

**WENTZVILLE R-IV SCHOOL  
DISTRICT**



**DUELLO ELEMENTARY  
HOME OF THE MUSTANGS**



**1814 Duello Road  
Lake St. Louis, MO 63367  
(636) 327-6050  
Fax: (636) 327-4211**

**Student Handbook  
2016-2017**

# Notice of Revision

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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 of 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](mailto: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

**WENTZVILLE R-IV SCHOOL  
DISTRICT MISSION**

The mission of the Wentzville School District is to provide a challenging educational environment to ensure lifelong learners.

**ACADEMIC POLICIES**

**Grading System**

Parents are informed about student progress at the end of each quarter during the school year. Student achievement grades are based on the child's performance on appropriate assessments of grade level skills such as classroom assignments, homework, and test grades. A variety of grading techniques may be used when assessing students' progress.

**Kindergarten, First, and Second Grade  
Some Areas for Grades 3-5**

- 4 Consistently Exceeds Expectations
- 3 Consistently Meets Expectations
- 2 Experiencing Difficulty/Requires Additional Practice
- 1 Does not meet Expectations
- @ Grade Based On A Modified Curriculum

**Third, Fourth, and Fifth Grade**

- A Excellent (94-100%)
- A- Excellent (90-93%)
- B+ Above Average (87-89%)
- B Above Average (84-86%)
- B- Above Average (80-83%)
- C+ Average (77-79%)
- C Average (74-76%)
- C- Average (70-73%)
- D+ Below Average (67-69%)
- D Below Average (64-67%)
- D- Below Average (60-63%)
- F Unacceptable Performance (0-59%)

**Honor Roll**  
(3<sup>rd</sup>-5<sup>th</sup> Grade Only)

*Principal Honor Roll 4.0-3.6*

*Honor Roll 3.5-3.0*

Honor Roll is determined using a numeric formula.

A=4, B=3, C=2, D=1

If a student has a 1 in art, music, health/physical education, or computers, he/she is not eligible for the honor roll.

**PARENT-TEACHER  
COMMUNICATIONS**

The District recognizes the importance of maintaining positive communication between school and home. We encourage parents and guardians to be involved in their child's education.

**Parent-Teacher Conferences**

Conferences are scheduled during the first and third quarters of the school year. A conference can be scheduled, however, at anytime there is a need.

If parents wish to talk with their child's teacher, we encourage them to call and leave a message on their voicemail so that the teacher can return the call before or after school, at lunch, or during a planning period. Parents may also request a meeting by writing a brief note addressed directly to the teacher.

**READING REQUIREMENTS**

Wentzville School District complies with Senate Bill 319 which requires students to be reading within one year of grade level by the end of fourth grade. If this is not met, retention is mandated by the state.

## **Reading Research**

Reading is the “best practice” for learning to read. Research shows the quantity of children’s reading experience is related directly to their achievement levels. Therefore, Duello Elementary students will be afforded the opportunity to read independently in and out of school daily in an effort to grow life long successful readers. Please encourage and support your child’s reading life by providing a quiet place and a set routine for completing his/her reading and reading logs.

Best Practice Third Edition by Zemelman, Daniels, & Hyde

## **Film/VCR/Visual Viewing Procedures**

The use of film (any form), 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. Films that are used for rewards and/or incentive programs are discouraged. All films must meet the following criteria:

- age appropriate
- related to the curriculum
- length should be appropriate to age and attention span and to the time normally allocated to the subject area
- appealing to the students
- **“G” rated**

## **SCHOOL RULES AND GUIDELINES**

### **Absences**

Regular school attendance is critical to your child’s success at school and in imparting the importance of good attendance in jobs in the “real world”. In the event that your child should need to be absent from school, please notify the office. Please leave your name, your child’s name and grade, teacher’s name and reason for absence. When he/she returns to school, he/she should bring a

written note, signed by a parent, stating the date of absence and reason for absence.

