

WENTZVILLE R-IV SCHOOL DISTRICT

GREEN TREE ELEMENTARY STUDENT/PARENT HANDBOOK

2016 - 2017



1000 Ronald Reagan Dr.
Lake St. Louis, MO 63367
(636) 625-5600
www.wentzville.k12.mo.us

Dear Parents and Students,

The faculty and I join together in welcoming you and your family to Green Tree Elementary School. We want to wish you a very successful school year.

At Green Tree Elementary, it is of the utmost importance to us that all children are provided with a learning environment that is safe, caring, academically challenging and enriching. Our desire is to work together (students, parents, community members, teachers, staff members, and administrators) to provide students with an education that meets their individual needs and assists them in being successful.

This handbook has been created to inform students and parents of some of the procedures, rules and expectations at Green Tree Elementary. Please read the handbook carefully. It is a great tool to assist you in being informed and helping to prepare your child for a successful school year. Several items listed are the Board of Education Policies and Regulations. You can access the documents by going to the district website www.wentzville.k12.mo.us. Please click on About Our District, then click on Board of Education, and scroll down to Policies and Regulations.

Please keep this handbook readily available and refer to it as needed throughout the school year. If you have any question regarding the information it contains, please feel free to call, stop by the office, or visit with your child's teacher. We look forward to working with each child and his/her family.

Sincerely,

A. Politte

Angela Politte, Principal
Green Tree Elementary

Wentzville R-IV School District Vision Statement

The Wentzville School District envisions an educational community, proud of its traditions, that uses the richness of its diversity to meet the needs of all students and prepare them for a rapidly changing world.

Wentzville R-IV School District Mission Statement

Elevate the performance of our students to prepare them for life's endless challenges and possibilities.

Wentzville R-IV School District Values

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

Community – Respecting the stakeholders' perspectives as we create a world class education

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

Commitment–Dedicating ourselves to make courageous decisions and provide resources for the continuous improvement of the Wentzville School District.

Green Tree Elementary Phone Numbers

Main Office: 636-625-5600

Office Fax Number: 636-625-5610

Principal: Angela Politte ext. 43224

Assistant Principal: Jennifer Bagin ext. 43230

Principal's Secretary: Pam Mayse ext. 43222

Division Secretary: Stephanie Hysong ext. 43221

School Nurse: Meghan Porter ext. 43233

School Nurse: Marcia Ponzer ext. 43233

Counselor: Stacy Browning ext. 43243

Counselor: Missy Pardo ext. 43242

Librarian: Ann Muench ext. 43234

Cafeteria Manager: Tami Sanker ext. 43235

Transportation: David Wilson 636-327-3860

*Staff Members names and contact information are located on the Green Tree homepage of the district website www.wentzville.k12.mo.us.

Office Hours 7:30 a.m. - 4:00 p.m.

School Day 8:20 a.m. - 3:30 p.m.

Teacher's Day 8:05 a.m. – 3:30 p.m.

Arrival Procedures

- Student drop-off begins at 8:05 a.m.
- All car riders must be dropped off using the front entrance drive only. Do not drop-off students at any other location on the parking lot.
- Students must exit curb-side for safety.
- Please use extreme caution within the parking lot as there are students who may be out of your view.
- Students who are riding their bikes to school are to walk with them on school property and secure them to the bike rack.

Late Arrival

If a student comes to school late, an adult must sign them in at the office. A pass will be issued by the office secretary to admit the student to class. Students are considered tardy if they are not in class by the school start time (8:20 a.m.).

Dismissal Procedures

- Bus and car riders begin dismissal at 3:20 p.m.
- We need to know in advance (by 2:00 p.m. preferably) through note or phone call if your child is not going to ride the bus home.
- Please do not go to the buses at dismissal to take your child off of the bus.
- Car riders exit the front entrance of the building and wait with their carpool group. A staff member walks car riders to their cars. **All parents are to remain in their car.** Please pull your car up as far as possible in the drive to ensure efficient loading.
- Please do not block the crosswalk.
- Students must enter the car curb-side for safety.
- When your car is loaded, please pull out to exit the loading area slowly and carefully to ensure the safety of all.
- Walkers and bike riders will be dismissed after the parking lot traffic has cleared. Students who are riding their bikes from school are to walk the bikes while on school property as a safety precaution.

