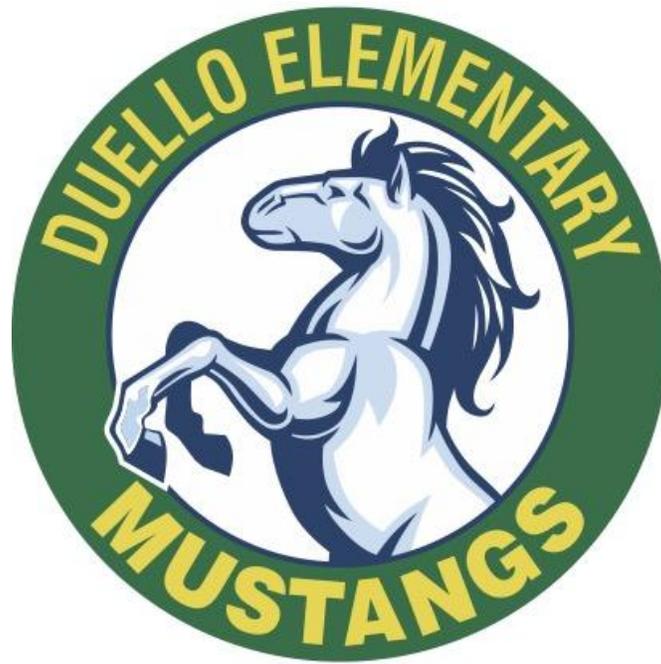


Wentzville R-IV School District

**Duello Elementary  
Student Guidelines, 2024-2025**



1814 Duello Road  
Lake St. Louis, MO 63367  
636-327-6050

Dr. Alicia Hooton - Principal  
Mrs. Amber Houdei - Assistant Principal

***Learning, Growing, Leading ... Together***

# WENTZVILLE SCHOOL DISTRICT NOTICE OF NON-DISCRIMINATION

## **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  
Ryan Bishop, Executive Director of Student Services  
280 Interstate Drive  
Wentzville, MO 63385  
(636)-327-3800  
ryanbishop@wsdr4.org

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

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August 2024

Dear Parents,

The faculty and staff join me in welcoming you and your family back to school! We are delighted to get to work with your child this year!

Your child's success and our school's success rest in part on parental involvement and our shared commitment to academic excellence for all students. At Duello, it is our desire that all students are provided with an education in a safe and positive learning environment. It is our goal to not only develop your child's academic abilities, but to also provide an environment where each child can grow as a leader in their classroom and school community. We recognize the integral part that you play in your child's education and intentionally seek your partnership to help us maximize your child's year of learning.

Creating a building culture that reflects the belief that all students can learn and grow both academically and socially is a foundation of our philosophy of education. We know that students benefit when all of us - parents, administrators, teachers, and the community -work together! One way that you can partner with us is by encouraging your child to use the habits of a leader at home. We teach seven habits of leadership as a part of our school wide behavior program, which you can see examples of on pages 7 & 8. At Duello we believe that all students are leaders and we seek to help students identify and showcase their strengths and talents. We strive to build creativity, perseverance, and joy in the journey of learning - not perfectionism - at Duello!

This handbook has been created to inform you of some of the many policies, procedures, and expectations at Duello Elementary. Please read the handbook carefully and keep it for later reference so you can be as much help as possible in making this year a success for your child.

If you have any questions regarding anything in this handbook or concerning Duello, please feel free to contact me at 636-327-6050. I look forward to working with you and your child this year!

Sincerely,

Dr. Alicia Hooton, Principal  
Duello Elementary  
Grades K-5

# Wentzville R-IV School District

## **WSD Vision**

The Wentzville R-IV 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.

## **WSD Mission Statement**

Learning Today, Leading Tomorrow

## **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 make courageous decisions and providing resources for the continuous improvement of the Wentzville School District.

Duello uses the leadership framework, "The Leader in Me."

*"The best way to prepare our children for the future is to emphasize the value of communication, cooperation, initiative, and unique, individual talent – for nothing undermines confidence more than comparison."* Stephen Covey

# The 7 Habits of Happy Kids



## Habit 1- Be Proactive: I'm in charge!

I am responsible for myself.  
I take initiative and have a "can-do" attitude.  
I choose how I act, how I feel and what I do.  
I do what is right without being asked, even when no one is looking.

