

**WENTZVILLE  
TIMBERLAND HIGH SCHOOL  
STUDENT/PARENT HANDBOOK**

**“HOME OF THE WOLVES”**

**559 E. Highway N  
Wentzville, MO 63385  
(636) 327-3988  
[www.wentzville.k12.mo.us](http://www.wentzville.k12.mo.us)**



**TO TIMBERLAND HIGH SCHOOL PARENTS AND STUDENTS**

We, at Timberland High School, place student academic achievement as our number one priority. In order to maximize this achievement, students must develop good study habits, display quality work, and be prompt turning in their assignments.

Please review the information in the student portion of this handbook and set aside a specific time to review daily and weekly lessons with your student.

## **TIMBERLAND HIGH SCHOOL ALMA MATER**

(Andrzejewski, Fields, Pyle)

Hail our dear Timberland,  
Ever be true,  
Hail the colors of our Wolves,  
Hail, green and blue.  
To our school and all who see her,  
We will ever tell  
Hail, our dear Timberland,  
Ring the victory bell!



## **TIMBERLAND FIGHT SONG**

(Andrzejewski, Elbel)

**WOLVES! We will fight!  
We are the Wolves!  
Blue and green,  
We are the Wolves,  
Wolves of Timberland,  
Our spirit never dies.  
Our only goal is victory  
With a pride that all can see.  
We are Timberland  
We're faithful to the end!**

## WELCOME TO TIMBERLAND HIGH SCHOOL

The administration, faculty and staff of Timberland High School extend a sincere welcome to you as a new school year begins. We're very proud of our school. From our beginning in 2000 to the present, the school colors of Hunter Green and Navy Blue symbolize honor and dignity as we strive to exemplify the courage and dignity of our mascot, the Wolf.

The Wentzville School District MISSION is to elevate the performance of our students to prepare them for life's endless challenges and possibilities. Timberland High Schools MISSION is a learning community united in its commitment to ensure all students graduate as confident and competent citizens. Timberland High School has a SHARED VISION of curriculum that must be progressive, integrated into the larger school system and be designed to help students meet standards. Our school offers an environment free from physical and emotional threats, while giving students an equal opportunity to learn in an engaging, caring and positive place.

To achieve success you must develop positive work habits and plan to make the best use of your educational opportunities throughout your high school years. Successful students get involved in school, have good attendance, prepare for classes and participate in a variety of activities.

We encourage you to make this year a rewarding learning experience as you continue your personal and educational growth toward the future. Best wishes for a great school year.

## WENTZVILLE R-IV SCHOOL BOARD MEMBERS

Click on the following link for names of board members and their contact information

<https://www.wentzville.k12.mo.us/Page/598>

## CENTRAL OFFICE ADMINISTRATIVE STAFF

Dr. Curtis Cain .....	Superintendent
Dr. Gregg Klingensmith.....	Asst. Superintendent of Curriculum & Instruction
Dr. Nathan Hoven.....	Asst. Superintendent Human Resources
Mr. John Schulte.....	Asst. Superintendent Administrative Services
Mrs. Cheri Thurman.....	Asst. to Superintendent Special Services
Mrs. Pam Frazier .....	Chief Financial Officer

## TIMBERLAND HIGH SCHOOL ADMINISTRATIVE STAFF

Mr. Kyle Lindquist.....	Principal
Mrs. Susan Sanchez .....	Assistant Principal (A-D)
Dr. Keith Sanders.....	Assistant Principal Intern (E-K)
Mrs. Liz Reckker.....	Assistant Principal (L-Ri)
Mr. Dan DeClue .....	Assistant Principal (Ro-Z)
Mr. Todd Hayes .....	Activities Director

## TO GET ANSWERS

Timberland webpage is <https://www.wentzville.k12.mo.us/site/Default.aspx?PageID=45>

A+ Program.....	327-3988 Ext. 27241
Absences/Attendance .....	327-3988 Ext. 27223
Activities/Athletics .....	327-3988 Ext. 27239
Activities/Scheduling Events .....	327-3988 Ext. 27239
Bus/Transportation .....	327-3860
Career Planning Center .....	327-3988 Ext. 27241
Club Information .....	327-3988 Ext. 27239
College Information .....	Career Center/Guidance Office 327-3988 Ext. 27241
Emergency Messages .....	Administrative Office 327-3988 Ext. 27221
Financial Aid .....	Career Center/Guidance Office 327-3988 Ext. 27241
Fines.....	Financial Office, 327-3988 Ext. 27247
First Aid .....	Nurse's Office 327-3988 Ext. 27233
G.E.D. ....	Guidance Office 327-3988 Ext. 27241
Graduation Information.....	Guidance Office 327-3988 Ext. 27241
Graduation Requirements.....	Guidance Office 327-3988 Ext. 27241
Guidance.....	327-3988 Ext. 27241
Students with last names A-D: .....	Stacey Nielsen
Students with last names E-K: .....	Amy Green
Students with the last names L-Ri: .....	Tammy Braun
Students with the last names Ro-W:.....	Stephanie Bell
Students with the last names X-Z and A+/Career Counselor .....	Kerry Stengel
Immunizations.....	Donna Davis, 327-3988 Ext. 27233
Locker Assignments .....	Guidance Office, 327-3988 Ext. 27241
Locker Assistance.....	Assistant Principal's Office
Lost & Found.....	327-3988 Ext. 27221
Lunch Program .....	Food Services, 327-3858 Ext. 21321
NHS.....	Tammy Braun, 327-3988 Ext. 27241
Newspaper .....	Ida Hoffmann, 327-3988 Ext. 27298
Parking Permits.....	Assistant Principal's Office-Dr. Keith Sanders, Ext. 27231
Schedule Changes.....	Guidance 327-3988 Ext. 27241
School Pictures/Senior Pictures .....	Principal's Office, 327-3988 Ext. 27222
Transcripts.....	Registrar's Office 327-3988 Ext. 27246
Visitors .....	Principal's Office, 327-3988 Ext. 27221
Withdrawal/Transfer .....	Guidance Office, 327-3988 Ext. 27241
Work Permits.....	Guidance Office, 327-3988 Ext. 27241
Yearbook.....	Ida Hoffmann, 327-3988 Ext. 27298

## **Student Misconduct and Disciplinary Consequences**

Please click on the following link to view:  
<https://www.wentzville.k12.mo.us/Page/5921>

### **A+ SCHOOLS PROGRAM**

Timberland High School received the State granted A+ designation on May 23, 2002. This recognition indicates the high school meets the highest standards in seeking to accomplish these Program Goals:

- All students will graduate from high school.
- All students will complete challenging studies with identified learning competencies.
- All students proceed to college or vocational technical school or high wage jobs with opportunities for workplace skill development and advancement.