### **Attendance – School Hours**

7:30 a.m. – 4:00 p.m. Office Hours  
8:20 a.m. – 3:20 p.m. Students’ Day

### **Early Dismissal**

For the safety of all students the following procedures must be followed when picking up your child early:

1. If you wish to pick up your child early and you know in advance, it is best to send a note to the classroom teacher the day of the early dismissal. He/she in turn, will send the note to the office to be copied and put in a daily file.
2. You must come to the school office when you come to pick up your child. You will officially sign your child out of school. An office worker will ask for a picture ID to verify your identity. **ALL PERSONS PICKING UP STUDENTS MUST PRESENT PHOTO I.D.** Children will never be allowed to leave the classroom or playground with anyone, even if the teacher knows you. **ALL** students will be checked out through the office if leaving early.

Thank you for following and understanding our procedures. This is for the safety of our children.

### **Late Arrival/Tardy**

Any student entering school after 8:20 a.m. will be counted as tardy and a parent must sign him/her in at the office. A pass will be issued to admit the student to class. Being on time is important for your child. Students who come late are missing important educational experience.

## Personal Property

Students should not bring toys, balls, trading cards, electronic games or radios to school. Knives, fireworks, and other items which could injure the child or others are strictly forbidden.

Any items brought to school without permission may be kept by the teacher or principal until the parents come to retrieve them. Items brought to school which are hazardous or dangerous may necessitate a parent conference with the principal.

## Procedures for Resolving Parental Concerns

The district recognizes the importance of maintaining positive communication between school and home. When parents contact the building or central office administration for assistance in addressing parental concerns, the following procedures should be used:

1. The first person to contact is your child's teacher (Of course, concerns of a serious nature should be brought to the attention of the administrator).
2. In cases where parents are unwilling or uncomfortable with discussing the concerns with the staff members, the administrator will offer to facilitate a meeting between both parties to bring resolution to the concern as soon as possible. **Please call in advance to schedule a meeting with the administrator.**

## Recess

Outdoor recesses are scheduled each day for grades K-5. Parents should be sure that their child's clothing is suitable for outside play activities. Indoor activities are planned during inclement weather. General limits of 15 degree wind chill factor and 95 degree temperature are followed in determining outdoor recesses.

## Residency

State law requires that the parent/guardian and student live in the district where he/she attends school. All students must live with a parent or legal guardian. Proof of Residency will be asked for at the time of enrollment and throughout the school year.

Should you move out of the District's attendance area, your child may continue to go to school in Wentzville 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.

## Sexual Harassment of Students

The Wentzville R-IV School District is committed to providing an educational and work environment that is free from sexual harassment. Sexual harassment is a violation of Wentzville R-IV School District Policy and Section 703 of Title VII of the Civil Rights Act of 1964. In furtherance of this policy, the Wentzville R-IV School district does not condone or permit sexual harassment of any employee or student. All students are expected to abide by this policy. It shall be a violation of this policy for any student to harass other students or staff members through conduct or comments of a sexual nature.

**Any student who believes that he or she has been sexually harassed should immediately report the matter to his/her teacher or guidance counselor. If that person is unavailable, or the student believes it would be inappropriate to contact his/her teacher or guidance counselor, the student should immediately contact the building principal.**



## Student Appearance

The appearance of any student is primarily the responsibility of that student and the parent. 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 which is clean and safe. Shoes must be worn at all times. Flip flops and high heels shoes are not appropriate for daily activities. Clothing that is revealing or is suggestive may not be worn. Tube tops, tank tops, halter tops, midriff and see-through clothing are all considered inappropriate for school. Head gear may not be worn in the building. Hats and caps will not be permitted to be worn in the building unless the principal gives permission, for health related or religious reasons. 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.

## Transportation Changes

The best method to communicate a change in your child's transportation is by providing a written note to your child's teacher the morning of the change.

Any changes in a child's transportation should be communicated to the office **no later than 2:40 p.m. that day.**

## Visitors

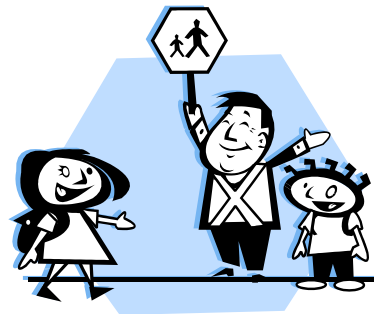
A visitor is defined as any individual who will be in an assembly area such as an auditorium or gymnasium for the purpose of a play, recital, talent show, etc. Visitors are also allowed in the cafeteria to eat lunch with their child or in a classroom to visit a class party. Principals and teachers welcome 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.