## Habit 2- Begin with the End in Mind: I have a plan!

I set goals for myself.  
I have a plan for how I will accomplish my goals.  
I think about what I want to be when I grow up and how I will get there.



## Habit 3- Put First Things First: I will do my work first, then play!

I do my work before I play.  
I know what my responsibilities are, and I do them based on what is most important.  
I practice self-control.

## Habit 4- Think Win-Win: I believe we can all win!

I want everyone to be a success.  
I don't have to put others down to get what I want.  
When there is a conflict, I look for solutions that will make everyone feel good.



## Habit 5- Seek First to Understand, Then to be Understood:

### I will listen to others before I talk!

I am a good listener.  
I try to understand other peoples' points of view especially when their opinion is different than mine.  
I am comfortable sharing my opinions and ideas.



## Habit 6- Synergize: I know that together is better!

I know that everyone is good at something.  
Everyone needs to get better at something.  
I believe that we can all learn something from each other.  
I know that working in groups helps to create better ideas than what one person can do alone.



## Habit 7- Sharpen the Saw: I have balance in my life!

I keep my body healthy when I exercise, eat healthy foods and get enough sleep.  
I enjoy learning new things.  
I know that it is important to spend time with people that I care about.





AREA	All Areas	Hallway	Bathroom	Cafeteria	Assembly	Technology	Playground	Bus
SAFE	-KAHFOOTY -Calm body -Use materials appropriately	-Walk -Look forward	-Walk in and out of restroom -Wash your hands	-Stay in your seat -Walk -Enjoy your own food	-Stay on your bottom	-Only go to assigned websites -Protect your personal information	-Stay in approved areas	-Sit in your assigned seat facing forward -Keep aisle clear -Walk to busses
	RESPECTFUL	-Straight line -Tight to the right	-Allow and use privacy -Go quickly and quietly	-Invite others to join -Appropriate conversations	-Expected responses -Eyes on speaker	-Kind communications	-Includes others -Be a good sport	-Share your space
	RESPONSIBLE	-Hands by your side -Walk with a purpose/urgency	-Flush when finished -Use restroom closest to your classroom	-Throw away all of your trash -Make sure to have all necessary items before sitting down -Raise your hand for assistance	-Enter and exit at a level 0	-Carry computers with two hands -Keep food/drink away -Use your assigned device for schoolwork only	-Line up quickly -Pick up equipment -Use P.E. rules at recess games	-Backpack on your lap/floor -Be prepared to exit at your stop