Early Dismissal

If a child is leaving during school hours, due to any appointment, please send a note to the teacher so that the child will be packed and ready when called down to the office. You must come into the office and sign the child out of school. At that time the office will call down to the classroom for your child's dismissal.

Attendance Information

A parent or legal guardian must call the school office each day a student is absent. Student attendance will be recorded on a daily basis. When a student returns to school after an absence, a note of explanation from the parent, legal guardian, physician, or other health provider, must be submitted for absences to be excused. Failure to submit notes or telephone calls explaining why a child is absent will result in the absence being marked unexcused.

Excused Absences:

1. Students who are ill and whose attendance would endanger their health or the health of others may be temporarily excused from attendance. A statement from a physician or other health provider may be required.
2. Students whose immediate family has a serious illness or death may be temporarily excused from attendance. A statement from a physician or other health provider may be required.
3. Students may be excused from attendance for religious holidays of their faith.

Unexcused Absences:

1. Absences which do not fall in the categories listed above will not be excused.
2. School officials can immediately intervene to encourage the student's future attendance when the student has five (5) or more 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 designee for the implementation of this policy is the school principal and guidance counselors.

Intervention:

The District plan for improving students' attendance shall include, but 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, and others.
3. Notify the County Truancy Officer in writing immediately for appropriate action under the St. Charles County attendance regulations 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:

When the student returns to school, students are expected to schedule with their teachers make-up of all work missed as a result of absences from school. Time lines for make-up work will vary by teacher. Arrangements for make-up work can be made in advance for anticipated absences. Please notify the office prior to a planned absence.

Allergy Policy

On July 1, 2011 House Bill 922 and the [Wentzville School District's Allergy Policy #2875](#) went into effect. Please refer to the above link for additional information.

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

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

Notice of Revision

The Wentzville R-IV School District has revised 504 Procedural Safeguards and Regulation 2110 with respect to the filing time period for an impartial hearing. The filing period is now 90 calendar days from the date of the District's written notice of the proposed or refused action regarding the identification, evaluation, or accommodation of a student with a disability.

WENTZVILLE SCHOOL DISTRICT **NOTICE OF NON-DISCRIMINATION**

The Wentzville R-IV School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation or perceived sexual orientation, disability, or age, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Section 504/Title II Coordinator for Students

Laura Smith
1 Campus Dr.
Wentzville, MO 63385
(636) 327-3800

Title IX and Section 504/Title II Coordinator for Employment

Nathan Hoven
1 Campus Dr.
Wentzville, MO 63385
(636) 327-3800

Individuals who wish to file a complaint with OCR may contact OCR:

U.S. Department of Education, Office for Civil Rights
One Petticoat Lane, 1010 Walnut Street, Suite 320
Kansas City, Missouri 64106
Telephone: (816) 268-0550; Fax: (816)268-0599; TTY(877) 521-2172; Email: OCR.KansasCity@ed.gov.

For further information on notice of non-discrimination, visit

<http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Dr. Curtis Cain
Superintendent of Schools
Form 1310.1
Revised 6/5/2015

Character Education

Green Tree students and staff have adopted a School Wide – Positive Behavior Support Character Education. SW-PBS includes a Caring School Community and a Positive Behavior Support system designed to help create a learning community that values safety, respectfulness, responsibility.

Please look for regular information coming home regarding character education activities throughout the school year.

Clubs

- Ambassadors – role models that assist with school operations such as assemblies, special events and maintaining a safe environment.
- Art Club
- Soundwaves Choir
- Computer Club
- Cup Stacking Club
- Fitness Club
- Girls on the Run
- LEGOs Engineering Club
- Recycling Club
- Turkey Trot
- Newsletter Club
- Math Club

Staff members are always looking for opportunities to offer students extracurricular opportunities for them to gain skills and develop their sense of belonging and competence. Information regarding clubs will be sent home throughout the school year and is available on the school website.

