

Stone Creek Elementary School PARENT/STUDENT HANDBOOK

2023-2024



Stone Creek Elementary
1850 Highway Z
Wentzville, MO 63385

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, sexual orientation or perceived sexual orientation, 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 nondiscrimination policies:

Section 504/Title II Coordinator for Students
Douglas Cuneio and Laura Rowe-Holler
1 Campus Dr.
Wentzville, MO 63385
(636) 327-3800

Title IX and Section 504/Title II Coordinator for Employment
Pam Glidewell
280 Interstate Dr.
Wentzville, MO 63385
(636) 327-3800

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

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

Dr. Danielle Tormala Superintendent of Schools

Wentzville R-IV School District Mission Statement

Learning today, Leading tomorrow

Wentzville R-IV School District Values

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

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

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

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

WSD Anti-Harassment Policy

The Assistant Superintendent of Human Resources (Brian Bishop) is the District Title IX Coordinator.

[Nondiscrimination and Student Rights Harassment Policy \(2130\)](#)

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

WSD 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.

[Link to District Inclement Weather Policy](#)

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

These 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 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) be sure to become a fan! 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. 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.

WSD App

The Wentzville School District will utilize the WSD App, an all-in-one information source for parents, students, staff and community members. Created by ParentLink, the app was developed specifically to provide direct access to the District’s most sought after information in the most convenient format – a mobile device. It allows users to view news stories, calendar information, send messages on a tip line, and receive important alerts – all on their smartphone. The app is free and can be downloaded from the Apple Store or the Google Play store. Simply search for "Wentzville School District.

Phone Numbers

Stone Creek Elementary

Main Office:	636-887-3898
Office Fax Number:	636-887-3893
Principal: Melissa Armbruster	ext. 51224
Assistant Principal: Megan Abramczyk	ext. 51226
Principal’s Secretary: Jennifer Sonnhalter	ext. 51221
Division Secretary: Jessica Allen	ext. 51222
School Nurse: Valerie Akers	ext. 51233
Counselor: Sara Bradshaw (1, 3, 5)	ext. 51240
Elizabeth Secosh (K, 2, 4)	ext. 51241
Librarian: Krista Jurgensmeier	ext. 51234
Cafeteria: Krista Hendricks	ext. 51235

Transportation Issues: 636-327-3860

Voice Mail Procedures

You may reach anyone by dialing the main number (636)887-3898, then on your touch-tone phone press* (star) #(pound), then enter the first three letters of your child’s teacher’s last name. The automated attendant will give the first name that matches your selection. If it does not, follow the directions from the automated attendant on the phone.

Hours

Office Hours 7:30 a.m. - 4:00 p.m.
School Day 8:35 a.m. - 3:35 p.m.
Late Start Day 10:35 a.m. -3:35 p.m.
Early Dismissal Day 8:35 a.m. -1:35 p.m.
Teacher’s Day 8:20 a.m. – 3:45 p.m.

Arrival Procedures

- Student drop-off begins at **8:20 a.m.** Students are not to be in the building prior to this time.
- **Do not drop students off outside until Stone Creek staff is outside.**
- All car riders must be dropped off using the **front** entrance drive only. Do not drop-off students at any other location in the parking lot.
- Students must exit **curbside** for safety.
- Please use extreme caution within the parking lot as there are students who may be out of your view.
- SCE Independence day will be the 1st Monday of the first full week of school. This date is when students are expected to walk independently to class.

Late Arrival

If a student comes to school after 8:35 a.m. they will be counted as tardy and **a parent must sign them in at the office.** Please do not send a child who is late into the building alone. A pass will be issued by the office secretary to admit the student to class. Students are considered tardy, if they are not **in their classroom** by school start time (8:35 a.m.). Being on time is important for our child. Students who come late are missing important educational experiences.

Dismissal Procedures

Changes to your child's dismissal/transportation plans need to be communicated to the teacher or the main office. If you need to make an occasional transportation change (car rider instead of the bus, etc.) you must send a note to your child's teacher. If that is not possible, **you may call the office on the day of the change before 2:00 p.m. so office staff has adequate time to notify your child's teacher.** You must provide a note or call each day that you want your child to go home in a different manner than usual.

Regular school attendance is critical to your child's success at school. If you are picking up your child early from school, please visit the office prior to 3:15 p.m. **Students will not be dismissed from classrooms between 3:15 p.m. and 3:35 p.m. in order to maintain a secure environment for school dismissal.** It is essential that you sign your child out of school through the office any time they are leaving before the normal end of the day. The office will call your child from their classroom. **Photo ID will be required for everyone signing out students.**

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

Please use caution when entering the pick-up and drop-off areas during the school day. Please do not park your car in the parent pick-up line or student crosswalks.

If you are picking your student up in the Parent Pick Up lanes, you will need to have a car tag in the car and be following guidelines in [Parent Pick Up Application](#). We have the responsibility for the safety and welfare of a large number of elementary age students. Please take the extra time necessary to help us protect your child. Thank you in advance for your cooperation with this extremely important task.

Address Change

The school **must** have a correct home address and at least two telephone numbers where parents or relatives can be reached in case of an emergency. Please notify the school office immediately of any changes. Proof of residency may be required if your home address is changed.

Attendance Information

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

[Link to Regulation 2310 Student Attendance](#)

Excused Absences:

1. Illness of student (doctor's statement maybe be required to support such absences)
2. Days of religious observance
3. Death in the family
4. Professional appointment (such as lawyer, doctor, or counselor appointment)
5. Birth of a sibling
6. Military deployment of parent, grandparent, or sibling

Unexcused Absences:

1. Absences which do not fall in the categories listed above will not be excused.
2. School officials can immediately intervene to encourage the student's future attendance when the student has five (5) or more unexcused absences. To "Intervene" means to identify the reasons for the student's continued absence and to develop a plan in conjunction with the student and their parent or legal guardian, to improve the student's future attendance.
3. The District designee for the implementation of this policy is the school principals and guidance counselors.