## Duello Elementary 2024 - 2025 Important Dates:

<i>Semester One</i>	<i>Semester Two</i>
<p style="text-align: center;"><b><u>August</u></b></p> <p style="text-align: center;">8/1 Rock N Jump Event 8/19 First Day of School</p> <p style="text-align: center;"><b><u>September</u></b></p> <p style="text-align: center;">9/2 Closed for Labor Day 9/12 PTA Skate Night 9/13-9/26 Duello Dash Fundraiser 9/16 Late Start 9/23-9/24 Fifth Grade Camp 9/27 No School: PD Day</p> <p style="text-align: center;"><b><u>October</u></b></p> <p style="text-align: center;">10/8 Picture Day 10/14 Late Start 10/17 PTA Red Robin Night 10/18 Early Release 10/18 PTA Trunk or Treat 10/23 Red Ribbon Week 10/29 PTC (PM) 10/30 School Closed for PTC (AM/PM) 10/31 School Closed for Fall Break</p> <p style="text-align: center;"><b><u>November</u></b></p> <p style="text-align: center;">11/1-11/4 School Closed for Fall Break 11/5 No School: Election Day/PD Day 11/18 Late Start 11/20 Fall Picture Retake Day 11/21 PTA Panda Express Night 11/27 -11/29 School Closed for Thanksgiving Break</p> <p style="text-align: center;"><b><u>December</u></b></p> <p style="text-align: center;">12/2 Late Start 12/6 Pancakes with Santa 12/19 PTA Chick-Fil-A Night 12/20 Early Release &amp; Start of Winter Break 12/23-12/30 Winter Break</p>	<p style="text-align: center;"><b><u>January</u></b></p> <p style="text-align: center;">1/2 -1/3 Winter Break 1/6 Late Start 1/15 PTA Show Me Dough Fundraiser 1/16 PTA The Post Night 1/20 Closed for MLK Jr. Day 1/27 Kindness Week</p> <p style="text-align: center;"><b><u>February</u></b></p> <p style="text-align: center;">2/10 Late Start 2/17 Closed for President's Day 2/20 PTA Freddy's Night 2/28 PTA Trivia Night</p> <p style="text-align: center;"><b><u>March</u></b></p> <p style="text-align: center;">3/10 Late Start 3/12 PTA Meeting 3/20 PTA Chick-Fil-A Night 3/21 Early Release 3/24-3/28 Spring Break</p> <p style="text-align: center;"><b><u>April</u></b></p> <p style="text-align: center;">4 /8 No School: Election Day/PD Day 4/11 PTA Spring Craft Fair 4/17 PTA Skate Night 4/21 Late Start</p> <p style="text-align: center;"><b><u>May</u></b></p> <p style="text-align: center;">5/5 Teacher Appreciation Week 5/26 Closed for Memorial Day 5/30 Tentative Last Day/Early Release</p>

## **Academic Policies**

### **Parent Teacher Conferences:**

Conferences are scheduled at the conclusion of the first quarter of the school year. A conference can be scheduled at any time there is a need. If you would like to set up a meeting, call the school office at 636-327-6050.

If parents wish to talk with their child's teacher, we encourage them to email or call and leave a message on their voicemail so that the teacher can respond within 24 hours. Teachers are not available, and calls will not be transferred to teachers, during the school day.

### **Homework:**

Homework is provided by teachers at various times to enhance student learning, provide additional practice, or stimulate student interest. Daily assignments or extended projects may be given at various times. Assignments are due when the teacher denotes a date. In the case of absence, the teacher may make an exception. Should there be an unexpected crisis at home and your child is truly unable to complete an assignment, we ask that you send a note explaining the circumstances. Individual arrangements can then be made for the assignment to be completed.

## **School Rules and Guidelines**

### **Absences:**

Regular school attendance is critical to your child's success at school. In the event that your child should need to be absent from school, please notify the office at (636) 327-6050 and **press 1** to report that absence. Please leave your name, your child's name and grade, the teacher's name and reason for absence. You may also email attendance changes to [attendance.duello@wsdr4.org](mailto:attendance.duello@wsdr4.org)

### **Attendance & School Hours:**

Our office is open daily from 7:30 am to 4:00 pm. Students should arrive at school no earlier than 8:05 a.m, when our building opens for student arrival. There is no supervision for students prior to this time. The school day begins at 8:20 am. The school day ends at 3:20 pm and students are to leave school when dismissed at this time.

### **Early Dismissal Procedures:**

We have the responsibility of your child and over 650 other students at Duello. For the safety of all students, the following procedures must be followed when picking up your child early:

1. If you wish to pick up your child early and you know in advance, it is best to send an email to the classroom teacher and office the day of the early dismissal.

2. We ask that all early dismissals happen before 3 PM. All transportation changes for the day need to be done prior to 2:30 PM. You must come to the school office when you come to pick up your child. You will officially sign your child out of school. An office worker will ask for a picture ID to verify your identity. **ALL PERSONS PICKING UP STUDENTS MUST PRESENT PHOTO I.D.** Children will **NEVER** be allowed to leave the classroom or playground with anyone, even if the teacher knows you. **ALL** students will be checked out through the office if leaving early.

Thank you for following these procedures, which are in place for the safety of all students.

## **ELECTRONICS – STUDENTS**

**Electronics** – Possession and/or use of electronic equipment including, but not limited to smartphones, smart watches, computers and video games/systems is strongly discouraged.

Students may only create digital images that have been authorized and/or do not disrupt the educational environment or pose a potential to disrupt the educational environment.