CONFERENCES

Conferences are scheduled during the first and third quarters of the school year. A parent may request a conference at any time by calling the classroom teacher or school office. Communication with your child's teacher can be by e-mail, voice mail or a note sent with your child.

HOMEWORK

Out of school enrichment activities are provided by teachers at various times throughout the school year to stimulate student interest, provide practice, or enhance the development of a

concept. Parents are encouraged to share in these experiences with their children.

Students in first and second grades are expected to review weekly spelling words, math facts, and reading assignments. This would include reading vocabulary words and story practice. They are also encouraged to read at home on a daily basis.

Students in the third, fourth, and fifth grades are required to complete all daily assignments. Assignments not completed during class time will be considered homework to be returned the following day. Students may also have homework related to long-term projects or activities. In the case of absence or other emergencies, regular class work in grades 1-5, may be assigned as homework.

STUDENT TRANSFERS

Any student transferring to another school must turn in all books and supplies. An official request for transcripts form is available in the school office and must be completed by a parent or guardian before student information can be released.

VISUAL VIEWING PROCEDURE K-12

The use of VCR tapes, CD-ROMS, laser disks, or any new technology for visually transmitting information, will be limited to instructional material(s) directly related to the curriculum. Materials will be previewed for content prior to showing. Movies that are used for rewards and/or incentive programs are kept to a minimum. All movies must meet the following criteria:

"G" rated movies approved without parent permission slip.

"PG"rated movies require written approval by parents prior to viewing. Alternative instructional activities will be provided to all students that have parents who opt not to have the movie(s) viewed by their children.

"PG-13" or "R" rated movies will not be shown.

DRESS CODE

The appearance of any student is primarily the responsibility of that student and the parents. Students' dress and appearance are required to be of such character as not to disrupt nor distract from the instructional procedures of the school. Students are to wear clothing that is clean and safe. Shoes must be worn at all times. Clothing that is revealing or is suggestive may not be worn. Tube tops, tank tops, halter tops, spaghetti straps, midriff and see-through clothing are all considered inappropriate for school. Headgear may not be worn in the building. Hats and caps are not to be worn in the building unless the principal gives permission. Sunglasses and dark glasses, unless prescription, are considered inappropriate attire. Clothing with vulgar, profane, or suggestive messages or pictures of illegal substances or alcoholic beverages are also inappropriate.

School and District Communications

At Green Tree Elementary we realize the importance of effective communication between our school and your family. Clear, concise and timely information helps our students achieve at a higher level and keeps you “in the know”.

We want to be sure that you are aware of all of the different communication channels we will use this year, both at the school and District level, so you always know where to find the information you need. Your responses to the District-wide Communications Survey during the past school year have helped to shape some of these efforts, and your input has resulted in some changes to our communication plan!

School Website

Our school website is the first place that a majority of our parents go to for information, and we will increase our efforts to keep that information current and relevant. Here are some of the things you can expect to find on our school website:

- Upcoming events (school events calendar)
- Stories about student learning and achievement
- Information about extra-curricular/club activities
- Topical and timely news you can use
- Grade level/staff directory with contact information
- A link to school menus
- Online meal payment information and a link to SISK12 Parent Portal
- Honor rolls
- A link to the school newsletter
- Information about the new Common Core State Standards

WSD App

Our WSD App has quickly become the second most popular place parents go to for information accessed on the go via mobile device. Over 6,500 people have already downloaded the app in the first year. It is available for both [Apple](#) and [Android](#) devices and it can be used to quickly access the latest news, calendars, directory information and cafeteria menus, as well as access to the Parent and Student Portals.

School Twitter

Our school utilizes Twitter at the building level [@GreenTreeElem](#) and many of our teachers utilize it as well. It's a great way to receive important updates and good news about your child's school. You don't need a Twitter account to receive mobile text updates, simply text “follow [@GreenTreeElem](#)” to 40404 to get the latest info via text message.

School Newsletter

A school newsletter will be sent home **monthly**, and will include a message from the principal. The newsletter will include stories about what is happening at school and more information

about upcoming events. Over 80% of District parents have expressed an interest in receiving the newsletter electronically via email, but you can always “unsubscribe” if you decide you would rather not receive it. If you would like to receive the newsletter as a hard copy instead, please let us know in the school office.