Intervention:

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

1. Establish reasons for excessive absences.
2. Identify a method to resolve the cause of unexcused absences, i.e., influence change in environment, group or individual counseling, parent conference, and others.
3. Notify the County Truancy Officer in writing immediately for appropriate action under the St. Charles County attendance regulations in the event the unexcused absences continue.

Homebound Absences:

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

Make-up work for Absences:

When the student returns to school, students are expected to schedule with their teachers make-up

of all work missed as a result of absences from school. Timelines for make-up work will vary by teacher. Arrangements for make-up work can be made in advance for anticipated absences. Please notify the office prior to a planned absence.

Allergy Policy

On July 1, 2011 House Bill 922 and the [Wentzville School District's Allergy Policy #2875](#) went into effect. This new policy requires that ALL food items brought into and served in our schools have the ingredient label on file in the Child Nutrition Office. Along with the food items that the café serves, Child Nutrition Services is required to keep a list of all food items purchased for consumption outside of the cafeteria.

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

Birthdays

Birthdays are special to your child and we want them to enjoy this occasion. **At Stone Creek, we will not be passing out birthday treats (food or non-food items).** Our birthday leaders will make sure your child receives a birthday card from the school during his/her birthday month. Balloons are not able to go home on the bus. **We also ask that you refrain from sending party invitations to school, unless you are inviting your child's entire class or all the boys or all the girls in the class.**

Child Nutrition Services

[Link to Meal Prices](#)

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 8:30 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.

Our lunch program is the best deal in town! Each school lunch consists of a choice of entrée's, salad, vegetables, fruits, and milk. The food bar is available for students to make individual choices of fruits and salads each day. This year the school lunch program will require students to take a fruit or a vegetable. Please encourage your child to only take what they can eat from the food bar.

The Wentzville R-IV School cafes use a debit system to manage your child's food purchases. Each child is issued a personal PIN number when they are enrolled in the district. The student uses this PIN number to access their account. Payment to your student's account is accepted by cash, check or Visa/MasterCard. **Checks should be made payable to Wentzville School District. Credit / Debit Card payments are only accepted online through the District website. Parents must sign up for Parent Portal access to make an online payment to your child's lunch account. Credit / Debit card**

payments are no longer accepted in the school or over the phone. Online payments are credited to the account immediately. Please see the school office for Parent Portal registration. To ensure proper credit, money should be sent to school in a clearly marked sealed envelope with the student's name, teacher, grade and amount enclosed. Preprinted envelopes provided by the school are available and should be used whenever possible. Envelopes are given to the teacher in the morning and deposited daily by the school cashier.

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

Free or Reduced Meal applications from this link: [Link to Free and Reduced Meal Application](#) You may also receive an application from the school office or through the Child Nutrition Services Office at 327-3858 ext 21321.

[Click here for Lunch menus, nutrition information, meal prices, and Child Nutrition forms.](#)

Communicable Diseases

[STUDENTS Policy 2860](#)

[Student Services](#)

[Students with Communicable Diseases](#)

A student shall not attend classes or other school-sponsored activities, if the student (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the Board of Education or its designee has determined, based upon medical evidence, that the student:

- 1) No longer has the disease.
- 2) Is not in the contagious or infectious stage of an acute disease.
- 3) Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

School officials may require any child suspected of having a contagious or infectious disease to be examined by a physician and may exclude the child from school, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school environment.

A student who has a chronic infectious disease, and who is permitted to attend school, may be required to do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. A student who has a chronic infectious disease and who is not permitted to attend school or participate in school activities will be provided instruction in an alternative educational setting in accordance with District policy.

Students with acute or chronic contagious or infectious diseases and their families have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

The District will implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication PACH-16, "Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and DayCare Operators," a copy of which shall be on file in the office of the District's lead nurse and in the office of each school nurse.

April 2001

Readopted July 2003

Readopted September 18, 2008

STUDENTS Regulation 2860

Student Services

The following Administrative Guidelines have been developed to assist in implementing Policy 2860.

1. The District's policy and regulations on communicable diseases, including detailed information about procedures to be implemented if a student with a chronic infectious disease is enrolled, will be disseminated annually to parents of all students attending District schools.
2. All employees will follow the most recent guidelines issued by the Centers for Disease Control, including applicable universal precautions in cleaning up body fluid spills (a copy of which shall be on file in the office of the Supervisor of Health Services and in the office of each school nurse), regardless whether an individual infected with a body fluid or blood-borne pathogen is known to be present in the school environment or related activities. Willful or negligent disregard for these precautions by any staff member will be cause for disciplinary action.

Acute Infectious Disease

1. A staff-member who has reason to believe that a student has been exposed to a contagious or infectious disease or who observes symptoms of such a disease, shall inform the principal. The principal will consult with the school nurse about the child.
2. If the school nurse determines that the student has an acute contagious or infectious disease, the principal will exclude the student from school for the number of days specified in the latest revision of the Missouri Department of Health Publication, "Prevention and Control of Communicable Diseases – A Guide for School Administrators, Nurses, Teachers and Daycare Operators," PACH-16, or until a physician certifies that the student no longer is liable to transmit the disease.
3. If a student has been excluded from school by the principal because the student has or is suspected of having an acute contagious or infectious disease, the student and his/her parent/guardian may appeal such decision in writing to the Superintendent. The Superintendent may require the student to be examined by a physician designated by the District, the child's own physician, or both, at the option of the Superintendent. The student shall not attend classes or participate in school activities during the appeal period.