**Elementary Schools:** Devices in this category are not to be visible, audible, or in use while at school from the time a student arrives to school prior to classes commencing to the time the student is dismissed from classes unless a teacher gives a student permission to utilize the device in class. Devices in this category should be turned off during the school day. The items may be used on the way to and from school, after school and at activities or athletic events. Students, who bring electronic items to school, do so at their own risk and are responsible to secure the item from theft or loss. If a student brings a device and it is visible and/or in use during the school day, the student is subject to consequences. Students who violate this expectation and guideline will have their electronic device confiscated. Laser pointers are not allowed at any time. Possession of a laser pointer will result in a consequence.

### **Late Arrival/Tardy:**

Any student entering school after 8:20 a.m. will be counted as tardy and a parent must sign him/her in at the office. A pass will be issued to admit the student to class. Being on time is important for your child. Students who come late are missing important educational experiences.

### **Personal Property:**

Students should not bring toys, balls, trading cards, or anything of sentimental or monetary value to school. Electronic games are only allowed for use on the bus. Personal property is never the responsibility or liability of the school. Knives, fireworks, and other items which could injure the child or others are strictly forbidden. Any toys brought to school without permission may be kept by the teacher or principal until the parents come to retrieve them. Items brought to school which are hazardous or dangerous may necessitate a parent conference with the principal.

## **Procedures for Resolving Parental Concerns:**

The district recognizes the importance of maintaining positive communication between school and home. When parents contact the building or central office administration for assistance in addressing parental concerns, the following procedures will be implemented:

1. The first person to contact is your child's teacher. (Of course, concerns of a serious nature should be brought to the attention of the administrator.)
2. In cases where parents are unwilling or uncomfortable with discussing the concerns with the staff members, the administrator will offer to facilitate a meeting between both parties to bring resolution to the concern as soon as possible. **Please call in advance to schedule a meeting with the administration.**

## **Recess:**

Outdoor recesses are scheduled each day after lunch. Students have a 20 minute recess backed up to lunch and a 10 minute recess at another time in the day. Parents should be sure that their child's clothing is suitable for outside play activities. Indoor activities are planned during inclement weather. In extreme weather, when the "feels like temperature" is 95 degrees or higher or is 15 degrees (including windshield) or less, students will participate in indoor recess.

## **Residency:**

State law requires that a student lives in the district where he/she attends school. All students must live with a parent or legal guardian. Proof of Residency will be asked for at the time of enrollment and throughout the school year. Should you move out of the district's attendance area, you are required to notify the office when you move.

## **Anti-Harassment Policy 2130:**

The Wentzville R-IV School District is committed to an academic and work environment in which all students and employees are treated with dignity and respect. Sexual harassment of students and employees whether committed by supervisors, employees or students and regardless of whether the victim is an employee or student will not be tolerated.

Sexual harassment includes but is not limited to:

1. sexual slurs, threats, verbal abuse and sexually degrading descriptions
2. graphic verbal comments about an individual's body
3. sexual jokes, notes, stories, drawings, pictures, or gestures
4. spreading sexual rumors
5. touching an individual's body or clothes in a sexual way
6. displaying sexually suggestive objects
7. covering or blocking of normal movements
8. unwelcomed sexual flirtation or propositions
9. acts of retaliation against a person who reports sexual harassment

Inquiries, complaints or grievances from students and their parents and employees regarding sexual harassment or compliance with the Title IX may be directed to the Superintendent of

Schools, to the District's Title IX Coordinator, or the Director of the Office of Civil Rights, Department of Education, Washington, D.C. The District's Title IX Coordinator is:

**Mr. Brian Bishop, Assistant Superintendent of Human Resources**  
**280 Interstate Drive**  
**Wentzville, MO 63385**  
**636.327.3800**

### **Student Appearance:**

The Board of Education expects student dress and grooming that aligns with community standards, so that each student may share in promoting a climate of belonging within which the value and worth of every student is honored within the school district. This expectation includes the school day and school sponsored extracurricular activities.

Students shall observe modes of dress and standards of personal grooming that align with the educational environment and necessary to maintain an orderly and safe atmosphere for all students. Apparel is expected to conform to reasonable student standards of modesty.

