

**WENTZVILLE R-IV  
SCHOOL  
DISTRICT**

**WENTZVILLE MIDDLE SCHOOL  
HOME OF THE INDIANS**

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Wentzville, MO 63385  
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**Student and Parent Handbook  
2018-2019**

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## **Equal Opportunity: Prohibition Against Harassment, Discrimination, & Retaliation**

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 District is committed to maintaining a workplace and educational environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service. In accordance with law, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law in its programs and activities.

The following person has been designated as the District's Compliance Officer to handle inquiries or complaints regarding the District's non-discrimination policies:

Dr. Jennifer Hecktor  
Assistant Superintendent of Human Resources  
280 Interstate Drive  
Wentzville, MO 63385  
636-327-3800

For information regarding how to report a claim of discrimination, harassment, or retaliation, see Board of Education Regulation 1300. [Policy and Regulation 1300](#) shall govern all complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

## **ACADEMIC AND CITIZENSHIP STANDARD**

### **GRADING SYSTEM**

A...Excellent	90-100%
B...Above Average	80-89%
C...Average	70-79%
D...Below Average	60-69%
F...Failure	0-59%
I...Incomplete	

### **CITIZENSHIP MARKS**

- 1...Excellent
- 2...Above Average
- 3...Average
- 4...Needs Improvement
- 5...Below Average

Progress reports will be issued during the middle of the quarter. Grade Cards will be issued at the end of the quarter.

### **HOMEWORK**

Students are expected to schedule some time each afternoon or evening to complete homework. Homework generally falls into two categories:

1. Practice of skills introduced during a class period
2. Long-range assignments, such as projects or reports

Students should expect homework on a regular basis and should complete it neatly and on time. Students will have one school day for every school day absent to turn in work and be accepted for full credit. Late work will receive reduced credit based on the grade level policy.

Parents or guardians of a student may request that assignments be sent home if a student has been absent from school two or more consecutive days.

**ARRIVAL/EARLY****DISMISSAL**

All students should report to the attendance office with a parent/guardian or a note from home when entering the building after 7:30 in the morning. Consequences will be given on the fourth unexcused tardy to school.

When a student needs to be dismissed early, a parent/guardian must report to the attendance office and sign the student out. The student will then be called to the office for dismissal.

**CLASS SCHEDULE**

1 <sup>st</sup> Period	7:30-8:35
2 <sup>nd</sup> Period	8:39-9:40
3 <sup>rd</sup> Period	9:44-10:45
4 <sup>th</sup> Period	10:49-12:20
5 <sup>th</sup> Period	12:24-1:25
6 <sup>th</sup> Period	1:29-2:30

**LUNCH SCHEDULE**

A	8S, 8P,	10:15-10:40
B	7C, 7R	10:50-11:15
C	7B, 7G	11:20-11:45
D	8C, 8W	11:50-12:15

**PARENT PORTAL**

The Parent Portal is a source of information for parents regarding their child. You are able to check attendance, gradebook summary, report cards, discipline, schedule, lunch balances, and fines. You are able to deposit money into their lunch account from the parent portal. If you have not registered, please visit the school office with a photo identification.

**TEACHER WEBPAGES**

Teacher webpages can be located on the Wentzville Middle School homepage. Teachers are grouped by team, special area, and exploratory.

**LIBRARY GUIDELINES**

1. All books may be checked out for two weeks and renewed for an additional two weeks provided there is no other request for the book.
2. Reference books may be checked out for one day.
3. Unless accompanied by a teacher, passes to the library are required for all students.
4. Students will be charged \$.05 per day for any overdue library materials and a replacement fee for any lost materials. Any unpaid fines may result in the loss of library checkout privileges.
5. Library use after school should be pre-approved by the librarian/teacher.

## FOOTBALL GAMES

For the safety of all of our students, and out of respect for those who are there to enjoy the game, we ask that all elementary and middle school students attend football games with a parent or guardian. The large number of middle and elementary students roaming around without an adult cannot be adequately supervised by our District administrators. Students will be reminded of this policy through the morning announcements, lunchtime and during our team meetings at the beginning of the year. We appreciate all of your support and help in this matter.

## BICYCLE/SKATEBOARDS/SKATES

The school will provide bicycle racks for those students who ride their bicycles to school. It is the student's responsibility to secure the bicycle to the bicycle rack. Students should wait until the busses have departed before leaving school. Skates, skateboards, and scooters are not allowed in the building, in lockers or on school grounds at anytime.

## PERSONAL PROPERTY

Students should keep all personal property in their lockers. All headwear and book bags must be stored in the locker during the school day. Should students find that classrooms or hallways are chilly they are encouraged to wear sweatshirts or sweaters to school. There is to be no buying, selling, or trading of any personal property on school property. Lockers should be locked at all times to prevent loss of items.

## CHILD NUTRITION SERVICES

Student Breakfast \$1.75	Reduced Price \$0.30
Student Lunch \$2.90	Reduced Price \$0.40

The Wentzville School District cafes are devoted to enhancing children's health and well being by providing healthy school meals. Students have several options for lunch. The cafeteria offers a variety of choices including the daily entrée special, a specialty salad or sandwich entree, and a daily alternative or international choice. We also offer a variety of vegetables, fruits, salads, and milk. Students must select a fruit or a vegetable. You can help your child make healthy choices using the monthly menus that are posted on the District website and in every classroom. Water, juices, and other snack items are available for an additional charge. Breakfast is offered daily 20 minutes before the beginning of the school day. We offer a variety of hot breakfast items as well as cereal, toast, milk, juice, and fresh fruit daily.

