



WENTZVILLE

SCHOOL DISTRICT

LEARNING TODAY, LEADING TOMORROW

WENTZVILLE R-IV SCHOOL DISTRICT

Crossroads Elementary School
"Every Student, Every Day!"



PARENT/STUDENT HANDBOOK 2023-2024

Dr. Danielle Tormala, Superintendent

Dr. Damian Fay, Principal
Mrs. Kristen Henson, Assistant Principal

[WSD 2022-2023 Annual Parent Notifications](#)

District Website: www.wentzville.k12.mo.us

PTA Website: www.crossroadspta.org

Wentzville R-IV School District Mission

Learning today, Leading tomorrow.

Wentzville R-IV School District Vision

The Wentzville School District will be a model of excellence that sets the standard and maximizes the potential of every student. We will excel academically, be at the forefront of technology implementation, proactively plan for growth, and be financially responsible.

Wentzville R-IV School District Values

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

Community – Respecting the stakeholders' perspectives with honesty and transparency as we create a world class educational system.

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

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

Wentzville R-IV School District Goals

Goal #1 TEACHING & LEARNING: Expand opportunities and experiences to ensure all students are prepared to engage in an ever-changing, connected world.

Goal #2 COMMUNITY, CULTURE & SAFETY: Develop and maintain a safe, caring and inclusive school culture and community with members who value and support the whole child.

Goal #3 FACILITIES, FINANCE & STAFFING: Provide financial resources to support the ever-changing needs of students, staff and facilities.

Crossroads Elementary Mission Statement

Every Student, Every Day!

Crossroads Elementary Vision Statement

The staff, parents, and community members of Crossroads Elementary will become a **caring community** in which kids come first, where teachers and parents support each other, our kids, and their families. A **safe community** where kids can take risks and feel valued, respected, and encouraged. A **family community** where parents will find an open door and are always welcome. A **learning community** where kids, teachers, and families work together to support life-long learning.

Contact Information

Main Office:	636-625-4537 ext 0
Office Fax Number:	636-445-5324
Principal: Damian Fay	ext 44222
Assistant Principal: Kristen Henson	ext 44226
School Nurse: Amanda Whitaeker	ext 44233
Counselor: K-2 Amy Walton	ext 44243
Counselor: 4-5 Tim Burkemper	ext 44242
Librarian: Jill Smith	ext 44234
Cafeteria: Jennifer Nussbaumer	ext 44235
Director of Transportation	636-327-3860

School Hours

Office Hours	7:30 a.m. - 4:00 p.m.
School Day	8:35 a.m. - 3:35 p.m.
Teacher's Day	8:15 a.m. - 3:45 p.m.

Arrival Procedures

- Student drop-off begins at **8:20 a.m. and continues through 8:35 a.m.**
- All car riders must be dropped off using the primary hallway entrance drive unless being escorted in by a parent. Parents will use the parking lot when bringing their child into the building. All parents/visitors must use the front entrance and sign in at the office.
- Parking in the bus zone (diagonal slots) is not permitted.
- Walkers can enter using the front entrance or the primary hallway entrance.

Dismissal Procedures

- Bus and car riders are dismissed at 3:35 p.m.
- When changing dismissal transportation for your child a note or phone call is required.
- No changes in your child's dismissal transportation will be accepted after 3:00 p.m.
- We will not permit access to the office after 3:20 to check out a student.
- Please do not go to the buses at dismissal to take your child off of the bus. Instead, speak with a supervisor to locate your child and they will remove them from the bus.
- Parents are not allowed to walk-up to pick up their children
- Car riders are dismissed at 3:35 p.m. and exit the front entrance of the building to cars parked in two lanes of the loop/circle drive in front of the school.

A staff member will escort car riders to their cars. Parents are to remain in their car. Pull your car up as far as possible in the loop/circle to ensure efficient loading. When your car is loaded, please pull out to exit the loading area slowly and carefully to ensure the safety of all.

Walkers/bike riders are dismissed at 3:40 p.m. after the buses exit the parking lot. Walkers/bike riders exit the 2nd grade doors (bike rack) with the crosswalk guards.

Late Arrivals

School begins at 8:35 a.m. If a student comes to school late, an adult should sign them in at the office. A pass will be issued by the office secretary to admit the student to class. Students are considered tardy if they are not in class by 8:35 a.m. and will count against the students attendance. Parents can park in the "10-minute Parking Zone" in the inner lane of the circle drive in front of the school to bring their child into the building.