The students must agree to:

- Sign a Participation Contract
- Attend THS three consecutive years prior to graduation.
- Graduate with a 2.5 cumulative grade point average.
- Maintain a cumulative 95% attendance record.
- Maintain a good record of citizenship.
- Perform 50 hours of unpaid tutoring/mentoring for younger students.
- Make a good faith effort to obtain available federal funds for student financial assistance that require no repayment (FAFSA).

A student graduating with the A+ Designation is qualified to receive Missouri A+ grant money to cover the cost of tuition at any public community college or public Vocational/Technical School in the State of Missouri, for up to six semesters as State funding allows.

## **ABSENCES/ATTENDANCE POLICY**

Students are expected to attend school regularly and to be on time for classes. This is necessary for the student to receive the maximum benefits from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. In order for a student to successfully complete a course, a student must not only satisfy academic requirements, but also exhibit good attendance habits.

1. **Verified Absences** - Students receive a verified absence for:

- a) Personal illness
- b) Professional appointments that cannot be scheduled outside the regular school day
- c) Serious personal or family problems
- d) Other emergency situations deemed necessary by a principal
- e) Pre-arranged absences by the parent – notification to the school and prior approval of the principal. Students allowed pre-arranged absences must make arrangements with all teachers for completion of work.

2. **Unverified Absences** - Absences that do not fall into the categories listed above.

3. **Verification of Absences** - Notes or telephone calls by parents or guardian will be required within **24 hours** of an absence and preferably the day of the absence. Parents are to contact the school attendance office (327-3988, ext. 27223) between 7:00 a.m. and 3:00 p.m. Absences of five (5) consecutive days or a pattern of frequent absence related to illness may require a doctor's excuse. **Any absence that remains unverified will be considered truancy.**

4. **Signing In and Out of School** - Students will sign in at the Attendance Office whenever they arrive at school after the scheduled time to begin their first class. Any student who leaves the school day prior to his/her last scheduled class must first have written approval from a parent/guardian and approval from the Attendance Office, and report to the Attendance Office to sign out. **Leaving without approval will be considered truancy.**

5. **Late Arrival to School** - Consequences will be assigned for reporting late to school, which may include loss of driving privileges.

6. **Tardiness to Class** - Tardiness is defined as any appearance of a student beyond the scheduled time that class begins (unless a staff member detains the student). Students tardy to class will receive an after-school detention for the third offense and an after-school detention for the fourth offense. Students will receive one (1) day out-of-school suspension without credit for the fifth and each subsequent offense. Students may attend an assigned Friday three (3) hour detention to waive the one-day suspension. Students late to class more than five (5) minutes without a pass must report to their Assistant Principal's office and will be considered truant.

7. **Truancy** - Defined as any unverified absence from school or assigned area. Repeated truanies necessitate truancy referrals to the St. Charles County Juvenile Office. A student will be considered truant if he/she leaves the school building during the school day without permission. Consequences will be assigned for truancy. It is the students' responsibility to see each teacher within two (2) school days of the absence and make arrangements with each teacher for work missed. Students may earn credit for make-up work only if they conference with the teacher within the days specified and complete and submit the work within the contracted time. Teachers may request the student to remain after school to do make-up work.

8. **Planned Absences** - On certain occasions the student may know in advance that he/she will be absent from school for several days. In these cases, the student shall obtain a "notice of planned absence" form from the Assistant Principal. This notifies the teachers of the planned absence. The teachers then have the opportunity to provide the student with learning activities to be completed or studied during the student's planned absences.

## ACT/ASPIRE TEST

Throughout the year the **American College Test (ACT)** will be administered at various sites in the area. Students wishing to register for the ACT should contact their guidance counselor. There is a fee for this test. Please visit [www.actstudent.org](http://www.actstudent.org) for fees, registration deadlines, and test dates. **The ACT code for Timberland High School is: 263-591**

Please check with Guidance Office for information <https://mo02202303.schoolwires.net/domain/393>

## ANNOUNCEMENTS

A daily bulletin will be available for teachers on the school's computer system. Teachers may post the daily bulletin in their classroom. Announcements will be displayed on the jumbo screen in the cafeteria during all lunch shifts. **Additional announcements may be made at the end of the school day on an as needed basis.** In the interest of student learning, announcements will be kept to a minimum to preserve class time.

## ATHLETICS/ACTIVITIES

Participation in Athletics - All athletes, cheerleaders, and dance team must have on file with their coach or sponsor a current physical, parent permission card and signed copy of the Athletic Code of Behavior.

To be eligible for participation in athletics, cheerleading, or dance team, 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.

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

Sportsmanship - One of the goals of high school 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.

For more information visit the Athletics/Activities webpage <https://mo02202303.schoolwires.net/domain/178>

## BELL SCHEDULE - CLASS TIMES (M, T, Th, & F)

<b>Period 1</b>	<b>7:20-8:11</b>
<b>Period 2</b>	<b>8:16-9:07</b>
<b>Period 4</b>	<b>9:12-10:03</b>
<b>Period 5</b>	<b>10:08-10:59</b>
	<i>A Lunch 10:08-10:34</i>
	<i>B Lunch 10:34-10:59</i>
<b>Period 6</b>	<b>11:04-12:25</b>
	<i>C Lunch 11:04-11:29</i>
	<i>D Lunch 11:29-11:55</i>
	<i>E Lunch 12:00-12:25</i>
<b>Period 7</b>	<b>12:30-1:21</b>
<b>Period 8</b>	<b>1:26-2:20</b>

## BELL SCHEDULE - CLASS TIMES (Wednesdays)

<b>Period 1</b>	<b>7:20-8:06</b>
<b>Period 2</b>	<b>8:11-8:57</b>
<b>Period 3</b>	<b>9:02-9:32 (Academic Intervention)</b>
<b>Period 4</b>	<b>9:37-10:23</b>
<b>Period 5</b>	<b>10:28-11:14</b>

	<i>A Lunch 10:23-10:51</i>
	<i>B Lunch 10:51-11:19</i>
<b>Period 6</b>	<b>11:19-12:35</b>
	<i>C Lunch 11:14-11:42</i>
	<i>D Lunch 11:42-12:11</i>
	<i>E Lunch 12:06-12:35</i>
<b>Period 7</b>	<b>12:40-1:26</b>
<b>Period 8</b>	<b>1:31-2:20</b>

**BUS TRANSPORTATION**

School officials make every effort to provide safe, punctual, comfortable, and orderly transportation of students. Each student is expected to comply with all regulations of the Transportation Department. The driver in charge of each bus will outline these regulations. Failure to comply with bus regulations could result in temporary loss of transportation privileges and or other consequences deemed appropriate by an administrator. Bus information can also be obtained on the Transportation website <https://www.wentzville.k12.mo.us/domain/92>.