School Events Calendar

The school events calendar is linked to our school website, and is the most comprehensive way to see the complete list of all of the activities going on at school. Assemblies, testing dates, holidays, sporting events, PTA/PTO meetings and much more are all listed on this calendar. Use the drop-down menu at the top of the page to select an individual school, or look at all of the events going on in the entire District. Click on the event you’re interested in to find out even more detailed information.

Teacher Email/Newsletter (primary schools)

Classroom teachers will send home a brief classroom email/newsletter **weekly** to parents. The items covered will include classroom news and curricular information, special events, and contact information for the teacher.

Pre-Recorded Calls and Texts

BlackBoard calls and texts are a way for the school to record one phone message and send it out to the entire school, or to specific groups of parents and students. We will only use this system for important information and reminders.

Parent Phone Calls/Emails

When you call or email a principal or a teacher, we will make every effort to return the call or email within 24 hours. We understand the importance of one to one communication, and we know your time is valuable. Please be patient!

District Level Communications

District Website

Timely communications with our families is always a priority, and our District website is the primary source of information about the District. You can find the latest news, information about different departments and programs, and links to just about everything related to the WSD. There is a search feature to help you find what you are looking for, and you can always email info@wentzville.k12.mo.us with any questions.

WSD eNews

The District publishes an electronic newsletter called the WSD eNews that is emailed to parents/guardians who have students in our schools. This newsletter gives patrons information about what’s happening in the District that affects our students, families, and community. The

WSD eNews also sends out information regarding emergency school closings. Community members can also sign up to receive the eNews by visiting the District website, clicking on “Parent Info”, and then on “Electronic School Newsletters”. You can stop delivery at any time by clicking on the unsubscribe tab in the eNews.

Facebook and Twitter

The WSD has its own Facebook page (Wentzville School District) so be sure to visit and “like” us! It's a great way to keep up to date with the latest happenings in the District, complete with pictures. You can also follow the District on Twitter, just search for WSDinfo. You don't need a Facebook or Twitter account to receive mobile text updates, simply text “follow @ wsdinfo” to 40404 to get the latest info via text message. Both social media sites will be used not only to keep community members informed about the latest news in the District, but in the event of a school closing or emergency, this will be yet another means of communicating quickly and efficiently.

District SchoolReach Calls

The Wentzville School District utilizes a telephone broadcast system that allows administrators to notify all households by phone within minutes of an emergency or unplanned event that causes early dismissal or school cancellation. The District will also use this phone system to announce school closings because of inclement weather. Please be sure to notify the school office about any change in your personal contact information!

Flyer Distribution

Each District school has an area in or near the front office designated for “student availability” and here you can locate flyers from organizations such as the Boy/Girl Scouts, YMCA, and the Parks and Recreation Departments. The Wentzville School District only allows flyers to be sent home in student backpacks that are from internal clubs/teams, or partner organizations such as the school PTO/PTA. Approved materials from non-profit organizations are also available on the District website. If you are looking for information about sports camps, recreational activities, or other events, just go to the District homepage www.wentzville.k12.mo.us and click on “Flyer Forum”. All materials intended for our students and their families must be approved by the Community Relations Department before they are made available for distribution.

Discipline

Please see the Wentzville R-IV School District Student Behavior Expectations located on the district website.

District Anti-Harassment Policy

The Assistant Superintendent of Human Resources is the District Title IX Coordinator.

[STUDENTS Policy 2130](#)

(Form 2130)

Nondiscrimination and Student Rights

Learning Today, Leading Tomorrow

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, age, 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, age, 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 this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, age, 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, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, 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, age, 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.

September 2000

Readopted July 2003, September 2008,
June 18, 2009

Drug-Free Schools Policy

[STUDENTS Policy 2641](#)

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students from early childhood level through grade twelve (12). (See also Policy 6130 – Drug Education.) Such programs will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The District shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

The District certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The District conducts a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

Family Rights and Privacy

Internet/Computer Usage Policy

All students will be given a copy of the WSD Acceptable Use Policy at the time of enrollment. Parents and students are asked to sign the policy and return to school. Only those students who have signed the policy will be allowed to access WSD computers and the Internet. Internet violations will be dealt with using the discipline code.