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 or check or by credit card (online). **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. The parent portal allows you to make payments and monitor purchases. 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. Please be aware that there is a nominal convenience fee per transaction. Online payments for students can now be made from an Android Tablet with Chrome or an iPad Tablet with Safari. Contact 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, grade and amount enclosed. Preprinted envelopes provided by the school are available in the cafeteria and in the main office and should be used whenever possible.

**Free or Reduced Meal applications** are available online at [www.wentzville.k12.mo.us](http://www.wentzville.k12.mo.us). (Click on Departments→ Child Nutrition → National School Lunch Program Information and Application) You may also receive an application from the school office or through Child Nutrition Services Office at 327-3858.

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

### **LUNCHROOM GUIDELINES**

1. Upon entering the cafeteria, students should walk to one of the serving lines. If a student is serving a lunch detention with a teacher, he/she should immediately proceed to the front of the line with a pass and return to the classroom. Students wishing to leave the cafeteria must get permission from a supervisor.
2. While waiting in line and seated at tables, please be courteous to other students. Students are expected to talk and behave in an appropriate fashion (no touching, throwing food, etc.) Boisterous and loud conduct is not acceptable.
3. Students must raise hand and ask permission to leave the table for any reason.
4. Food and drinks are not to be taken from the cafeteria. Only purchase what can be eaten during the lunch period.
5. Students will form two lines when dismissed by the lunchroom supervisor to return to class.
6. Students are expected to keep the area around their table clean.
7. Students are not allowed to share food or beverage with other students due to possible food allergies
8. A peanut or tree-nut awareness table is provided for students with this type of food allergy.

*Students that do not follow the lunchroom guidelines will be subject to disciplinary action.*

### **STUDENT CONDUCT ON BUSES**

The safety of students during their transportation to and from school is a responsibility which students and parents/guardians share with the bus drivers and school officials. Therefore, the rules of student conduct will be issued to all students at the beginning of the school year, and to new students upon enrollment. Students who fail to observe these rules will be subject to immediate disciplinary actions.

Students using District transportation are under the jurisdiction of the school from the time they board the bus until they are released at school or at the stop nearest their home.



1. The bus driver is in complete charge of the bus and students are expected to comply with his/her requests at all times.
2. Students must obey and respect the orders of District employees.
3. Students must be on time; the bus cannot wait beyond its regular schedule for those who are tardy.
4. Students must never stand in the roadway while waiting for the bus.
5. Students are permitted to converse quietly with persons sitting near them.
6. Students must be seated and are not permitted to change seats when the bus is in motion or to annoy other riders on the bus.
7. Students must not, under any circumstances, put their heads or arms out of the windows.
8. Students will be held responsible for any and all damage to the bus perpetrated by them.
9. The use of profane or abusive language will not be tolerated on the bus.
10. Smoking, striking matches or lighting cigarette lighters is not permitted on the bus.
11. Fighting on the bus shall be considered a very serious offense.
12. Students must observe directions of the driver and other District employees when leaving the bus.
13. Any damage to the bus should be reported immediately to the driver.
14. Students must ride the bus to which they are assigned. Any change must be cleared with the Director of Transportation Services in advance.
15. The school bus is an extension of the school and all school rules and regulations which pertain to student conduct in the schools are applicable to student conduct on a school bus.

[Board of Education Policy 2652](#) -find this specific policy under the Policies tab

[Board of Education Regulation 2652](#) -find this specific policy under the Policies tab

[Board of Education Policy 5220](#) -find this specific policy under the Policies tab

## **CARE OF SCHOOL PROPERTY**

We are proud of our school and the way that it looks. It is the responsibility of every student to show proper care and concern for halls, cafeteria, classrooms, lockers, furniture, and books. Students who intentionally damage or destroy school property will receive disciplinary action and will be required to make financial restitution.

Students are responsible for any textbooks, library books or technology checked out to them or used by them during class time. All materials should be handled with respect and care and returned in good condition. Any damage should be reported to the teacher when the book is checked out to the student. There are penalties for lost or damaged textbooks. 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. If the loss is reported immediately, and if the administration agrees that the loss was beyond the student's control, fines will be cancelled.

## **COUNSELORS**

Students wishing to see a counselor should arrange for an appointment before or after school, or during the school day. Students will be seen on a first come, first served basis except in cases of emergency. Students are required to use a pass to the office if they wish to make an appointment.

## **LOCKERS**

**HALL LOCKERS** - Students will be assigned lockers to store coats, books, bags, etc., during the school day. Students are expected to use only the locker assigned to them. For security, lockers should be kept locked at all times and the combinations kept confidential. Contents of the locker are the responsibility of the student. Each student is responsible for keeping his/her assigned locker clean. Do not glue anything to your locker, use tape, or use stickers. You may use magnets to decorate the inside of your locker.

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

Problems with lockers should be reported to the Assistant Principal's secretary.

**GYM LOCKERS** - Students will be assigned a combination lock and a locker for physical education. It is vital that all personal property be placed in a locker with the combination lock in use. Lost locks must be replaced at a cost of \$6.00 each.

## **DISTRICT EVENTS CALENDAR**

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

## **FLYER DISTRIBUTION**

The Wentzville School District cooperates with community groups and organizations that sponsor activities of an educational/enrichment nature for students by distributing materials electronically via Peachjar. As part of our efforts to be more environmentally friendly, embrace innovative technology, and maintain fiscal responsibility, we are in the process of transitioning

from paper to electronic flyer delivery. To request approval for a flyer, please follow the steps below. Once approved, your flyer will be emailed to all parents and posted online. Paper flyers from outside organizations will no longer be distributed. (The only exceptions are for the YMCA, Wentzville and Lake Saint Louis Parks & Rec because of existing partnership agreements).