**CARE OF SCHOOL PROPERTY**

Each student will be held responsible for the proper care of all books, supplies, apparatus, and furniture furnished the student by the Board of Education. Any student who defaces or injures school property shall be required to pay all damages. In addition, consequences may be assigned and police authorities may be notified.

**CARS/PARKING PERMITS/REGULATIONS**

Driving to school and parking on school lots is a privilege. Students who drive to Timberland are to park their vehicles on school grounds in the designated parking lot of the high school. Students should park only in properly marked spaces. Cars parked illegally may be towed away at the owner's expense. Courteous and respectful driving habits must be followed to ensure safety of all individuals. All vehicles must have a parking permit. Permit applications and parking fees are handled in the designated Assistant Principal's office. Parking permits are \$30.00 for the year or \$15.00 per semester. Violations of any of the above rules could result in consequences. Students must adhere to the rules listed on the parking application and are subject to the discipline guidelines for any violations. Student vehicles parked on District property are subject to search by school officials when there is reason to believe a vehicle contains materials prohibited by District regulations. Students owing a fine or fee to the school will not be permitted to obtain a parking permit for the school year or participate in extra-curricular or interscholastic activities until the fine or fee is paid to the school.

**CLUBS AND ORGANIZATIONS**

The following clubs and organizations are active at THS. For more information, see your Student Council Representative, any teacher, or watch for announcements in the bulletin.

<b>All of Us Club</b>	Membership is by sponsor selection. Assist in establishing friendships between students with and without disabilities.
<b>Art Club</b>	Membership is open. Members further art skills and develop art products.
<b>Band</b>	Meets as a class. Marching band, jazz band, and symphonic band is active.
<b>Cheerleading</b>	Membership by tryout.
<b>Dance Team</b>	Membership by tryout.
<b>Drama Club</b>	Membership is open. Members participate in play productions throughout the school year.
<b>DECA</b>	Membership is open to members of the Marketing and Distribution classes. They operate the school store and participate in various contests.
<b>FBLA</b>	Future Business Leaders of America. Membership is open.
<b>FCCLA</b>	Family, Careers and Community Leaders of America. Membership is open. Members participate in Family & Consumer Science projects throughout the year.

<b>Interact</b>	Community service organization affiliated with the Rotary Club. Membership is open to all students.
<b>National Honor Society</b>	Membership is by invitation. To be considered, a student must have a minimum G.P.A. of 3.4, demonstrate service, exhibit qualities of leadership, and exemplify admirable character. Service is provided to school and community.
<b>Newspaper</b>	Meets as a class. Members develop and distribute the school newspaper.
<b>Ping Pong Club</b>	Membership is open. This is an after-school recreation activity.
<b>Scholar Team</b>	Membership by tryout. Academic competition with other schools
<b>Speech Team</b>	Membership is open. Members participate in speech contests.
<b>Student Council</b>	Members are selected. Student Council promotes the welfare of the school and helps develop a greater spirit of democracy.
<b>Vocal Music</b>	Meets as a class. Students can participate in concert choir, cantatas, show choir, and chamber choir.
<b>Yearbook</b>	Meets as a class. Members plan, sell, and distribute the school yearbook.

### COLLEGE PREPARATORY CERTIFICATE

The State Department of Elementary and Secondary Education recognize students for exemplary academic performance. Students may receive a College Preparatory Certificate, if they complete all Academic Diploma requirements (some substitutions are allowed for foreign language), attain an overall GPA of 3.0 or higher, maintain a 95% cumulative attendance rate during 9-12 grades, and score above the national average on the ACT or SAT, 21 and 1016 respectively. (The national averages on both tests are subject to change. The Missouri Department of Elementary and Secondary Education notify schools when these changes occur).

### CORRESPONDENCE COURSES

Any student interested in taking correspondence courses for high school credit should contact his/her counselor. A maximum of two (2) units of correspondence credit is allowed during the student's eight semesters of high school. Additional correspondence will be allowed after eight semesters of attendance.

### CUM LAUDE

In an effort to recognize those students that go above and beyond in their school career in all areas, we will use the Timberland High School Cum Laude System that follows:

**(Please note: All requirements for a College Preparatory Certificate must be met)**

**To achieve cum laude:**

- College preparatory certificate
- Minimum of a 3.5 GPA
- One credit from the list of qualifying courses
- Two high school activities
- Good citizenship

**To achieve magna cum laude:**

- College preparatory certificate
- Minimum of a 3.75 GPA
- Two credits from the list of qualifying courses
- Three high school activities
- Good citizenship

**To achieve summa cum laude:**

- College preparatory certificate
- Minimum of a 4.0 GPA
- Three credits for the list of qualifying courses
- Four High School activities
- Good citizenship

**Courses qualifying for cum laude:** A Cappella Choir (3 years minimum), 4<sup>th</sup> year Band, AP Music Theory, AP Art History, AP



Studio Art, Advanced Business Technology, AP Computer Science, Architectural Structures & Design Technology, Advanced Marketing, AP Calculus, AP Statistics, AP Biology, AP Chemistry, AP Physics B, AP Environmental Science, Independent Science Research, Anatomy & Physiology, AP Language & Composition, AP English Literature & Composition, AP World History, AP Human Geography, AP American History, French IV, Spanish IV, German IV, Child Development III, Advanced Student Leadership.

**NOTE:** Students wanting recognition through the Cum Laude System must apply by obtaining an application from the Guidance Office. Applications are due to the guidance office during the first week of April. See guidance office for specific date.

