. 41242
Counselor-Connie Grant ext. 41243
Librarian: Jill Smith ext. 41250
Cafeteria ext. 41235
Transportation 636-327-3860
Attendance ext. 41221

Voice Mail Procedures:

You may reach anyone by dialing the main office number, then on your touch-tone phone press the # (pound) key and enter the first three or four letters of the last name of the person you are calling. The automated attendant will give the first name that matches your selection. If it is not the match you are looking for, follow the directions from the automated attendant on the phone.

Attendance Information

In case of absence, it is the responsibility of the parent/guardian to notify the school. If the school is not notified on the day of absence, a note from the parent/guardian or parental contact via email will be required on the first day of the student's return to school. The absence will be recorded as unexcused if a note or telephone call is not received.

Excusable Absences

Excusable absences include:

1. Illness of the student (Doctor's statement may be required to support such absences).

2. Days of religious observance.
3. Death in the family.
4. Professional appointment (such as a lawyer, doctor or counselor appointment).
5. Birth of a sibling.
6. Military deployment of parent, grandparent or sibling.

Unexcused Absences:

1. Absences which do not fall in the categories listed above generally will not be considered to be excused.
2. School officials can intervene to encourage the student's future attendance when the student has excessive unexcused absences. To "Intervene" means to identify the reasons for the student's continued absence and to develop a plan in conjunction with the student and their parent or legal guardian, to improve the student's future attendance.
3. The district designees for the implementation of this policy are the school principals and guidance counselors.

Intervention:

The district plan for improving students' attendance shall include, but is not limited to:

1. Establish reasons for excessive absences.
2. Identify a method to resolve the cause of unexcused absences (i.e., influence change in environment, group or individual counseling, parent conference, etc.).
3. Notify the County Truancy Officer and the Missouri Department of Social Services for appropriate action in the event the unexcused absences continue.

Homebound Absences:

Parents who anticipate a student's absence of more than 10 consecutive days due to an extended health problem should apply immediately for homebound instruction by calling the school guidance office. A student on homebound instruction is not counted absent.

Make-up work for Absences:

Upon their return to school, students are expected to schedule with their teachers make-up of all work missed as a result of absences from school. Arrangements for make-up work can be made in advance for anticipated absences.

Before and After School Care (Chautauqua Program)

Wentzville offers before and after school care from 6:00 a.m. until school starts, and from the end of the school day to 6:00 p.m. For more information, click on the following link: [Chautauqua Program Website](#). You can also pick up a brochure at any school office or call Tanya Kirkpatrick (Program Coordinator) at 636-327-5090, ext. 23289.

Bicycles

Students are permitted to ride bicycles to school. For the safety of students, it is highly recommended that students in grades K-2 do not ride their bikes to school. It is also strongly recommended that all students use a helmet when riding their bike to school. Students are asked to walk their bikes on school property. All bicycles are to be parked in the rack provided near each school's main entrance. Students who ride their bikes to school must have a lock and must keep their bicycles locked during the school day. The school cannot be responsible for the monitoring and security of bicycles parked in the school racks. Riding bicycles during school hours will not be permitted. Once school is dismissed, students are to ride their bicycles directly home.

Birthdays-Students

Birthdays are special to your child and we want them to enjoy this occasion. At school, each teacher can decide how to handle classroom celebrations in a way that respects the instructional time and learning needs of all the students.

For health and wellness reasons, and to be in compliance with State law regarding food and drink items please refer to the following link for more information:

[Policy 2875 Student Allergy Prevention & Response](#)

We also ask that you refrain from sending party invitations to school, unless you are inviting your child's entire class or all the boys or all the girls in the class.

Cafeteria/Child Nutrition Services

Daily from 8:05 a.m. – 8:20 a.m.

Breakfast

Full Price:	\$1.75	Reduced Price:	\$.30
Adult Price:	\$2.85	Milk/Juice:	\$.50

Breakfast is served each morning to help guarantee that your child gets a nutritious morning meal. It's delicious! It's supervised! It's inexpensive! The school breakfast program is for all children. We offer a variety of hot breakfast items, as well as cereal, toast, milk, juice and fresh fruit.

When students arrive at school, those who wish to eat must report directly to the cafeteria. Students arriving after 8:15 a.m. should eat breakfast before coming to school. After this time, only late bus students will be allowed to eat breakfast before going to class.