Parking

Space is provided for visitors to park in the staff parking area. If a parent is visiting the school, they may also park using the large parking lot to the southeast of the front entrance. Parking in the bus loading area is not permitted. Parking areas become congested at the end of each day. Please do not park in the crosswalk, double park, or leave your car unattended.

Early Dismissal

If you regularly pick up your child at normal dismissal time, please write a note to your child's teacher giving the details. This note will be kept in the office with a copy sent to the teacher. If you wish to pick up your child and do not have a note on file as described above, please write a note to your child's teacher each time you will be picking up your child. No changes in your child's dismissal transportation will be accepted after 3:00 p.m. It is essential that you come to the school office and officially sign your child out of school. The office will call your child's classroom for your child to come to the office for pick up. On those rare occasions when a note is not sent to and/or received by the teacher, please stop by the office and complete the sign out

procedure as described above. Photo ID will be required for everyone signing out students. The school day ends at 3:35 p.m. Please do not make a habit of signing out your child (ren) early. Instead, please wait until dismissal in order to protect instruction time and your child's attendance record. When calling the office to notify that someone other than a legal guardian is picking up your child, that person must be on your child's pick-up list prior to the telephone call. When bringing your child to school late or picking up your child early, please adhere to the "10 Minute Parking Zone" signage on the inside lane of the front circle drive. Picking up your child early from school should only occur occasionally, due to attendance requirements. We have the responsibility for the safety and welfare of approximately 630 kindergarten through fifth grade students. Please take the extra time necessary to help us protect your child. Thank you in advance for your cooperation with this extremely important task.

Attendance Information

A parent or legal guardian must call the school office each day a student is absent. Student attendance is recorded hourly on a daily basis. Failure to submit a note or a telephone call explaining why a child is absent will result in the absence being marked as an "unverified" absence.

Verified Absences:

1. Personal Illness
2. Professional Appointment (doctor, dentist, counselor, court)
3. Funeral/Bereavement
4. Religious Observations
5. Birth of Sibling
6. Military Deployment of parent or sibling

Unverified Absences:

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

Intervention:

Interventions may include: Letters, phone calls home, home visits, meeting with the administrative team, possible referral to the Family Court of St. Charles County or possible referral to the Missouri Children's Division. These interventions will become more intensive if your student shows a decrease in attendance.

Homebound Absences:

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

Make-up work for Absences:

When the student returns to school, students are expected to schedule with their teachers make-up of all work missed as a result of absences from school. Time lines for make-up work will vary by teacher. Arrangements for make-up work can be made in advance for anticipated absences.

Cafeteria/Food Services

The Wentzville R-IV School District 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. Payment to your student's account is accepted in cash, check, or Visa/MasterCard. Checks should be made payable to Wentzville School District. To ensure proper credit, money should be sent to school in a clearly marked sealed envelope with the student's name, teacher, grade and the amount of money enclosed. Preprinted envelopes provided by the school are available and should be used whenever possible. Envelopes are given to the teacher in the morning and deposited daily by the school cashier. The school cashier will send a reminder notice home when a student's account balance drops below the amount to cover the cost of one meal. If the student charges more than two meals, a cheese sandwich, fruit cup, and milk will be offered until their account has a positive balance. During the last two weeks of school, students will not be allowed to charge their meals. Free or Reduced Meal applications are available online at www.wentzville.k12.mo.us (Click on Parent Information, Departments, Child Nutrition, Free and Reduced Meal Information. You may receive an application from the school office or through the Child Nutrition Services Office at 327-3858. Lunch menus, nutrition information, meal prices, and FAQ's are available at www.wentzville.k12.mo.us (click on Departments, Menus and Meal Prices.) Parents can also access their student's lunch account balance and history from the district's website. To sign up for this parent access, you will need to fill out the Parent Portal form, you can get a copy from the school office. Soda or other carbonated beverages should not be brought in packed lunches.

Breakfast

Breakfast will be served each morning from 8:20 a.m. to 8:35 a.m. *Please don't let your child start the day without breakfast either at home or at school.* Breakfast is served each school day to help guarantee that your child gets a nutritious morning meal. In addition to cereal, milk, toast, and juice each day, there are other hot entrees to select. When students arrive at school, those who wish to eat must report directly to the cafeteria.