## **NON-DISCRIMINATION POLICY**

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 non-discrimination policies:

Section 504/Title II Coordinator for Students  
Laura Smith  
1 Campus Dr.  
Wentzville, MO 63385  
(636) 327-3800

Title IX and Section 504/Title II Coordinator for Employment  
Dr. Nathan Hoven  
1 Campus Dr.  
Wentzville, MO 63385  
(636) 327-3800

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

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

Dr. Curtis Cain  
Superintendent of Schools  
Form 1310.1  
Revised 4/28/2015

## **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, <https://www.wentzville.k12.mo.us/Page/2>. 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! The Timberland website is <https://mo02202303.schoolwires.net/Page/46>.

## **STUDENT DRESS**

The dress guidelines are listed in the Student Misconduct and Disciplinary Consequences handbook located on the Administrative Services website for the school district. Click on the following website to view: <https://www.wentzville.k12.mo.us/Page/5921>.

## EARLY GRADUATION

To graduate after seven semesters of high school attendance, a student must: (1) meet all graduation requirements; (2) file a written parent request with their counselor prior to November 1.

## EMERGENCY SCHOOL CLOSINGS

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

### District Phone Call

The Wentzville School District has implemented a telephone broadcast system that will enable school personnel 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 contact information!

**Website**The District website <https://www.wentzville.k12.mo.us/Domain/4> will be updated with any emergency school closing information. Please check on the homepage under "Announcements".

### WSD eNews

The District publishes a monthly electronic newsletter called the WSD eNews that is emailed to individuals who have signed up for the service. 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, but again you must sign up to receive these emails. To do so, please visit the District website, click on "Parent Info", and then on "e- Newsletters". <https://www.wentzville.k12.mo.us/domain/103>.

## SCHOOL CLOSINGS

### TV/Radio

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

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

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

## FAMILY EDUCATIONAL 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 in the Wentzville School District will be made available to authorized personnel upon request.

## FEES

The following guidelines apply to costs, and fees. A field trip, workbook, or curricular project may have a fee attached to it if it is optional to the student. Students are to finance normal class supply requirements such as paper, pencils, pens, and gym clothing.

In activity courses such as art, industrial technology, FACS, etc., elective projects that students wish to make are to be paid for by the student. Students enrolled in Driver's Education will have a fee of \$125.00 for the cost of the after school driving experience and driving permit.

## FIELD TRIPS

Parents must approve their child's attendance on any field trip. Student conduct on a field trip is very important as each person represents the whole school, and we want to create a favorable image of Timberland High School and THS students.

Attendance on a field trip does not relieve a student of other class obligations. The students must make arrangements in advance to satisfactorily fulfill class requirements. All school rules are in effect on field trips.

## FINAL EXAMS

Final examinations will be given at the end of the first and second semesters. All students are expected to take final exams during the assigned times.

## FINES

Students will be assessed fines for situations such as but not limited to: damage or loss of textbooks, damage or loss of athletic equipment/uniforms, vandalism, library fines, cafeteria monies, ID's, etc.

It is understood that students are financially responsible, in full, for all damages resulting from malicious behavior or carelessness. Acts of vandalism may result in suspension and full restitution for damages.

Students owing a fine or fee to the school will not be permitted to obtain a parking permit for the school year or participate in extra-curricular or interscholastic activities until the fine or fee is paid to the school.

## FLYER DISTRIBUTION

Each District school has an area in or near the front office designated for "student availability" and here you can locate flyers from organizations such as the Boy/Girl Scouts, YMCA, and the Parks and Recreation Departments. The Wentzville School District only allows flyers to be sent home in student backpacks that are from internal clubs/teams, or partner organizations such as the school PTO/PTA. New this year, 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 <https://www.peachjar.com/index.php?a=28&b=138&region=94289>. All materials intended for our students and their families must be approved by the Community Relations Department before they are made available for distribution.

## GRADING SYSTEM

Grades are issued twice each semester. The first grade each semester indicates progress as of that date only. The final or semester grade is the only one recorded and reported on the student's transcript. The grading scale is as follows:

<b>A = 94-100</b>	<b>B+ = 87-89</b>	<b>C+ = 77-79</b>	<b>D+ = 67-69</b>
<b>A- = 90-93</b>	<b>B = 84-86</b>	<b>C = 74-76</b>	<b>D = 64-66</b>
	<b>B- = 80-83</b>	<b>C- = 70-73</b>	<b>D- = 60-63</b>
			<b>F = 0-59</b>
			<b>I = Incomplete</b>

**F's and Incomplete grades receive no credit.**

## GRADUATION REQUIREMENTS

In order to receive a diploma from Timberland High School, students must earn 25 units of credit and pass examinations on both the Constitution of the United States and the Constitution of Missouri. At least 3 units of credit must be earned from Timberland High School. The student must also have been in attendance the semester prior to his or her completion of graduation requirements.

The following is a breakdown of credits required for graduation with a General Diploma:

English (8 Semesters of English courses)	4 Credits
Social Studies (2 Semesters of American History, 1 Semester of American Government, 1 Semester of World Geography, & 2 Semesters Of additional Social Studies)	3 Credits
Science (6 semesters of Science courses)	3 Credits
Mathematics (6 Semesters of Math courses)	3 Credits
Fine Arts (2 Semesters of Art, Drama or Music courses)	1 Credit
Practical Arts (Two semesters of Business Ed, Family & Consumer Sciences, Industrial Tech, Marketing Ed, and/or Vocational/Technical school courses (Lewis and Clark Center)	1 Credit
Physical Education (2 Semesters of P.E.)	1 Credit
Health (1 Semester of Health)	1/2 Credit
Personal Finance	1/2 Credit
Electives	8 Credits
<b>TOTAL</b>	<b>25 Credits</b> <b>(Minimum requirement)</b>

## GUIDANCE AND COUNSELING

A guidance counselor is assigned to each high school student. The counselor is available to help the student overcome any academic or personal problem. The counselor has information on a variety of occupations, as well as college programs and scholarships. The counselor will aid the student in planning high school course work to best meet the present and future needs of the student. Parents are also encouraged to contact their child's counselor for any related information.