LUNCH

Full Price - \$2.70
Adults - \$3.60

Reduced Price - \$.40
Milk/Juice - \$.50

Our lunch program is the best deal in town! Each school lunch consists of a choice of entrée's, salad, vegetables, fruits, and milk. Students get to make individual choices regarding the required fruits and vegetables each day.

The Wentzville R-IV School cafeterias use a debit system to manage your child's food purchases. Each child is issued a personal PIN number when they are enrolled in the district. The student uses this PIN number to access their account.

Payment to your student's account is accepted by cash or check. Checks should be made payable to *Wentzville School District*. To ensure proper credit, money should be sent to school in a clearly marked, sealed envelope with the student's name, teacher, grade and amount enclosed. Preprinted envelopes provided by the school are available and should be used whenever possible. Envelopes are given to the teacher in the morning and deposited daily by the school cashier.

Payment can also be made online, via the Parent Portal. Use the link below for more information and/or to make an online payment:

[WSD Online Meal Payment Information](#)

Please see the school office for Parent Portal registration.

Child Nutrition Services will be utilizing the School Reach phone system to notify parents when their child's account goes negative. Phone calls will be made once a week. Parents can also access their student's lunch account balance and history through the Parent Portal on the District website.

Lunch menus, nutrition information, meal prices, and CN forms, are available at:

[Wentzville School District Child Nutrition Website](#)

Free or Reduced Meal applications are available online via the following link:

[Wentzville School District Child Nutrition Website](#)

You can reach the Child Nutrition Services Office at 327-3858 ext 21321.

Change of Address & Information Updates

This can be done through the SISK12 Parent Portal. This feature allows parents to electronically submit requests for changes to their student's demographic information, parent information, or emergency contacts.

To use this feature, simply log into the SISK12 Parent Portal, click Family Data, click the Edit button and enter any changes you would like to request.

Submitted change requests will be sent to the appropriate school office(s) for verification and processing. Some change requests, such as changes to a student's legal name or address, require additional documentation before being accepted; school personnel will contact the parent in these situations.

If you have questions regarding this new feature or would like to sign up for the SISK12 Parent Portal, please contact your child's school office.

Conferences

Conferences are scheduled during the first and third quarters of the school year. However, a conference can be scheduled any time there is a need. If you would like to set up a meeting with your child's teacher(s), please contact the teacher by voice mail, email, or write a note so that the teacher can schedule a meeting either before or after school or during a planning period.

Dismissal Procedures

If you wish your child to go home in a different manner than usual (car rider instead of the bus, etc.), you must send a note to your child's teacher. If that is not possible, **you may call the office on the day of the change before 2:00 p.m.** so the office staff has adequate time to notify your child's teacher. You must provide a note or call each day that you want your child to go home in a different manner than usual unless you notify us that you want to permanently change the default method of going home for your child.

It is essential that you come by the school office to officially sign your child out of school any time they are leaving before the normal end of the day. The office will call your child from their classroom. Photo ID will be required for everyone signing out students.

When calling the office to notify us that someone other than a legal guardian is picking up your child, that person must be on your child's pick-up list prior to the telephone call.

During normal arrival and dismissal times, please only drop-off and pick-up students in the designated area in front of Heritage Primary School. **Please do not park your car in**

the parent loading/unloading line or in the student crosswalks at the beginning and end of the school day.

We are responsible for the safety and welfare of a large number of elementary age students. Please take the extra time necessary to help us protect your child. Thank you in advance for your cooperation with this extremely important task.

Discipline

The Wentzville R-IV School District and Heritage Elementary, strive to provide a safe, orderly, and respectful learning environment. Policy and Regulation 2610 contain information about the District's expectations for student behavior. It also includes an illustrative list of acts of misconduct and possible consequences for such acts. Detailed information about the Discipline Code will be provided to each student separate from this handbook and can also be found via the following online link:

[Student Misconduct and Disciplinary Consequences](#)

District Transportation Information

All students who live more than one mile from school have the opportunity for free transportation to and from school. This service provides the community with buses that are well maintained and safe to operate. The following guidelines govern the transportation program.

