



2023-2024 Annual Parent Notifications

PUBLIC ACCESS TO DISTRICT DOCUMENTS

The Board of Education appoints the Custodian of Records for the District. This individual is responsible for maintaining the District's public records as well as ensuring access to the District's public records. Residents inquiring about District records should contact:

Joni Goodwin, Custodian of Records
280 Interstate Drive
Wentzville, MO 63385
Telephone: 636.327.3800

For more information, please refer to Board Policy and Regulation 1450: *Public Access to District Documents*.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA) PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant, homeless, and foster children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Wentzville R-IV School District (the "District") assures that it will provide a free, appropriate public education ("FAPE") to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Students with disabilities are defined as those students who have one of the categorical disabilities as enumerated in the Missouri State Plan for Part B of the Individuals with Disabilities Education Act (the "IDEA") and who are in need of special education services or who have a mental or physical impairment that substantially limits one or more major life activities as defined by Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

The District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act.

The District has developed a Local Compliance Plan for the implementation of State Regulations for the IDEA. This plan contains the District's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information, and the District's assurances that services are provided in compliance with the General Education Provision Act. The Local Compliance Plan may be reviewed at the District's Central Office, 280 Interstate Drive, Wentzville, MO between the hours of 8:00 a.m. and 4:00 p.m.

This notice will be provided in native languages as appropriate.

FERPA EDUCATIONAL RIGHTS ANNUAL NOTIFICATION

Each year the Wentzville R-IV School District (the "District") is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act ("FERPA"). Parents and students have a right to be notified and informed. In accordance with FERPA you are notified of the following:

RIGHT TO INSPECT: You have the right to review and inspect substantially all of your education records maintained by or at this institution.

RIGHT TO PREVENT DISCLOSURES: You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the District to limit the disclosure of information contained in your/your student's education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, consultant, or therapist); or a parent, student or volunteer serving on an official committee, such as a disciplinary or grievance committee. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

RIGHT TO REQUEST AMENDMENT: You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.

RIGHT TO COMPLAIN TO FERPA OFFICE: You have the right to file a complaint with the Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C., 20202-8520, concerning the District's failure to comply with FERPA.

RIGHT TO OBTAIN POLICY: You have the right to obtain a copy of the written policy adopted by the Board of Education of the District in compliance with FERPA. A copy may be obtained in person, by email, or by mail from: the District's Custodian of Records. The policy is also available on the District's website and below (see Policy/Regulation 2400).

STUDENT EDUCATION RECORDS – Policy 2400

A cumulative education record shall be maintained for each student from his or her entrance into school through the last date of attendance or through graduation, whichever occurs first.

Each student's education record will include information required by state and federal statutes, regulations or agencies and shall include other information considered necessary by school officials.

The District will comply with the mandates of FERPA and the Missouri Safe Schools Act, regarding confidentiality of student records and disclosures of personally identifiable information.

The parents/guardians of students who are attending or have attended the District's schools have the right to inspect and review the education records of their students and to request amendment of their students' education records. The District has adopted procedures for the granting of parental requests for access to the education records of their students within a reasonable period of time, but in no case more than 45 days after the request is made. (*Regulation 2400*).

All information contained in a student's education record, except information designated as directory information by the District, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students.

Upon request by military recruiters or an institution of higher learning, the District will provide students' names, addresses and telephone listings. Parents will be notified annually of their right to individually request that such information not be released without prior parental consent. Military recruiters will be provided the same access to students as is given to institutions of higher learning.

STUDENT EDUCATION RECORDS – Regulation 2400

Definitions

1. *Directory information* means information contained in the education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. In the District, directory information includes the following:
 - a. the student's name,
 - b. grade level, address,
 - c. telephone listing,
 - d. date and place of birth,
 - e. participation in officially recognized activities and sports,
 - f. weight and height of members of athletic teams,
 - g. dates of attendance,
 - h. degrees and awards received,
 - i. the most recent previous school attended, and
 - j. photographs or video recordings.
2. *Education record* means those records that are directly related to a student and are maintained by the District.
3. *Disclosure* means to permit access to or the release, transfer, or other communication of education records, or the personally identifiable information contained in those records, to any party, by any means, including oral, written or electronic means.
4. *Eligible student* means a student who has reached 18 years of age or attends an institution of postsecondary education.
5. *Parent* means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent/guardian in the absence of a parent/guardian.
6. *Personally identifiable information* includes, but is not limited to
 1. the student's name;
 2. the name of the student's parent/guardian or other family member;
 3. the address of the student or student's family;
 4. a personal identifier, such as the student's social security number or student number;
 5. a list of personal characteristics that would make the student's identity easily traceable, or
 6. other information that would make the student's identity easily traceable.
2. *Student* means any individual who is or has been in attendance in the District and about whom the District maintains education records.