Students are assigned to a counselor according to the first letter of the student's last name:

<b>A-D</b> Stacey Nielsen	<b>E-K</b> Amy Green
<b>L-Ri</b> Tammy Braun	<b>Ro-W</b> Stephanie Bell
<b>X-Z</b> Kerry Stengel – A+/Career Planning	

Individual weekly appointment sheets are available in the guidance office to schedule a specific time to meet with your counselor. It is your responsibility to **OBTAIN A PASS** for your scheduled appointment when you sign up. Careful consideration should be given to any class time or work assignments missed. The guidance website is <https://mo02202303.schoolwires.net/domain/393>.

## HOMEWORK REQUESTS

**Students out of school less than two (2) days must contact teachers or students in class on their own.** Homework requests for periods of two (2) days or more will be taken from the parents only by calling the attendance office (327-3988, Ext. 27223). Parents must verify that a student will be out of school for two (2) days or more before homework will be gathered. Otherwise, by the time homework is gathered, the student has already returned to school, or has returned prior to the homework being collected.

## HONOR ROLL

An academic honor roll is published at the end of each quarter. To be placed on the "B" honor roll, a student must: (1) carry a minimum of 4 classes; (2) earn a 3.0 grade point average; and (3) not receive and "I", "D", or "F" grade. To be considered for the "A" honor roll, a student must: (1) carry a minimum of 4 classes; (2) earn a 4.0 grade point average; and (3) not receive and "I", "D", or "F" grade.

## **ID BADGE**

All students are issued student ID badges at the start of the school year and are required to have it in their possession during school. The purpose of the ID badge is to validate that you are a student at Timberland High School. All students must present their ID badges to staff members if requested. All students will be required to have an ID badge to enter all school dances.

Replacement ID's are required if lost or mutilated and may be purchased in the library. Cost is \$5.00 for the badge.

## **LIBRARY**

The high school library is a place for quiet study, reading, research, and for checking out books. Further information on library procedures may be obtained from the librarian. Students must have a pass to go to the library during lunch or any other time during the school day. Library hours are 7:00 a.m. until 3:15 p.m.

## **LOCKERS AND LOCKS**

The school reserves the right to inspect the contents of the locker and to remove anything contrary to school rules or detrimental to the students and the school. Students will be assigned lockers and will be responsible for any damage caused to a locker due to misuse or decorating. Students are also reminded that their locker must be clean and free from debris by the end of the school year. The physical education teachers will assign lockers in Physical Education class. All belongings should be locked and secured. Valuables should not be brought to school or left in lockers.

## **LOST AND FOUND**

All articles found in classrooms or halls should be turned in to the Principal's Office located on the first floor. Lost items may be claimed by proper identification.

## **CHILD NUTRITION SERVICES**

The prices for student breakfasts and lunches can be located on the Child Nutrition Services website: <https://www.wentzville.k12.mo.us/domain/87>. The Wentzville School District cafeterias are devoted to enhancing children's health and well being by providing healthy school meals. A wide variety of food items are provided for our students each day. Starting this year, every lunch must include a fruit, vegetable or salad. A la carte items are also available to students at additional costs. Please note that each line will be clearly marked. You can help your child make healthy choices using the monthly menus that are posted on the District website and in every classroom. If students prefer, they may also bring their own lunch. In the event that a student's account is negative and forgets his/her lunch or lunch money, a cheese sandwich, fruit, and milk will be offered for one. Breakfast is offered daily 20 minutes before the beginning of the school day. Cereal, toast, and milk or juice is available daily in addition to a daily special. We offer a variety of hot breakfast items, as well as cereal, toast, milk, juice, and fruit.

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 not or 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, grade and amount enclosed. Preprinted envelopes provided by the school are available and should be used whenever possible. Charging is not allowed at the secondary schools.

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

**Free or Reduced Meal applications** are available online at <https://www.wentzville.k12.mo.us/Page/5276>. You may also receive an application from the school office or through the Child Nutrition Services office at 327-3858 ext 21321.

Lunch menus, nutrition information, meal prices, and forms, are available at <https://www.wentzville.k12.mo.us/Page/126>.

**Cafeteria Conduct** - All students are required to eat their lunch in the cafeteria and to conduct themselves in an orderly manner. **With the exception of sack lunches, students are not allowed to bring, or have delivered, food purchases outside of the school (i.e., pizza, fast food, etc.) to the cafeteria.** Tables should be left clean.

Timberland High School students are not allowed to leave the campus during their lunch period. Students must remain in the cafeteria during their assigned lunch period. Consequences will be assigned for infractions of these expectations.

## **MONEY**

Students are strongly discouraged from having large amounts of money at school. The School cannot be held responsible for money lost, misplaced, or taken. A conference may be held with the parents of students who have large amounts of money. (Police may be called.)

## **NURSE**

**Communicable Diseases** - A student shall not be permitted to attend classes or other school-sponsored activities if the student is known to be afflicted with or liable to transmit any contagious or infectious disease. Any student permitted to attend school with a chronic infectious disease must do so under specified conditions.

**Dispensing of Medicine** – It is desirable for all medications to be taken at home however, if the doctor orders a dose during school hours, **the prescription must be delivered to the nurse by the parent/guardian or other responsible adult.** (In compliance with the Safe School Act) The prescription label with a current date can serve as the physician's order except when the medication is a controlled substance (i.e. Ritalin, Codeine, etc.) a written order must be provided. The parent/guardian is to provide a written request for the medication to be dispensed by designated school personnel.

**Non-Prescription Medications** – A doctor's order may be written and provided along with the medicine in the original container and a written request from the parent/guardian for the medicine to be dispensed; OR a Medication Self Care form can be obtained from the nurse. Medication must be provided in the original container and will be stored in the nurse's office. The nurse will monitor and record medication taken to educate the student and prevent medication misuse. Parents will be advised if their child frequently requests the medication, as there may be an underlying health concern.

**Illness during the day** - Any student who becomes ill during the school day must report to the nurse's office. Except for emergencies, when students visit the nurse's office, they must have a hall pass signed by a teacher. If the nurse is unavailable, the student must report to the Attendance Office for assistance. Students may not leave school during the day because of illness without reporting to the nurse or their assigned Principal.

## **FOOD AND BEVERAGES**

Food and beverages are limited to the cafeteria and are not allowed in the instructional or classroom areas of the building. Open beverages cannot be brought into the building. Water bottles are allowed and should only contain water.