Volunteers

The Wentzville School District values parents, guardians, and community members who take the time and effort to volunteer in our schools and classrooms. Volunteers are an important resource that helps our teachers, administrators, and support staff better serve our students. The District also strives to insure that the volunteers in our schools are screened to help maintain the safety of our students and staff.

An annual background check is required for all volunteers that includes child abuse and neglect screenings as well as a check of the national sex offender registry. Anyone who has a substantiated incident of child abuse or is on the sex offender list will not be allowed to volunteer in our schools. The required paperwork takes only a few minutes to complete and can be found on the District website under “WSD Information” or at the school office. When completed and signed, please return these forms to the school office. These services are offered free of charge, but do take some time, so please allow at least one week for school personnel to process the request. <http://wentzville.k12.mo.us/mod/resource/view.php?id=611>

Visitors

A visitor is defined as any individual who will be in an assembly area such as an auditorium or gymnasium for the purpose of a play, recital, talent show, etc. Visitors are also allowed in the cafeteria to eat lunch with their child or in a classroom to visit a class party. Principals and teachers welcome and encourage visits by family members. All visitors are required to report to the principal's office when entering the building so that the office staff will be aware of their presence. In accordance with Missouri State law, persons listed on the sex offender registry may not be present in any school building, on district property, in any district vehicle utilized to transport students, or be present at school activities at any time.

Recess

Outdoor recesses are scheduled each day. Parents should make sure that their child's clothing is suitable for outside play activities. Indoor activities are planned during inclement weather when children cannot play outside.

After an illness, a child who presents a written request from a doctor is permitted to remain indoors for the designated length of time.

Residency

State law requires that a student live in the district where he/she attends school. All students must live with a parent or legal guardian. Two proofs of residency will be required at the time of enrolment and throughout the school year.

Should you move out of the District's attendance area, a letter needs to be written to the Superintendent of Wentzville School District for approval to stay in attendance for the remainder of that semester only. It will be the parent's responsibility to provide transportation to and from school during that time. You are required to notify the office when you move.

Child Nutrition Services

BREAKFAST

Served Daily 8:05 – 8:20 AM

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.

LUNCH

Full Price - \$2.70 Reduced Price - \$.40 Adults - \$3.60 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. The food bar is available for students to make individual choices of fruits and salads each day. This year the school lunch program will require students to take a fruit or a vegetable. Please encourage your child to only take what they can eat from the food bar.

The Wentzville R-IV School cafes 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, check or Visa/MasterCard. **Checks should be made payable to Wentzville School District. Credit / Debit Card payments are only accepted online through the District website. Parents must sign up for Parent Portal access to make an online payment to your child's lunch account. Credit / Debit card payments are no longer accepted in the school or**

over the phone. Online payments are credited to the account immediately. Please see the school office for Parent Portal registration. 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.

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.

Free or Reduced Meal applications are available online at www.wentzville.k12.mo.us. (Click on Departments→ Child Nutrition → Forms and Applications) You may also receive an application from the school office or through the Child Nutrition Services Office at 327-3858 ext 21321.

Lunch menus, nutrition information, meal prices, and CN forms, are available at www.wentzville.k12.mo.us. (Click on Departments → Child Nutrition).

LUNCHROOM RULES

The lunchroom is a place where all students can enjoy a nutritious and relaxing mid-day meal. Rules are provided during lunchtime for the benefit of all students. The following is a list of rules that must be followed by the students as they enter the lunchroom area.

1. Use a quiet tone of voice in the lunchroom at all times.
2. Always walk in the lunchroom area.
3. Stay in line.
4. Stay in your seat until dismissed.
5. Never throw food.
6. Clean up any trash in your area.

The rules are posted in the lunchroom area where all students can easily view them. Teachers will discuss these rules, and consequences for breaking the lunchroom rules, at the beginning of the school year.

When students choose not to follow the rules, the lunchroom supervisor will give a verbal warning. At this time the supervisor will also provide an explanation of the rules. If the verbal warning is not taken seriously, a noon detention could result. Serious offenses in the lunchroom area will result in a conference with the principal.