## 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>



## SCHOOL SERVICES

### Art

Since many of the materials which are used in the Art class have the potential to soil a child's clothes, our Art teacher encourages parents to keep this in mind when dressing their child on Art class days. The students wear art smocks and the teacher makes every effort to promote the proper use of media and art techniques but accidents do occur.

The K-5 Art classes can always use long sleeve adult size shirts for painting smocks, plastic butter tubs, material scraps, wallpaper, egg cartons, and buttons which parents might otherwise discard.

Kindergarten through fifth grade students receive one hour of Art instruction each week.

### Counselor

The intent of the counseling program is to provide a comprehensive guidance curriculum for all students. The counselor is involved in implementing small group and classroom guidance activities aimed at promoting positive social and emotional growth. The activities relate to self-concept, decision-making, dealing with peer pressure, responsibility, stress, and understanding yourself and others.

### 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 medical sheet 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 (2) 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.**

**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 (temperature below 100 degrees without the use of medication) 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 or diarrhea.

Because of all the infectious disease germs around us now, it is particularly important to practice good hygiene, such as not drinking or eating after each other and, 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, please call the school nurse.

### 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 an accurate diagnosis and to determine when the child may return to school after illness. Also, make the school nurse aware of any exposure to or actual cases of a communicable disease. This will allow for closer monitoring of the classroom signs or symptoms of the disease.



### **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 temperature free and all scabs are dry (usually about 6 days after the rash began).

### **MEASLES**

Rubella (10 days of "hard" measles) begins with fever, hacking cough, and cold type symptoms of eyes and nose, followed by a dusky red blotchy rash on the face that spreads rapidly over the body. The child should remain home for four (4) days after the rash appears.

Rubella, Roseola (3 day or German Measles) is a mild disease with a rash which usually lasts three (3) days. When the rash appears, the child should remain home for five-seven (5-7) 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 five (5) days after swelling begins.

### **FIFTH DISEASE**

Usually the only symptom is the appearance of a rash with the possibility of a slight fever. Child may return to school when fever free for 24 hours. The rash may continue up to 5 weeks.

### **STREPTOCOCCAL SORE THROAT**

Sudden onset with sore throat and fever. A fine rash may appear on neck, chest, folds or elbows, and groin within 24 hours. Exclusion from school until 24 hours after antibiotic treatment is begun and child is free of temperature.

### **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. Skin lesions should be covered by bandages or clothes while at school.

### **HEAD LICE**

If a child is discovered to have lice, parents are contacted and the child may be sent home with treatment instructions. Prior to returning to the classroom the student will be rechecked for live lice and nits. If the head is lice and nit free the student may return to class. If the student has a minimal number of nits, it is up to the discretion of the nurse to remove the nits and return the student to class. If there are too many nits to remove at one sitting, the student will be asked to go home and continue the removal process. The students must be cleared by the nurse to return to school. The nurse will recheck student seven-ten (7-10) days post treatment. Please alert the nurse if your child has been treated for lice at home. Classroom checks are only performed if two-three (2-3) students present with lice.

### **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. Depending upon grade level, students may check out up to two items at a time, one book and one magazine. Materials must be returned before the student checks out additional materials.

Students who have overdue library materials are given three written notices at school before a notice is mailed home. After (3) weeks past the due date, the missing materials will be considered lost.

Books must be cared for to prevent damage. Damaged materials should be reported to the librarian when they are returned. Please do not mend torn pages or magazines.

At times students may need to complete Internet research for class assignments. The library has set aside a scheduled time for supervised Internet usage. Students must have a current Acceptable Use Policy on file to utilize the computers.

### **Lost and Found**

Duello has a lost and found box located in the cafeteria. Children or parents may check for lost items. To help relocate lost items, the school strongly encourages parents to label all clothing and items brought to school.

The lost and found box will be cleaned quarterly. Following this, all unclaimed items will be donated to charity.



### **Nutritional Services**

#### **Breakfast**

Served Daily – 8:00 a.m. – 8:20 a.m.