General Guidelines

1. The District shall give full rights under this regulation to either parent/guardian of a student, unless the District is provided with a court order, state law or other legally binding document that specifically revokes the parent/guardian's rights to access under this regulation.
2. When a student reaches the age of 18, or attends a postsecondary institution of education the parent/guardian rights under this policy will transfer from the parent/guardian to the student.
3. The District will annually disseminate a notice of the rights available under this regulation to parent/guardian and eligible students. The annual notification will include a statement that the parent/guardian or eligible student is entitled:
 - a. To inspect and review the student's education records.
 - b. To request changes to the education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.

- c. To consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law authorize disclosure without such consent; and
 - d. To obtain a copy of this policy and guidelines.
4. Prior to making directory information public, the District will notify the parent/guardian regarding the categories of information that it has designated as directory. In addition, the District will allow a reasonable period of time after such notice for the parent/guardian or eligible student to inform the District that any or all of the designated directory information should not be released without the parents/guardians' or eligible student's consent.

Procedures for Inspection and Review of Educational Records

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

Copies of Educational Records

1. The District has no obligation to provide copies of education records to parents, their representatives or eligible students under FERPA unless failure to provide copies prevents a parent or eligible student from exercising the right to inspect or review the records, or is otherwise required by law. For example, if a parent does not live within driving distance of the school district, is hospitalized, or incarcerated, he or she may have a right to copies.
2. Though the District does not generally have an obligation to provide copies under FERPA, it will nonetheless provide up to 100 pages per student, per school year, without charge. All requests for copies over 100 pages per student, per school year will be denied.
1. Exceptions to this policy may be made on a case-by-case basis. The factors to be considered in making such an exception include but are not limited to the following:
 - a. the purpose of the copies,
 - b. whether the request is overly time consuming or burdensome, and
 - c. the number of prior requests.
- a. For any request for copies of education records to be issued to anyone other than an eligible student or parent/guardian, all proper releases must be signed or notices issued.

Procedures to Request Amendment of a Student's Educational Records

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

Procedures Regarding Disclosure of Personally Identifiable Information Where Consent is Required

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

Disclosure of Personally Identifiable Information Where Consent Is Not Required

The District may disclose personally identifiable information from a student's education records without the written consent of the parent/guardian or eligible student in the following circumstances:

Disclosure may be made to other school officials, including teachers, within the District whom the District has determined to have legitimate educational interests. In addition, the school official or his/her assistants who are responsible for the custody of the records and those parties authorized to audit the record keeping procedures of the District may inspect the records relating to each student without the consent of the parent/guardian or eligible student.

1. The District designates the building principal to make the determination as to whether a particular school official has a legitimate educational interest in accessing a student's education records. Before accessing any student's education records, the school official seeking access must submit a written request to the building principal. The request must include the student's name, the reason for the request, the school official's name and the date of the request. The District's designee must provide in writing whether the request was granted or denied and the reason for the decision. If the request is granted, the request and the designee's decision must be maintained with the student's education records.

2. Disclosure may be made to officials of another school district or post secondary educational institution where the student seeks or intends to enroll.
3. Disclosure may be made to authorized federal and state agencies and authorities.
4. Disclosure of acts of school violence, as set forth in Policy and Regulation 2673, to District employees who are directly responsible for the student's education or who interact with the student in the performance of the employee's duties.
5. Disclosure related to past or potentially future violent behavior may be made to appropriate staff members of portions of any student's individualized education program team.
6. Disclosure may be made to law enforcement officials, as soon as is reasonably practicable of the commission of the criminal acts defined and listed in Policy and Regulation 2673.
7. In appropriate circumstances, District administrators may disclose student education records to law enforcement and/or juvenile authorities where necessary to serve students prior to adjudication. Officials to whom such educational records are disclosed are required to comply with federal law governing students' educational records.
8. Disclosure to the appropriate division of the Juvenile Court of the suspension of more than ten (10) days of any student under court jurisdiction.
9. Disclosure of discipline records may be made within five (5) days to any requesting school district where the student seeks to enroll.
10. Disclosure may be made if such disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility, amount of aid, condition for the aid, or to enforce the terms and conditions of the aid.
11. Disclosure may be made to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; administer student aid programs; or improve instruction, if the study is conducted in a way that does not permit personal identification of parent/guardian and students, and the information is destroyed when no longer needed for the purposes for which the study was conducted.
12. Disclosure may be made to accrediting organizations to carry out their accrediting functions.
13. Disclosure may be made to comply with a judicial order or lawfully issued subpoena and only after the District makes a reasonable effort to notify the parent/guardian or eligible student of the order or subpoena in advance of the compliance.
14. Disclosure may be made to the appropriate parties where the disclosure is in connection with a health or safety emergency and the information is necessary to protect the health or safety of the student or other individuals.
15. Disclosure may be made where the disclosure is of information the District has designated to be directory information.
16. Disclosure may be made to the parent/guardian of a non-eligible student or to an eligible student.
17. Disclosure may be made without the written consent of the parent/guardian or eligible student as otherwise may be specified by federal or state law.