CLASSROOM OBSERVATIONS

Due to the requirements of the Family Educational Rights and Privacy Act (FERPA), it is

required that the **strictest** of confidence be held regarding the identity of each student present within the classroom. With FERPA in mind, any person who would like to observe a classroom, **must** first complete the application to conduct a classroom observation. This form is located in the office, and will then be submitted to the Assistant Superintendent for Special Services for approval.

COUNSELOR

Our elementary school counselors are involved in many aspects of the school. They are responsible for testing students both individually and in groups. They also work with teachers to meet specific needs of particular students. Developmental guidance classes are taught to kindergarten through fifth grade students on a variety of topics. The counselors are available to work with individual students as needed.

FAMILY RIGHTS AND PRIVACY ACT

[Student Regulation 2400](#)

(Form 2400)

Student Educational Records

The Family Rights and Privacy Act provide 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 an official of another school system in which the student enrolled requests a student's record, 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 as 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.

LIBRARY

It is our purpose to increase your child's knowledge and love of reading by providing the best books possible. A regularly scheduled library period allows students to visit the library each week. In addition, students may come individually as needed. Students may check out a maximum of two books and one magazine that 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

The Green Tree office has a Lost and Found box located in the cafeteria. If your child has lost something, please check in the Lost and Found box.

PHYSICAL EDUCATION

Instruction in a variety of developmental physical education activities is provided for all students, beginning in kindergarten. The primary (K-2) will be working on basic fundamental locomotors and non-locomotors skills to develop coordination, balance, and hand/eye coordination. Units will include skills in balancing, kicking, throwing and catching, volleying, dribbling and striking with instruments. The upper grades will continue to work on skill development but will incorporate team sports such as volleyball, basketball and soccer. For all grades, emphasis will be placed on developing fitness in the areas of cardiovascular endurance, muscular strength and flexibility. Important fitness concepts, as well as teamwork and sportsmanship, will be emphasized.

Grades 2-5 will participate in the President's Challenge Physical Fitness Test. Students will be tested three times per year with official testing in the fall and spring. School records can only be achieved during official testing.

The following guidelines are prepared to allow maximum participation and safety:

1. Proper shoes and clothing provide for a safer environment and assist in maintaining the building, gym equipment and supplies.
2. Proper shoes are ones that have a flat rubber bottom (no platform shoes) and leave no black marks on the floor. They are securely fastened to the foot so that they do not slip off while running or playing. The shoes should have a bottom that is not slick, such as to cause someone to slide or slip on the floor.
3. Proper shoes have tie-on or Velcro, no cleats and no metal hooks, buckles or fasteners.
4. Proper clothing usually pertains to dresses or skirts. Girls should wear shorts to be prepared for an activity that requires a lot of movement. Baggy, loose-fitting pants should have belts. Clothing that is too tight, restricting movement, or loose clothing, that flops around during movement, may result in a situation in which a student may not be allowed to participate.

In the unfortunate incident where a child is unable to participate in physical education due to illness or another problem, a note signed by a parent is required. If a child is to miss more than

two days of physical education, a note from a doctor is required. During this time, an alternative activity will be provided for the child.

PUBLIC NOTICE OF SPECIAL EDUCATION SERVICES/COMPLIANCE PLAN/CENSUS

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: Learning disabilities, mental retardation, emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

The public school 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's First Steps Program.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the District relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. 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 requirements of the Family Educational Rights and Privacy Act (FERPA). You may contact your local district, if you wish to review the requirements provided in FERPA.

The public school has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative that describes the District's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures that the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the District or whose parent/legal guardian resides in the District. This Census is compiled as of

May 1 each year. The information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes name of each child; parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the District fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability that is not attending the public school, please contact your school district.

The notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary

ANNUAL NOTIFICATION OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to their minor children's educational records. They are:

1. The right to inspect and review the student's educational records.
2. The right to request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by Wentzville R-IV School District to comply with the requirements of FERPA.
5. The right to obtain a copy of the Wentzville R-IV School District's student records policy. Parents can obtain a copy of the policy from the principal's office in each school within the District.