- Visit [www.peachjar.com](http://www.peachjar.com)
- Register as an Enrichment Provider (account type).
- Upload your flyer for approval.

You are also able to access Peachjar from the district website.

Your flyer will be automatically submitted to the District office. District staff will review the material and approve or deny based on the standards below. Peachjar charges a fee for this service that is typically much less than the cost to copy and deliver paper flyers to each school.

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

## **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.

An annual background check is required for all volunteers that includes child abuse and neglect screenings as well as a check of the national sex offender registry. Anyone who has a substantiated incident of child abuse or is on the sex offender list will not be allowed to volunteer in our schools. The required paperwork takes only a few minutes to complete and can be found on the District website under “Announcements” or at the school office. These services are offered free of charge, but do take some time, so please allow at least one week for the school personnel to process the request. **Please click on the following link for the most up to date information.**

[Volunteer Guideline and Forms](#)

## **VISITORS**

Principals and teachers welcome and encourage visits by parents/guardians. 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 the cafeteria to eat lunch with their child. 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. When a patron of the school has a need for a conference with a teacher or counselor, an appointment should be made so the staff member may continue with his/her assigned duties without undue interruption.

In order to minimize the potential harm to staff and students, persons listed on the sex offenders list may not be present in any school building, or on district property, in any district vehicle utilized to transport students, or be present at school activities.

## **SCHOOL NURSE**

A full time nurse is at the school each day. Students who become ill at school should ask a teacher for a pass to the nurse. In the event that the nurse is not in her office, students should report to the office.

The school nurse must administer all medications consumed by students at school. State law requires that the nurse only on individual written orders of a physician may give medications. All medications must be taken to the nurse's office in the original container, clearly marked with the student's name, date, prescribed dosage, and time medications are to be given.

A student is not allowed to attend classes or other school sponsored activities, if he or she is known to be infected with a contagious disease. If the nurse should determine that a student has a contagious condition, she will contact parents or guardians immediately and arrange for the student to be picked up.

## **ALLERGY INFORMATION**

Please click on the following links for the most up to date information.

[Policy 2875](#) -find this specific policy under the Policies tab

[Regulation 2875](#)- find this specific policy under the Policies tab

## **ACTIVITY PARTICIPATION RULES**

Every student should realize that participation in activities is a privilege that carries definite responsibilities. All regular school rules apply when students are involved in school activities, whether at the school itself, or elsewhere. Misconduct during activities or athletic events may result in suspension or, in the case of serious offences, expulsion from the club, activity or team. Regular rules apply to spectators as well as participants.

During any suspension (ISS or OSS) students lose their privileges to attend school-sponsored events such as dances, middle school basketball games, track meets, or other events. This rule also applies to high school events. Students will be sent home without refund if they are ineligible to attend these events.

## **ATHLETIC ELIGIBILITY**

Participation in athletics is reserved for eighth graders at Wentzville Middle School. All athletes, cheerleaders, and pommers must have on file with their coach or sponsor a current physical, parent permission card and a signed copy of the Athletic Code of Behavior.

To be eligible for participation in athletics, cheerleading, pommers, a student must comply with all regulations established by the Missouri State High School Activities Association (MSHSAA). Further information on MSHSAA eligibility standards may be obtained from the Director of Student Activities or an Administrator.

Student athletes having a desire and potential to compete in intercollegiate athletics after high school graduation are strongly encouraged to see their counselor for current NCAA requirements.

**Sportsmanship** – One of the goals of interscholastic athletics is learning lifetime values. Sportsmanship is one such value that makes athletic games an educational experience. Students are reminded that interscholastic events are an extension of the classroom, and lessons are best learned when proper respect is accorded to all. Students and spectators are expected to demonstrate good sportsmanship at all events.

## **AFTER SCHOOL SOCIAL EVENTS**

After school social events are held several times a year. The dates will be found on the school calendar and will be announced in advance. Since dances are for WMS students only, visitors will not be permitted to attend. Students should be picked up promptly. For safety reasons, students may not leave a social event early unless a parent comes into the building and checks their child out with one of the administrators. In addition, students must have signed parental permission forms in order to attend social events.

## **ACTIVITIES AND ORGANIZATIONS**

We urge all students to become involved in at least one activity each year. The following activities are offered at WMS:

7<sup>th</sup>, and 8<sup>th</sup> Grade Band

7<sup>th</sup>, and 8<sup>th</sup> Grade Choir

Musical – all grades

Yearbook

Intramurals – all grades

Boys 8<sup>th</sup> Grade Basketball

Girls 8<sup>th</sup> Grade Basketball

Boys 8<sup>th</sup> Grade Track

Girls 8<sup>th</sup> Grade Track

Boys 8<sup>th</sup> Grade Cross Country

Girls 8<sup>th</sup> Grade Cross Country

Cheerleaders (8<sup>th</sup> Grade)

Pommers (8<sup>th</sup> Grade)

Student Council – all grades

Academic Contest  
Writing Club  
First Lego League  
National Junior Honor Society  
Science Fair  
STEM Club  
Art Show  
Talent Show

\*All students who remain after school for these activities must be with an activity sponsor. Transportation home must be arranged by the student. The district provides activity busses for certain areas. Please check with the office to determine if an activity bus services your neighborhood. Activity bus passes are free for clubs and intramurals. A bus pass costs \$2.00 if staying for a detention. Students must sign up by 1:00 p.m. on the day they wish to ride the bus. They are not able to sign up any earlier than the day of the activity. Students are able to ride the activity bus when they have a school sponsored activity.