Record Keeping Procedures

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

FERPA NOTICE OF DESIGNATION OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act ("FERPA"), a Federal law, requires that the Wentzville R-IV School District (the "District"), with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's educational records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by August 31 of the current school year. The District has designated the following information as directory information:

- a. the student's name,
- b. grade level, address,
- c. telephone listing,
- d. date and place of birth,
- e. participation in officially recognized activities and sports,
- f. weight and height of members of athletic teams,
- g. dates of attendance,
- h. degrees and awards received,
- i. the most recent previous school attended, and
- j. photographs or video recordings.

DRUG-FREE SCHOOLS – Policy 2641

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

The District shall provide information about any drug and alcohol counseling and rehabilitation and reentry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. See Board Regulation 2610. All parents/guardians and students shall annually be provided with a copy of this policy.

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

VIRTUAL EDUCATION – Policy and Regulation 6190 and Policy 6191

Because virtual instruction can be an effective education option for some students, the District may offer virtual courses to students through District staff or by contracting for those services as part of the District-sponsored curriculum.

Missouri Course Access and Virtual School Program

The Missouri Course Access and Virtual School Program (“MOCAP”) allows eligible school-age students residing in the State of Missouri to enroll in nonclassroom-based instruction in a virtual setting using technology and internet methods of communication.

Any student under the age of 21 in grades K-12 who reside in Missouri is eligible to enroll in MOCAP on a part-time or full-time basis.

Eligible students interested in enrolling in MOCAP should consult DESE’s website: <https://mocap.mo.gov/>.

DESE has published guidance documents that detail the options for virtual course access and full-time virtual course access for all students in Missouri. The District is required by law to provide copies of DESE’s guidance documents to every student and parent/guardian at the beginning of each school year. Copies of the guidance documents are provided below and can also be accessed through DESE’s website:

1. <https://mocap.mo.gov/documents/MOCAP.Guidance.pdf>
2. https://mocap.mo.gov/documents/HB_1552_Section_161_FAQGuidanceRevisions12.14.2022_001.pdf
3. <https://mocap.mo.gov/documents/MOCAPIEPEnrollmentProcessHB155210.3.2022.pdf>

Part-Time Enrollment – Board Policy and Regulation 6190

Eligible students may enroll in the Missouri Course Access and Virtual School Program (“MOCAP”) as part of the student’s annual course load. Course costs will be paid by the District provided that the student:

1. Is enrolled full-time in a public school within the District, and
2. Before enrolling in any MOCAP course, the student has received approval from the District through the procedure set out in Board Regulation 6190.

Each Program course successfully completed will count as one class and will receive that portion of a full-time equivalent that a comparable course offered by the District generates.

The enrollment process for participation in MOCAP courses on a part-time basis will be substantially similar to the enrollment process for participation in District courses. In making the enrollment decision, the District may consider the suitability of virtual courses based upon prior participation in virtual courses by the student. In addition, available opportunities for in-person instruction will be considered prior to enrolling a student in virtual courses. The process may include consultation with a school counselor. However, consultation does not include the counselor’s approval or disapproval of enrollment in the Program.

The District has ten (10) business days from the date the application was submitted to the District to approve or deny the application.

When a District school denies a student’s enrollment in a MOCAP course, the District will provide in writing a “good cause” reason for the denial. Such good cause determination will be based upon a reasonable determination that the enrollment is not in the student’s best educational interest. Where enrollment is denied, the student/parent/guardian may seek review of the decision in the same manner as the District allows review from denial of enrollment in an in-class course.

Program credits previously earned by a student transferring into the District will be accepted by the District. Students who are participating in a Program course at the time of transfer shall continue in the course with the District assessing future monthly payments.

Home school and private students wishing to take additional courses beyond their school's regular course load will be permitted to enroll in Program courses under an agreement, including the student's payment of tuition or course fees.

For additional information pertaining to part-time enrollment in MOCAP, please see Board Policy and Regulation 6190: *Virtual Education – Less than Full-Time Equivalent*.

Full-Time Enrollment – Board Policy and Regulation 6191

Students residing in the District may participate in MOCAP as a full-time student, which is a student who is enrolled in the instructional equivalent of six credits per regular term. Each MOCAP course counts as one class and generates that portion of a full-time equivalent that a comparable course offered by the District generates.

Board Policy and Regulation 6191 establishes how District students may enroll in a full-time virtual program of their choice. District-enrolled students seeking to enroll as full-time students in MOCAP must notify the District of their intent to enroll in a full-time virtual program. Once a student notifies the District of his or her intent to enroll in a full-time virtual program, the District will submit an enrollment request to the host school district ("Host District") and the virtual program provider ("VPP"). By law, the Host District and VPP make all enrollment decisions. The District is not involved in the eligibility determination, in the enrollment, approval of virtual classes, disenrollment, nor the appeals from such decisions.