Chronic Infectious Disease

1. If the principal, after consulting with the school nurse, determines that a student may have a chronic infectious disease, the student may be excluded from school and provided an education in an alternative setting until the following procedures have been concluded. Prior to excluding the student, the student's parents/guardians shall receive written notification of the intent to exclude and their procedural safeguards as set forth in the District's compliance

plan for Section 504 of the Rehabilitation Act of 1973. The principal shall immediately report any student who has or is suspected of having a chronic infectious disease to the Superintendent or his/her designee. The Superintendent or his/her designee shall within three (3) working days appoint a Review Committee to assess the student's medical condition. The Committee should include the following:

- a. The student's parents/guardians
- b. The student's physician.
- c. A physician specialist in public health or infectious diseases.
- d. The Supervisor of Health Services, who shall serve as Chairperson of the Review Committee, or his/her designee.
- e. The principal.
- f. The Superintendent or his/her designee.
- g. Others mutually agreed upon by the District and the parents/guardians.

The District's legal counsel may serve on the Committee in an advisory capacity.

If the student has been identified as a student with disabilities pursuant to the Individuals with Disabilities Education Act (IDEA), the student may be excluded from school and provided with an education in an alternative setting, so long as such exclusion does not constitute a change in placement pursuant to the IDEA. The student's medical condition and educational placement will be evaluated in accordance with the procedures set forth above, with the following additional provisions:

- A. Prior to excluding the student, the student's parents/guardians shall receive written notification of their procedural safeguards as set forth in the District's compliance plan for implementing the IDEA, in addition to written notice of their procedural safeguards pursuant to Section 504 of the Rehabilitation Act of 1973.
- B. The Review Committee shall include the chairperson of the student's Individual Educational Program Committee or his/her designee
- C. . The members of the Review Committee shall determine the fitness of the student to attend school. The Committee will assess the student's condition, the school conditions, and the risks of exposing others to the disease in the school environment, and shall determine whether the student should (1) be permitted to attend school without restrictions; (2) attend school under stated restrictions and conditions; or (3) be excluded from attending school and provided an alternative educational program. The Committee will prepare a written individual school health care plan for the student and establish dates and/or conditions under which the student's status will be reviewed. The Committee will also identify the persons who have a medical need to know the identity of the student because they are responsible for providing proper health care, and will provide the names of those persons to the Superintendent or his/her designee.
- D. Within three (3) working days after the Committee is convened, the Committee will make a determination and prepare findings of fact, which the Chairperson shall communicate in writing to the student's parents/guardians, the principal, and the Superintendent. The parents/guardians shall again receive written notification of their procedural safeguards as set forth in the District's compliance plan for Section 504 of the Rehabilitation Act of 1973 (and in the District's compliance plan for implementing the IDEA, if applicable). The meetings, records, and votes of the Review Committee shall not be open to the public. The determination will be final unless reversed on appeal pursuant to the Complaint Procedures set out in the District's compliance plan for Section 504 (or the procedures in the District's

compliance plan for implementing the IDEA, if applicable).

- E. If a student with a chronic infectious disease is permitted to attend school, the Superintendent will notify those persons who were identified by the Review Committee as having a medical need to know the student's identity and conditions under which the student is attending school. Willful or negligent disclosure of confidential information will be cause for disciplinary action.
- F. Staff members who have a medical need to know the identity of a student with a chronic infectious disease include (1) those who are designated by the District to determine the fitness of the student to attend school; (2) those who are responsible for providing health care to the student, such as the school nurse; and (3) those who are most likely to be in a position to render first aid to the student in case of an accident or medical emergency.
- G. A student who has a chronic infectious disease shall be evaluated pursuant to the District's compliance plan for Section 504 of the Rehabilitation Act of 1973 (and the District's compliance plan for implementing the IDEA, if applicable) to determine whether any accommodations or related services are necessary for the student to receive a free appropriate public education. If accommodations or related services are necessary, the District shall develop and implement a plan for the delivery of all needed services. This evaluation shall be conducted regardless of whether the student is permitted to attend school with or without conditions and restrictions, or is excluded from school.

Readopted July 2003

Reviewed June 18, 2009

Counselors

The elementary school counselors are involved in many aspects of the school. There are four components of the guidance counselors program when working under the Missouri Comprehensive Guidance Program: Individual Planning (more individually focused with class/career choices at the middle and high school level), Classroom Guidance (personal and social development, academic skills, career skills), Responsive Services (individual and group counseling, as well as meeting with staff and parents to meet the needs of the students), and System Support (making appropriate referrals, fair share school activities, committees that support the guidance program). This assures that the counselor is working with 100% of the students within the school population. Guidance Counselors provide classroom guidance, individual and group counseling, as well as working with staff and parents to meet the student's needs.

Feel free to call the school counselor if you have any questions or concerns about your child. Our counselors serve different grade levels but are willing to help any student.

Sara Bradshaw (1st, 3rd, 5th) Ext. 51241
Elizabeth Secosh (Kdg, 2nd, 4th) Ext. 51240

Discipline

The Wentzville R-IV School District and Stone Creek Elementary, strive to provide a safe, orderly, and respectful learning environment. [Policy 2610 and Regulation 2610](#) contain information about the District's expectations for student behavior. It also includes an illustrative list of acts of

misconduct and possible consequences for such acts.

Detailed information about the Discipline Code will be provided to each student separate from this handbook.

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.

Dress Code K-12 Grades

The School Board expects student dress and grooming to be neat, clean, and in good taste so that each student may share in promoting a positive, healthy, and safe atmosphere within the school. This dress code creates in students a renewed sense of seriousness regarding school and school activities and should be followed on campus, at school activities, and on school buses. Its purpose is to emphasize that school is the student's place of work and that respect for other members of society and oneself places some restrictions on the nature of our dress and grooming.