1. Drivers will not refuse to transport students provided that it is their regularly assigned bus, unless the student has been suspended from the bus.
2. No student will be allowed to ride any bus other than his/her regular bus, or get off at any other stop other than his/her stop, **unless prior authorization has been received from the Transportation Department** based on a request from the appropriate parent/guardian. The school office cannot take telephone requests to change transportation plans. You must contact the transportation department directly at 636-327-3860.
3. Any student who is transported to school by bus will be given that same privilege in the afternoon. (The principal may remove a student from the bus for inappropriate behavior.)
4. The bus driver is responsible for referring significant discipline problems to the Director of Transportation Services.
5. The Director of Transportation Services will forward the bus referral to the building principal as soon as possible.
6. A student may be suspended from transportation and/or school as a result of misconduct on the bus.

7. During the suspension of bus privileges, it is the parent or guardian's responsibility to provide the student's transportation to and from school.
8. Suspension of bus privileges does not provide for an excused absence.
9. All students will be expected to observe the same rules and conduct on the bus as in the classroom.
10. Specific rules regarding student conduct during transportation to and from school are generally posted inside the bus and are included in the Policy and Regulation 2160 materials that will be provided to each student separate from this handbook.

Dress Code K-12 Grades

Appropriate student dress and grooming are expected in order to promote a positive, healthy and safe atmosphere within the school. Student dress and grooming will be the responsibility of the individual and his/her parents. Details are contained in the following linked policy:

[Policy 2651 Student Dress](#)

Family Rights and Privacy Act

The Family Rights and Privacy Act provides students, parents, and guardians with the right to inspect educational records pertaining to the individual student.

In the Wentzville School District, information from student files will not be available to unauthorized persons within the school or to any person outside the school without the express consent of the student or the parents/guardians, except to comply with a judicial order or a subpoena or in cases where the safety of persons or property is involved.

If a student's record is requested by an official of another school system in which the student enrolled, the record may be released. However, written authorization to release the record will be sought and encouraged from the parent/guardian, if the student is unmarried and under 18 years of age. Otherwise, the writing for records will be considered a release by an individual applying for school admission or employment.

Copies of records of students currently enrolled in the Wentzville School District will be made available to authorized personnel upon request.

Field Trips

We believe that educational field trips enhance the program of instruction and add much to the education of the child. Parents of students who are eligible to participate in the field trip will be notified by their child's teacher and shall approve the student's attendance on the field trip. If a parent fails to give permission for his/her child to participate in the field

trip, the child will remain at school. All school rules concerning student discipline and bus safety are adhered to on student field trips.

All parents wishing to participate in field trips must have a background check done each year by the school office. Forms are available in the school offices.

Grading System

Parents are informed about student progress at mid-quarter and at the end of each quarter of the school year. Student achievement grades are based on the child's performance of skills on a variety of grade level assignments, including classroom assignments, homework and test grades.

KINDERGARTEN – 2nd GRADES

4 = In-depth Application of Learning Goal
 3 = Independent with Learning Goal
 2 = Approaching Independence with Learning Goal
 1 = Partial Success with Supports

3rd – 5th GRADES

A	Excellent	(94 - 100%)
A-	Excellent	(90 - 93%)
B+	Above Average	(87 - 89%)
B	Above Average	(84 - 86%)
B-	Above Average	(80 - 83%)
C+	Average	(77 - 79%)
C	Average	(74 - 76%)
C-	Average	(70 - 73%)
D+	Below Average	(67 - 69%)
D	Below Average	(64 - 66%)
D-	Below Average	(60 - 63%)
F	No Credit	(59 and below)

In addition to letter grades, students in grades 3-5 will also receive a scale based score of 4-3-2-1 on certain curricular concepts and skills. These scores will be determined based on scales that have been developed for those particular areas.

Guidance Counselor

The elementary school counselors are involved in many aspects of the school. They are responsible for testing students individually and in a group setting. The counselors also work with teachers to meet specific needs of particular students. Developmental guidance classes are taught to Kindergarten through 5th grade students on a variety of topics. They are also available to work with individual students, as needed. Feel free to call the school counselor if you have any questions or concerns about your child.

Health Screening

Your child will be screened in the areas of vision and hearing, in Kindergarten, first, third, and fifth grades. You will be notified if your child experiences a problem in any area.

Homework

Students are given homework and out of school enrichment activities when deemed appropriate by the teacher. This is done to stimulate student interest, provide practice, and enhance the development of a concept. Parents are encouraged to share in these experiences

All assignments are due when they are collected and graded. In the case of absences, the teacher may extend deadlines. Should there be an unexpected crisis at home and your child is truly unable to complete an assignment, we ask that you send a note explaining the circumstances. Individual arrangements can then be made for the assignment to be completed.