According to DESE's guidance documents, a student who enrolls in a full-time virtual program through MOCAP must withdraw from the District and enroll in the Host District. The District will communicate with the Host District and VPP to draft an educational services plan, a collaborative agreement, and an enrollment plan. The enrollment plan will include financial terms for reimbursement by the Host District to the District for necessary costs of the full-time enrollment in a VPP.

For additional information pertaining to full-time enrollment in MOCAP, please see Board Policy and Regulation 6191: *Virtual Education – Full-Time Equivalent*.

Full-Time Enrollment for IDEA-Eligible Students

DESE has adopted a process by which IDEA-eligible students may enroll as a full-time student in a MOCAP hosted VPP. See <https://mocap.mo.gov/documents/MOCAPIEPEnrollmentProcessHB155210.3.2022.pdf>.

STUDENT DISCIPLINE – Policy/Regulation 2600 & 2610

The District has the authority to discipline for student conduct that is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, and during school-sponsored activities. Students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline up to and including expulsion. Students forfeit their right to a public school education by engaging in conduct prohibited in Regulation 2610, the code of student conduct, and/or state or federal law. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social events); the reassignment of the student to another school; removal for up to ten (10) school days by building principals; extension of suspensions for a total of 180 days by the Superintendent; and longer term suspension and expulsion from school by the Board of Education. See also Policies 2610, 2662, and 2663.

Removal of any student who is a student with a disability under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act is subject to state and federal procedural due process rights. See Policy 2672 and its corresponding regulation.

Copies of the District's discipline policies and regulations, including the District's position on corporal punishment, will be included enrollment materials distributed to students and parents and guardians at the beginning of each school year, and are also available on the District's website.

BULLYING – Policy 2655

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation as outlined in Policy 2655. Bullying, as defined in Policy 2655, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. A copy of Policy 2655 will be included in the enrollment forms distributed to students and parents and guardians, and is also available on the District's website.

STUDENTS WITH EPILEPSY OR A SEIZURE DISORDER – Policy and Regulation 2876

Parents and guardians of students with epilepsy or a seizure disorder who require care at school may request that the District develop health care plans that are consistent with such students' health care providers. State law mandates the development of two plans for student's with epilepsy or a seizure disorder:

1. Individualized Health Care Plan ("IHCP"): Addresses the health services needed by the student at school.
2. Individualized Emergency Health Care Plan ("IEHCP"): Provides procedural guidelines for emergency situations.

If your child requires epilepsy or seizure disorder care at school, please inform the school nurse or, in the absence of the nurse, a building administrator. The school nurse will collaborate with you and relevant medical professionals to develop an IHCP and an IEHCP, consistent with your child's health care providers' recommendations. For additional information about the process to develop IHCPs and IEHCPs, please see Board Policy and Regulation 2876: *Epilepsy/Seizure Disorder*.

STUDENTS WITH COMMUNICABLE DISEASES – Policy 2860

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

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

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

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

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

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

PARENTAL RIGHTS AND STUDENT PRIVACY – Policy 1610

Protection of Pupil Rights Amendment (PPRA)

The Wentzville R-IV School District (the “District”) has adopted Board Policy 1610, which incorporates the requirements of the PPRA. This policy is available online and copies are available upon request. The policy describes the rights of a parent and guardian (or eligible student) to:

- Inspect any instructional materials used as part of the educational curriculum of their student, or any instructional materials used in connection with any survey, analysis, or evaluation that is part of any program funded in whole or in part by the United States Department of Education.
- Inspect and either opt-out of or provide prior written consent for a student to participate in certain student surveys.
- Be informed of and provide prior written consent for certain physical examinations or screenings.
- Be informed of the District’s collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose) except in certain situations.

If a parent/guardian (or eligible student) would like to request the review of any of the above materials, please contact your student’s principal.

The Wentzville School District will directly notify parents/guardians of the specific activities or surveys noted in Policy 1610 which are already scheduled, and will provide an opportunity for the parent/guardian to either opt his or her child out of participation of the specific activity or survey or provide written consent for participation, whichever is applicable. The Wentzville School District will make this notification to parents/guardians at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time.

For surveys and activities scheduled after the school year starts, parents/guardians will be provided reasonable notification of the planned activities and surveys noted in Policy 1610 and provided an opportunity to either opt their child out of such activities and surveys or provide written consent for participation, whichever is applicable. Parents will also be provided an opportunity to review any pertinent surveys.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202-8520

UNIFORM POLICY FOR FREE AND REDUCED-PRICE MEALS – Policy 5520

The District will participate in the national school lunch program. Eligible students will be identified for participation in the free and reduced-price lunch program based upon federal and state guidelines.

Information concerning the eligibility standards will be distributed annually within the District. The identification of student participants in the program will be confidential with such information disclosed to staff members on a strict need-to-know basis.

UNPAID MEAL CHARGES – Policy 5550

Unpaid charges place a financial strain on District finances. The Food Service Department is responsible for maintaining food charge records and for notifying the District’s accounting department of outstanding balances.