It is a mark of maturity when students can freely choose apparel that demonstrates individuality without deviating from the standard of appropriateness. Student dress and grooming will be the responsibility of the individual and his/her parents within the following guidelines:

1. Dress and grooming will be clean in keeping with health, sanitary, and safety requirements.
2. Students must wear footwear at all times. Slippers are unacceptable.
3. No chains or spiked or studded jewelry may be worn.
4. Metal chains or swags are not acceptable.
5. Hats, caps, bandanas, hoods, or other headgear are not to be worn in the school building.
6. Students shall not wear clothing or accessories bearing the following messages:
 - a. Obscene or profane statements or pictures;
 - b. Statements advocating immoral, illegal, sexual, or violent behavior;
 - c. Statements advertising, promoting, or picturing alcohol, tobacco, or drugs;
 - d. Language or symbolism that reflects the occult or gang affiliation.
7. Students shall not wear the following:
 - a. Low cut muscle shirts, halter tops, midriiffs, tube tops, spaghetti strap tops, or bustiers;
 - b. Mesh or transparent shirts worn alone;
 - c. Clothing with tears or holes in inappropriate places;
 - d. Sagging or improperly fitted shorts or pants.
8. Shirts, shorts, and pants must cover undergarments.
9. Dress and grooming will not be such as to disrupt the teaching/learning process or cause undue attention to an individual student.
10. Class activities that present a concern for student safety may require the student to adjust his/her hair and/or clothing during the class period in the interest of maintaining safety standards.

11. Additional dress regulations may be imposed upon students participating in certain extra-curricular activities.
12. Regulations may be altered according to special school sponsored activities.

If any clothing or accessories are worn by students in violation of this policy, the students will be required to change or cover said clothing, or remove said accessories, or will be sent home to do so. Refusal to change or cover said clothing or accessories will result in the students not being allowed to attend class until they have complied with this policy. Violations will be addressed in accordance with the District's Discipline Code. [Link to Policy Number #2651](#)

Drug-Free Schools Policy

[STUDENTS Policy 2641](#)

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

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

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

Family Rights and Privacy Act

The Family Rights and Privacy Act provides students, parents, and guardians with the right to inspect educational records pertaining to the individual student. In the Wentzville School District, information from student files will not be available to unauthorized persons within the school or to any person outside the school without the express consent of the student or the parents/guardians, except to comply with a judicial order or a subpoena or in cases where the safety of persons or property is involved.

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

Field Trips

We believe that educational field trips enhance the program of instruction and add much to the education of the child. If a parent fails to give permission for his/her child to participate in the field trip by the set deadline with payment if necessary, the child will remain at school. All school rules concerning student discipline and bus safety are adhered to on student field trips. If a parent does not give permission and pay any necessary payments by the deadline, the parent will be notified that their child will not be attending and the teacher will provide school work to be completed in another teacher's classroom on the day of the field trip.

Parent Volunteer Requirements:

- Only authorized WSD Volunteers may attend field trips. This requires completing the district volunteer background check annually. If approval is not granted by the communicated deadline from the teacher, parent will not be eligible to attend.
- No siblings or additional people are allowed on the field trips. Only the approved parent volunteer can attend.
- Some venues will only allow a certain number of volunteers. If there are more volunteers than spots, a random selection will identify the volunteers.
- All students will ride school transportation for field trips and are expected to return to school from the field trip.

Flyer Distribution

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. 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. **No action is required on your part.** You should have received 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."

This system is used exclusively for distribution of school-approved flyers. Your email address will not be shared or used for any other purpose. If at any time you wish to "opt-out," simply click on the

Grading System

A system has been developed at Stone Creek to ensure that parents are informed about student progress at the end of each quarter of the school year. Student achievement grades are based on the child's performance of skills on a variety of grade level assignments, including classroom assignments, homework and test grades. In grades K-5 in the areas of reading, writing, and math the students are given numerical mark based on a report card scale. In addition, grades 3-5 will be given a letter grade.

THIRD - FIFTH GRADES

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

Special Area, Science (K-2) and Social Studies (K-2)

4 = consistently **exceeds** expectations

3 = consistently **meets** expectations

2 = Experiencing difficulty/requires additional practice

1 = Does not meet expectations

Homework

Please help your child get the most from the homework that is assigned. By reinforcing, enriching, and building upon what is learned at school, homework will challenge students to use their new skills creatively and constructively. It will also nurture self-discipline and independent study habits. Moreover, when a parent is interested and involved, homework can become a common goal, a time to work together and offer individual instruction. Taking an active role also lets your child know that you consider his/her work important. In each grade level homework will require some of your child's time each evening. It is your child's responsibility to utilize strategies taught in class to complete their homework. As always, if you have any questions or concerns please contact your child's teacher.

Honor Roll

For a student to be on the A or B Honor Roll, the following guidelines will be followed:

- All Grades 3-5 teachers will use a numeric formula to figure the A and B Honor Roll:
 1. A = 4 points
 2. B = 3 points
 3. C = 2 points
 4. D = 1 points
 5. F = 0 points
- A Honor Roll equals 3.6 to 4.0
- B Honor Roll equals 3.0 to 3.5
- No student can have a grade of D or F on their report cards and be on the A or B Honor Roll
- No student can have any 1s in special area classes and be on the A or B Honor Roll

Internet/Computer/Cell Phone Usage Policy

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

WSD rules around cell phones and electronic devices will be the following during the school day:

- Phones stay turned off during school day.
- Phones remain in the backpack during school.
- Students may not carry phones on them.

WSD rules around cell phones and electronic devices will be the following during the OUTSIDE school day:

- Phones can be used outside of the school day

Students who fail to follow these guidelines will be sent to the office and the WSD Discipline Code will be enforced. Phones will be kept in the Principal's office for the remainder of the school day.

1:1 Technology will be assigned to each student. Each student will be assigned a device. The student will be responsible for the care of this device. If the device is damaged due to mistreatment by the student, the student will be fined for the repair or replacement of the device. Families will be notified when a device fine has been issued.

Library

The Library Media Center augments and supports the curriculum by providing resources and services to students and families. The activities of the library media staff shall be directed towards assisting the growth of learners and their ability to find, evaluate, and apply information while encouraging intellectual freedom. Students will visit the library weekly with their class to check-out

materials and are allowed to revisit the library throughout the week for replacement of materials under the discretion of their classroom teacher. Materials may be checked-out for one week and renewed as needed. Weekly notices will be provided for overdue materials. When an item has been overdue for three weeks, it will be considered lost. The library media staff will contact families by mailing a letter home indicating the material(s) lost or damaged and the replacement cost. The Library Media Center is an integral and important part of our school as it establishes and maintains an environment conducive to the learning process.

