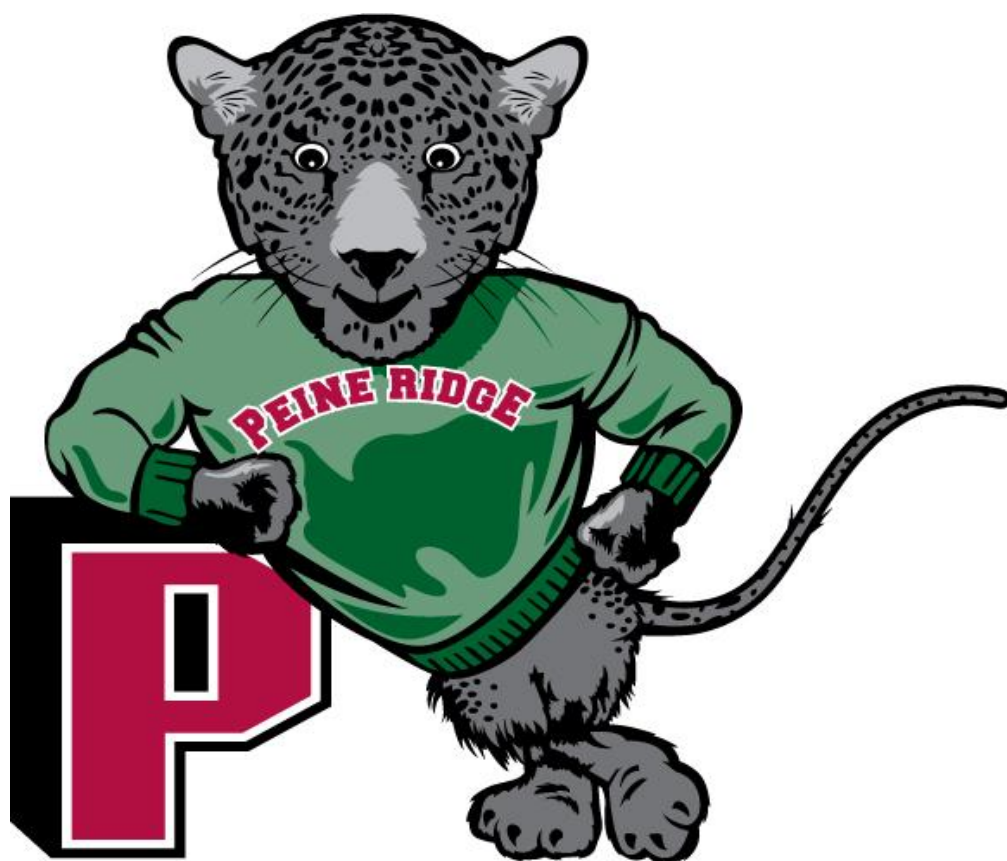


# Peine Ridge Elementary Student/Parent Handbook

2016-17



**1107 Peine Rd**  
**Wentzville, MO 63385**  
**636-327-5110**

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# PEINE RIDGE ELEMENTARY

## VISION

The Peine Ridge community will embrace all students with high expectations and best practices to prepare life-long learners, problem solvers, and respectful citizens.

## MISSION

The Peine Ridge community mission is to create higher level authentic learning opportunities within a safe, caring and cooperative environment, designed to challenge each student to reach his or her fullest potential.

## SSCHOOL MMOTTO

*Student Success, Nothing Less!*

## **ACADEMIC POLICIES**

### **Grading Systems**

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. Grades can be accessed online at any time using the [Parent Portal link](#). In order to use the site, you must enroll with Peine Ridge's secretary. Grades are updated by the teachers at least every two weeks.

### **KINDERGARTEN, FIRST AND SECOND GRADES**

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

Students in grades K-2 do not receive a grade in Science, Health, Social Studies, Art, Music and Physical Education on their report cards, a parent can assume satisfactory progress is being made unless a specific comment is made to the contrary.

### **THIRD, FOURTH AND FIFTH GRADES**

A	100 – 94	Excellent	4.0
A-	93 – 90	Excellent	4.0
B+	89 – 87	Above Average	3.0
B	86 – 84	Above Average	3.0
B-	83 – 80	Above Average	3.0
C+	79 – 77	Average	2.0
C	76 – 74	Average	2.0
C-	73 – 70	Average	2.0
D+	69 – 67	Below Average	1.0
D	66 – 64	Below Average	1.0
D-	63 – 60	Below Average	1.0
F	59 – Below	No Credit	0.0

Note: There is no "A+"

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

## **Honor Roll**

Students in grades 3, 4 and 5 may be considered for the Honor Roll at the end of each quarter. The following guidelines will be used to determine if a student receives Honor Roll status:

*Principal Honor Roll = All A's*

*Honor Roll = A's and B's*

\*There may be no 1's in special areas for students on the Honor Roll.