- Students may not wear clothing, jewelry, or personal items that:
  - Are sexually explicit or sexually suggestive, contain threats, or promote illegal or violent conduct such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia;
  - Demonstrate hate group association/affiliation and/or use hate/bias speech or symbols targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups;
  - Demonstrate gang association/affiliation.

Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or under garments may be exposed.

- Tops
  - extend to the waistline (shirt meeting pants w/ arms at rest);
  - undergarments should be covered
  - no see-through/transparent clothing
  
- Bottoms must be worn that provide ample coverage
  - extend to the waistline (shirt meeting pants w/ arms at rest);
  - undergarments should be covered
  - no see-through/transparent clothing
  
- Footwear should be appropriate for classes/activities and be safe (i.e. no wheels)

## **Textbooks and School Property:**

The Wentzville School district furnishes textbooks to all students. These textbooks are the responsibility of each student. If textbooks are damaged or lost, the student is expected to pay for them. Any student who damages school property, windows, books and equipment is responsible for payment.

## **School Services**

### **Art:**

Since many of the materials which are used in the Art class have the potential to soil a child's clothes, our Art teacher encourages parents to keep this in mind when dressing their child on Art class days. Art classes can always use plastic butter tubs, material scraps, wallpaper, egg cartons, and buttons which parents might otherwise discard. K-5 students receive 60 minutes of Art instruction each week.

### **Counselor:**

Our school counselors are involved in many aspects of the school. They are responsible for coordinating the testing of students individually and in a group setting. The counselors also work with teachers to meet the specific needs of particular students. Classroom counseling lessons are taught to kindergarten through fifth grade on a variety of topics. Small group counseling sessions that address various needs of students are held throughout the year. Feel free to call our school counselors if you have any questions.

### **Library:**

A love of reading is one of the greatest gifts we can offer to your child. Homerooms go to the library weekly, although students may go more often on an individual basis. Students may check out two books and one magazine. These materials must be returned before others may be checked out. Students who have overdue library materials are given three notices at school before a notice is mailed home. Students having overdue books at report card time will not receive report cards until the books are returned or paid for. Damaged materials should be reported to the library when they are returned. Please do not mend torn pages or magazines. Books should be cared for to prevent damage by weather, food, or small children. We hope the school library will increase your love of reading and enjoyment of good books. The Duello library strives to offer a variety of quality children's literature.

### **Lost and Found:**

Lost and found articles are collected and displayed in the main foyer entrance to the building. If your child has lost something, have them check at the lost and found. Please mark all items, particularly jackets, book bags, and lunch boxes, with your child's name. Unclaimed items will be eventually donated. We clean out Lost and Found several times a year and donate the items to a

charity. Please watch the school newsletter for when those times are happening and be sure to have your child check for their lost items.

## **Nurse Services - 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 on the medical sheet is usually called and asked to care for the child until a parent can be notified. **For your child's well-being and safety, please be sure the school has at least two (2) emergency phone numbers so that if you do not have a phone or cannot be reached during the day and an emergency arises, we have a neighbor's number or the number of someone who can reach you.**

## **Communicable Diseases**

The most common childhood diseases and symptoms are listed below. In general, a child who has been exposed to a disease may continue to attend school pending the appearance of symptoms described below. Please consult a physician for an accurate diagnosis and to determine when the child may return to school after an illness.

**Chicken Pox:** Chicken Pox begins with a sudden onset of mild fever, and a rash on the second day of superficial raised pimples that soon become filled with clear fluids. Later, scabs form. The rash may continue to appear for several days. The child may return to school when temperature is free, and all scabs are dry (7-10 days).

**Measles:** Rubeola (10 days of "hard" measles) begins with fever, hacking cough, and cold type symptoms of eyes and nose, followed by a dusky red blotchy rash on the face that spreads rapidly over the body. The child should remain home for (7) days after the rash appears. Rubella, Roseola (3 day or German Measles) is a mild disease with a rash which usually lasts three (3) days. When the rash appears, the child should remain home for three (3) days.