Breakfast Full Price \$2.00 Lunch Full Price \$3.10 Reduced Breakfast \$.30 Reduced Lunch \$.40

Lunch

Our lunch program is the best deal in town! Our first choice consists of meat, vegetables, fruit, bread, and milk or juice. An alternate meat selection is available daily. The food bar is available for students to make individual choices of fruits and salads each day. Please encourage your child to eat what they take from the food bar.

Lunch and Recess Times for Regular Days

Grade Level	Lunch	Recess
K	10:45-11:10	11:10-11:30
1	11:15-11:35	11:35-11:55
2	11:40-12:00	12:00-12:20
3	12:05-12:25	12:25-12:45
4	12:30-12:50	12:50-1:10
5	12:55-1:15	1:15-1:35

Lunch and Recess Times for Late Start Days

Grade Level	Lunch	Recess
Kindergarten	10:45-11:10	11:10-11:30
1st Grade	11:15-11:35	11:35-11:55
2nd Grade	11:40-12:00	12:00-12:20
3rd Grade	12:05-12:25	12:25-12:45
4th Grade	12:30-12:50	12:50-1:10
5th Grade	12:55-1:15	1:15-1:35

Lunch and Recess Times for Early Release Days

Grade Level	Lunch	Recess
Kindergarten	10:45-11:10	11:10-11:30
1st Grade	11:15-11:35	11:35-11:55
2nd Grade	11:40-12:00	12:00-12:20
3rd Grade	12:05-12:25	12:25-12:45
4th Grade	12:30-12:50	12:50-1:10
5th Grade	12:55-1:15	1:15-1:35

Change of Address

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

Anti-Harassment

Nondiscrimination and Student Rights Harassment

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, sexual orientation or perceived sexual orientation.

Please see [Board Docs](#)

Brian Bishop

Assistant Superintendent of Human Resources

Title IX Coordinator

Compliance Officer

Wentzville School District

280 Interstate Drive

Wentzville, MO 63385

Office: 636-327-3800 ext. 20349 Cell: 626-230-5800

Individuals who wish to file a complaint with OCR may contact OCR:

U.S. Department of Education, Office for Civil Rights

One Petticoat Lane, 1010 Walnut Street, Suite 320

Kansas City, Missouri 64106

Telephone: (816) 268-0550; Fax: (816)268-0599; TTY(877) 521-2172; Email:

OCR.KansasCity@ed.gov

For further information on notice of non-discrimination, visit

<http://wdcrobc01.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. Daniella S. Tormala

Superintendent of Schools

Discipline

Positive Behavior Intervention and Supports (PBIS) is a system and a process Crossroads Elementary uses to ensure a safe and effective learning environment. At Crossroads we refer to PBIS as Corgi Pride. Our unified classroom expectations, found in every classroom and non-classroom setting in the school are as follows: Corgis are Respectful, Responsible, and Caring Learners. For more information please see our Corgi Pride Matrix. You can also find the Wentzville R-IV School District Student Behavioral Expectations and Guidelines Handbook on the District and Schools' Website.

Misconduct and Disciplinary Consequences- All WSD students will be expected to comply with the discipline code set forth by the district.

Policy 2600- [Board Docs](#)

Dress Code

The full WSD dress code can be found in the Board docs.

Policy 2651- [Board Docs](#)

Drug-Free Schools

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the district shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students from early childhood level through grade twelve (12). (See also Policy 6130 - Drug Education).

See Policies 2641 and 6130. [Board Docs](#)

Counselors

Our elementary school counselors are involved in many aspects of the school. They also work with teachers to meet specific needs of particular students. Developmental guidance classes are taught to kindergarten through fifth grade students on a variety of topics. The counselors are available to work with individual students as needed. Feel free to call our school counselors if you have any questions. 636-625-4537; Tim Burkemper ext. 44242, or Amy Walton ext. 44243.

Curriculum

The district curriculum is a blueprint that all teachers use to develop, organize and guide instruction to guarantee that neither disparity nor unnecessary repetition exist in a student's learning sequence. Furthermore, teachers use the district curriculum documents to ensure student growth, achievement of required graduate outcomes and fulfillment of the district's mission statement and vision. The design of the curriculum follows the frameworks offered by the State Department of Elementary Education.

Special Areas – 60 minutes daily

Students at Crossroads Elementary receive instruction in the areas of Art, Computers, Music and Physical Education.

