

Wentzville R-IV School District

**HERITAGE ELEMENTARY
STUDENT HANDBOOK
2022-2023**



Home of the Cubs & Bears



Learning Today, Leading Tomorrow



Dear Heritage Students and Families,

Welcome to the 2022-2023 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,

Dr. Megan Sutton
Principal
Grades K-2

Mrs. Beth Kennedy
Asst. Principal
Grades K-2

Mrs. Jessica Hanks
Principal
Grades 3-5

Mr. David Straub
Asst. Principal
Grades 3-5



HERITAGE ELEMENTARY

2022-2023 CONTACT INFORMATION



Heritage Primary School
Grades Kindergarten-2
Principal: Dr. Megan Sutton
Asst. Principal: Mrs. Beth Kennedy

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: Mrs. Jessica Hanks
Asst. 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](#)

TABLE OF CONTENTS

WSD Mission, Vision, Values	4	Illness at School	9
WSD Notice of Nondiscrimination	4	Immunizations	9
Anti-Harassment Policy	4	Late Arrivals	9
Assistance	5	Library	10
Attendance Information	5	Lost and Found	10
Before/After School Program (Chautauqua)	5	Medical Concerns	10
Bicycles	6	Medication	10
Birthdays-Students	6	Parent Pick-Up and Drop-Off	11
Cafeteria/Food Services	6	Parking	11
Changes of Address	6	Parental Concerns	11
Conferences	7	Parties – Classroom	12
Dismissal Procedures	7	PTA	12
Discipline	7	Residency	12
District Transportation Information	7	School Hours	12
Dress Code	8	School Public Relations	12
Family Rights and Privacy Act	8	Student Accident Insurance	12
Field Trips	8	Student Transfers	12
Grading System	8	Transportation Safety Rules	12
Guidance Counselor	8	Treats for Classroom	13
Health Screening	9	Visual/Film/Video Viewing Procedures	13
Homework	9	Visitors	13
Inclement Weather	9	Volunteers	13
Internet/RUP Policy	9	Walkers	13
		Map: Drop-Off/Pick-Up Area	14

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.

WSD Notice of Nondiscrimination, Anti-Harassment Policy & Public Notice

Please use the links below:

[Wentzville School District Notice of Nondiscrimination](#)

[Policy & Regulation 1300](#)

[Policy & Regulation 2110 & Section 504/Title II Notice of Appeal](#)

[Public Notice](#)

Assistance

Heritage Elementary faculty and staff welcome questions and requests for assistance. For most situations, contacting your child's classroom teacher will be the best course of action. An email address & voice mail extension will be provided to you at the beginning of the school year by your child's teacher. There may be instances where you need to contact other school staff and you can do so by dialing the following applicable telephone extensions:

Heritage Primary (Grades K-2)

Main Office:	636-327-3846 ext 0
Office Fax Number:	636-327-3958
Principal: Dr. Megan Sutton	ext. 40224
Assistant Principal: Mrs. Beth Kennedy	ext. 40226
School Nurse-Yvonne Mahan	ext. 40233
Counselor-Kyle Deeken	ext. 40243
Counselor-Meg Springer	ext. 40004
Librarian: Katie Krietemeyer	ext. 41250
Cafeteria	ext. 40235
Attendance	ext. 40223
Transportation	636-327-3860

Heritage Intermediate (Grades 3-5)

Main Office:	636-327-3839 ext 0
Office Fax Number:	636-327-3957
Principal: Mrs. Jessica Hanks	ext. 41224
Assistant Principal: Mr. David Straub	ext. 41226
School Nurse-Heather Sweeten	ext. 41233
Counselor-Anita Hampton	ext. 41242
Counselor- Connie Grant	ext. 41243
Librarian: Katie Krietemeyer	ext. 41250
Cafeteria	ext. 41235
Attendance	ext. 41221
Transportation	636-327-3860

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 Juvenile Court/Truancy Officer and/or 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 636-327-3800, ext. 20356.

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.

You are welcome to **send non-edible birthday treats** into your child's classroom to celebrate their birthday if you choose.

If you will be sending birthday invitations to school, please invite all students in the class or girls must invite all of the girls and boys must invite all of the boys.

Cafeteria/Child Nutrition Services

Breakfast (Daily from 8:05 a.m. – 8:20 a.m.)

When students arrive at school, those who wish to eat must report directly to the cafeteria to purchase breakfast.

Lunch Information

Ala Carte items will be offered in addition to basic breakfast and lunch meals. Students will need funds in their lunch account and a signed permission letter to purchase any of the extra items offered.

[Elementary Ala Carte Permission Letter \(2022-2023\)](#)

[Breakfast and Lunch Menu Prices](#)

Meal Payments

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 Food Service Menus](#)

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

[Application Information for Free or Reduced Meals](#)

You can reach the Child Nutrition Services Office at 327-3858 ext 21330.