Inclement Weather

The Wentzville R-IV School District will announce school closing and early dismissal information through the following media outlets:

KWRE Radio (730 AM)	KMOX Radio (1120 AM)
KFAV Radio (99.9 FM)	KMOV-TV Channel 4
KTVI-TV Channel 2	KSDK-TV Channel 5
KDNL-TV Channel 30	

These same stations will broadcast information concerning the early dismissal of school due to bad weather. Please be sure your child knows what to do should school be dismissed because of bad weather. If you think your child may be confused about what to do, please be sure that the teacher is aware of where you expect your child to go so that he/she may remind your child.

You can also check the WSD Twitter feed and Facebook page for information on school closings and early dismissal as well as the District website: www.wentzville.k12.mo.us.

The Wentzville School District will also notify parents using a telephone/text broadcast system that will notify all registered households and parents by phone regarding a cancellation, an early release, as well as any emergency or unplanned event in which immediate communication is warranted. This service may also be used from time-to-time by individual schools to communicate general information, announcements, or reminders. ***Be a part of this service by making sure your child's school has updated phone contact information.***

Internet Policy

All students will be given a copy of the Internet Policy at the time of enrollment and at the beginning of each school year. Parents and students are asked to sign the policy and return it to school. Only those students who have a signed policy on file at school will be allowed to access the Internet.

Illness at School

If a child becomes ill at school, parents are contacted and the child is sent home. If a parent cannot be reached, the person(s) designated as an emergency contact is usually called and asked to care for the child until a parent can be notified.

For your child's well-being and safety, please be sure the school has ***at least two emergency phone numbers*** so that if you do not have a phone or cannot be reached during the day and an emergency arises, we have a neighbor's number or the number of someone who can reach you.

Immunizations

IMMUNIZATION AND HEALTH RECORD:

Proof of up-to-date immunizations must be provided in order for your child to enroll and attend classes. Immunization dates must include month, day, and year. It is recommended that each pupil entering Kindergarten and Fourth grade have a physical examination within one year prior to the date of enrollment. A physical examination form is available in the enrollment packet or from the school office.

K-5 STUDENTS NEED VACCINATIONS

ALL students in Kindergarten through Grade 5 in the state of Missouri are required to have received TWO doses of measles vaccine, on or after their first birthday, 4-5 doses of DPT (the last dose after the 4th birthday), and THREE doses of ORAL POLIO (the last dose after the 4th birthday), in order for them to attend school. A DT/Td booster is required ten (10) years after the last dose.

STUDENTS MUST BE IN COMPLIANCE WITH THE IMMUNIZATION LAW BEFORE THEY ATTEND CLASSES.

Late Arrivals

If a student comes to school late, parents must sign them in at the office. Please do not send a child who is late into the building alone. A pass will be issued by the office secretary to admit the student to class. ***Students are considered tardy, if they are not in their classroom by school start time (8:20 a.m.).***

Library

It is our purpose to increase your child's knowledge and love of reading by providing the best books possible. Students will have an opportunity to visit the library. In addition, students may come individually as needed. All books and magazines must be returned before the student checks out additional books.

Students who have overdue library materials are given three written notices at school before a notice is mailed home. Books must be cared for to prevent damage by weather,

food, and pets. Damaged materials should be reported to the librarian when they are returned. Please do not mend torn pages or magazines.

Lost and Found

"Lost and Found" boxes are located in both schools. If your child has lost something, please check these locations. At times during the school year all items left unclaimed will be donated to a local charity organization.

To assist your child in retrieving any misplaced items, please mark all their belongings with his/her name in permanent ink.

Medical Concerns

Medical concerns that may interfere with your child's education while at school must have a written doctor's note on file with the school nurse, detailing needed restrictions at school. This will insure your child's success and safety in all of their classes.

If your child runs a fever, we ask that they not return to school until they have been fever-free for 24 hours without the use of fever reducing medications. Children who have been vomiting should not return to school for 24 hours after their last incident.

Medication

It is desirable for students to take all medications at home. However, it is recognized that some students may require medication for chronic or short-term health concerns during the school day.

All medications, prescription and non-prescription, must be in an up-to-date bottle and accompanied by a written request from the physician. Authorization to dispense will be required from the parent/guardian before being administered by school personnel.