Students receive instructions on the proper care of library materials. Materials must be cared for to prevent damage from food, liquids, pets, and younger siblings. Damaged materials should be reported to the library when they are returned. The library does inspect all books upon return. Please allow the library to mend torn pages as they require special taping. Fines may be assessed on damaged library materials.

Lost Items

A lost and found area is located near the cafeteria. If your child has lost something, please check the lost and found area. Starting the 1st Monday in October, all items left unclaimed will be donated to a local charity organization. **The lost and found will continue to be cleaned out on the 1st Monday of each month and the Monday after the last day of school.**

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

Nurse

Immunizations

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

ALL students in Kindergarten through Grade 5 in the state of Missouri are required to have received TWO doses of measles vaccine, on or after their first birthday, FOUR/FIVE doses of DPT/DTaP (the last dose on or after the 4th birthday) GRADES K-1, FOUR doses DPT/DTaP (the last dose on or after the 4th birthday) GRADES K-5, THREE doses HEPATITIS B and THREE doses of ORAL POLIO (the last dose on or after the 4th birthday), in order for them to attend school.

A DT/Td booster is required ten (10) years after the last dose.

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

Health Screening

Your child will be screened in the areas of vision and hearing in kindergarten, first, and third grade; hearing in second grade; and vision in fifth grade. You will be notified if your child experiences a

problem in any area. The nurse will also screen upon parent or teacher request.

Illness at School

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

For your child's well-being and safety, please be sure the school has at least **two** emergency phone numbers on file.

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.

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.

For your child's well-being and safety, please be sure the school has at least two emergency contacts 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 remember to update your contact information and emergency contact information as needed.

Medical Concerns

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

If your child runs a fever greater than 100.0 they MAY NOT return to school until they have been fever free for 24 hours without the use of fever reducing medications (i.e., acetaminophen or ibuprofen). Children who have been vomiting or have had diarrhea should not return to school until 24 hours after their last incident.

Medications

It is desirable for students to take all medications at home. However, it is recognized that some students may require medication for chronic or short-term health concerns during the school day. All medications, prescription and non-prescription, must be in an up-to-date bottle and accompanied by a written request from the physician. Authorization to dispense will be required from the parent/guardian before being administered by school personnel.

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

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

PROCEDURES FOR PRESCRIPTION DRUGS:

1. The physician will provide a written request that the student be given medication during school hours. The request will state:
 - Name of medication
 - Dosage
 - Time of dosage
 - Method of administration
 - Reason for medication
 - Length of time to be given
2. A parent or guardian will provide a written request for the school nurse or other designated person to administer medication as prescribed by the physician. The school district will not administer the first dose of any medication.
3. Parents will supply medication in a properly labeled container from the pharmacy containing only those doses to be given at school with instructions regarding any special need for storage (i.e., refrigeration, etc.) No more than one month's supply should be kept at school.
4. Physician sample medications are to be treated as a prescription and must be sent with written instructions from the physician. The bottle must be clearly marked with the student's name.
5. Medications that contain a controlled substance (i.e., Ritalin) must have an updated physician's request on file at the beginning of each new school year stating dose and time to be given. The prescription label alone is not sufficient. This physician statement must be updated when any changes in medication, dosage or time occur.

PROCEDURES FOR NON-PRESCRIPTION DRUGS

1. Over-the-counter medications (i.e., aspirin, Tylenol, cough medicines, decongestants, etc.) must be supplied in a properly labeled container (Pharmaceutical company or pharmacy) clearly marked with the student's name.
2. The physician will provide a written request that the student be given non-prescription medication during school hours. The request will state:
 - A. Name of medication
 - B. Dosage
 - C. Time of dosage
 - D. Method of administration
 - E. Reason of medication
 - F. Length of time to be given
3. Written permission from the parent/guardian must be on file. For "as needed" medications, the request can be written on a yearly basis.

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

Parental Concerns

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

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

Parent Portal

Parent portal will allow you to stay connected with your child in the following ways:

- Grade Book
- Family Data-which you can keep updated
- Attendance Record
- Discipline
- Meal Account
- Class Placement

The links below will give you additional information about Parent Portal.

[Link to Parent Portal Information](#)

Parent Request for Forms Completed by Staff

Parents can request a staff member to fill out forms for an outside provider. The following must happen:

- Release of information must be provided with forms to start the timeline.
- Staff must be given 72 hours to complete the paperwork.

Parent Request to Speak to a Student on Phone at School

Students will not be pulled out of instructional time to speak to a parent. The student will be allowed to speak to a parent on the phone during lunch and recess times. We ask that this only be used in emergency situations.

Parent Teacher Conference

In order to keep you up to date on your child's progress at school, Parent/Teacher Conferences are held during the first quarter of the school year. However, a conference can be scheduled any time a need arises. If you would like to set up a meeting with your child's teacher(s), please contact the teacher by voice mail, email or write a note so that the teacher can schedule a meeting either before/after school or during a planning period.

Parties-Classroom

Each classroom will host 3 parties during the school year. In the Fall, we will have a Fall Party on Friday, October 20th 9:30-10:30 a.m. The Winter Party date is Thursday, Dec. 21 at 9:30-10:30 a.m. In the Spring, we will have a Valentine's party on Wednesday, February 14th. **The Valentine's Party will be a service project and parent volunteers will not be needed.** No money will be collected for party funding. Donations may be requested. Students will be allowed to bring an extra snack item and drink for the party day.