Full Price - \$1.75      Reduced Price - \$.30  
Adults - \$2.80

Breakfast is served each day 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. In addition to cereal, milk, toast, and juice each day there are other delicious hot entrees to select.

When students arrive at school, those who wish to eat must report directly to the cafeteria. Students arriving after 8:20 a.m. should eat breakfast before coming to school. After this time, only late bus students will be allowed to eat breakfast before going to class.

#### **Lunch**

Full Price - \$2.70      Reduced Price - \$.40  
Adults - \$3.60

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](http://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. 2131.

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

Please note that students will have a \$100.00 charging limit. If your child's balance falls below -\$100 please make arrangements for your child to bring a lunch to school until the account can be made current. Students will not be allowed to charge a la carte\* items. They must have money in their account to purchase these items.

### **Allergy Information**

Due to the increasing number of allergies in children and our desire to keep our children safe, Duello will require snacks that are brought in for entire classes to be approved through the nurse's office. This can be done by calling the nurse 48 hours before the food is sent to school. She will need the following information: the date the food will be brought in, the brand and product. If no food allergy conflicts are found in the classroom, the food item will be approved. For more information, please call Amy Corona RN at 636-327-6050 ext. 47233.

This process 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.

For more information please call the Child Nutrition Office at 636-327-3858 ext. 21325.

### **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 locomotor and nonlocomotor 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 3 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:

- Proper shoes and clothing provide for a safer environment and assist in maintaining the building, gym equipment and supplies.
- 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.
- Proper shoes have tie-on or velcro, no cleats and no metal hooks, buckles or fasteners.
- 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 2 days of physical education, a note from a doctor is required. During this time, an alternative activity will be provided for the child.

### **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 to their parents. The premium and enrollment envelope are to be mailed directly to the insurance company.

## **EXTRACURRICULAR ACTIVITIES**

### **Field Trips**

We believe that educational field trips often 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 in writing. 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.

### **Room Parties**

Each classroom may have three (3) parties during the school year with room parents assisting. These parties are to celebrate Fall, Winter and Valentine's Day. Teachers are in charge of the classroom at all times. Room parents will be responsible for

refreshments, quiet games, and clean up. Refreshments are limited to one sweet snack, one salty snack and one drink. These snacks must be approved by the school nurse one week before the class party. See "Allergy Information" for the approval process.

Birthday parties are not allowed at school. When your child has a birthday, you may send a small store bought individually packaged nutritional snack with ingredient label. Please do not send snacks that are time consuming to serve, or require cutting, such as birthday cakes or large birthday cookies. All birthday treats must be preapproved through our nurse. Please make arrangements with the nurse 48 hours before sending any treats to school. This can be done by simply calling the nurse's office and giving the nurse the date of the treat, the brand and product. The nurse will confirm that there are no food allergy conflicts. These birthday celebration snacks will only be distributed during lunchtime in order to protect the instructional time of all children in the classroom. Please feel free to contact the office for your child's lunch time.

### **School Public Relations**

Under Wentzville School District's Policy 2400, certain information is deemed "directory information" in that it is not generally considered harmful or an invasion of privacy if it is distributed. Directory information, under this policy, includes but is not limited to:

Students name, address, telephone, email address, date and place of birth, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance/enrollment status, and most recent previous school attended.

Outside people and agencies may request items deemed "directory". If you "opt out", the following are examples of situations where information would be withheld:

Yearbook photos, Honor Rolls published in the newspaper, results of any special school

activity, and awards and photographs for any honor.

Parents who wish the school to withhold student directory information are required to submit notice to the building principal each year. The “opt-out” only applies to the school year for which it is signed. By “opting-out” parents understand that NO information can be released.

## **COMMUNITY RELATIONS INFORMATION School Communications**

### **Website**

Our school website is the first place parents should go for information. Here are some of the things you can expect to find on our school website:

- Upcoming events (school events calendar.
- Information about extra-curricular/club activities
- 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

### **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. Duello newsletters are delivered 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.

### **Teacher Email/Newsletter**

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.

### **Parent Phone Calls/Emails**

Principals and teachers will make every effort to return calls or emails within 24 hours.