There is a designated area for parents to bring and eat lunch with their students. There is also an area for student celebrations at lunch. The patio is open for lunch weather permitting. Students are expected to keep the area free of litter.

## **PERSONAL PROPERTY**

Radios, cards, cassettes, CDs, headphones, record players, frisbees, computer games, skateboards, water pistols, cellular phones, laser pointers, and related items are not to be brought to school and will be confiscated and returned to parents. Bringing such items could result in disciplinary action.

## **P.D.A.**

Public display of affection (P.D.A) has a tendency to create unfavorable impressions and attitudes toward the school and individuals involved. Students are requested to use good judgment and avoid the embarrassment of having school officials notify their parents of any impropriety. Students will receive disciplinary action for inappropriate behavior.

### **PROGRESS REPORTS/GRADE CARDS**

All students will be issued progress reports for the current grade period. Progress reports will be mailed to students approximately the fifth week of every quarter. Grade cards are issued quarterly and are also mailed.

Parents are encouraged to contact the teacher with questions or concerns relative to his/her student's performance.

### **STUDENT MISCONDUCT AND DISCIPLINARY CONSEQUENCES**

All students attending school in District schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District's discipline code set forth in Regulation 2610. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to punish the student to deter future misconduct and to provide a safe and positive environment in which students can maximize their learning potential. The Student Misconduct and Disciplinary Consequences can be viewed on the Administrative Services website by clicking: <https://www.wentzville.k12.mo.us/Page/5921>.

#### **(Wentzville School District Policy 2610 and Regulation 2610)**

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. Copies of this regulation as well as the District's corporal punishment policy will be provided to each student at the beginning of each school year. Copies of these documents will also be available for public inspection during normal business hours in the Superintendent's office.

A copy of Student Misconduct and Disciplinary Consequences will be provided to students separate from this handbook.

### **SUPPORT GROUPS**

In a continuing effort to address the needs of students, the Guidance Department offers a variety of support groups. The purpose of a support group is to provide a supportive structure, sharing of experiences, and information. It is our goal that students will be able to use the resources of group to help themselves as well as each other.

Please contact your Guidance Counselor if you're interested in any of the following groups:

Divorce	Self-Esteem	Grief/Loss
Teen Parent	Family Issues	Eating Disorders
Drug/Alcohol Issues	Stress Management	

### **TECHNOLOGICAL DEVICES**

Possession and/or use of electronic equipment including, but not limited to MP3 players, CD players, cellular telephones, and video games/systems is strongly discouraged. Devices in this category are not to be visible, audible, or in use while at school from the time first period begins until the academic day ends, unless a teacher gives a student permission to utilize the device while in class or it is the student's assigned lunch period. Devices in this category should be turned off during the school day with the exception of the students' assigned lunch periods. Students may use their cell phones during their assigned lunch period in the cafeteria. The items may be used on the way to and from school, after school and at activities or athletic events or with teacher/principal approval. Students who bring electronic items to school do so at their own risk and are responsible to secure the item from theft or loss. If a student brings a device and it is visible and/or in use during the school day, the student is subject to consequences.

Laser pointers are not allowed at any time. Possession of a laser pointer will result in a consequence. **Students who violate this expectation and guideline may have their electronic device confiscated until the end of the day.**

## **TECHNOLOGY STUDENT AGREEMENT**

The student will have a Wentzville District Acceptable Use Policy Form on file in the library signed by the student and parents. They will understand that using computers is a privilege and will agree to abide by the rules when using computers. They will not in any way vandalize nor change the hardware settings on any computer. These settings include but are not limited to changing the screen color, screen saver, mouse direction, or creating shortcuts. They will not give their password to any one except the teacher. Violation of this policy may result in disciplinary action and/or loss of computer privileges. Additional disciplinary action may also occur depending on the circumstances.

## **TELEPHONE CALLS/USE OF TELEPHONE**

**If there is a call for a student from a parent/guardian, the student will be notified but will not be called from class except in cases of extreme urgency.** Telephoning should be done before and after school, but if the situation is urgent, calls may be made between classes. A phone is available in the office for student use. Students are required to obtain permission to use the phones. Students are not allowed to receive personal calls from friends.

## **TEXTBOOKS**

Textbooks will be issued at the beginning of the year. The teacher will keep the name of the student to whom the book was issued, the book number, and the condition of book. Any damage in a book should be brought to the attention of the teacher when the book is issued. The student to whom they were issued will pay for books that have been abused, damaged, or lost. Do not borrow or lend books. Make certain your locker is locked every time you use your locker. Do not leave books unattended where they may be taken. A student who fails to return a book at the end of a course will be assessed a fine (the cost of a new book).

In order for a student to receive a new book the student should inform his/her teacher that he/she has lost a book and get the book number and price from the teacher. The student should pay the cost of the lost book to the office and obtain a receipt to give to the teacher. The teacher will issue the student a new book if one is available. If the book is found, it should be returned to the teacher. The teacher will sign they received the book and a refund will be given.

## **TOBACCO USE**

Students are not to smoke, use tobacco, or have tobacco in their possession on school property. This includes electronic cigarettes.

Any student who assists another student in the violation of this rule will also be considered in violation of the smoking policy. Consequences will be assigned for use or possession of tobacco products. State law prohibits smoking in any public building.

## **TRANSFERRING STUDENTS/WITHDRAWAL**

When a student transfers to another school or withdraws for any reason, the student should report to the Counseling Office for a "student withdrawal form" and additional instructions.

## **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 help our teachers, administrators, and support staff better serve our students. The District also strives to insure that the volunteers in our schools are screened to help maintain the safety of our students and staff.

An annual background check is required for all volunteers that includes child abuse and neglect screenings as well as a check of the national sex offender registry. Anyone who has a substantiated incident of child abuse or is on the sex offender list will not be allowed to volunteer in our schools. The required paperwork takes only a few minutes to complete and can be found on the District website under "Parent Info" and then "Forms" 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.

<https://www.wentzville.k12.mo.us/domain/100>



## 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.

**All visitors must report to the administrative office.** All visitors should have an appointment and are asked to sign in and wear a visitor's ID when in the building. Students from another school are not allowed at Timberland High School during the school day.