### **PUBLIC DISPLAYS OF AFFECTION**

Students should refrain from public displays of affection. This behavior is not allowed.

### **LOST AND FOUND**

Lost and found boxes are located in the cafeteria and the locker rooms. All items not claimed will be donated to charity at Winter Break and the end of the year.

### **FINES**

Students who have lost books, P. E. locks, or other school property are required to reimburse the school for the loss. It is important that students be responsible for all textbooks issued to them, and that library or other fines are paid promptly.

### **MONEY**

Students are strongly discouraged from having large amounts of money at school. The school will not be held responsible for money that is lost or stolen.

### **TELEPHONE/CELL PHONE USE**

Students will be allowed to use the telephone in the office in the event of an emergency or unexpected schedule change. Students should refrain from sending or receiving texts during the school day. They need to use the student phone in the office if they need to contact a parent. Before coming to the office, a student must get a pass from a teacher. If a student misses his/her bus, the student should report to the office immediately so that a call may be placed to the parent/guardian.

All electronics (cell phones, tablets, MP3 players, games devices, cameras etc.) should be turned off during the school day. They should not be audible, visible or in use unless the students has received specific permission from a staff member.

## **SURVEILLANCE CAMERAS**

Surveillance cameras are located throughout the school building. Cameras are not located in restrooms, locker rooms or classrooms. Anyone on school property may be videotaped.

## **NATIONAL JUNIOR HONOR SOCIETY**

The Wentzville Middle School Chapter of the National Junior Honor Society is a duly chartered and affiliated chapter of the national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, leadership, service, character, and citizenship. Standards for selection are established by the national office and have been revised to meet our local chapter needs.

Students are invited to submit a Student Information Sheet for membership consideration by a five-member Faculty Council provided they have met the following criteria:

1. Be a second-semester 7<sup>th</sup>, or 8<sup>th</sup> grade student who has attended WMS for one complete semester.
2. Have a cumulative Grade Point Average (GPA) of 3.6 on a 4.0 scale.
3. Have no more than **one** major referral in the current school year, and have **no** referrals requiring disciplinary action of 5 or more days of out-of-school suspension.

The Faculty Council will review all Student Information Sheets and select those students who will be invited to become a member of the NJHS Chapter.

Once inducted, members are expected to maintain the same level of performance in all five areas of evaluation that led to their selection. This obligation includes regular attendance at chapter meetings, participation in both chapter and individual service projects, and maintaining a cumulative GPA of 3.6.

## **ATTENDANCE**

### **Truancy and Educational Neglect**

It is the responsibility of every parent/guardian to ensure that their child(ren) attend school regularly. When a pattern of truancy or excessive absence is identified by the school principal, the following procedures will be followed to address the concern.

### **Truancy**

Truancy is defined as absence from school (full or partial day) without the expressed consent or knowledge of the parent/guardian. Chronic truancy is defined as unexcused absence from school for ten (10) or more days per school year.

1. When a pattern of chronic truancy is identified, parents/guardians will be notified in writing of the concern and the disciplinary action to be taken as provided in the Student Misconduct and Disciplinary Consequences.
2. A personal conference with the building administrator and any other relevant school personnel (e.g., teacher, counselor, nurse) will be requested. At this conference, the

administrator will assess the nature of the truancy concern and determine if referral to: 1) available school resources; 2) Children's Division or 3) Family Court is warranted.

3. If a parent/guardian does not participate in the school conference, the principal will determine appropriate action based on available information.

4. The Superintendent/designee will be notified of all referrals to Children's Division and Family Court using the District Incident Report.

### **Excessive Absence**

Excessive absence is defined as any absence from school for ten (10) or more days per school year. Parents/guardians are to verify all student absences either by phone contact with the school office or by written note. Unverified absence will be considered a truancy.

1. Parents/guardians will be notified at least three times a year, in writing, of the school's concern about their child's attendance. The principal will consider the age, grade and circumstances creating the absence in determining the content of the parental notice.

2. If the school is notified that a significant health concern is preventing the child from attending school, doctor verification may be requested. Homebound educational services will be offered to the child when an extended or intermittent illness of ten (10) or more days is anticipated pending completion of a homebound application by the child's physician.

[Policy and Regulation 6275](#) -find this specific policy under the Policies tab

3. If it is determined that a child's excessive absence is not due to significant health concerns, and the child has been absent for fifteen (15) or more days, a personal conference with the building administrator and any other relevant school personnel (e.g., teacher, counselor, nurse) may be requested. At this conference, the administrator will assess the nature of the concerns contributing to the child's absence from school. If educational neglect is suspected, referral to Children's Division and/or the Family Court will be made. Referrals should be made in writing directly to the District's assigned Juvenile Officer and should include the nature of the action requested (formal or informal Court intervention) and the facts supporting the referral. Referral to other available school resources will be considered.

4. If a parent/guardian does not participate in the conference, the administrator will determine appropriate action based on available information.

5. The Superintendent/designee will be notified of all referrals to the Children's Division and Family Court using the District Incident Report.

School personnel have been notified by the Eleventh Circuit Family Court Judge that a referral from the school will result in the parent/guardian and child being summoned to appear before the Court.



School officials may be called to Court to testify about the student's absences. Parents/guardians may be charged with educational neglect for failing to ensure regular school attendance by their child.