Administration

1. Elementary Students:
 - a. Permitted to charge a maximum of twenty-five (\$25.00) dollars.
 - b. Meals will include only the menu items of the reimbursable meal.
 - c. After the balance exceeds twenty-five (\$25.00) dollars, the student may be given a designated menu alternate.
2. Middle School and High School Students
 - a. Permitted to charge a maximum of twenty-five (\$25.00) dollars.
 - b. After this maximum has been met, no additional charges will be accepted.
 - c. No charges will be allowed for ala carte foods and beverages.
3. Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by phone call by the Food Service Department or designee.
4. On May 15 annually all charging will be cut off.
 - a. Parents/guardians will be sent a written request for "payment in full."
 - b. All charges not paid before the end of the school year will be carried forward into the next school year.
 - c. Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies.
5. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.
6. The Food Service Department will notify all parents on or before the first day of school of the requirements of this policy. This policy will also be published on the District's website.

TRAUMA-INFORMED SCHOOLS INITIATIVE

The Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative" and created a website with more information about this initiative. In accordance with Missouri law, the District is providing notice of the address for this website – <https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed>

STATE MANDATED CURRICULUM: HUMAN SEXUALITY – Policy 6116

Any course materials and instruction related to human sexuality and sexually transmitted diseases will be medically and factually accurate and will:

1. Provide instruction on human sexuality and in HIV prevention that is age appropriate;
2. Present abstinence from sexual activity as the preferred choice of behavior, in relation to all sexual activity for unmarried students;
3. Advise students that teenage sexual activity places them at a higher risk of dropping out of school;
4. Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity;
5. Provide students with the latest medical information regarding exposure to human immunodeficiency virus, AIDS, human papilloma virus, hepatitis, and other sexually transmitted diseases;
6. Present students with the latest factually accurate information regarding the possible side effects and benefits of all forms of contraception;
7. Include discussions of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity. Such discussions will include the consequences of adolescent pregnancy, the advantages of adoption, the adoption of special needs children, and the process involved in making an adoption plan;
8. Teach skills of conflict management, personal responsibility, and positive self-esteem. Instructions will include the prohibition against making unwanted sexual advances and methods to resist sexual advances and other negative peer pressures.
9. Advise students of the laws relating to their financial responsibility to children born out of wedlock and the criminal sanctions for statutory rape;
10. Not encourage or promote sexual activity;
11. Not distribute or aid in the distribution of legally obscene materials to minors on school property.
12. Teach students about the dangers of sexual predators, including on-line predators;
13. Teach students how to behave responsibly and remain safe on the internet;
14. Teach students the importance of having open communication with responsible adults;

15. Teach students how to report an inappropriate activity to a responsible adult, and where appropriate, to law enforcement, Federal Bureau of Investigation or the National Center for Missing and Exploited Children's CyberTipline.
16. Teach students about the consequences, both personal and legal, of inappropriate text messaging, including texting among friends.
17. Teach students about sexual harassment defined as uninvited and unwelcome verbal or physical behavior of a sexual nature, including, but not limited to, conduct of a person in authority towards a subordinate.
18. Teach students about sexual violence defined as causing or attempting to cause another person to involuntarily engage in any sexual act by means of force, threat of force, duress or without the person's consent.
19. Advise students that in the context of sexual activity consent means a freely given agreement to engage in specific acts by a competent person. Consent is not given when:
 - a. A person does not verbally or physically consent; or
 - b. Submission to an act is the result of force, threat of force, or the placement of another in fear; or A previous or current dating, social, or sexual relationship in and of itself; or
 - c. A person chooses to dress in any particular manner; or
 - d. A person is unable to make informed decisions because of the influence of alcohol or the influence of controlled substances.

An expression of lack of consent through words or conduct means there is no consent. The parents/guardians of each student will be advised of:

1. The content of the District's human sexuality instruction;
2. Their right to remove their student from any part of the District's human sexuality instruction.

The District's human sexuality curriculum will be available for public examination prior to its use in actual instruction. Consideration will be given to separating students by gender for human sexuality instruction.

The District will not permit any individual or organization that provides abortion services, to offer, sponsor, or furnish course materials related to human sexuality or sexually transmitted diseases.

STATEWIDE ASSESSMENTS – Policy 6440

All students will participate in statewide assessments or alternate assessments as determined by a student's IEP. The administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and grade level of the students that will be administered each test or assessment instrument. This policy and the assessment schedule will be given to each student as well as their parent/guardian at the beginning of each school year. In addition, a copy of this policy and the assessment schedule will be available to the public in the District office during normal business hours.

All state testing will be conducted during the window provided by the Department of Elementary and Secondary Education.

Missouri Assessment Program (MAP) End-Of-Course Exams are taken when the student completes the course. EOCs are required in English II, Algebra I, Biology, and Government. In addition, students who completed Algebra I in middle school will take the Algebra II EOC to prove Algebra proficiency in high school.