## **Parent/Teacher Conferences**

Conferences are scheduled during the first and third quarters of the school year. If parents wish to contact with their child's teacher, we encourage them to call the classroom teacher and leave a message or write an email so that the teacher can make contact 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 or counselor.

## **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.

## **Film/Movie Viewing Procedure**

The use of film (any form), VCR tapes, DVDs, 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 kept to a minimum. All films 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.

The fourth and fifth grade students view a growth and development video as part of the curriculum. Permission slips will be sent out closer to the viewing date along with details of its contents. Parents may request to view the video in advance by contacting the nurse. Any student that does not have a permission slip or whose parents have opted them out of the video will have an alternate activity.

## **SCHOOL GUIDELINES AND DISTRICT INFORMATION**

### **Absences**

In an effort to provide the safest environment as possible, we ask that you call the Peine Ridge office as soon as possible on the morning your child is going to be absent. Please leave the following information on the secretary's voicemail: 1) Your child's name, 2) Grade and teacher's

name, and 3) Reason for absence. If contact has not been made prior to the start of school, the secretary will make contact with the parent to verify the absence. Upon returning to school, we may ask that you confirm the absence by sending a signed note stating the reason for the absence.

**Accident Insurance ([Policy 2840](#))**

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.

**Anti-Harassment Policy ([Policy/Regulation 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.

### **Attendance**

Students should arrive at school no earlier than 8:05 a.m. and enter the school building at that time. Students are to leave school grounds when dismissed at 3:20 p.m. Students are not to be on playground equipment before or after school.

Please remember that unless a student is ill, he or she should be in school on all school days.

Students will be recognized at the end of the year for “Perfect Attendance.” In order to receive this award, the student must: a) be at school every day *and*  
b) miss no more than three (3) hours of school

*\*In the event a vacation is scheduled during the school year, it is important to give the classroom teacher adequate notification to prepare work that will be missed.*

### **Child Nutrition Services**

#### *BREAKFAST*

*Served Daily 8:05-8:20*

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

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

When students arrive at school, those who wish to eat must report directly to the cafeteria. Students arriving after 8:20 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      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 parent portal allows you to make payments and monitor purchases for a small fee. PayPal is used as a clearing agent for these transactions. It is a secure online payment processing service that uses the latest electronic security to protect your information. WSD offers this service as a convenience to parents. Please be aware there will be a nominal convenience fee per transaction. Credit/Debit card payments cannot be taken over the phone or in the buildings. Check or cash payments are welcome in the buildings. Parent portal registration forms can be found on the



District website, [www.wentzville.k12.mo.us](http://www.wentzville.k12.mo.us), under “Parent Info” then “Parent Portal.” Completed forms will need to be taken to your child’s school office.

*Free or Reduced Meal applications* are available online at [http://wentzville.k12.mo.us/file.php/31/F-R\\_Packet\\_2014-15.pdf](http://wentzville.k12.mo.us/file.php/31/F-R_Packet_2014-15.pdf) or on the Wentzville website, click on Departments→ Child Nutrition →2014-2015 School Breakfast & Lunch Program Application Packet. You may also pick up 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 <http://wentzville.k12.mo.us/course/view.php?id=47>

## **Discipline**

Please refer to the Wentzville R-IV School District Handbook (Regulation [2610](#)).

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

### **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

### **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**

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.

### **BlackBoard Calls and Texts**

BlackBoard calls 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. If you wish to not receive texts, you can opt out of them by texting "STOP" after receiving the first BlackBoard text.

### **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@wsdr4.org](mailto:info@wsdr4.org) with any questions.

### **WSD eNews**

The District publishes an electronic newsletter called the WSD eNews that is emailed to our parents/guardians every two weeks. 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. In addition, our teachers and coaches are utilizing Twitter to communicate with parents and students. For a complete list of WSD clubs, teams and classroom teachers you can follow, visit our [website](#) and click on "WSD Twitter Accounts" under WSD Information. 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 BlackBoard 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**

For the 2014-15 school year we are implementing our new electronic flyer communication system throughout the District. Each school has its own Peachjar site where parents can find and view flyers. This site can be accessed through the Peachjar button found on our school's website home page.

Organizations that already have a partnership agreement in place with the WSD (YMCA, Wentzville and LSL Parks & Rec) will be allowed to send home paper flyers three times this school year. The Flyer Forum will also continue on the District website for the 2014-15 school year. The Student Availability area in the school office will remain for organizations who wish to have hard copies available for parents and students.