English Language Learner

The Board of Education is committed to identifying and assessing the educational needs of students whose native or home language is other than English. Once identified, the district will provide appropriate programs to address the needs of these students.

Policy 6180 - [Board Docs](#)

Family Rights and Privacy Act

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

In the Wentzville School District, information from student files will not be available to unauthorized persons within the school or to any person outside the school without the consent of the student or the parents/guardians, except to comply with a judicial order or a subpoena or in cases where the safety of persons or property is involved.

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

Copies of records of students currently enrolled in the Wentzville School District will be made available to authorized personnel upon request.

Policy 2400- [Board Docs](#).

Grading System

KINDERGARTEN - SECOND GRADES

Parents are informed about student progress at the end of each quarter. Student achievement grades are based on their performance of skills on a variety of grade level assignments. Students receive a grade in Art, Music, Computers and Physical Education at the end of each semester. Parents can assume satisfactory progress is being made unless a specific comment is made to the contrary.

4 = consistently **exceeds** expectations

3 = consistently **meets** expectations

2 = Experiencing difficulty/requires additional practice

1 = Does not meet expectations

@ = Grade based on a modified program or accommodations

THIRD - FIFTH GRADES

Parents have ongoing access throughout the quarter to student progress via the Parent Portal and a report card will be sent home at the end of each quarter. Achievement grades are based on the child's performance of the skills for his/her grade level assignment. The following grading scales are used:

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

@=Grade based on a modified program or accommodations

Honor Roll

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

- All Grades 3-5 teachers will use a numeric formula to figure the A and B Honor Roll
 1. A = 4 points
 2. B = 3 points
 3. C = 2 points
 4. D = 1 point
 5. F = 0 points

- A Honor Roll equals 3.6 to 4.0
- B Honor Roll equals 3.0 to 3.5
- No student can have a grade of D or F on their report cards and be on the A or B Honor Roll
- No student can have any 1's in special area classes and be on the A or B Honor Roll

Parent/Teacher Conferences

Conferences are scheduled during the school year just after the 1st quarter. However, parents may request a parent teacher conference at any time. If you wish to talk with your child's teacher, please contact them to set something up.

Homework

Homework which is properly designed, carefully planned, and geared to the development of the individual student has a definite place in the educational program. Homework refers to an assignment to be prepared during the period of supervised study in class or outside of class or which requires individual work at home. Homework is assigned to help the student become more self-reliant, learn to work independently, improve skills that have been taught, prepare research papers, aid in the mastery of skills, complete certain projects and create and stimulate interest on the part of the student. Homework should be meaningful and clearly understood by the student. Homework assignments should take into consideration the age and ability of the student. Homework should not require the use of reference material not readily available in most home, school libraries, or public libraries and should require the use of those materials only when the student has had instruction in the use of those materials.

Library

It is our goal to increase your child's knowledge and love of reading by providing the best books possible. Students will have the opportunity to visit the library weekly. All books must be returned before students may checkout additional books.

Students who have overdue library materials are given three written notices at school before a notice is mailed home. After three written notices the student's name is also given to the building administrator. Students receive instructions on the proper care of library materials. Materials must be cared for to prevent damage from food, liquids, pets, and younger siblings. Damaged materials should be reported to the library when they are returned. The library does inspect all books upon return. Please allow the library to mend torn pages as they require special taping. Fines may be assessed on damaged library materials.

Recess

Recess is taken after lunch for 20 minutes each day. Grades K-5 have an additional recess for 10 minutes each day. Any wind chill temperature below 15° F is considered too cold to go outside. The heat index tops 95°F it is too hot to take children outside for any length of time.

Parents may not go to either outdoor or indoor recess.

PLAYGROUND EXPECTATIONS

The playground and equipment are provided for the children to have an enjoyable, relaxing and safe break during the school day. It is recommended that each classroom teacher and physical education teacher take one or more class periods to teach all students safety rules and proper etiquette to be used on the playground and with the equipment.