[Board of Education Policy 2340](#) -find this specific policy under the Policies tab

[Board of Education Regulation 2340](#) -find this specific policy under the Policies tab

## **STUDENT ATTENDANCE**

### **Excusable Absences**

In case of absence, it is the responsibility of the parent/guardian to notify the school. If the school is not notified on the day of absence, a note from the parent/guardian or parental contact via email will be required on the first day of the student's return to school. The absence will be recorded as unexcused if a note or telephone call is not received.

Excusable absences include:

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

The following procedures should be followed by students who are absent so as to prevent academic difficulties:

1. The student shall obtain assignments from appropriate staff members. Assignments shall be obtained in advance if the absence is foreseen.
2. All classroom work (to include tests) shall be completed as indicated by the individual classroom teacher and/or the building administrator. As a general practice, students will be allowed to complete the work in a timeframe equal to the time the student missed school.

### **Excessive Absences**

Excessive absences, excused or unexcused, have a detrimental effect upon academic progress and may be one factor considered in promotion/retention decisions.

[Board of Education Policy and Regulation 2310](#) -find this specific policy under the Policies tab

## **HARASSMENT DEFINITIONS AND EXAMPLES**

### **Sexual Harassment**

For purposes of this Regulation, sexual harassment of a student consists of sexual advances, requests for sexual favors, sexually-motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. A school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when an employee or third party agent of the District causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct; or
2. When the unwelcome sexual conduct of a school employee or classmate is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment.

Examples of conduct which may constitute sexual harassment include:

- sexual advances;
- touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another;
- graffiti of a sexual nature;
- sexual gestures;
- sexual or dirty jokes;
- touching oneself sexually or talking about one's sexual activity in front of others;
- spreading rumors about or rating other students as to sexual activity or performance;
- unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact. This prohibition does not preclude legitimate, non-sexual physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct such as a teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student. (NOTE: Where the perpetrator is an adult and the victim is a student, welcomeness is generally not relevant.)
- other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual's educational status or implied or overt promises of preferential treatment.

### **Harassment Because of Race or Color**

For purposes of this Regulation, racial harassment of a student consists of verbal or physical conduct relating to an individual's race or color when:

1. The harassing conduct is sufficiently severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of race or color include:

- graffiti containing racially offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's race or color;
- notes or cartoons;
- racial slurs, negative stereotypes, and hostile acts, which are based upon another's race or color;
- written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or color;
- other kinds of aggressive conduct such as theft or damage to property, which is motivated by race or color.

### **Harassment Based Upon National Origin or Ethnicity**

For purposes of this Regulation, ethnic or national origin harassment of a student consists of verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members, or ancestors when:

1. The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of national origin or ethnicity include:

- graffiti containing offensive language, which is derogatory to others because of their national origin or ethnicity;
- jokes, name-calling, or rumors based upon an individual's national origin or ethnicity;
- ethnic slurs, negative stereotypes, and hostile acts, which are based upon another's national origin or ethnicity;

- written or graphic material containing ethnic comments or stereotypes, which is posted or circulated, and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, ethnicity or national origin;
- other kinds of aggressive conduct such as theft or damage to property, which is motivated by national origin or ethnicity.

### **Harassment Because of Disability**

For the purposes of this Regulation, harassment because of the disability of a student consists of verbal or physical conduct relating to an individual's physical or mental impairment when:

1. The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. The harassing conduct otherwise adversely and substantially affects an individual's learning opportunities.

Examples of conduct, which may constitute harassment because of disability, include:

- graffiti containing offensive language, which is derogatory to others because of their physical or mental disability;
- threatening or intimidating conduct directed at another because of the other's physical or mental disability;
- jokes, rumors, or name-calling based upon an individual's physical or mental disability;
- slurs, negative stereotypes, and hostile acts, which are based upon another's physical or mental disability;
- graphic material containing comments or stereotypes, which is posted or circulated, and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or mental disability;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by disability.

### **Harassment Because of Gender**

For purposes of this Regulation, gender harassment of a student consists of verbal or physical conduct relating to an individual's gender when:

1. The harassing conduct is sufficiently persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or

3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct, which may constitute harassment because of gender, include:

- graffiti containing offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's gender;
- notes or cartoons;
- slurs, negative stereotypes, and hostile acts, which are based upon another's gender;
- written or graphic material containing comments or stereotypes, which is posted or circulated, and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to gender;
- other kinds of aggressive conduct such as theft or damage to property, which is motivated by gender.

### **Harassment Because of Sexual Orientation or Perceived Sexual Orientation**

For purposes of this Regulation, harassment of a student because of sexual orientation or perceived sexual orientation consists of verbal or physical conduct relating to an individual's sexual orientation or perceived sexual orientation when:

1. The harassing conduct is sufficiently persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct, which may constitute harassment because of sexual orientation or perceived sexual orientation include:

- graffiti containing offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's sexual orientation or perceived sexual orientation;
- notes or cartoons;
- slurs, negative stereotypes, and hostile acts, which are based upon another's sexual orientation or perceived sexual orientation;
- written or graphic material containing comments or stereotypes, which is posted or circulated, and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, sexual orientation or perceived sexual orientation;
- other kinds of aggressive conduct such as theft or damage to property, which is motivated by sexual orientation or perceived sexual orientation.