- **No outside drinks or snacks allowed to be brought for the entire class to be consumed at parties.**
- **No treat bags allowed.**

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

Parent Teacher Connection-PTC

The purpose of the PTC is to enhance and support the educational experience at Stone Creek Elementary, to develop a closer connection between school and home by encouraging family involvement, and to improve the environment at Stone Creek through volunteer and financial support. We encourage you to participate in meetings and events.

For more information, please visit the [PTC Information on Website.](#)

Recess

Physical activity is important to the well being of all students and has a great impact on their readiness to learn. Every student will be provided with one 25 minute recess daily. Kindergarten students will have an additional 10 minute recess during the school day. Weather conditions will be used to determine recess outside. Currently, any temperature below 18° (including wind chill) is considered too cold to go outside and when the heat index tops 95° it is too hot to take children outside for any length of time.

Records

[STUDENTS Regulation 2400](#)

Student Educational Records

Definitions

1. *Directory information* means information contained in the education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed.

Directory information, under this policy, includes, but is not limited to, the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended, and photographs.

2. *Educational record* means those records that are directly related to a student and are maintained by the District.
3. *Disclosure* means to permit access to or the release, transfer, or other communication of education records, or the personally identifiable information contained in those records, to any party, by any means, including oral, written or electronic means.
4. *Eligible student* means a student who has reached 18 years of age or attends an institution of post-secondary education.
5. *Parent* means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent/guardian in the absence of a parent/guardian.
6. *Personally identifiable information* includes, but is not limited to the student's name; the name of the student's parent/guardian or other family member; the address of the student or student's family; a personal identifier, such as the student's social security number or student number; a list of personal characteristics that would make the student's identity easily traceable, or other information that would make the student's identity easily traceable.
7. *Student* means any individual who is or has been in attendance in the District and about whom the District maintains education records.

General Guidelines

1. The District shall give full rights under this regulation to either parent/guardian of a student, unless the District is provided with a court order, state law or other legally binding document that specifically revokes the parent/guardian's rights to access under this regulation.
2. When a student reaches the age of 18, or attends a post-secondary institution of education the parent/guardian rights under this policy will transfer from the parent/guardian to the student.
3. The District will annually disseminate a notice of the rights available under this regulation to parent/guardian and eligible students. The annual notification will include a statement that the parent/guardian or eligible student is entitled:
 - a. To inspect and review the student's educational records.
 - b. To request changes to the educational records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
 - c. To consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that federal and state law authorize disclosure without such consent; and
 - d. To obtain a copy of this policy and guidelines. The annual notification will also inform parent/guardian and eligible students where copies of the policy and guidelines are located.
4. Prior to making directory information public, the District will notify the parent/guardian regarding the categories of information that it has designated as directory. In addition, the District will allow a reasonable period of time after such notice for the parent/guardian or eligible student to inform the District that any or all of the designated

directory information should not be released without the parents/guardians' or eligible student's consent.

Procedures for Inspection and Review of Educational Records

1. The District's regulation permits parent/guardian and eligible students to inspect and review the education records of the student.
2. After a request for access to records, the District will allow access within a reasonable period of time, but in no case more than forty-five (45) days after receipt of the request. All requests for access should be directed to the building principal.
3. After the parent/guardian or eligible student has had an opportunity to inspect and review the student's education records, the parent/guardian may make a request for explanations and interpretations of the records to the building principal. The District's designee shall respond to all reasonable requests for explanation or interpretation.
4. The District will not destroy any education record if there is an outstanding request to inspect and review that record.
5. If a student's education records contain information on more than one student, the parent/guardian or eligible student may inspect, review or be informed of only the specific information about that student.
6. The District may employ the use of security videos in its hallways, classrooms and/or buses. Security videos maintained by the District's law enforcement unit (if any) or not maintained at all (recycled) are not considered educational records and therefore may not be inspected and reviewed under FERPA. If security videos are maintained by the District, such videos are protected educational records under FERPA and may be viewed by parents or patrons with a court order or written statement from the parent(s) of each student to whom the video is directly related.
7. The District may disclose personally identifiable information from an education record only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the parent/guardian or eligible student. Each party to whom disclosure may be made under this policy must first sign a statement in which he/she agrees to abide by this provision and agrees to use the information disclosed only for the purposes for which the disclosure was made. This does not apply to disclosures of directory information or to any information that the District is required to disclose under Missouri law.

Copies of Educational Records

1. The District has no obligation to provide copies of educational records to parents, their representatives or adult students under FERPA unless failure to provide copies prevents a parent or adult student from exercising the right to inspect or review the records, or is otherwise required by law. For example, if a parent does not live within driving distance of the school district, is hospitalized, or incarcerated, he or she may have a right to copies.
2. Though the District does not generally have an obligation to provide copies under FERPA, it will nonetheless provide up to 20 pages per student, per school year, without charge. All requests for copies over 20 pages per student, per school year will be charged 20 cents per page, which must be paid for in advance. The District will administratively consider exceptions to this policy on a case by case basis. The factors to be considered in making such an exception include but are not limited to the purpose of the copies, whether the request is overly time consuming or burdensome, and the number of prior requests. If copies

are requested to be sent to an agency or individual other than the adult student or parent/legal guardian, all proper releases must be signed.