These eflyers can also be viewed by clicking on the Peachjar button that has been placed on each school's website. This "green" initiative will save our schools tons of paper and reduce copy costs by thousands of dollars. On top of that, paperless delivery of school flyers removes a significant administrative burden from teachers, office staff, and volunteers.

*No action is required on your part.* You will soon receive a welcome email from Peachjar that includes a username and password. This is provided to give you the opportunity to manage your account and flyer delivery preferences. You do not need to login to receive or view eflyers. To ensure smooth delivery of this communication, we suggest you add "school@peachjar.com" to your email contacts. Note: add "school@peachjar.com" to your contact list just as written; do not change it to the name of your school @peachjar.com. When you receive your first eflyer, be sure to click "always display images."

### **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, behavior disorders/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. This 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.

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

### **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. 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 is also inappropriate. Students that are wearing such clothing will be asked to call home to get more appropriate clothes or may borrow clothes from the

nurse's office.

**Late Arrivals**

Parents must accompany students who come to school late into the building; please follow the student sign in procedures available in the office. Students arriving late to school must come to the office before they will be admitted into class.

**Non-Discrimination in Educational Programs. [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.

**Positive Behavior Intervention Support (PBIS)**

We believe that students and adults can be held accountable for their actions, but in order to do so, guidelines and expectations should be clearly stated, and students' behavior is positively reinforced. PBIS gives all staff members and students a clear structure so that expectations are clear, and strategies are in place so that students choose to do the right thing. Below is Peine Ridge's matrix, which will be on display in each classroom and around the building.

# Peine Ridge School-Wide Matrix



	<b>ALL SETTINGS</b> Voice Level: Teacher Choice	<b>CLASSROOM</b> Voice Level: Teacher Choice	<b>HALLWAYS</b> Voice Level: 0	<b>RESTROOMS</b> Voice Level: 0	<b>CAFETERIA</b> Voice Level: 2	<b>AFTER SCHOOL DISMISSAL</b> Voice Level: 1	<b>BUS</b> Voice Level: 2	<b>PLAYGROUND</b> Voice Level: 3	<b>ASSEMBLY</b> Voice Level: 0
<b>Be Respectful</b>	Use kind words Follow directions Be a good listener	Raise hand for help Take care of classroom supplies	Walk & Wait Quietly	Give Others Privacy	Quiet Voices Eat Only Your Food	Quiet Voices	Keep The Bus Clean	Take Turns	Keep Voices Off During Performances/ Assemblies Eyes on the Presenter/ Performance Stay Seated
<b>Be Responsible</b>	Use materials as instructed Keep school neat & clean	Be prepared Complete assignments to the best of your ability	Return to Class Promptly	Use supplies properly Place All Trash in Trash Cans Return to class promptly	Gather All Lunch Items Needed Before Sitting Clean Up After Yourself	Be A Good Listener Go to Your Assigned Location Promptly Have belongings ready	Take All of Your Belongings Watch for Your Stop	Be A Problem Solver	Follow Expectations
<b>Be Safe</b>	Keep hands & feet to self	Stay in seat Keep all 4 chair legs on floor Maintain personal space	Use walking feet	Walk Wash Hands with Soap & Water	Report Spills Walk & Wait Quietly in Line	Sit With Hands & Feet to Yourself	Remain Seated Face Forward	Use Equipment as Instructed Stay in Approved Areas	Keep Hands & Feet to Self

## Voice Levels:

0-Silent Voice    1-Whisper Voice    2-Inside Talking Voice    3-Outside Voice    TC- Teacher Choice

**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 enrollment and throughout the school year.

Should you move out of the school's attendance area, the school should be notified of the move and a decision would be made regarding the student's last day.

**School Hours**

8:20 a.m. - 3:20 p.m.	Students' Day	(Students may enter the building at 8:05)
7:30 a.m. - 4:00 p.m.	Office Hours	
8:05 a.m. - 3:30 p.m.	Teachers' Day	

There will be five professional development days for staff members of the Wentzville School District in the 2016-2017 school year. On these days, school will not be in session:

September 2, 2016  
November 08, 2016

January 17, 2017  
February 21, 2017  
March 17, 2017

For the full 2016-2017 student calendar, visit:

[http://wentzville.k12.mo.us/pluginfile.php/29880/mod\\_resource/content/0/2014.15\\_Academic\\_Calendar\\_Rev\\_6.24.pdf](http://wentzville.k12.mo.us/pluginfile.php/29880/mod_resource/content/0/2014.15_Academic_Calendar_Rev_6.24.pdf)

## **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.

## **Title IX**

This Regulation outlines the responsibilities of Title IX and Section 504 Coordinators and provides mechanisms for the resolution of grievances/complaints by employees, patrons and/or students relating to discrimination based on sex under Title IX or disability under Section 504 ([Regulation 1310](#)).