## **REPORTING PROCEDURES**

Any student who believes he or she has been the victim of sexual harassment or harassment/discrimination based on race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation by a student, teacher, administrator, or other school personnel of the School District, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District, is encouraged to immediately report the alleged acts to an appropriate District official(s) designated by this Regulation. Any teacher, administrator, or other school official who has or receives notice that a student has or may have been the victim of unlawful discrimination, sexual harassment or harassment based on race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation by a student, teacher, administrator, or other school personnel of the District, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the District, is required to immediately report the alleged acts to an appropriate District official(s) designated by this Regulation. Any other person with knowledge or belief that a student has or may have been the victim of unlawful discrimination, sexual harassment or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as set forth above, is encouraged to immediately report the alleged acts to an appropriate District official designated by this Regulation. The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as well. Use of formal reporting forms is not mandated. Nothing in this Regulation shall prevent any person from reporting harassment directly to the Compliance Officer or to the Superintendent. The District will respond to male and female students' complaints of discrimination and harassment promptly, appropriately, and with the same degree of seriousness.

1. In each school building, the building principal is the person responsible for receiving oral or written reports of discrimination, sexual harassment, or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation at the building level. Any adult School District personnel who receive a report of discrimination, sexual harassment, or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation shall inform the building principal immediately. Upon receipt of a report, the principal must notify the District Compliance Officer immediately, without screening or investigating the report. The principal may request but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Compliance Officer. If the report was given verbally, the principal shall personally reduce it to written form within twenty-four (24) hours and forward it to the Compliance Officer. Failure to forward any harassment report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the School District Compliance Officer by the reporting party or the complainant.

2. The School Board has designated the Assistant Superintendent for Human Resources as the District Compliance Officer with responsibility to identify, prevent, and remedy unlawful discipline and harassment. The District Compliance Officer shall:

- receive reports or complaints of unlawful discrimination, sexual harassment, or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation;
- oversee the investigative process;
- be responsible for assessing the training needs of the District's staff and students in connection with the dissemination, comprehension, and compliance with this Regulation;
- arrange for necessary training required for compliance with this Regulation; and
- insure that any investigation is conducted by an impartial investigator who has been trained in the requirements of equal educational opportunity, including harassment, and who is able to apply procedural and substantive standards which are necessary and applicable to identify unlawful harassment, recommend appropriate discipline and remedies when harassment is found, and take other appropriate action to rectify the damaging effects of any prohibited discrimination, including interim protection of the victim during the course of the investigation. If any complaint involves the Compliance Officer, the complaint shall be filed directly with the Superintendent. The District shall conspicuously post this Regulation against unlawful discrimination and harassment in each school in a place accessible to students, faculty, administrators, employees, parents, and members of the public. This notice shall include the name, mailing address, and telephone number of the Compliance Officer, the name, mailing address, and telephone number of the Missouri Commission for Human Rights, the state agency responsible for investigating allegations of discrimination in educational opportunities, and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights, and the United States Department of Justice.

3. A copy of Policy 2130 shall appear in the student handbook and shall be made available upon request of parents, students, and other interested parties.

4. The School Board will develop a method of discussing this Regulation with students and employees. Training on the requirements of nondiscrimination and the appropriate responses to issues of harassment will be provided to all school personnel on an annual basis, and at such other times as the Board in consultation with the District Compliance Officer determines is necessary or appropriate.

5. This Regulation shall be reviewed at least annually for compliance with state and federal law.

6. The District will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with the District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

## **INVESTIGATION**

Upon receipt of a report or complaint alleging unlawful discrimination, sexual harassment, or harassment based upon race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, the Compliance Officer shall immediately undertake or authorize an investigation. That investigation may be conducted by District officials or by a third party designated by the District. The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of the evaluation of any other information or documents, which may be relevant to the particular allegations. In determining whether the alleged conduct constitutes a violation of this Regulation, the District shall consider:

- the nature of the behavior;
- victim's statements;
- how often the conduct occurred;
- mandatory written witness statements or interview summaries;
- whether there were past incidents or past continuing patterns of behavior;
- opportunity for the complainant to present witnesses and provide evidence;
- evaluation of all relevant information and documentation relating to the complaint of discrimination or harassment;
- the relationship between the parties involved;
- the race, color, sex, national origin, age, ethnicity, disability, sexual orientation or perceived sexual orientation of the victim;
- the identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to harassment;
- the number of alleged harassers;
- the age of the alleged harassers;
- where the harassment occurred;
- whether there have been other incidents in the school involving the same or other students;
- whether the conduct adversely affected the student's education or educational environment;
- the context in which the alleged incidents occurred.

Whether a particular action or incident constitutes a violation of this Regulation requires a determination based on all the facts surrounding the circumstances.

The investigation shall be completed no later than fourteen (14) days from receipt of the report. The District Compliance Officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this Regulation. The Compliance Officer's obligation to conduct this investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is also pending or has been concluded.

## **SCHOOL DISTRICT RESPONSE**

1. Upon receipt of a report that a violation has occurred, the District will take prompt, appropriate formal or informal action to address, and where appropriate, remediate the violation.



Appropriate actions may include, but are not limited to, counseling, awareness training, parent-teacher conferences, warning, suspension, exclusion, expulsion, transfer, remediation, or discharge. District action taken for violation of this Regulation shall be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and District policies for violations of a similar nature of similar degree of severity. In determining what is an appropriate response to a finding that harassment in violation of this Regulation has occurred, the District shall consider:

- what response is most likely to end any ongoing harassment;
- whether a particular response is likely to deter similar future conduct by the harasser or others;
- the amount and kind of harm suffered by the victim of the harassment;
- the identity of the party who engaged in the harassing conduct;
- whether the harassment was engaged in by school personnel, and if so, the District will also consider how it can best remediate the effects of the harassment. In the event that the evidence suggests that the harassment at issue is also a crime in violation of a Missouri criminal statute, the Board shall also direct the District Compliance Officer to report the results of the investigation to the appropriate law enforcement agency charged with responsibility for handling such crimes.