## WEIGHTED GRADES

Weighted grades for specified courses will be utilized in computing the grade point averages for the courses listed below. The following courses will be weighted on a 5.0 scale:

*AP English Language/Composition	*AP English Literature/Composition
*AP American History	*AP World History
*AP Human Geography	Math Analysis
*AP Calculus	*AP Physics B
*AP Statistics	Anatomy & Physiology
*AP Chemistry	*AP Biology
*AP Environmental Science	Ind. Science Research
Advanced Marketing	AP Art History
*AP Studio Art	AP Music Theory
Child Development II	Child Development III
German III	German IV
Spanish III	Spanish IV
French III	French IV
*AP Computer Science	*AP Psychology
*AP European History	
A Capella Choir ( <i>refer to course guide for requirements</i> )	
Band ( <i>refer to course guide for requirements</i> )	

\*NCAA Approved Weighted Courses

Advanced Placement (AP) is a program of college-level courses (and examinations) for high school students. Many higher education institutions grant entering freshmen various benefits for qualifying scores on several AP examinations.

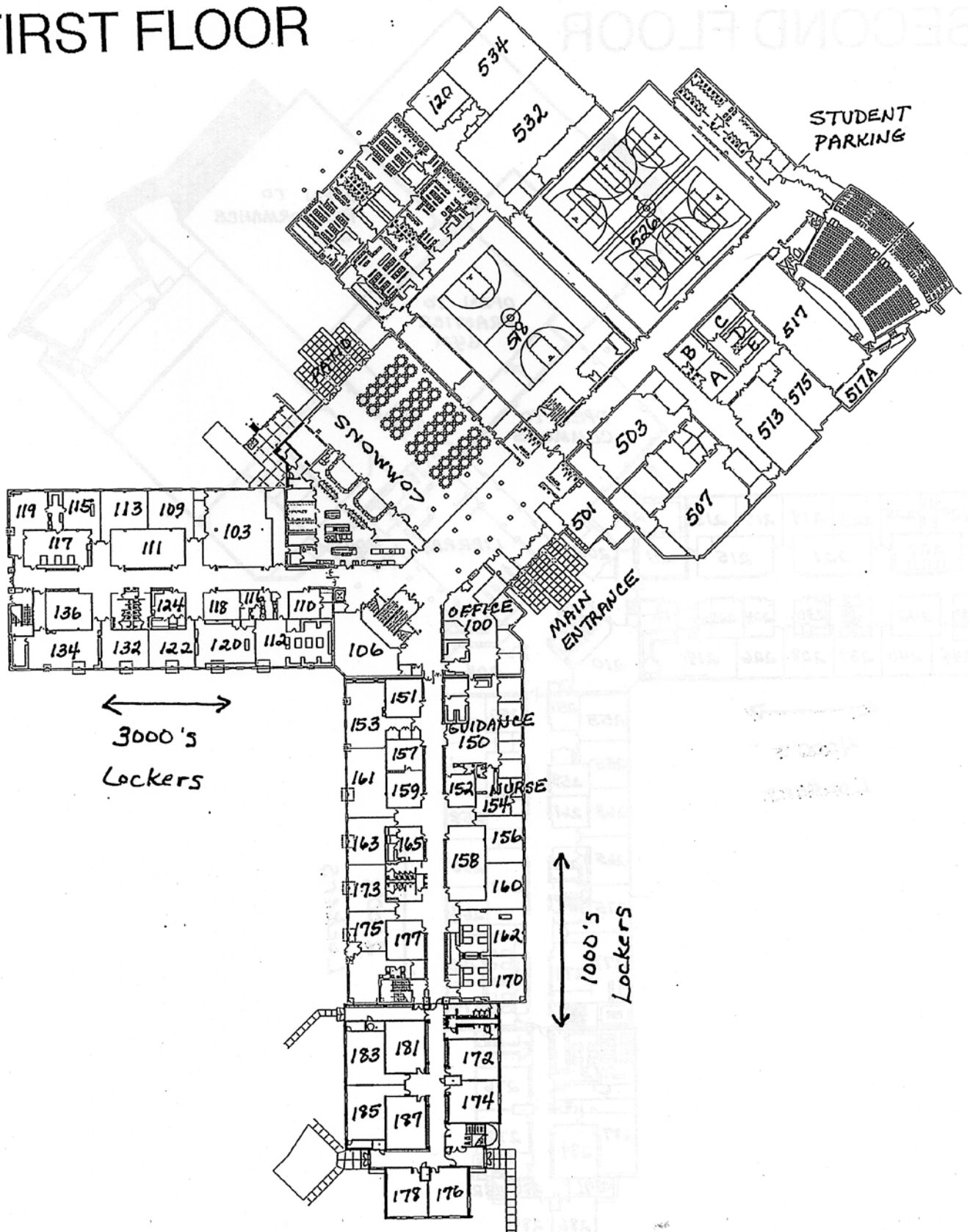
Your college or university may exempt you from beginning courses and permit you to elect higher level courses in certain fields. You may be eligible for honors and other special programs not open to students who have not been given AP recognition.

Your college or university may grant academic credit for your examination.