The following are playground expectations:

1. Students should go to the playground in an orderly manner.
2. Swings:
 - a. Only one person sitting on a swing at a time.
 - b. No standing up and no jumping out of the swing.
 - c. Watch for others walking by, so you will not hit them.
 - d. No twisting; swing straight only.
 - e. Do not climb up or on swing support poles.
3. Slide:
 - a. Climb the ladder and go down the slide; do not visit or stop at the top.
 - b. Never push or shove.
 - c. No swinging on the top bar of the slide.
 - d. Do not climb up the slide.
 - e. Feet first down the slide.
 - f. No hanging off the side of the slide.
4. Jungle Gym:
 - a. Do not jump from the top.
 - b. All go in the same direction.
 - c. Be careful of other children; do not step on others' hands.
 - d. Do not cross under the bridge.
 - e. No tag games
5. Bridge:
 - a. Do not sit on or jump from the bridge.
 - b. Do not block others from crossing the bridge.
 - c. Do not hang from the sides of the bridge.
 - d. No tag games
6. Rings:
 - a. All go in the same direction
 - b. Be aware of other students around you
 - c. Do not cross under the rings
 - d. No tag games
7. Students will keep hands, feet, and all other objects to self.

8. Students will show respect for others and show respect for staff.
9. Students will stay outside unless given a pass to come into the building.
10. Students will stay on the playground and away from classroom windows.
11. Students are to stop what they are doing, and line up quickly, when the whistle is blown.
12. Students will show pride in their school by keeping the building and grounds free of litter.
13. Students will settle differences peacefully, using their words.
14. No bad language, name calling, fighting or karate.
15. No tackle football, only touch football is allowed.
16. No hanging or climbing on soccer goals, backstops or fences.
17. Playground balls and jump ropes:
 - a. Take only one ball or jump rope. Put it back when finished.
 - b. Do not hide equipment behind building or anywhere else.
18. If a ball goes across the street, ask the teacher on duty for permission to get the ball.
19. No toys or play equipment are to be brought from home.
20. Walk "QUIETLY" into the building, "NO TALKING" in the halls.
21. While walking in the hallway, use your "hallway hands."

WHISTLES

One Whistle = FREEZE! (Stop where you are at and listen for instruction).

Two Whistles = Line Up

Three Whistles = Zero Voice/Hallway Hands. Ready to enter the building.

Internet/Computer Usage Policy (RUP)

All students/families must have completed a digital WSD RUP at the start of each school year. This will be found on your SIS portal (a yellow banner). Parents and students are asked to digitally sign the policy. Only those students who have signed the policy will be allowed to access WSD computers and the Internet. Internet violations will be dealt with using the discipline code.

Nurse

Immunizations:

All students attending district schools are required to be in compliance with state programs mandating immunization against specific diseases. Failure to comply with district immunization requirements will result in exclusion from school until proof of compliance is provided. Policy 2850.

State 2022-2023 Immunizations Requirements can be found on the district website.

Health Screening:

Your child will be screened in the areas of vision and hearing in kindergarten, first, third and fifth grades. You will be notified if your child experiences a problem in any area. The nurse will also screen upon teacher or parent request.

Illness at School:

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

For your child's well-being and safety, please be sure the school has at least **two** emergency contacts so that if you cannot be reached during the day and an emergency arises, we have the number of someone who can reach you. We request that you or someone on your list pick up your student within an hour of being notified.

To decrease the spread of illness we will take the following precautions:

1. Students may not return to school until they are fever free for 24 hours without fever reducing medicines.
2. Students need to be free of continuous coughing.
3. Please do not send your child to school until 24 hours after the last episode of vomiting or diarrhea.

Medical Concerns:

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

Medications:

It is desirable for students to take all medications at home. However, it is recognized that some students may require medication for chronic or short-term health concerns during the school day.

All medications, prescription and non-prescription, must be in an up-to-date bottle and accompanied with a written request from the physician and authorization to dispense from the parent/guardian before being administered by school personnel. Forms can be found on the District website under Departments/Health Services/Health Service Forms/Authorization Form and Crossroads Elementary's website.

Parents are responsible for seeing that medications arrive at school safely. **A student is not allowed to carry any medication to or from school. This includes any over the counter medicines. If a medicine of any type is brought by the student to school it will be placed in the nurse's office and will be available for parent pickup. Students will not**

be allowed to take the medicine back home. There are no exceptions. Parents may come to the nurse's office to distribute medication to their child as needed.