The Missouri Assessment Program (MAP) Grade Level Assessments are administered to students in grade 3-8 in math and English language arts. The science Grade Level Assessment is administered in grades 5 and 8.

The Missouri Assessment Program-Alternate Assessment (MAP-A) is administered to students with the most significant cognitive disabilities who meet grade level and eligibility criteria that are determined by the student's Individualized Education Program (IEP) team using DESE-established eligibility criteria. The MAP- A achievement standards are aligned with Missouri's Learning Standards, and students who take the MAP-A Assessment do not participate in Grade-Level, End-of-Course, or the ACT Assessments. ELA, Math, & Science are assessed through MAP-A during two collection windows (Fall & Spring).

NAEP, the National Assessment of Educational Progress, is the largest continuing and nationally representative assessment of what our students know and can do in core subjects such as mathematics, reading and science. NAEP is administered to selected schools and students identified by the Department of Elementary and Secondary Education.

Participation will be determined by DESE

ACCESS for ELL, the Assessing Comprehension and Communication in English State-to-State for English Language Learners, is the English language proficiency assessment that the Missouri Department of Elementary and Secondary Education has selected to annually assess Missouri's students who are eligible for English Language Learner services.

TITLE I, PART A: TEACHER REQUIREMENTS/QUALIFICATIONS – Regulation 1621

Parents' Right to Know: LEAs and schools must inform the parents of Title I, Part A students that they may request, and the LEA and schools will provide, certain information on the professional qualifications of the student's classroom teachers providing services to the child. [ESSA Section 1112(e)(1)(A)].

Upon your request, our district is required to provide to you in a timely manner the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and
- subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which
- State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

WENTZVILLE R-IV SCHOOL DISTRICT NOTICE OF NON-DISCRIMINATION

Parents and students should immediately report to the District for investigation any incident or behavior that could constitute discrimination, harassment, or retaliation. For more information, please refer to Board Policies 1300, 1301, and 2100 as well as the Contact Information included below.

The Wentzville R-IV School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation or perceived sexual orientation, disability, or age, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Mrs. Pamela Glidewell
Executive Director of Human Resources
280 Interstate Drive, Wentzville, MO 63385
636-327-3800, ext. 20350
pamelaglidewell@wsdr4.org
Staff to Staff
Staff to Student

Dr. Laura Rowe-Holler
Executive Director of Student Services
280 Interstate Drive, Wentzville, MO 63385
636-327-3800
lauraroweholler@wsdr4.org
Student to Student
Student to Staff

Mr. Douglas Cuneio
Executive Director of Student Services
280 Interstate Drive, Wentzville, MO 63385
douglascuneio@wsdr4.org
Student to Student
Student to Staff

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
TDD (800) 877-8339
Email: OCR.KansasCity@ed.gov.

For additional information, see <https://www2.ed.gov/about/offices/list/ocr/docs/nondisc.html>.

EQUAL OPPORTUNITY – Policy 1300

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. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

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

Mrs. Pamela Glidewell
Executive Director of Human Resources
280 Interstate Drive, Wentzville, MO 63385
636-327-3800, ext. 20350
pamelaglidewell@wsdr4.org
Staff to Staff
Staff to Student

Dr. Laura Rowe-Holler
Executive Director of Student Services
280 Interstate Drive, Wentzville, MO 63385
636-327-3800
lauraroweholler@wsdr4.org
Student to Student
Student to Staff

Mr. Douglas Cuneio
Executive Director of Student Services
280 Interstate Drive, Wentzville, MO 63385
douglascuneio@wsdr4.org
Student to Student
Student to Staff

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.

SEXUAL HARASSMENT UNDER TITLE IX – Policy/Regulation 1301

Sexual harassment as protected by law is prohibited in this District. The District also prohibits retaliation against a person who files a complaint of sexual harassment or who participates in an investigation of allegations of sexual harassment. The following person is designated and authorized as the District's Title IX Coordinator, with the responsibility to identify, prevent, and remedy unlawful harassment and retaliation under Title IX in the District:

Mrs. Pamela Glidewell
Executive Director of Human Resources
280 Interstate Drive, Wentzville, MO 63385
636-327-3800, ext. 20350
pamelaglidewell@wsdr4.org
Staff to Staff
Staff to Student

Dr. Laura Rowe-Holler
Executive Director of Student Services
280 Interstate Drive, Wentzville, MO 63385
636-327-3800
lauraroweholler@wsdr4.org
Student to Student
Student to Staff

Mr. Douglas Cuneio
Executive Director of Student Services
280 Interstate Drive, Wentzville, MO 63385
douglascuneio@wsdr4.org
Student to Student
Student to Staff

A complaint regarding sexual harassment or related retaliation of a student or employee under Title IX and that is alleged to have occurred on or after August 14, 2020, should be filed in accordance with the procedures outlined in Regulation 1301. A complaint by students, employees, parents, and patrons of the District alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified above (outside of Title IX) should be filed in accordance with the procedures outlined in Regulation 1300. A complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 should be filed in accordance with the procedures outlined in Regulation 2110.