Procedures to Request Amendment of a Student's Educational Records

1. If a parent/guardian or eligible student believes the education records for that student contain information that is inaccurate, misleading, or in violation of the student's rights of privacy or other rights, he/she may ask the District to amend the record. All such requests should be directed to the Superintendent or designee.
2. The District's designee, in consultation with the administration or Board of Education as needed, shall decide whether to amend the record as requested within a reasonable time after the request.
3. If the District's designee decides not to amend the record, he/she shall inform the parent/guardian or eligible student of that decision and of their right to request a hearing on the request.
4. If a hearing is requested, the District will hold the hearing within a reasonable time after it has received the request and will give the parent/guardian or eligible student reasonable advance notice of the date, time and place of the hearing. The hearing may be conducted by any individual, including an employee of the District, who does not have a direct interest in the outcome of the hearing. The District will give the parent/guardian or eligible student a full and fair opportunity to present evidence relevant to the issue(s) raised by the parent/guardian or eligible student's request. The parent/guardian or eligible student may, at their own expense, be assisted or represented at the hearing by any individual of their choice, including an attorney.
5. The District will make its decision in writing within a reasonable period of time after the hearing. The decision will be based solely on the evidence presented at the hearing, and will include a summary of the evidence and the reasons for the decision.
 - a. If the District decides, as a result of the hearing, that the information is inaccurate, misleading or violates the student's rights, the District shall amend the record and inform the parent/guardian or eligible student of the amendment in writing.
 - b. If the District decides, as a result of the hearing, that the information is not inaccurate, misleading, or otherwise in violation of the student's rights, the District shall inform the parent/guardian or eligible student of that decision and shall inform the parent/guardian or student of his/her right to place a statement in the record commenting on the contested information or stating why he/she disagrees with the District's decision, or both.

Procedures Regarding Disclosure of Personally Identifiable Information Where Consent is Required

1. Before the District discloses personally identifiable information from a student's records (other than directory information); the District will obtain a signed and dated written consent from the parent/guardian or eligible student. The written consent will specify the records that may be disclosed; state the purpose of the disclosure; and identify the party or parties to whom disclosure may be made.
2. If the parent/guardian or eligible student so requests, the District will provide him/her with a copy of the records disclosed.

Disclosure of Personally Identifiable Information Where Consent is Not Required

The District may disclose personally identifiable information from a student's education records

without the written consent of the parent/guardian or eligible student in the following circumstances:

1. Disclosure may be made to other school officials, including teachers, within the District whom the District has determined to have legitimate educational interests. In addition, the school official or his/her assistants who are responsible for the custody of the records and those parties authorized to audit the record keeping procedures of the District may inspect the records relating to each student without the consent of the parent/guardian or eligible student. The District designates the building principal to make the determination as to whether a particular school official has a legitimate educational interest in accessing a student's education records. Before accessing any student's education records, the school official seeking access must submit a written request to the building principal. The request must include the student's name, the reason for the request, the school official's name and the date of the request. The District's designee must provide in writing whether the request was granted or denied and the reason for the decision. If the request is granted, the request and the designee's decision must be maintained with the student's education records.
2. Disclosure may be made to officials of another school district or post secondary educational institution where the student seeks or intends to enroll.
3. Disclosure may be made to authorized federal and state agencies and authorities.
4. Disclosure of acts of school violence, as set forth in Policy 2673, to District employees who are directly responsible for the student's education or who interact with the student in the performance of the employee's duties.
5. Disclosure related to past or potentially future violent behavior may be made to appropriate staff members of portions of any student's individualized education program team.
6. Disclosure may be made to law enforcement officials, as soon as is reasonably practicable of the commission of the criminal acts listed in Policy 2673.
7. In appropriate circumstances, District administrators may disclose student educational records to law enforcement and/or juvenile authorities where necessary to serve students prior to adjudication. Officials to whom such educational records are disclosed are required to comply with federal law governing students' educational records.
8. Disclosure may be made to the appropriate division of the Juvenile Court of the suspension of more than ten (10) days of any student under court jurisdiction.
9. Disclosure of discipline records may be made within five (5) days to any requesting school district where the student seeks to enroll.
10. Disclosure may be made if such disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility, amount of aid, condition for the aid, or to enforce the terms and conditions of the aid.
11. Disclosure may be made to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; administer student aid programs; or improve instruction, if the study is conducted in a way that does not permit personal identification of parent/guardian and students, and the information is destroyed when no longer needed for the purposes for which the study was conducted.
12. Disclosure may be made to accrediting organizations to carry out their accrediting functions.
13. Disclosure may be made to comply with a judicial order or lawfully issued subpoena and only after the District makes a reasonable effort to notify the parent/guardian or eligible

student of the order or subpoena in advance of the compliance.

14. Disclosure may be made where the disclosure is in connection with a health or safety emergency and the information is necessary to protect the health or safety of the student or other individuals.
15. Disclosure may be made where the disclosure is of information the District has designated to be directory information.
16. Disclosure may be made to the parent/guardian of a non-eligible student or to an eligible student.
17. Disclosure may be made without the written consent of the parent/guardian or eligible student as otherwise may be specified by federal or state law.

Record Keeping Procedures

1. The District will maintain a record of each request for access to and each disclosure of personally identifiable information from the educational records of each student. The building principal will be responsible for keeping such records of requests and disclosures.
2. The District will maintain the record of each request and disclosure with the educational records of the student as long as the records are maintained by the District.
3. For each request or disclosure, the District's record will include the parties who have requested or received personally identifiable information from educational records and the legitimate interests the parties had in requesting or obtaining the information.
4. If the District discloses personally identifiable information from an educational record under the exceptions enumerated in the section above, the District will record the names of those persons to whom that party may disclose the information on behalf of the District and the legitimate interests which each of the additional parties has in requesting or obtaining the information.

Sept 00

Readopted July 03

Reviewed June 18, 2009

Residency

All students must live with a parent or legal guardian within the district. Proof of residency will be asked for at the time of enrollment and will be requested for specific grade levels set by WSD. [Here is what is requested](#).

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

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

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

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

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

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

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

SPECIAL EDUCATION SERVICES/COMPLIANCE PLAN/CENSUS Public Notice

All 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 who 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.

Student Accident Insurance

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

Student Transfers

Any student transferring to another school must turn in all books and supplies and pay any fines or damages due before transfer of records will be forwarded to the new school.

Testing (State) Policy and Dates

[INSTRUCTIONAL SERVICES Regulation 6440](#)

Evaluation Services

Comprehensive Assessment Plan

The purpose of a comprehensive assessment plan for the District is twofold:

1. To select the most effective and efficient assessment instruments to be used by the District to meet the state of Missouri requirements for assessment/testing.
2. To provide the most valuable diagnostic and prescriptive data to staff members for analysis/evaluation of student performance, growth and progress in order to improve instruction and learning.