*The Title IX Coordinator for the Wentzville School District is the Assistant Superintendent of Human Resources Dr. Nathan Hoven. He can be reached by phone at 636-327-3800.*

## **Visitors and Volunteers**

### *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. Click Parent Info→ Forms →Volunteer Handbook and Volunteer Forms, or pick up a copy 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.

## **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 or metal butter tubs, material scraps, wallpaper, egg cartons, and buttons which parents might otherwise discard.

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

### **Counselors**

Kathy Pousson and Rachel Reed are available to address various needs of the students and their families as needed. Feel free to call them if you have any questions.

### **Family Rights and Privacy Act**

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

In the Wentzville School District, information from student files will not be available to unauthorized persons within the school or to any person outside the school without the expressed 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.

### **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.

### **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 will be contacted and the child will sent home. If a parent cannot be reached, the person designated on the registration card 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.

### **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. 1<sup>st</sup> – 5<sup>th</sup> grade students may check out a maximum of two books or magazines that must be returned before the student checks out additional books. Kindergarten students may check out one item.

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 Peine Ridge office has a Lost and Found rack located in the cafeteria. If your child has lost

something, please check in the Lost and Found area located in the cafeteria. Lost and Found is cleaned out and items are donated at the end of each month.

### **Lost or Damaged Books**

Student text books are distributed by the teacher in mathematics, science, and social studies. If your child has a book that is lost or damaged, please notify your child's teacher so that they can notify you of the cost to replace or repair the book.

### **Physical Education (PE)**

Instruction in a variety of developmental physical education activities is provided for all students, beginning in kindergarten. Each class will have PE for half an hour, three times per week. The primary (K-2) will be working on basic fundamental loco motor and non-loco motor 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.

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.

### **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 or when the temperature is above 95 degrees, or when the wind chill is 18 degrees or below. **After an illness**, a child who presents a written request from a doctor is

permitted to remain indoors for the designated length of time.

## **EXTRACURRICULAR ACTIVITIES**

### **Field Trip Guidelines**

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.

### **Room Parties**

Each kindergarten through fifth grade classroom may have three (3) parties during the school year with room parents assisting. These are Fall, Winter, and Friendship (Valentine's Day) parties.

Teachers are in charge of the classroom at all times and must be consulted concerning party arrangements. Room mothers will be responsible for refreshments, 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 Schools. 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. If we do not hear from you by the end of September, we will assume that you have no objection to this practice.

### **School Sponsored Clubs and Activities**

At various times throughout the school year, before or after school activities are available to students. Students that participate in these activities will need permission from their parents in order to attend, and have arrangements to be picked up when the session is over. Activities include: Ridge Review, Fitness Club, Lego Club, Tutoring, and Choir, among others.

## **PUBLIC SAFETY RULES**

### **Allergy Prevention and Response – [Policy/Regulation 2875](#)**

The purpose of this policy is to create an organized system for preventing and responding to allergic reactions in accordance with House Bill 922 (2009). This policy is not a guarantee of an allergen-free environment; instead, it is designed to increase awareness, provide education and training, reduce the chance of exposure and outline responses to allergic reactions.

This policy applies to district facilities to which students have access and includes transportation provided by the district. The Board instructs the superintendent or designee to develop procedures to implement this policy.

### *Identification*

An allergic reaction is an immune system response to a substance that itself is not harmful but that the body interprets as being harmful. Allergic reactions range from mild to life-threatening. Each school in the district will attempt to identify students with life-threatening allergies, including food allergies. At enrollment, the person enrolling the student will be asked to provide information on any allergies the student may have.

### *Prevention*

Students with allergies that rise to the level of a disability as defined by law will be accommodated in accordance with district policies and procedures pertaining to the identification and accommodation of students with disabilities. An Individualized Health Plan (IHP), including an Emergency Action Plan (EAP), may be developed for students with allergies that do not rise to the level of a disability.

All staff members are required to follow any 504 Plan or IHP/EAP developed for a student by the district. Staff members who do not follow an existing 504 Plan or IHP/EAP will be disciplined, up to and including termination.

Staff members shall not use air fresheners, oils, candles, incense or other such items intended to add fragrance in any district facilities. This provision will not be construed to prohibit the use of personal care items that contain added fragrance, but the principal may require staff members to refrain from the use of personal care items with added fragrance under particular circumstances.