District students will be notified regarding Regulation 1301. The Regulation will also be posted on the District's website and available in Central Office.

NON-DISCRIMINATION AND STUDENT RIGHTS – Policy 2100

The Board of Education reaffirms its belief that every student regardless of race, color, sex, national origin, age, ethnicity, religion, disability, sexual orientation or perceived sexual orientation be given equal opportunity for educational development.

The Board recognizes the importance of providing each student with a school environment conducive to intellectual, emotional and social growth through participation in a full range of educational programs and activities. Board and staff commitment insure equal educational opportunities in course offerings, guidance and counseling, test procedures, extra-curricular activities, discipline procedures and student support services.

EQUAL EDUCATIONAL OPPORTUNITY – Policy 2110 (SECTION 504 OF THE REHABILITATION ACT OF 1973)

It is the policy of the Board of Education to provide a free and appropriate education for students with disabilities. Students with disabilities are those who, because of certain atypical characteristics, have been identified by professionally qualified personnel as requiring special educational planning and services. Students with disabilities will be identified on the basis of physical, health, sensory, and/or emotional handicaps, behavioral problems or observable exceptionalities in mental ability. It is possible that a student may have more than one type of disability.

The District's programs and services available to meet the needs of these students will be in accordance with the Individuals with Disabilities Education Act, The Education for All Handicapped Students Act of 1975, The Rehabilitation Act of 1973, Section 504, and §162.670-995 RSMO, Missouri Special Education Services. In addition, the identification of students with disabilities and the services provided by the District will be in accordance with the regulations and guidelines of the Missouri Department of Elementary and Secondary Education's Current Plan for Part B of The Education of the Handicapped Act, as amended. (See Policy and Regulation 6250 – Instruction for Students with Disabilities).

AMERICANS WITH DISABILITIES PUBLIC NOTICE

The Wentzville R-IV School District (the "District") does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. This notice is provided as required by Title II of the Americans with Disabilities Act of 1990.

Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to the District's ADA Compliance Coordinator:

Dr. Jeri LaBrot
Deputy Superintendent of Students and Schools
280 Interstate Drive
Wentzville, MO 63385,
636-327-3800, Ext. 20342

Individuals who need auxiliary aides for effective communication in the District's programs and services are invited to make their needs and preferences known to the ADA Compliance Coordinator.

This notice will be made available in alternate formats upon request from the ADA Compliance Coordinator.

504 PUBLIC NOTICE

The Wentzville R-IV School District (the "District"), as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed at the District's Central Office during regular business hours and may be accessed through the District's website through the following link: <https://www.wentzville.k12.mo.us/Page/611>.

This notice will be provided in native languages as appropriate.

TEXTBOOK USAGE – STUDENTS – Regulation 6231

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

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

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

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

CHROMEBOOK USAGE – STUDENTS

Parents and students must sign and return the 1:1 Access Initiative Agreement before the Chromebook can be used by the student each school year. Chromebooks will remain in possession of the student starting in

Grade 7 and will be returned upon graduating in high school or leaving the District. Optionally, parents and students may return their Chromebook to their student's school administration, if they do not want their student to have the device over the summer.

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the designated area in the school.

The Chromebooks are intended for use at school each day. Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to by their teacher.

If students leave their Chromebook at home, the student may use a classroom loaner during the class session (if available), do without, or share with another student depending on the classwork as directed by the classroom teacher.

Loan Chromebooks may be issued to students when they check their Chromebook for repair at the designated location at their Middle and High school.

The Chromebooks should be brought to school each day in a fully charged condition. Students need to charge their Chromebook each evening. Charging areas will be available in designated locations in the Middle and High schools and in classrooms.

Inappropriate media may not be used as a screensaver or desktop background, such as the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures.

The content saved on these Chromebooks or any district resources should only be files and data that are part of their school projects. No personal or inappropriate files or data is allowed on these Chromebooks or district resources.

Students should not view or save any content deemed inappropriate by WSD via the 1:1 Access Initiative Handbook, the District Technology Responsible Use Policy and the district student procedures. Inappropriate content includes, but is not limited to pornography, offensive content, or illegal music/videos/software.

Each student will be required to follow the District Responsible Use Policy which can be accessed on the district's Technology department webpage <http://wentzville.k12.mo.us/>.

Transmission, use, or copying of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.

Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without consent of the individual, principals or District Administration will be considered an act of vandalism and subject to disciplinary action in accordance with the district policies. Students should not open the casing to access the internal components such as the system board, memory, hard drive or other internal parts, not remove any parts or components of the Chromebook.