### **District Communications (Including School Closings)**

Timely communications with our District families is always a priority, but especially important in emergency school closing situations. If WSD schools are forced to close due to inclement weather or other factors (i.e. power outages, water main breaks) parents/guardians and students will be notified in the following ways.



### **District Phone Call**

The Wentzville School District utilizes a telephone broadcast system that allows school administrators to notify all households by phone within minutes of an emergency or unplanned event that causes early dismissal or school cancellation. The service may also be used occasionally by individual schools to communicate general announcements or reminders. Please be sure to notify the school office about any change in your personal contact information!

## TV/Radio

When inclement weather causes the District to cancel school or dismiss classes early, please check the following television and radio stations for school closing information.

KTVI	TV Channel 2
KMOV TV	Channel 4
KSDK	TV Channel 5
KMOX	Radio 1120 AM
KWRE	Radio 730 AM
KFAV	Radio 99.9 FM

The above television stations also have web sites with the same school closing information. Look for the Wentzville R-IV School District. Please be advised that individual schools will not be listed separately, closings will always be listed as the Wentzville R-IV School District.

## Website

The District website [www.wentzville.k12.mo.us](http://www.wentzville.k12.mo.us) will be updated with any emergency school closing information. Please check on the homepage.

## 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 simply 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.

Follow Duello on Twitter @duello\_elem ☺

## District Events Calendar

The District Events Calendar is easy to use and contains updated information about events all across the District. Having one calendar makes it easy when you have a question about dates, times and locations of any upcoming events at any of our schools. The calendar can be viewed in a variety of ways – district wide, or by individual schools – simply by clicking on the drop down menu at the top of the calendar. You can find the calendar on the District home page, [www.wentzville.k12.mo.us](http://www.wentzville.k12.mo.us). Make sure to add it to your "favorites", so you always know what's going on at school!

## 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](http://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.

## **PUBLIC SAFETY RULES**

### **Emergency Preparedness**

The Wentzville School District prepares for unseen emergency situations related to weather and otherwise. As a school we prepare our students in four emergency scenarios: earthquake, fire, tornado, and intruder. At a minimum we hold two earthquake drills and participate in the Great American Shake Out, six fire drills, two tornado drills including the statewide drill, and quarterly intruder drills. Our crisis plans are developed in conjunction with the Wentzville School District Administrative Services office and the St. Charles County Sheriff's Department.

### **Parking**

Visitors should park in designated spaces in the front parking lot of the school. Do not leave your car unattended in the front drive-around loop.

### **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.

- In approaching the bus stop along the road, always walk on the side of the road facing the traffic.

- Do not stand in the road or play in the road while waiting for the bus.

- 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.

- Enter the bus without crowding and move to your assigned seat.

- Students are to remain in their seats until the bus stops.

- The driver is in charge of the bus. Students must cooperate and obey the driver to make our buses as safe as possible.

- Windows will not be opened without permission from the driver. Students shall not at anytime extend arms or head out of the bus window.

- Buses and repairs are expensive. Help us keep our buses clean and orderly.

- Be courteous to the driver and to fellow pupils. Obey the driver for your safety.

- 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 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.

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. These rules are also for the safety and protection of students riding in the buses. Failing to observe these rules may endanger the lives of students.

### **Change of Address or Phone Number**

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

### **Foods Prepared In The Home – for Student Consumption**

In the interest and safety of our children, the Wentzville School District established the following administrative guidelines in order to control the spread of Hepatitis A infection and to control and prevent food-borne illness which may be caused by food spoilage, improperly prepared, handled, and/or stored foods.

- The District will not allow the sale and consumption of home-prepared foods and/or candies for parties, fund-raising events, bake-sales, etc. due to the potential health risk posed to students. The District requires pre-packaged candies and snacks be served and/or sold at all school functions that have been pre-approved by Child Nutrition Services. As an alternative to edible foods, non-edible party favors, appropriate for the age level of students, could be provided.

- Juices, drinks, punches, etc. should be served from sealed cans or containers. **No soda will be allowed.**

- If packaged cookies or snacks are served at District events (parties, athletic events,

fundraisers, etc.) plastic gloves should be worn by the server(s).

- Bake sales, pot-lucks and other events that include food prepared in private homes and/or served cold will be eliminated.