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

PROCEDURES FOR PRESCRIPTION DRUGS AND OVER-THE-COUNTER DRUGS:

1. The physician will provide a written request that the student be given medication during school hours. The request will state:

Name of medication
Dosage
Time of dosage
Method of administration
Reason for medication
Length of time to be given
Full name of child receiving medication

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

Parental Concerns

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

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

Student Transfers

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

Textbook Usage and Replacement:

Library books are to be treated with respect by the students. The student to whom a library book is issued will be held responsible for its return in good condition. A reasonable system of fines, penalties or methods of repayment for a fair value of the book is to be developed. No student is to be penalized if the book is lost because of factors beyond his/her control. Policy 3350- [Board Docs](#)

PTA

The Crossroads Elementary PTA is a group of parents and staff members who work together to enhance our student's academic experience and support our school community. Our PTA is an integral part of our elementary program. We encourage you to participate actively in the meetings and events.

PTA Website: www.crossroadspta.org

Our 2023-2024 PTA Board:

President

Jenny Lew

President Elect

Ashly Curry

Vice President

Nikki Kerkhoff

Treasurer

Amy Lawing

Secretary

Katie Merrill

Financial Secretary

Natalie Buss

Membership Chair

Kelly Hartnett

Legislative Chair

Ryan Wilson

ByLaws Chair

Kellee Cook

Merchandise Chair

Ashly Curry

Corgi Store Coordinator

Amanda Cortez

Staff Appreciation Co-Chairs

Bethany Bohnenstiehl & Amanda Spaid

Social Events Co-Chairs

Nicole Gilligan & Jacky Theodore

Community Service Chair

Josh Hess

Passive Fundraising Chair

Kellee Cook

School Support Chair

Sarah Burkemper

Transportation Safety Rules

Student Conduct on Buses:

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

Policy 2652- [Board Docs](#)

School Bus Safety:

A majority of our students ride the bus to and from school. Our foremost concern is your child's safety. Please take time to read the bus safety rules very carefully with your child so that he/she understands what is expected on the bus.

1. In approaching the bus stop along the road, always walk on the side facing the traffic.
2. Do not stand in the road or play in the road while waiting for the bus. Respect nearby property.
3. Students, who must cross the road after leaving the bus, or to board the bus, shall cross 10 feet in front of the bus and only upon the signal given by the driver. Stand still until the bus stops.
4. Enter the bus without crowding and move to your assigned seat.
5. Students are to remain in their seats until the bus stops.
6. The driver is in charge of the bus. Students must cooperate and obey the driver to make our buses as safe as possible. The bus driver is authorized to assign seats.
7. Windows will not be opened without permission from the driver. Students shall not at any time extend arms or head out of the bus window.
8. Buses and repairs are expensive. Help us keep our buses clean. Do not be destructive.
9. See that your conversation is clean and never loud or boisterous. Keep your conversation in normal tones. Loud conversation distracts the driver from required duties.
10. No balloons, pets/insects or glass containers.
11. If your bus has seat belts installed, we encourage you to use them.
12. Do not eat, drink, or smoke on the bus.
13. Do not throw anything inside or out of the bus.
14. Keep hands and feet to yourself. No horseplay.

Policy 5220- [Board Docs](#)

Students are assigned to a bus and MAY NOT RIDE a different bus unless prior arrangements have been made with the Transportation Office (636-327-3860 x 25321).

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

Transportation may be denied to those students who fail to observe our safety rules.

Kindergarten: An authorized person must be present at the bus stop to receive all Kindergarten each day. In the event an authorized person is not able to present a valid ID, student(s) will be returned to school. Additionally, it is important that anyone picking up a child of any age be prepared to provide a valid form of ID to the bus driver or a substitute bus driver. If you have additional individuals other than your child's emergency contacts, please submit their names to the school office. In the event an authorized person is not present the student(s) will be returned to school. If you have additional individuals other than your child's emergency contacts, please submit their names by logging into the Parent Portal and clicking on "Update Household Data" to add them. If you have any difficulty logging in, please contact your school office. Visit the [Transportation website](#) for further information.

1. The bus driver is in complete charge of the bus and students are expected to comply with his/her request at all times.
2. Students must obey and respect the orders of District employees.
3. Students must be on time; the bus cannot wait beyond its regular schedule for those who are tardy.
4. Students must never stand in the roadway while waiting for the bus.
5. Students are permitted to converse quietly with persons sitting near them.
6. Students must be seated and are not permitted to change seats when the bus is in motion.
7. Students must not, under any circumstances, put their head or arms out of the bus windows.
8. Students will be held responsible for any and all damage to the bus perpetrated by them.
9. The use of profane or abusive language will not be tolerated on the bus.
10. Smoking, striking matches, or lighting cigarette lighters is not permitted on the bus.
11. Fighting on the bus will be considered a very serious offense.
12. Students must follow the directions of the driver or other District employees when leaving the bus.
13. Any damage to the bus should be reported at once to the driver.
14. Students must ride the bus which they are assigned. Any change must be cleared with the Director of Transportation Services in advance.
15. The school bus is an extension of the school and all school rules and regulations which pertain to student conduct in the schools are applicable to student conduct on a school bus. (School Board policy and Regulation 2652)