Parents of students currently in attendance will be notified annually of their rights under FERPA and informed of the location where the policy can be obtained.

NON-DISCRIMINATION IN EDUCATIONAL PROGRAMS (SECTION 504 OF THE REHABILITATION ACT OF 1973)

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 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 District's Section 504 and Title IX Coordinator is the Assistant Superintendent of Human Resources, Dr. Nathan Hoven, (636)327-3800.

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 envelopes are to be mailed directly to the insurance company.

FIELD TRIPS

We believe that educational field trips often enhance the instructional program and add experience 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. **If you should attend the field trip as a chaperone, please follow the teacher's guidelines with assisting the children in order to maintain a safe and productive field trip.**

PARENT TEACHER ORGANIZATION

Our PTO is an integral part of our elementary program. You are encouraged to participate actively in the monthly meetings and special functions. You will receive periodic newsletters and e-mails from the PTO.

ROOM PARTIES

Each kindergarten through fifth grade classroom may have two (2) parties during the school year with room parents assisting. These parties are to celebrate Fall and Winter.

Teachers are in charge of the classroom at all times and must be consulted concerning party arrangements. Room parents will be responsible for refreshments, quiet games, and clean up.

SCHOOL PUBLIC RELATIONS

From time to time pictures will be taken of students to be used by the local newspaper, television stations, and our school web site in describing various programs and activities involving the Wentzville Elementary School. If you would prefer that your child's picture not be taken and used for these purposes, please contact the school principal as soon as possible. Each student will to complete a Media Consent Form (FERPA).

PUBLIC SAFETY RULES

BICYCLE/WALKING RULES

Students in grades three through five are permitted to ride bicycles or walk to school. If your child will be riding a bike or walking to school, please send a note to the school office with your signature. The note will be kept on file during the 2010-11 school year.

Students who prefer to ride their bikes to school must have a lock, and must keep their bicycles locked during the school day. All bicycles are to be parked in the rack provided. Riding bicycles during school hours will not be permitted. The parking rack is off limits during the school day.

Once school is dismissed, students are to ride their bicycles directly home. Riding bicycles (immediately after dismissal) on school grounds such as playgrounds will not be permitted.

PARKING

Space is provided for visitors to park their cars on the regular teacher parking areas of the elementary campus. If a parent is visiting the school, he/she may park in any designated parking area.

- **DO NOT PARK IN THE BUS LOADING ZONE AT ANY TIME.**
- **DO NOT DOUBLE PARK OR LEAVE YOUR CAR UNATTENDED IN THE DROP-OFF AREA.**
- **DO NOT DRIVE OR PARK ON THE PLAYGROUND.**

TRANSPORTATION SAFETY RULES

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.

Students are assigned to a bus and MAY NOT RIDE a different bus unless prior arrangements have been made with the Transportation Office (327-3860).

When dismissed, students must go directly home from the bus or school.

If all students will observe these rules, 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.

In the past, there has been a safety problem concerning children younger than school age who are playing in the streets at times when buses are loading and unloading. A child of this age is very difficult for the driver to see when close to the bus. We are asking for the cooperation of all parents to help us protect your children by keeping them out of the streets during the time that school buses are loading and unloading.

CHANGE OF ADDRESS OR PHONE NUMBER

Please keep the office updated on any changes in your address, phone number, e-mail address or emergency phone numbers.

Nurse Information

HEALTH SCREENING

Your child will be screened in the areas of vision, hearing, and speech in kindergarten, first, third and fifth grade. You will be notified if the screening determines a concern in any area.

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 designated on the emergency contact list 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 current 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 an alternative number of someone who can reach you.

COMMUNICABLE DISEASES

The most common childhood diseases and symptoms are listed below. In general, a child who has been exposed to a disease may continue to attend school pending appearance of symptoms described below. Please consult a physician for accurate diagnosis and to determine when the child may return to school after illness.

CHICKEN POX

Chicken pox begins with a sudden onset of mild fever and a rash on the second day of superficial raised pimples that soon become filled with clear fluids. Later, scabs form. The rash may continue to appear for several days. The child may return to school when fever-free and all scabs are dry (7-10 days).