2. The results of the District's investigation of each complaint filed under these procedures will be reported in writing to the complainant and other parties by the District in accordance with state and federal laws regarding data or records privacy, and consistent with the privacy rights of the alleged harasser.

3. If the District's evaluation of a complaint of harassment results in a conclusion that an individual has engaged in unlawful discrimination or harassment in violation of this Regulation, or that school personnel have failed to report harassment as required herein, that individual may appeal this determination by use of established School Board procedures for appealing other adverse personnel and/or education-related actions. If the District's evaluation of a complaint of harassment results in a conclusion that no unlawful harassment has occurred, an individual who was allegedly subjected to harassment and believes that this conclusion is erroneous may appeal this determination by use of established School Board procedures for appealing other adverse personnel and/or education-related actions. (See Regulation 1310, page 3). An individual who was allegedly subjected to unlawful discrimination or harassment may also file a complaint with the Missouri Commission for Human Rights, the United States Department of Education, Office for Civil Rights, or the United States Department of Justice. In addition, such individual may choose to file suit in the United States District Court or the State Circuit Court.

4. Copies of all complaints of harassment and the investigations conducted pursuant to them shall be maintained at the main administrative offices of the School District.

[Board of Education Policy 2130](#) -find this specific policy under the Policies tab

[Board of Education Regulation 2130](#)- find this specific policy under the Policies tab

## **RETALIATION**

Submission of a good faith complaint or report of unlawful discrimination, sexual harassment, or harassment based upon race, sex, color, disability, national origin, age, ethnicity, or sexual orientation will not affect the complainant or reporter's future employment, grades, learning, or working environment, or work assignments. The School District will discipline or take appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any person who reports an incident of alleged harassment/discrimination, sexual, racial, ethnic, sexual orientation discrimination, disability-related harassment or violence, or any person who testifies, assists, or participates in a proceeding, investigation, or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

## **BULLYING**

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

Bullying occurs when a student communicates with another by any means including telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Consequences: loss of privileges, detention, conference with administrator or teacher, parents contacted, in-school suspension, out-of-school suspension, expulsion and/or law enforcement contacted. District employees are required to report any instance of bullying of which the employee has first-hand knowledge.

Moreover, the District will provide training for employees relative to enforcement of this policy. [Board of Education Policy 2655](#) - find this specific policy under the Policies tab

## **DISCIPLINE BEHAVIORAL EXPECTATIONS**

The discipline code set out in this regulation is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct, which is not specifically listed in this regulation, may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequence listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances. When a student is suspended out of school, the student will qualify to make up missed assignments and receive credit. The principal or assistant principal, with input from appropriate teachers, will monitor the expected date for make up work to be complete.

Please click on the following link for the complete code of conduct and consequences.  
[Board of Education Regulation 2610](#) - find this specific policy under the Policies tab

### **Tardies and Late to School**

*Tardies*-Students will be allowed two tardies per class per semester. On the third tardy to a class per semester, the teacher will contact the student's parents via phone call or e-mail. On the fourth tardy for a class per semester the teacher will assign an after school detention and contact the student's parents via phone call or e-mail. The fifth tardy will be referred to the appropriate principal who will assign two after school detentions. A sixth tardy to a class in a semester will be referred to the appropriate principal who will assign one day of in-school suspension. Tardies beyond six per class per semester will be referred to the appropriate principal to assign a consequence.

*Late to School*-Attendance includes reporting to school by our start time and staying until dismissal. Good school attendance is essential for academic success. Reporting to school on time is very important for a middle school aged child. It is good character practice, and it helps the children feel more connected with their classmates. Students who are late to school more than three times per semester may receive consequences through the assistant principal; this may include reasons that are verified by the parent. Consequences will follow the tardy policy.

### **STUDENT DRESS**

The Board expects student dress and grooming to be neat, clean and of good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school. The 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. The Board may require students to wear a school uniform. 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 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 and in keeping with health, sanitary and safety requirements.
2. Students must wear acceptable footwear at all times.
3. No chains or spiked or studded jewelry may be worn.
4. Metal chains or swags are not acceptable.

5. Hats, caps, bandannas, hoods, dew rags, wave caps, or other non-therapeutic headgear are not to be worn in the school building. These items may not be displayed hanging from belt, waistband or pocket.

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 (including, but not limited to, swastikas, rebel flags, the occult or gang affiliation.)

7. Students shall not wear clothing that shows any of the following:

- a. Boxers/Briefs/Underwear
- b. Bras
- c. Back
- d. Belly/Stomach/Midriff
- e. Backside/Butt/Bottom
- f. Breast/Chest
- g. Bare/Nearly Bare Shoulders

8. Dress and grooming will not be such as to disrupt the teaching/learning process or cause undue attention to an individual student.

9. 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.

10. Additional dress regulations may be imposed upon students participating in certain extracurricular activities.

11. Regulations may be altered according to special school sponsored activities. If, in the opinion of the administrators, 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 Student Behavioral Expectations and Guidelines.

**Please click on the following link for the most up to date information.**

[Board Policy 2651](#) -find this specific policy under the Policies tab

## **DISCIPLINE/CONSEQUENCES**

**Teacher Assigned Detentions** will be written and administered at the teachers' discretion for cases of minor classroom disruptions, failure to comply with classroom assignments or other acts of irresponsibility.

### **Discipline Referrals**

Referrals are written by teachers and dealt with by a principal in accordance with the Wentzville District R-IV School Code of Conduct. Depending upon the severity of the infraction, the student will receive a conference, and usually one of the following consequences.