Parents are responsible for seeing that medications arrive at school safely. **Students may not transport medication to and from school.**

The following procedures must be followed in order for medication to be given at school.

PROCEDURES FOR PRESCRIPTION DRUGS:

1. The physician will provide a written request that the student be given medication during school hours. The request will state:

- Name of medication
- Dosage
- Time of dosage
- Method of administration
- Reason for medication
- Length of time to be given

The prescription label with a current date can serve as the Physician's order.

2. A parent or guardian will provide a written request for the school nurse or other designated person to administer medication as prescribed by the physician. The school district will not administer the first dose of any medication.

3. Parents will supply medication in a properly labeled container from the pharmacy containing only those doses to be given at school with instructions regarding any special need for storage (i.e., refrigeration, etc.) No more than one months supply should be kept at school.

4. Physician sample medications are to be treated as a Prescription, and must be sent with written instructions from the physician. The bottle must be clearly marked with the student's name.

5. Medications that contain a controlled substance (i.e., Ritalin) must have an updated physician's request on file at the beginning of each new school year stating dose and time to be given. The prescription label alone is not sufficient. This physician statement must be updated when any changes in medication, dosage or time occur.

PROCEDURES FOR NON-PRESCRIPTION DRUGS

1. Over-the-counter medications (i.e., aspirin, Tylenol, cough medicines, decongestants, etc.) must be supplied in a properly labeled container (Pharmaceutical company or pharmacy) clearly marked with the student's name.

2. The physician will provide a written request that the student be given non-prescription medication during school hours. The request will state:

- A. Name of medication
- B. Dosage
- C. Time of dosage
- D. Method of administration
- E. Reason of medication
- F. Length of time to be given

3. Written permission from the parent/guardian must be on file. For "as needed" medications, the request can be written on a yearly basis.

4. The school will notify the parent/guardian in advance, when possible, before any "as needed" medication on file is administered so parents are aware of student's need for the medication.

**Parent Pick-Up & Drop-Off
(See Diagram On Last Page)**

The safety and security of our students is important to all of us. If we all exercise patience and awareness of others at these busy times of the school day, we can start and end our school days successfully!

MORNING DROP OFF:

- **All car riding Heritage students in grades 1-5** should be dropped off at the entrance to the Heritage Primary Building.
- **Heritage Kindergarten car riding students will start the year being dropped off at the Kindergarten building.** At some point during the year, notice will be sent for Kindergarten students to be dropped off at the main campus when they begin attending the morning "Den Meeting".
- **For the safety of our students, please do not** drop them off on side streets or on Carr Street in front of Heritage Intermediate.

AFTER SCHOOL PICK UP

- **All Heritage Elementary (grades K-5) car riding students** should be picked up using the parent pick-up line in front of the Heritage Primary main entrance building.
- **Please remain in your car,** as students will be called to come to your vehicle when you advance to the loading area. For safety and efficiency reasons, students are not able to be dismissed to individuals who walkup to this area.
- **PLEASE DO NOT LEAVE AN EMPTY CAR IN THE PARENT PICK-UP LINE.**
- In order to alleviate congestion in the front of the Heritage Primary building, students walking home from school will leave from the exit nearest the Heritage Primary Cafeteria. If you are meeting a student who is walking home, you may wait outside these doors.

PICKUP DURING THE SCHOOL DAY

- If you need to pickup your child during the school day, you will need to sign them out of the appropriate office (Primary/Kindergarten Office for grades K-2 or Intermediate Office for grades 3-5)

Parking

Space is provided for visitors to park their cars in the various locations on campus. If a parent is visiting the school, they may park in the parent pick-up areas only

between the hours of 9:00 a.m. and 2:00 p.m. Parking areas become congested at the end of each day.

PLEASE DO NOT PARK IN THE CROSSWALK, DOUBLE PARK, OR LEAVE YOUR CAR UNATTENDED IN THE PARENT PICK-UP AREA AT THE BEGINNING AND END OF THE SCHOOL DAY.

Parental Concerns

The district recognizes the importance of maintaining positive communication between school and home. Please adhere to the following recommended procedures for resolving any concerns you may have:

1. For general concerns regarding school policy, parents are asked to call one of the school administrators.
2. For concerns regarding classroom issues, parents are asked to first contact the classroom teacher to discuss issues or concerns.
3. If resolution cannot be reached, the parent or teacher may request a building administrator to act as facilitator to affect resolution.
4. In rare instances, the school administrator may advise a parent to seek resolution through central office administration.