LIGHTSPEED ALERT NOTIFICATIONS

A resource system called Lightspeed Alert detects early warning signs of potential threats and concerns related to self-harm, suicide, cyberbullying, and school violence on Chromebooks, Chrome browsers, and

Google Workspace when signed-in with a District Google account. When indicators are flagged, safety-specialist teams of full-time employees with backgrounds in education, student safety, mental health and law

enforcement conduct swift threat assessments and immediately call district officials for any threat identified as "imminent." Lower-level threats are also identified and addressed by appropriate WSD staff. Notifications are only monitored during the designated building's student attendance hours during the academic school year. When school is not in session, including holiday and other breaks, all alerts will be reviewed and

addressed by the safety-specialist team upon return, during regular school hours. If you or your child needs urgent help at any time when school is not in session, please reach out to others in the community, such as your pediatrician or family doctor, call the Suicide and Crisis Lifeline at 9-8-8, or text TALK to 741741 for the Crisis Text Line. Additionally, you can call 9-1-1 for an emergency, or go to the nearest emergency room.

ALTERNATIVE METHODS OF INSTRUCTION (AMI)

Alternative Methods of Instruction (AMI) may be utilized in circumstances of emergency or extended closure for the purpose of review and reinforcement of previously taught skills and/or the introduction of new concepts.

On days where AMI is assigned, families will be notified through the regular communication channels (phone call, text, social media) utilized by the District and their child's school. Electronic and/or web-based assignments and materials will be utilized for AMI and students will have access to District-provided devices and hotspots when available. When possible, hard copy assignments will be provided as requested.

Student attendance will be recorded on days when AMI is assigned and will be documented by the completion of assignments and/or online participation in activities and assignments. Educators will be available electronically during AMI days for guidance with instruction.

MISSOURI DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION ESSA COMPLAINT PROCEDURES

Every Student Succeeds Act of 2015 (ESSA), Title VIII Part C. Sec. 8304(a) (3) (C) requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I.A,B,C, Title II, Title III, Title IV (Part A), Title V.

1. What is a complaint under ESSA?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.

2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. The investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

FEMA A REFERENCE GUIDE FOR MISSOURI'S SCHOOL DISTRICTS TO ACCESS - EARTHQUAKE-RELATED INFORMATION – Policy/Regulation 5240

Section 160.455, RSMo. Distribution to each student certain materials on earthquake safety – duties of school district.

At the beginning of each school year, each school district in the state shall distribute to each student such materials that have been prepared by the Federal Emergency Management Agency, the state emergency management agency or by agencies that are authorities in the area of earthquake safety and that provide the following objectives:

1. Developing public awareness regarding the causes of earthquakes, the forces and effects of earthquakes, and the need for school and community action in coping with earthquake hazards;
2. Promoting understanding of the impact of earthquakes on natural features and manmade structures; and
3. Explaining what safety measures should be taken by individuals and households prior to, during and following an earthquake.

CONTACTS FOR EARTHQUAKE-RELATED INFORMATION

Federal Emergency Management Agency Region VII

2323 Grand Boulevard, Suite 900

Kansas City, MO 64108-2670

Tel: (816) 283-7061

FEMA Earthquake Program: <https://www.fema.gov/national-earthquake-hazards-reduction-program>

Missouri State Emergency Management Agency
2302 Militia Drive, Jefferson City, MO 65101
Tel: (573) 526-9232
SEMA Earthquake Program: <http://sema.dps.mo.gov>

Missouri Department of Public Safety
1101 Riverside Drive, Lewis and Clark Building, 4th Floor West,
P.O. Box 749
Jefferson City, MO 65102
Tel: (573) 522 4905-4905
<https://dps.mo.gov>

Missouri Department of Natural Resources
PO Box, 176
Jefferson City, MO 65102
Tel: (573) 751-3443 or toll free 1-800-361-4827
<https://dnr.mo.gov>

For Additional Information:

United States Geological Survey: <http://www.usgs.gov>

Central United States Earthquake Consortium: <http://www.cusec.org>

Saint Louis University Earthquake Center: <http://www.eas.slu.edu/egc>

Kansas Geology Survey (concerning Nemaha uplift): <http://www.kgs.ku.edu>

Ready.gov: <http://www.ready.gov>

ASBESTOS NOTIFICATION – Policy 5110, Regulation 5210

The U.S. EPA Asbestos Hazard Emergency Response Act (“AHERA”) under the Federal Code of Regulations 40 CFR 763.93g(4) requires that building occupants be notified annually of the presence of asbestos in the building and the availability of the Asbestos Management Plan.

The following District school buildings contain some amount of building products containing asbestos:

- Holt High School
- Wentzville Middle School
- Heritage Elementary
- Heritage Intermediate
- Berrey Place Center
- Transportation
- Support Services
- Kindergarten Building
- Pearce Hall
- Administration Building
- Harris Building

A copy of the Management Plan is available for review in each school office and at the District’s Central Office, located at 280 Interstate Drive, Wentzville, MO 63385. The management plan identifies the types and locations of asbestos in the building and identifies inspections, sampling data, and response actions taken by the District.

Questions regarding asbestos or the management plan can be directed to the Facilities and Custodial Department at 636-327-3800.