[Child Nutrition Department](#)

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 quarter 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 for 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, ***please 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 into the school office to officially sign your child out of school any time they are leaving early. If you have children that attend school on both the Primary and Intermediate sides you will need to go to both offices to sign your children out. 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 parent/legal guardian is picking up your child, that person must be on your child's pick-up list prior to the telephone call. This person will also need to provide his/her Photo ID.

During normal arrival and dismissal times, please only drop-off and pick-up students in the designated areas. ***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 in ***Policy/Regulation 2610*** via the following link:

[Student Misconduct & 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 *WSD Policy 2651* which can be accessed via the following link:

[WSD Policies & Regulations](#)

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 complete a background check.

Grading System

Parents are informed about student progress through regular communication with the classroom teacher and also through accessing the Parent Portal. Student achievement performance ratings (report card grades) are based on the child's performance of skills on a variety of grade level assignments, including classroom work, 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

Students in grades 3-5 will receive a scale based score of 4-3-2-1 on specific curricular concepts and skills. These scores will be determined based on scales that have been developed for those particular areas. These students will also receive letter grades based on classroom teacher criteria.

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 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, 1st, 3rd, and 5th 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, taking into account such factors as the grade level and age of the student, the type of learning being engaged in, etc. 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/email contact information.***

Internet Responsible Use Policy (RUP)

All students will be provided the RUP Policy at the time of enrollment and/or at the beginning of each school year. Parents and students are asked to acknowledge that they have reviewed this policy. Only those students who have a signed policy on file at school will be allowed to access the Internet.

[WSD Responsible Use Policy \(RUP\)](#)

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

Please use the link below to view information about the immunization requirements:

[Immunization Information](#)

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 also 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

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!

Parent Drop off and Pick Up Route: (See the map on last page) Follow the route from Northview; left on Carr Street; right on Academy Drive. Heritage Intermediate Students (Grades 3-5) will enter/exit at the Academy gym entrance (exceptions are before or after school clubs or tutoring that occur on the Intermediate side of campus, late morning arrivals, or early afternoon pick-up). If you have younger students, make a right into the Heritage Primary parking lot. Heritage Primary Students (Grades K-2) will enter/exit at the main Heritage Primary entrance located at 612 Blumhoff Avenue.

Students are NOT to be dropped off at the Intermediate office entrance on Carr St. Drop off using the Heritage Primary entrance and Academy gym entrance helps ensure the safety of your student, and avoids our buses being blocked in from traffic congestion as they exit on the Carr Street side of campus. Parents will need to remain in their cars and our staff will help unload / load your student.

Students may not be dropped off in the mornings before 8:05 am. If a student arrives after 8:20, the student must be checked in by their caregiver in the front office.

Please note there is no early dismissal from either the Primary or Intermediate Office between 2:50 pm and 3:20 pm. If you must pick up your student early from school, please do so prior to 2:50 pm.

Walkers: Students who live close enough to walk to school from the east side of campus may enter and be dismissed on the Intermediate side. All other walkers should arrive and be dismissed at the Heritage Primary cafeteria entrance. Heritage staff are stationed at designated crosswalks starting at 8:05 am. Students should not arrive prior to 8:05 am or attempt to cross any street without a crossing guard present. If you meet your walker, please wait outside the appropriate doors to meet

your child. You may then proceed to the crosswalk. If you have designated your student to be a walker, they will be expected to enter and exit the building at the appropriate doors and considered to be living close enough to walk to and from home.

Bus Riders: Buses will load and unload in the rear of the school buildings.

Chautauqua Before/After Care: Families who need to drop off earlier than 8:05 am or pick up later than 3:20 pm may enroll their students in our Chautauqua before/after school program. Parents and students may access this program through the Heritage Primary cafeteria doors beginning at 6:00 am for early arrivals and until 6:00 pm in the evening. Enrollment information is available on the [WSD website](#) or you can call 636-327-3800 ext. 20360 with additional questions.

Any changes to a student's regular mode of transportation will need a written note to the teacher and/or a parent phone call to the appropriate school office before 2 pm. This procedure will ensure enough time to communicate the change to the classroom teacher. Thank you for your cooperation in following our student arrival and dismissal procedures. You may contact the Primary office at 636-327-3846 for grades K-2 or Intermediate office at 636-327-3839 for grades 3-6 if you have any questions or concerns.

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.

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

Facebook: *Heritage Elementary PTA*

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 at least annually thereafter.

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.
Late Start School Days:	10:20 a.m. - 3:20 p.m.
Early Release Days:	8:20 a.m. - 1:15 p.m.

School Public Relations

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

Student Accident Insurance

Parents are encouraged to provide student accident insurance on their children.

Student Transfers

Any student transferring to another school must turn in all books, devices, and supplies, as well as 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, pets/insects, or glass containers
12. 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

For health, safety, and wellness reasons, we ask that no food/drink treats be brought to school for classmates/friends.

For special celebrations/birthdays, you are welcome to send non-edible treats into your child's classroom if you choose.

Visuals/Film/Video 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.

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. All visitors will be required to show a valid Photo ID. 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. 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

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 without delay, and following other measures to maximize safety and order.

Car Rider Drop-off / Pickup Diagram