Parties-Classroom

Each Kindergarten through 5th grade classroom may have up to three (3) parties during the school year, with room parents assisting.

All adults who wish to serve as an active volunteer, whether in helping supervise party events, or as a room parent, must have a background check done by the school office each year.

Forms are available in the school offices.

Teachers are in charge of the classroom at all times. We encourage room parents to be in charge of refreshments, crafts, quiet games, and clean up.

PTA

Our PTA is an integral part of our elementary program. We encourage you to participate actively in the meetings and special functions. A membership form is included in the front of this handbook.

You can also visit the PTA website via the following link:

<http://www.heritageelementarypta.org/>

Residency

All students must live with a parent or legal guardian within the District. Proof of residency will be asked for at the time of enrollment and may be requested during the school year.

If you move out of the Wentzville R-IV School District, you are required by the state to enroll your child in the district where you reside.

In accordance with Board Policy 2230, residency requirements include proof that a child physically resides and is legally domiciled within the district boundaries. Under Missouri law, any person who knowingly submits false information with respect to their residency, any subparts thereto, or documents provided to support the responses to such questions when enrolling their child in a public school, may be charged with and convicted of a Class A misdemeanor.

School Hours

Office Hours	7:30 a.m. - 4:00 p.m.
School Day	8:20 a.m. - 3:20 p.m.
Teacher's Day	8:05 a.m. - 3:25 p.m.

School Public Relations

From time to time, pictures will be taken of students to be used by the local newspaper or other media in describing various programs and activities involving the Heritage Elementary School Campus.

SECTION 504 OF THE REHABILITATION ACTS OF 1973 Non-Discrimination in Educational Programs

It is the policy of the Board of Education to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap.

It is the intent of the District to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be considered handicapped under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA).

Due process rights of handicapped students and their parents under Section 504 will be enforced.

The Assistant Superintendent for Special Services and building principals coordinate Section 504 activities.

SPECIAL EDUCATION SERVICES/COMPLIANCE PLAN/CENSUS Public Notice

All responsible public agencies required to locate, evaluate, and identify children with disabilities who are under the

jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Wentzville R-IV School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Wentzville R-IV School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Wentzville R-IV School District assures that personally identifiable information collected, used or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirement of the Family Education Rights and Privacy Act (FERPA).

This notice will be provided in native languages as appropriate.

Student Accident Insurance

Parents are encouraged to provide student accident insurance on their children. Early in the school year, students will bring information about student accident insurance home. The premium and enrollment envelope are to be mailed directly to the insurance company.

Student Transfers

Any student transferring to another school must turn in all books and supplies, and pay any fines or damages due.

Transportation Safety Rules

Students are assigned to a bus and may not ride a different bus unless prior arrangements have been made with the Transportation Office (636-327-3860).

A majority of our students ride the bus to and from school. Our foremost concern is your child's safety. Please take time to read the bus safety rules very carefully with your child so that he/she understands what is expected on the bus.

1. In approaching the bus stop along the road, always walk on the side of the road facing the traffic.
2. Do not stand in the road or play in the road while waiting for the bus.
3. Students who must cross the road after leaving the bus, or to board the bus, shall cross in front of the bus and only upon the signal given by the driver. Stand still until the bus stops.
4. Enter the bus without crowding and move to your assigned seat.
5. Students are to remain in their seats until the bus stops.
6. The driver is in charge of the bus. Students must cooperate and obey the driver to make our buses as safe as possible.
7. Windows will not be opened without permission from the driver. Students shall not at anytime extend arms or head out of the bus window.
8. Buses and repairs are expensive. Help us keep our buses clean and orderly.
9. Be courteous to the driver and to fellow pupils. Obey the driver for your safety.
10. See that your conversation is clean and never loud or boisterous. Keep your conversation in normal tones. Loud conversation distracts the driver from required duties.
11. No balloons
12. No pets/insects
13. No glass containers

When dismissed, students must go directly home from the bus or school. If all students will observe these rules carefully, the buses will be a great service to everyone concerned, and it will be a pleasure for your child to ride on them. Transportation may be denied to those students who fail to observe our safety rules.