## **Immunizations**

**Immunization and Health Record:**  
**Proof of up-to-date immunizations must be provided in order for your child to enroll and attend classes.** Immunization dates must include month, day, and year.

### **K-5 Students Need Vaccinations:**

**ALL** students in Kindergarten through Grade 5 in the state of Missouri are required to have received:

- \*Two doses of measles vaccine (usually with mumps and rubella-MMR) on or after their first birthday
- \*Four doses of DPT (the last dose is after their fourth birthday)
- \*Three doses of Polio (the last dose after the fourth birthday)
- \*Three doses of Hepatitis B
- \*Two doses of Varicella or documentation of disease by and MD.

**STUDENTS MUST BE IN COMPLIANCE WITH THE IMMUNIZATION LAW BEFORE THEY CAN BE ENROLLED AND ATTEND CLASSES. IF A STUDENT HAS A MEDICAL OR RELIGIOUS EXEMPTION, HE/SHE COULD BE EXCLUDED FROM SCHOOL FOR 3 WEEKS IN THE EVENT OF AN OUTBREAK OF ANY OF THE ILLNESSES INCLUDED IN THE REQUIRED IMMUNIZATIONS.**

### **Medicine and Health Information**

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 with a written request from the physician, and authorization to dispense from the parent/guardian before being administered by school personnel.

Parents are responsible for seeing that medications arrive at school safely. Students may not bring any medication on the bus.

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:
  - A. Name of medication
  - B. Dosage
  - C. Time of dosage
  - D. Method of administration
  - E. Reason for medication
  - F. Length of time to be give
2. A parent or guardian will provide a written request that the school nurse or other designated person administer the medication as prescribed by the physician. The school district will not administer the first dose of any medication.
3. Parents will supply the medicine 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 month 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. All medications 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 medication.

## **STUDENTS**

Policy 2130

(Form 2130)

### **Nondiscrimination and Student Rights**

#### **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, sex, 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, sex, 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 and District officials, including administrators, teachers, and other staff members 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.

The District prohibits retaliation against a person who files a complaint of discrimination or harassment, and further prohibits retaliation against persons who participate in related proceedings or investigations.

September 2000

Readopted July 2003

Readopted September 18, 2008

Readopted June 18, 2009

Readopted June 16, 2011

**Instruction**

**Textbook Usage – Students**

Textbooks on which assignments are based are to be available to each student. Under the guidance of the teacher and the rules for a particular class, a textbook should be available for the student to take home overnight or over a weekend so that the student may prepare homework assignments and so that the parents/guardians may see the textbook. Textbooks and library books are to be treated with respect by the students, used wisely, cared for, and returned in good condition when the assignment or course is concluded. The student to whom a textbook or library book is issued will be held responsible for its return in good condition. A reasonable system of fines, penalties, or methods of repayment for a fair value of the book is to be developed. No student is to be penalized if the book is lost because of factors beyond his/her control.

June 2003

Readopted November 20, 2008

# **APPENDIX**

## **PHILOSOPHY**

We believe that students can do their best learning and teachers their best teaching in an atmosphere in which appropriate behavior is expected of all students. We believe that all children have the potential for behaving appropriately, that children choose their behaviors, and that children can be guided and taught to make appropriate choices.

In order to accomplish this, the district will endeavor to provide a school environment that gives each student opportunities to experience success, thus enhancing the sense of security, self-concept, and personal worth. The program will aim to develop self-respect, individual responsibility, and mutual esteem for each person and for the rights of others.

In this regard, the student discipline guidelines become an integral component of the educational process and a symbol of the commitment of parents, students, teachers, educational support staff, administrators, and community members to the maintenance of an effective learning environment.

For the purpose of this document, discipline shall be defined as: The POSITIVE action taken by the supervising adult directed toward the correction of unacceptable actions/behaviors on the part of a student. It should be noted that actions directed toward preventive measures are far more effective as deterrents to behavior problems than reactive measures.

Professional judgment will be used by administrators to determine the dispositions of specific problems. Most types of school discipline problems are listed in the District's Behavioral Expectations & Guidelines, however, it is impossible to list every problem which might interfere with the smooth operations of the school. Administrators have the responsibility and authority to deal with all problems even though the specific problems might not be listed in the District Guidelines.