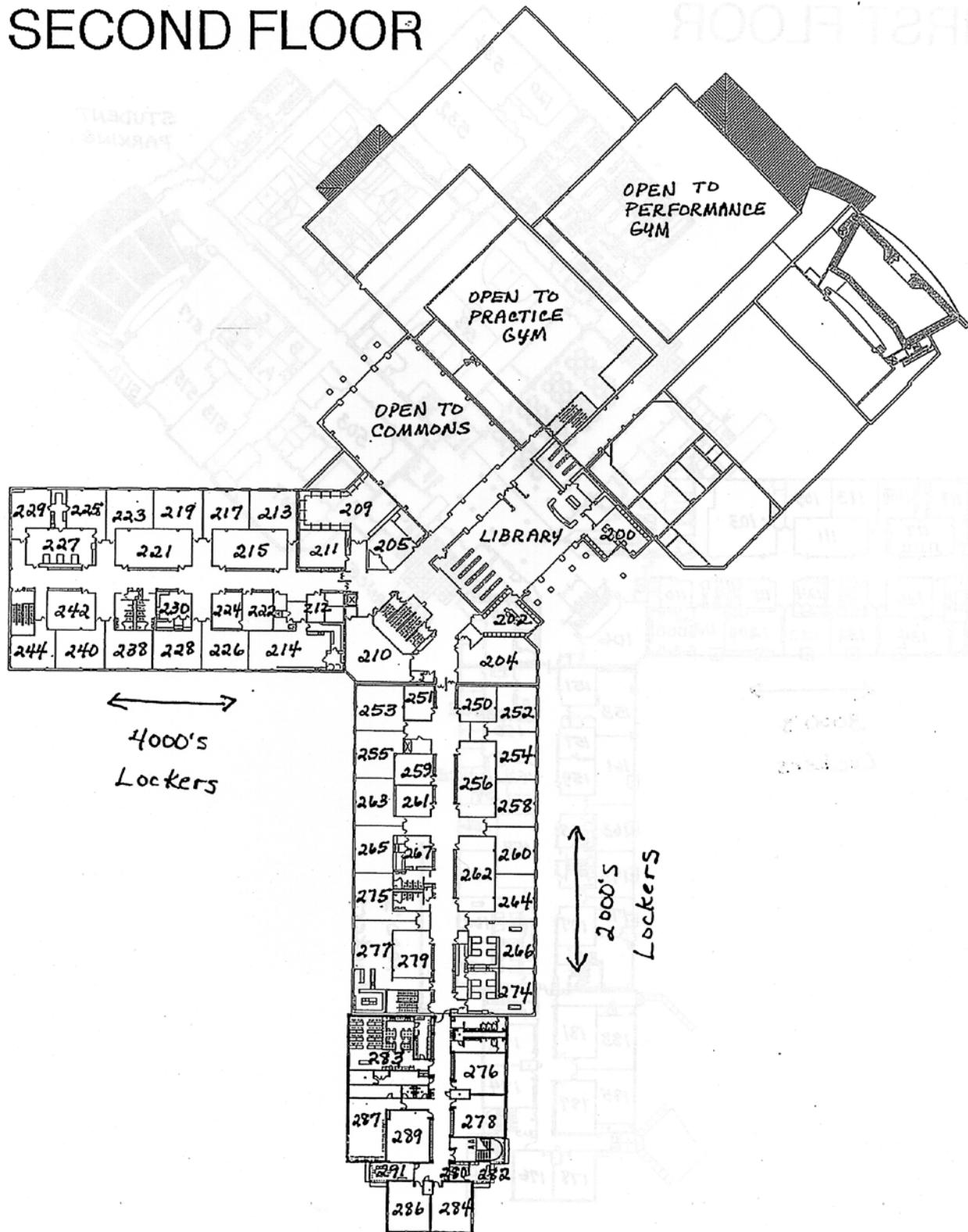
You may save time and money by being granted a year of credit and sophomore standing for three or more AP examinations.

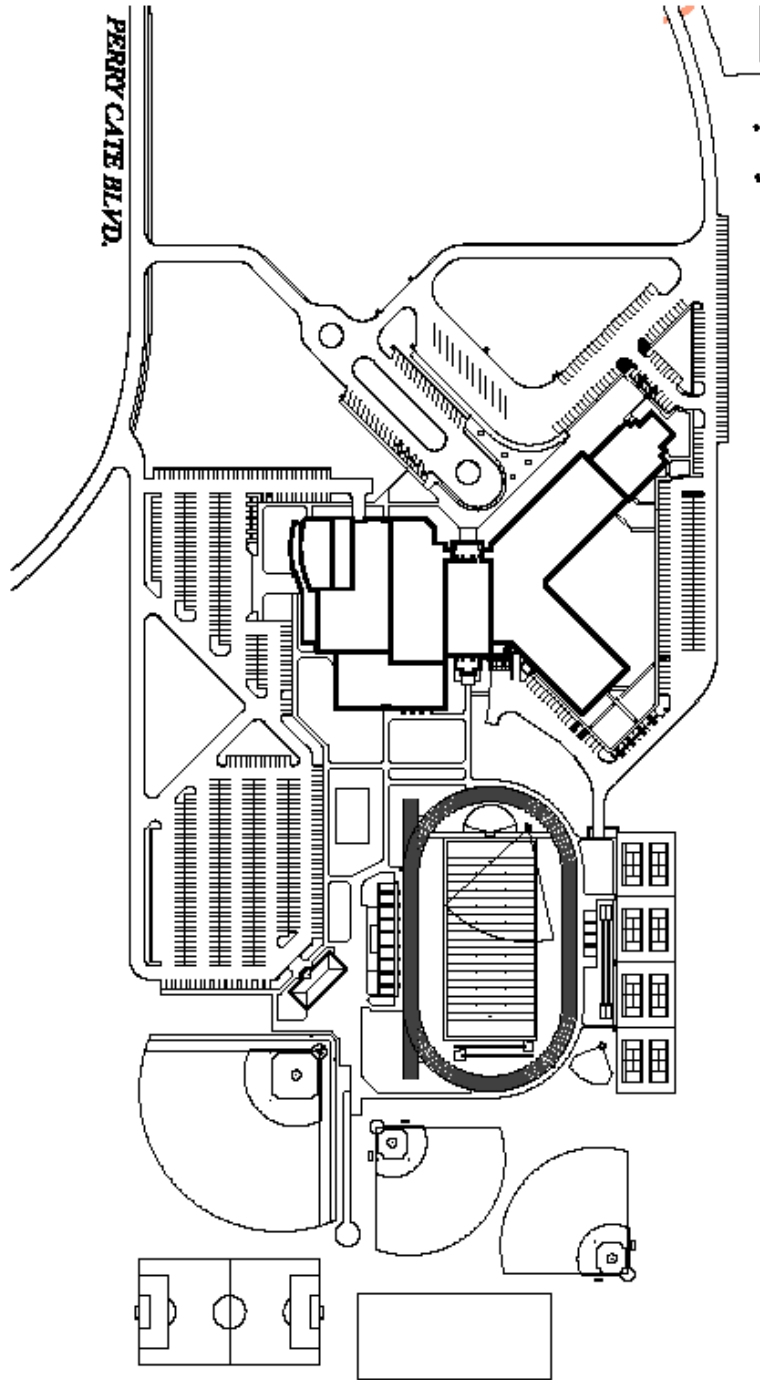
**NOTE: The District only transfers weighted grades for courses where a comparable course at the same grade level is offered in the District.**

# TIMBERLAND HIGH SCHOOL FIRST FLOOR



# TIMBERLAND HIGH SCHOOL SECOND FLOOR





TIMBERLAND HIGH SCHOOL- CAMPUS LAYOUT