Treats For Class – Outside Food/Drink

In the interest of the safety of our children, the Wentzville School District establishes the following administrative guidelines in order to control the spread of Hepatitis A infection and to control and prevent food-borne illness

which may be caused by food spoilage, improperly prepared, handled, and/or stored foods:

1. The District will not allow the sale and consumption of home-prepared foods and/or candies for parties, fund-raising events, bake-sales, etc. due to the potential health risk posed to students. The District requires pre-packaged, pre-wrapped candies and snacks be served and/or sold at all school functions. **As an alternative to edible foods, non-edible party favors, appropriate for the age level of students, could be provided.**
2. Juices, drinks, punches, etc. should be served from sealed cans or containers. No soda will be allowed.
3. If packaged cookies or snacks are served at District events (parties, athletic events, fundraisers, etc.) plastic gloves should be worn by the server(s).
4. Bake sales, pot-lucks and other events that include food prepared in private homes and/or served cold will be eliminated.

Important Information About Outside Food Approval Process

On July 1, 2011 a State law and WSD Policy 2875 went into effect. This policy states in part that prepackaged items used in concessions, fundraisers and classroom activities must include a list of ingredients on the package. If the package does not contain a list of ingredients, the list of ingredients must be available at the location where the package is sold or provided. The principal or designee will keep a list on file of the ingredients for all pre-packaged items distributed during classroom and school activities.

For more details, click on the following link:

[Policy 2875 Student Allergy Prevention & Response](#)

This policy does not pertain to the food you send in your child's own lunch or snack. However, we will be enforcing a "No Share, No Trading" policy in the cafeteria and classrooms.

Child Nutrition Services will continue to provide "Healthy Birthday Treats" and other items available upon request.

For more information please call 636-327-3858 ext. 21325.

VCR/Visual/Film Viewing Procedures K-5

The use of film (any form), VCR tapes, CD-ROMS, laser disks, or any new technology for visually transmitting information, should be limited to instructional material(s) directly related to the curriculum. Teachers must preview all materials prior to showing and be familiar with their content. Films which are used for rewards and/or incentive programs are discouraged. However, if such films are used

in this manner, they, too, must meet the criteria delineated below in this procedure:

Kindergarten - 5th Grade:

"G" rated movies only. "PG" rated movies require written approval by parents prior to viewing/showing.

Teachers should provide the building Administrator with a copy of the original completed Parental Video Consent Form and the Video Approval Form 5 days prior to the showing of "PG" rated movies. Alternative instructional activities will be provided to all students whose parents opt to not have the movie(s) viewed by their children.

No "PG-13" or "R" rated movies will be shown K-5.

Films purchased/rented from a store which have "**Home Use Only**", FBI warning labels may not be shown in the classroom, as this is a violation of federal law.

Intermediate main entrance depending on the direction that they walk home.

- Parents wishing to meet walkers should wait **OUTSIDE** these doors.
- Staff members will monitor walker dismissal
- Please be sure you talk to your students about crossing streets at crosswalks, walking directly home without delay, and following other measures to maximize safety and order.

Visitors

Because it is important for the principal to know at all times who is in the building, parents and other visitors are required to first report to the main office each time they visit the building. A visitor's sticker will be issued. It should be worn and returned at the conclusion of your visit.

Parents are welcome to have lunch with their child. We ask that the child only invite one friend to eat with them at the visitor's tables. This will help alleviate congestion, while providing a special opportunity for our students and parents to share lunch together.

When it is necessary for you to bring your preschooler to school, we ask for their safety that they remain supervised at all times.

Volunteers

If you wish to volunteer your time at school, we would be eager to find just the right place for you. Volunteers may help in a variety of capacities. Opportunities are available for those interested in helping on a regular basis, or for short-term commitments. You will receive information during the school year concerning these needs.