The Comprehensive Assessment Plan will be Board approved annually.

July 2003

Readopted November 20, 2008

Textbook Usage and Replacement

INSTRUCTIONAL SERVICES Regulation 6231

At the beginning of each term, or semester as applicable, students are to be informed by each teacher of the school's expectations of responsibility for school property and the need for care and return of books. A constructive and educational approach to the students is desirable, including a discussion of reasons for treating books with respect, caring for them, using them wisely, and returning them in good condition. Penalties for lost or damaged books are to be outlined. A monitoring process is to be devised such as textbook receipt cards or other charge-out system that requires the student's signature for use of the book(s).

Parents/guardians are to be informed by the principal/designee as to the textbook status in the building or department; i.e., in which subject students are provided with individual copies, class sets, consumable materials, etc. Newsletters to the homes, Open House presentations and parent organization meetings may be used as means of communication.

Parents/guardians are to be informed of the penalties for lost or damaged textbooks early in the school year. Penalties may include a reasonable system of fines or repayments. For example, the student or the student's parents/guardians could be required to pay the fair value for replacement of a lost or destroyed book or for repair of a book. The student could choose to do some work for the school instead, if the principal finds that to be the best option.

No student is to be penalized if a book is lost because of factors beyond his/her control. All students will be made aware that if such losses are reported immediately, and if the administration agrees that the loss was beyond the student's control, fines will be canceled. The reporting procedure will be publicized in student handbooks and other school publications. Principals will handle cases individually.

July 2003

Readopted November 20, 2008

Transportation Safety Rules

Many 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 facing the traffic.
2. Do not stand in the road or play in the road while waiting for the bus. Respect nearby property.
3. Students, who must cross the road after leaving the bus, or to board the bus, shall cross 10 feet 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. The bus driver is authorized to assign seats.
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. Do not be destructive.
 9. Be courteous to the driver and to fellow pupils. Obey the driver for your safety.
 10. See that your conversation is clean and never loud or boisterous. Keep your conversation in normal tones. Loud conversation distracts the driver from required duties.
 11. No balloons, pets/insects or glass containers.
 12. Seat belts are installed on all buses for your protection. We urge all students to use them.
 13. Do not eat or smoke on the bus.
 14. Do not throw anything inside or out of the bus.
 15. Keep hands and feet to yourself. No horseplay.

Students are assigned to a bus and MAY NOT RIDE a different bus unless prior arrangements have been made with the Transportation Office (636-327-3860 x22277).

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

Treats Prepared In the Home

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

1. Prepackaged items used in concessions, fundraisers and classroom activities must include a list of ingredients on the package. If the package does not contain a list of ingredients, the list of ingredients must be available at the location where the package is sold or provided. The principal or designee will keep a list on file of the ingredients for all pre-packaged items distributed during classroom and school activities. Items must come to school unopened and be approved by the school nurse prior to consumption.
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, athletic events, fundraisers, etc.), plastic gloves need to be worn by the server(s).

VCR/Visual/Film Viewing Procedures K-5

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

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

Kindergarten - 5th Grade:

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

Teachers should provide the building Administrator with a copy of the original completed Parental Video Consent Form and the Video Approval Form 5 days prior to the showing of "PG" rated movies. Alternative instructional activities will be provided to all students whose parents opt to not have the movie(s) viewed by their children. No "PG-13" or "R" rated movies will be shown K-5.

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

Visitors

[Policy 1430](#)

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. 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 main office when entering the building so that the office staff can print a visitor tag. 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. Visitors must have a valid photo identification which is shown outside the building before entry is allowed. You must show your ID every single time..

Beginning of School Day Visitors:

After the first week of school, it is discouraged for visitors to escort students to class in the morning. **SCE will celebrate Independence Day on the 1st Monday after the first full week. We ask that students from this point forward walk themselves to class.** If you are escorting a student to class, you will need to sign in at the office and wear a visitor sticker. We ask that you escort your student and then return to the office to sign out. We ask that all morning escorts sign out of the building by 8:35 a.m. Since our instructional time begins at 8:35 a.m., we want to make sure we are protecting every minute of this time.

Lunch Visitors:

Visitors are also allowed in the cafeteria to eat lunch with their child. The visitor must sign in with the office and wear a visitor sticker. Lunch visitors are not to attend recess. Visitors can bring lunch for their student but not for any other students. The student needs to eat during their designated lunch time. We will not allow children in different grade levels to be called down to lunch with a younger/older sibling. The student and visitor must eat and remain in the cafeteria in the assigned area. If more spots are needed, please ask a Lunch/Recess Worker to assist. When the lunch period is over, the visitor will need to return to the office to sign out. **Visitors are not allowed to escort**

students back to the classroom.

Observations by Parents, Advocates, or Others

Under applicable state and federal law, a parent does not have a right to observe his/her child in the educational setting. However, if a parent, advocate or other person wishes to conduct an observation of any child, activity, teacher, or classroom, he or she must submit a written request to the building principal, within five school days of the date he or she wishes to observe, with the following information:

1. The name and position of the individual(s) who will be observing;
2. The date and time he or she wishes to observe;
3. The amount of time he or she wishes to observe;
4. The specific purpose for which he or she wishes to observe.

The building principal must then grant written permission for the observation to occur. The District reserves the right to deny any observation that it believes will disrupt the educational environment or may lead to a direct or indirect release of personally identifiable information about a student or students. The building principal or other administrator will provide a written or verbal explanation of its decision prior to the requested observation date.

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 ensure that the volunteers in our schools are screened to help maintain the safety of our students and staff. Use the link below for the most current information on becoming a WSD Volunteer. Please note that it takes time to complete the volunteer process. You will not be considered an approved volunteer until this is fully completed and approval has been granted.

Please click here for more information and

[Please click here for more information and forms regarding visiting or volunteering in our school](#)