The discipline policies apply at all times while students are on school premises, on school transportation, or at any activity under the supervision of the school, even though the activity may be at another location, such as a field trip. Acts of physical aggression or use of drugs and alcohol that occur off school premises, away from school events, or off school transportation may be subject to school district disciplinary action.

RIGHTS AND RESPONSIBILITIES OF  
STUDENTS, PARENTS AND SCHOOL STAFF

I. STUDENT RIGHTS AND RESPONSIBILITIES

A. Student Rights

1. Students have the right obtain a quality education in a safe, non-threatening environment.
2. Students have the right to be respectfully treated as individuals with special needs and wants.
3. Students have the right to appeal decisions of teachers and principals.
4. Students have the right to have school records kept confidential.
5. Students have the right not to be discriminated against in all classes and in all disciplinary matters.

B. Student Responsibilities

1. Students have the responsibility to abide by the laws of the United States of America, the State of Missouri, City and County Ordinances and the policies of the Board of Education.
2. Students have the responsibility to abide by all of the administrative procedures set up by the school.
3. Students have the responsibility to abide by the rules the teacher sets up within the individual classroom.
4. Students have the responsibility of conducting themselves in such a way as to benefit the class and the school.
5. Students have the responsibility of doing all the class assignments to the best of their abilities.
6. Students have the responsibility to respect all school staff as the authority within the school setting.

## II. PARENTAL RIGHTS AND RESPONSIBILITIES

### A. Parental Rights

1. Parents have the right to expect a quality education be provided to their children.
2. Parents have the right to expect that their children will be taught properly and appropriately.
3. Parents have the right to receive information about the progress of their children unless prohibited by a court order.
4. Parents have the right to inspect their child(ren)'s school records unless prohibited by a court order.
5. Parents have a right to participate in decisions involving the education of their children unless prohibited by a court order.

### B. Parental Responsibilities

1. Parents have the responsibility to support school rules and to help their children understand these rules.
2. Parents have the responsibility to made sure that their children attend school regularly.
3. Parents have the responsibility to make the education experience as easy and meaningful as possible.
4. Parents have the responsibility to initiate communication with school staff.
5. Parents have the responsibility to inform school staff about factors which will affect their child's ability to learn/behave in the school environment.

### III. SCHOOL STAFF RIGHTS AND RESPONSIBILITIES

#### A. School Staff Rights

1. School staff has the right to teach and conduct school business in a safe, non-threatening atmosphere conducive to learning.
2. School staff has the right to expect cooperation, support and communication from parents unless prohibited by a court order.
3. School staff has the right to expect that students will follow the rules and regulations of the school.
4. School staff has the right to expect that students will be in class on time on a regular basis and will have his/her homework done.
5. School staff has the right to be respected and treated respectfully as an authority figure by students and parents.

#### B. School Staff Responsibilities

1. School staff has the responsibility of inspiring in each of their students a need to achieve up to his/her individual potential.
2. School staff has the responsibility to keep students and parents abreast of the student's progress.
3. School staff has the responsibility to correct disruptive behaviors and to maintain a good learning environment for all students.
4. School staff has the responsibility to provide a quality education for all students.
5. School staff has the responsibility to be impartial when dealing with the parents and student in their school.
6. School staff has the responsibility of providing a curriculum that will prepare students for their duties as citizens in our society now and in the future.



## **TRANSPORTATION DISCIPLINE PLAN**

All students who live more than one mile from school have the opportunity for free transportation to and from school if they choose to ride a school bus. 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. 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.)
3. The bus driver is responsible for referring significant discipline problems to the Director of Transportation of Services.
4. The Director of Transportation Services will forward the bus referral form to the building principal as soon as possible.
5. A student may be suspended from transportation and/or school as a result of misconduct on the bus.
6. During the suspension of bus privileges, it is the parent or guardian's responsibility to provide the student's transportation to and from school.
7. Suspension of bus privileges does not provide for an excused absence.
8. All students will be expected to observe the same rules and conduct on the bus as in the classroom.
9. Specific rules regarding student conduct during transportation to and from school are posted in the bus.