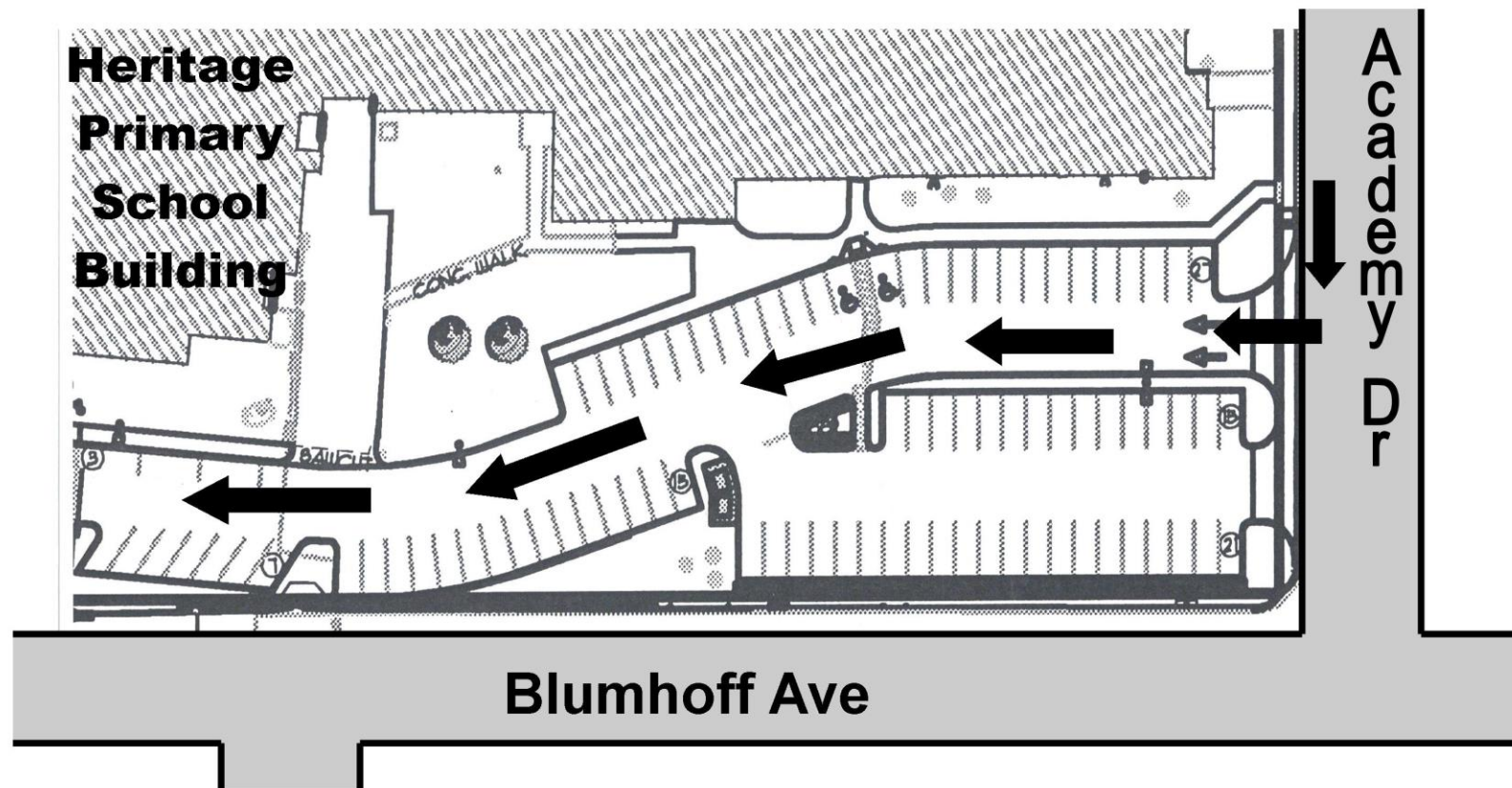
Please note that the District requires a background check on all volunteers that would be working with or around students. Forms will be available during the Open House at the beginning of the school year, as well as being available in the school office.

A new background check must be performed each year.

WALKERS

- All Heritage Elementary students who will be walking from school will exit through the south doors near the cafeteria on the Primary campus or the

Heritage Car Rider Drop-Off & Pick-Up Map



All car rider drop-off and pick-up is done at Heritage Primary School.

During morning arrival, grade 1-5 students exit vehicles in front of the school's main entrance. These cars enter this area from Academy Dr. and move towards the lower lot in front of the school's main entrance. Kindergarten students should be dropped off in front of their own building via a separate drive located on Blumhoff Ave. The morning drop-off areas are supervised from 8:05-8:20.

Afternoon pick-up for all grades, including kindergarten, takes place in front of the school's main entrance. Dismissal begins at 3:20. During the afternoon pick-up period, please remain in your car and your child/children will be called to come to your vehicle.

Thank you for your patience and flexibility as we work to maximize the safety of everyone during this busy time of day!