MEASLES

Rubella (10 days of "hard" measles) begins with fever, hacking cough, and cold type symptoms of eyes and nose, followed by dusky-red blotchy rash on the face that spread rapidly over the body. Child should remain home for three days.

MUMPS

Fever, nausea, or pain when chewing or swallowing may be the first symptoms. Chills and headache follow, with swelling about the angle of the jaw and front of the ears. Child may not attend school for nine days after swelling begins.

FIFTH DISEASE

Usually the only symptom is the appearance of rash with the possibility of a slight fever. Child may return to school when fever free for 24 hours. Rash may continue up to five weeks.

STREPTOCOCCAL SORE THROAT

Sudden onset with sore throat and fever, fine rash may appear on neck, chest, folds or elbows, and groin within 24 hours. Exclusion from school for up to seven days; however, if antibiotic treatment is begun and child is fever-free for 24 hours, your child may return to school.

SKIN LESIONS

Children suspected of having impetigo or ringworm should not be in school until all lesions are healed or until a written note is received from a physician stating that the child is receiving proper medical treatments and may return to school.

CONJUNCTIVITIS – “PINK EYE”

The most obvious clinical manifestation is hyperaemia of the conjunctiva (reddening of the white part of the eye and inner eyelids). There may also be pus- like drainage from the eye. Children should not attend school during the beginning stages when drainage and secretions are present. Students should be on prescription eye drops 24 hours before returning to school.

PLEASE NOTE:

Due to the increasing number of students who are absent from school, we would like to take precautions to prevent further spread by having your cooperation in the following:

1. Students may not return to school until they have been fever-free for 24 hours.
2. Students need to be free of continuous coughing.
3. Please do not send your child to school until 24 hours after the last episode of vomiting.
4. If other children in your family do not feel well, please do not send them to school.

Because of all the infectious disease germs around us, it is particularly important to practice good hygiene, such as not drinking or eating after each other. **Most important**, remind your child to wash his/her hands often. Please remind your child to cover his/her mouth when coughing or sneezing.

If your child has been diagnosed with strep, flu, or any other illness that may be contagious, please contact the nurse's office as soon as possible.

If you have any questions, we will be happy to visit with you. Please call the School Nurse.

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. Each pupil entering Kindergarten and Fourth grade should have a physical examination within one year prior to the date of enrollment. A physical examination form is available in your enrollment packet or at the Elementary School Office. It must be completed by a physician and returned to the school nurse or school office.

K-5 STUDENTS NEED VACCINATIONS

ALL students in Kindergarten through Grade five in the state of Missouri are required to have received TWO doses of measles vaccine, on or after their first birthday, FOUR doses of DPT (the last dose after the 4th birthday), and FOUR doses of ORAL POLIO (the last dose after the 4th birthday, starting with kindergarten school year, 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 CAN BE ENROLLED AND ATTEND CLASSES.

DISTRICT POLICY RELATED TO THE ADMINISTRATION OF MEDICATION

In case you are unfamiliar with the school's policy on the administration of medication to

students by school personnel, we would like to bring you up to date on this matter. If your child must have medication of any type given during school hours, including over-the-counter drugs, you have the following choices:

1. You may come to school and give the medication to your child at the appropriate time(s);
2. You may obtain a copy of a medication form from the school nurse. Take the form to your child's doctor and have him/her complete the form by listing the medication(s) needed, dosage, and number of times per day the medication is to be administered. This form must be completed by the physician for both prescription and over-the-counter drugs. The form must be signed by the doctor.

All medicines must be delivered to school by the parent/guardian or a responsible adult. It must be in the pharmacy-labeled bottle which contains instructions on how and when the medication is to be given and **should not exceed a 30-day supply**. Over-the-counter drugs must be received in the original container and will be administered according to the doctor's written instructions.

OR

3. You may discuss with your doctor an alternative schedule for administering medication (e.g., outside of school hours).
4. In the event of your child attending a field trip, a single dose of medication will be administered by a trained paraprofessional.

There will be **NO EXCEPTIONS** to this policy. If you have questions about the policy, or other issues related to the administration of medication in the school, please contact the school nurse at the following number: 625-5600 ext.43233