Students are assigned to a bus and MAY NOT RIDE a different bus unless prior arrangements have been made with the Transportation Office (636)-327-3860 ext. 25321. When dismissed, students must go directly home from the bus or school. If all students will observe these rules carefully, the buses will be a great service to everyone concerned, and it will be a pleasure for your child to ride on them. Transportation may be denied to those students who fail to observe our safety rules.

Bicycles

Students are permitted to ride bicycles to school. For the safety of the students, it is highly recommended that all students use a helmet when riding their bike to school. Students are asked to walk their bikes on school property and across all crosswalks. All bicycles are to be parked in the rack provided at the south end of the building or at the front entrance. Students who ride their bikes to school must have a lock and must keep their bicycles locked during the

school day. Riding bicycles during school hours will not be permitted. Once school is dismissed, students are to ride their bicycles directly home.

Field Trips

We believe that educational field trips enhance the program of instruction and add much to the education of the child. Students who are eligible to participate in the field trip will be notified by their teacher, and parents shall approve the student's attendance on the field trip. If a parent fails to give permission for his/her child to participate in the field trip, the child will remain at school. All school rules concerning student discipline and bus safety are adhered to on student field trips. Due to the limited space on buses and the number of field trip participants, parents are not able to ride the bus.

School Parties and Birthdays

Each K-5th grade classroom may have three (3) parties during the school year. These parties are: Fall Party, Winter Party, and Valentine's Day/Service Project Party.

Only parent volunteers, who sign up with the classroom teacher, will be allowed to attend the parties.

For birthdays, students may only bring non-food items to share with their classmates.

Party Invitations

Make note that sending party invitations to school is not allowed. They will be returned home with your child.

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. Approved materials from non-profit organizations will also be available on the District website and will be distributed using PeachJar. If you are looking for information about camps visit www.wentzville.k12.mo.us

Lost and Found

A lost and found area is located near the cafe. If your child has lost an item, please check the lost and found area periodically. At the end of the 2nd quarter and at the end of each school year, all items left unclaimed will be donated to a local charity organization. To assist your child in retrieving any misplaced items, please mark all their belongings with his/her name in permanent ink inside the item.

Visitors

Crossroads Elementary welcomes and encourages 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 parent eating area to eat lunch with their child. All visitors are required to report to the school office when entering the building so that the office staff will be aware of their presence. Please have your driver's license ready for our office staff to enter into our Raptor system.

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. It is important for the Principal to know at all times who is in the building, parents and other visitors are asked to first report to the office, each time they visit the building. A visitor's sticker will be issued from the office and should be worn for your entire visit. Parents should sign out as they leave the building. Parents are welcome to have lunch with their children. Tables are provided outside the cafeteria in the hall. Please follow the special procedures posted at each table. When it is necessary for you to bring your pre-schoolers to school, we ask for their safety so that they remain seated and supervised at all times by the parent. Students may invite ONE other student to eat lunch with them and their parent/s.

Volunteers

If you wish to volunteer your time at school, we would be more than willing to find just the right place for you. Volunteers may help in the library, the computer lab, the nurse's office, the main office, and the classroom. Opportunities are available for those interested in helping on a regular basis or for short-term commitments. You will receive information during the school year concerning these needs. To limit classroom disruption and out of concern for the safety and supervision of all children, please do not bring younger siblings while assisting at school. All volunteers must come into the office and sign in and receive a visitor's sticker before going to the location they will be volunteering. Please see this link for information in regards to volunteering in the Wentzville School District: [WSD Volunteers](#).

Section 504 of the Rehabilitation Act of 1973: Non Discrimination in Education Programs

It is the policy of the Board of Education to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap. It is the intent of the District to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be considered handicapped under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). Due process rights of handicapped students and their parents under Section 504 will be enforced. The Assistant Superintendent for Special Services and building principals coordinate Section 504 activities.

Special Education Services/Compliance Plan/Census

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury. The public school assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Steps Program. All public schools are required to provide Public Notice parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children.

Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). You may contact your local district, if you wish to review the requirements provided in FERPA. The public school has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative that describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures that the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirements of 34 CFR 76.301 of the General Education Provision Act. Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian resides in the district. This Census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district. This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary.

District Communication/Inclement Weather

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

- **District Phone Call and/or Text Messages**
- **TV News (Ch. 2, 4, & 5)**
- **District Website**
- **District Social Media (Twitter, Facebook, Instagram)**

WSD eNews:

The district publishes an electronic newsletter called the WSD eNews that is emailed to parents/guardians who have students in our schools. This newsletter gives patrons information about what's happening in the district that affects our students, families, and community.

Facebook and Twitter:

The WSD has its own Facebook page (Wentzville School District). Be sure to like it! It's a great way to keep up to date with the latest happenings in the district, complete with pictures. You can also follow the district on Twitter, just search for WSDinfo.

Weather, Earthquake and Fire Emergencies

The school has developed and will participate in required emergency drill practices to ensure the safety of all students in the event of an emergency.

Policy 5240- [Board Docs](#)

WENTZVILLE SCHOOL DISTRICT NOTICE OF NON-DISCRIMINATION

The Wentzville R-IV School District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Section 504/Title II Coordinator for Students
Douglas Cuneio, Executive Director of Student Services
280 Interstate Drive
Wentzville, MO 63385
(636)-327-3800
dougascuneio@wsdr4.org

Title IX Coordinator and Section 504/Title II Coordinator for Employment
Pamela Glidewell, Executive Director of Human Resources
280 Interstate Drive
Wentzville, MO 63385
(636)-327-3800, ext. 20350
pamelaglidewell@wsdr4.org

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@edgov

For further information on notice of non-discrimination, visit <https://ocrcas.ed.gov/contactocr> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Notice of Revision

The Wentzville R-IV School District revised its Notice of Non-Discrimination to reflect the individuals designated to handle inquiries regarding its non-discrimination practices.

PBIS School-Wide Matrix



CROSSROADS ELEMENTARY School-Wide Expectations

We are Respectful, Responsible, and Caring Kids! We are the CORGIS!

When we are in these areas of school...	We are RESPECTFUL when we...	We are RESPONSIBLE when we...	We are CARING when we...
Crossroads Elementary Voice level: 0-2	<ul style="list-style-type: none"> • Keep our hands, feet, and other objects to ourselves • Work together • Treat others how they want to be treated 	Follow directions <ul style="list-style-type: none"> • Do our best • Try to solve our problems • Keep our school clean 	Use kind words Help others
Classroom Voice level: 0-2	Raise our hand to speak Listen Use appropriate voice level	Stay on task Come to class prepared	Include everyone Encourage others
Playground Voice level: 0-3	Take turns and share Show good sportsmanship Help take care of nature	Line up quickly and safely Stay in the playground area	Include everyone
USA Café Voice level: 0-2	Eat only our own food Clap and turn our voices off for dismissal	Raise our hand Stay seated Clean up after ourselves Get all our food and supplies the first time	Use good manners Greet and thank the cafeteria helpers and others at our table
Halls School day voice level: 0-1 Arrival / Dismissal voice level: 0-2	Walk on the right	Use hallway hands Walk in line Walk directly to our designated area	Hold doors for others Greet others with a smile
Restroom Voice level: 1	Give others privacy	Wash our hands Put all trash in trash cans Use the restroom quickly	Tell an adult about restroom problems and messes
Car Rider Area Voice level: 1	<ul style="list-style-type: none"> • Treat the adults and other students the way you want to be treated • Look and listen to adults 	<ul style="list-style-type: none"> • Stay in my grade line • Watch for my car and raise my hand when I see it • Walk on the sidewalk to my car with an adult 	<ul style="list-style-type: none"> • Help find your carpool members when your car arrives
Bus Voice level: 0-2	Have appropriate conversations treating others the way you want to be treated	Stay seated and buckled Keep our backpacks out of the bus aisle Talk quietly only to our seatmates	Greet and thank the bus driver and fellow students
Assemblies Voice Level: 0-1	Look at the speaker Keep quiet while listening to the speaker	Clap when it is the right time	Stay seated on your pockets so others can see

Voice Levels: 0 – Silent, 1 – Whisper, 2 – Inside Voice, 3 – Outside Voice