Staff members are prohibited from using cleaning materials, disinfectants, pesticides or other chemicals except those provided by the district.

The district will not serve any processed foods, including foods sold in vending machines, which are not labeled with a complete list of ingredients. Vended items must include a list of ingredients on the individual package. The food service director will create an ingredient list for all foods provided by the district as part of the district's nutrition program, including food provided during the school day and in before- and after-school programs. This list will be available upon request.

Prepackaged items used in concessions, fundraisers and classroom activities must include a list of ingredients on the package. If the package does not contain a list of ingredients, the list of ingredients must be available at the location where the package is sold or provided.

### *Education and Training*

All staff members will be annually trained on the causes and symptoms of and responses to allergic reactions. Training will include instruction on the use of epinephrine premeasured auto-injection devices.

Age-appropriate education on allergies and allergic reactions will be provided to students as such education aligns with state Grade-Level Expectations (GLEs) for health education. Education will include potential causes, information on avoiding allergens, signs and symptoms of allergic reactions and simple steps students can take to keep classmates safe.

### *Confidentiality*

Information about individual students with allergies will be provided to all staff members and others who need to know the information to provide a safe learning environment for the student. Information about individual students with allergies will be shared with students and others who do not have a legitimate educational interest in the information only to the extent authorized by the parent/guardian or as otherwise permitted by law, including the Family Educational Rights and Privacy Act (FERPA).

### *Response*

Response to an allergic reaction shall be in accordance with established procedures, including application of the student's 504 Plan or IHP/EAP, where applicable. Each building will maintain an adequate supply of epinephrine premeasured auto-injection devices to be administered in accordance with Board policy, and parents of students with life-threatening allergies should supply the school with epinephrine premeasured auto-injection devices to be administered in accordance with Board policy.

Adopted June 16, 2011

### **Bicycle/Walking Rules**

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 for one year. Crossing guards will not be on duty until **8:05 a.m.** each morning. Crossing guards will not be present to escort children for after school activities or clubs.

Students should not bring skateboards on campus. They cannot be stored in classrooms or used on the campus.

Students who prefer to ride their bikes to school are *suggested to have a lock to keep their bicycles secure during the school day*. All bicycles are to be parked in the rack provided. Riding bicycles during school hours will not be permitted. The bike rack is off limits during the school day. Once school is dismissed, students are to ride their bicycles directly home.

### **Change of Address, Phone Number, or Pick-up Person**

Please keep the office updated on any changes in your address, phone number, or emergency phone numbers. The changes must be submitted in writing to the office. Also notify the office in writing if you choose to add or omit a person from your child's approved pick-up list.

*Requests to add or remove a pick-up person cannot be taken over the phone.*

### **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 hyperemia 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 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.

### **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 double park or leave your car unattended in the drop-off/pick-up lane located in the drive closest to the school.
- Do not drive or park on the playground at any time.

### **Parent Pick-Up and Drop-Off**

If you choose to pick up and/or drop off your child, please utilize the access road that is located behind Splash Station. A school staff member will direct traffic and assist with the pickup and drop off process. Due to safety and efficiency please remain in your vehicle during Parent Pick-Up and Drop-Off.

### **Transportation Safety**

Some 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 any time 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 students. Obey the driver for your safety.
10. See that your conversation is clean and kept at an inside speaking voice. 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.

## **Foods Prepared for Student Consumption**

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

1. Advise parents who may be responsible for providing food and/or candies for parties, fund raising events, bake sales, etc., that the District discourages the sale and consumption of home prepared foods due to the potential health risk posed to students. The District requires pre-packaged, pre-wrapped candies and snacks be served and/or sold at all school functions when a health emergency is declared. As an alternative to edible foods, non-edible party favors, appropriate for the age level of students, could be provided.
2. Juices, drinks, punches, soda, etc. should be served from sealed cans or containers.
3. If packaged cookies or snacks are served at District events (parties, birthday treats, athletic events, fundraisers, etc.), plastic gloves should be worn by the server(s).
4. Eliminate bake sales, potlucks, and other events that include food prepared in private homes and/or served cold, at times when a health emergency is declared.
5. Check with your child's teacher or the office before bringing in snacks so the ingredients list can be examined for possible allergens.
6. Food items can be purchased through the Child Nutrition for birthday treats or class parties. [Click here](#) to print an order form.

## Immunization

### *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.**

\*WSD Policy Regarding Medications\*

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 or school secretary.(See attached) 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.
3. 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**
4. You may discuss with your doctor an alternative schedule for administering medication (e.g., outside of school hours).
5. 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.**