#### *After School Detention*

Detention begins at 2:30 p.m. and lasts until 3:20 p.m. Students assigned to after school detention should bring adequate work to last forty minutes. No talking is permitted during detention. Students should have pre-arranged transportation home after detention. Failure to report for detention or to abide by these rules will result in additional consequences.

#### *In-School Suspension*

In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities, but is not dismissed from the school setting. The principal/designee may assign students to the in-school suspension program for a reasonable and specified period of time. Students will be given regular classroom assignments to be completed while in the ISS room. Failure to complete assignments may result in additional ISS time. Students are to take all of their books and necessary supplies to the ISS room when assigned. Students will not be allowed to go to their lockers or their grade level hallways during their in-school suspension. Participation in after school activities is not allowed while serving In School Suspension.

#### *Out-Of-School Suspension*

Out of school suspension will be assigned for the most severe infractions or for repeated offenses. The term "suspension" refers to an exclusion from school for a specific period of time short of permanent exclusion. Building principals are authorized to suspend students for periods of time not to exceed ten (10) consecutive school days for violation of District Regulations, and are authorized to impose additional suspensions of not more than 10 consecutive school days in the same school year for separate acts of misconduct. Building principals may also recommend extensions of suspension for periods of time up to one hundred eighty (180) consecutive school days by the Superintendent. The Superintendent may suspend students for periods up to one hundred eighty (180) consecutive school days and recommend longer suspensions and expulsions to the Board of Education. Only the Board may impose suspensions in excess of one hundred eighty (180) consecutive school days. Students may not be on the school premises during the period of this suspension. Homework can be completed for full credit, and it is available after 2:30 p.m. the following day of the first day of suspension. When a student is suspended out of school, the student will qualify to make up missed assignments and receive credit. The principal or assistant principal, with input from appropriate teachers, will monitor the

expected date for make up work to be completed. Assignments not completed will be recorded as a zero.

## **EMERGENCY SCHOOL CLOSINGS**

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

### **District Phone Call/Text/Email/Push Notification**

The Wentzville School District utilizes [Blackboard](#), 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! Also be sure to download the WSD app ([for Android](#) and [Apple](#)) and enable notifications for your child's school. **Remember, notifications can always be customized by parent (for example, you don't want to receive the calls, only texts and emails) by contacting the Community Relations Department at 636/327-3800, ext. 20357 or your child's school office.**

### **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](#)

[KWRE Radio 730 AM](#)

[KSDK - TV Channel 5](#)

[KFAV Radio 99.9 FM](#)

[KMOX Radio 1120 AM](#)

**These TV and radio stations also have web sites with the same school closing information. Look for the Wentzville School District. Please be advised that individual schools will not be listed separately, closings will always be listed as the Wentzville School District.**

### **Website**

The [District website](#) will be updated with any emergency school closing information. Please check on the homepage.

### **Facebook and Twitter**

The WSD has its own [Facebook page](#) (Wentzville School District) be sure to “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](#). 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.

### **FAMILY RIGHTS AND PRIVACY ACT**

The Family Rights and Privacy Act provide students, parents and guardians with the right to inspect educational records pertaining to the individual student. In the Wentzville School District, information from student files will not be available to unauthorized persons within the school or to any person outside the school without the express consent of the student or the parents/guardians, except to comply with a judicial order or a subpoena or in cases where the safety of persons or property is involved. If an official of another school system in which the student enrolled requests a student's record, the record may be released. However, written authorization to release the record will be sought and encouraged from the parent/guardian, if the student is unmarried and under 18 years of age. Otherwise, the authorization will be sought from the student. Requests in writing will be considered as a release by an individual applying for school admission or employment. Copies of records of students currently enrolled will be made available to authorized personnel upon request.

### **MIDDLE SCHOOL TECHNOLOGY 1:1 ACCESS INITIATIVE (CHROMEBOOK USAGE)**

The Wentzville School District believes that to more effectively prepare students for life in today's 21st Century, they must be engaged and learning at school in the same fashion that they are engaged and learning outside of school. Because technology pervades all aspects of today's society, this means being adaptable to innovation, digitally savvy, and virtually connected.

Providing a free technology device to every student (often referred to as "one-to-one," or abbreviated "1:1") is just one of many strategies WSD employs to prepare students for success in today's world. In a 1:1 learning environment, students are provided Chromebooks to better equip them for anytime-anywhere learning, teachers receive continued professional development to better equip them to provide innovative instruction, and all consequently become the beneficiaries of 21st Century education.

Students are issued their devices at the beginning of the school year with a district protective carrying case to use throughout the school year. The devices and cases will be collected at the end of the school year prior to leaving for summer break.

Access Initiative Informational Background:

<https://www.wentzville.k12.mo.us/Page/163>

Access Initiative Handbook:

[https://docs.google.com/document/d/1Nis9Z63wJRol7VAqc7qnjFCdF\\_5-Qxsm9G4SRKTUySw/edit](https://docs.google.com/document/d/1Nis9Z63wJRol7VAqc7qnjFCdF_5-Qxsm9G4SRKTUySw/edit)

Access Initiative Insurance Memo:

<https://docs.google.com/document/d/1e55BtlBGSFvnitHwVBJWuNdeH1Ok8jKEXcnGeSos0xl/edit>

Access Initiative Signature Form:

<https://docs.google.com/document/d/1WN3sE-3Yglsknvt8aWdHFibiAv02SrY0CpBsM5PiNqM/edit>

### **WENTZVILLE SCHOOL DISTRICT BOARD OF EDUCATION**

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### **WENTZVILLE SCHOOL DISTRICT CENTRAL OFFICE ADMINISTRATION**

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Asst. Supt. - Curriculum and Instruction

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