**Mumps:** Fever, nausea, or pain when chewing or swallowing may be the first symptoms. Chills and headache follow, with swelling about the angle of the jaw and front of the ears. Children may not attend school for nine (9) days after swelling begins

**Fifth Disease:** Usually the only symptom is the appearance of a rash with the possibility of a slight fever. Children may return to school when they are fever free for 24 hours. The rash may continue up to 5 weeks.

**Streptococcal Sore Throat:** Sudden onset with sore throat and fever. A fine rash may appear on the neck, chest, folds or elbows, and groin within 24 hours. Exclusion from school for seven (7) days, if antibiotic treatment is begun and the child returns free of temperature.

**Skin Lesions:** Children suspected of having impetigo or ringworm should not be in school until all lesions are healed or until a written note is received from a physician stating that the child is receiving proper medical treatments and may return to school.

**Temperature:** A child with a temperature of 100 degrees or higher will be sent home and should not return to school until the temperature has retained normal for at least 24 hours. Children who are nauseated and vomiting will be sent home.

**Head Lice:** A child must be free of live lice in order to return to school after being treated for head lice. ALL students must check in with the school nurse before returning to their classroom after treatment has been completed.

### **Physical Education:**

Instruction in a variety of developmental physical education activities is provided for all students, beginning in Kindergarten. Units will include skills in balancing, kicking, throwing, and catching, volleying, dribbling and striking with instruments. The upper grades will continue to work on skill development but will incorporate team sports such as volleyball, basketball and soccer. For all grades, emphasis will be placed on developing fitness in the areas of cardiovascular endurance, muscular strength and flexibility. Important fitness concepts as well as teamwork and sportsmanship will be emphasized. School records can only be achieved during official testing. The following guidelines are prepared to allow maximum participation and safety:

- Proper shoes and clothing provide for a safer environment and assist in maintaining the building, gym equipment and supplies.
- Proper shoes are shoes that have a flat rubber bottom (no platform shoes) and have no black marks on the floor. They are securely fastened to the foot so that they do not slip off while running or playing. The shoes should have a bottom that is not slick, such as to cause someone to slide or slip on the floor.
- Proper shoes have tie-on or Velcro, no cleats and no metal hooks, buckles or fasteners.
- Proper clothing usually pertains to dresses or skirts. Girls should wear shorts to be prepared for an activity that requires a lot of movement. Baggy, loose-fitting pants should have belts. Clothing that is too tight, restricting movement, or loose clothing that flops around during movement, may result in a situation in which a student may not be allowed to participate. In the unfortunate incident where a child is unable to participate in physical education due to illness or another problem, a note signed by a parent is required. If a child is to miss more than 2 days of physical education, a note from a doctor is required. During this time, an alternative activity will be provided for the child.

### **Non-Discrimination in Educational Programs**

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

## **Student Accident Insurance**

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

## **Extracurricular Activities**

### **Field Trips:**

We believe that educational field trips often enhance the program of instruction and add much to the education of the child. Parents will be notified of field trip dates, which mainly occur in the second semester, by the end of September. Additional field trip details and a permission slip will be sent home at least three weeks in advance of 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. Students are asked to "buckle-up" on all field trip buses when seat belts are available. We encourage our parents to participate in field trips with students, however parents are not allowed to ride buses.

### **PTA:**

Our PTA is an integral part of our Elementary program. You are encouraged to participate actively in the meetings and special functions. If you are interested in becoming an integral part of your child's learning environment through PTA involvement, please contact the Duello PTA board at [duellopta@gmail.com](mailto:duellopta@gmail.com).

### **Room Parties/Birthdays:**

Each classroom will have two (2) parties during the school year. These parties are to celebrate Fall and Winter Holidays. During February teachers will design and do a service party within their own rooms. Teachers are in charge of the classroom at all times. Parties will range in time. If volunteers are needed, teachers will communicate this. Parents will be responsible for refreshments, games, and decorations. Parties may include one sweet, one salty, and a drink. All food must be approved through Nurse Corona prior to being served at a party.

**\*\*Birthday parties are not allowed at school. When your child has a birthday, we will announce their birthday during morning announcements, as well as provide a special prize. In an effort to provide a safe, healthy, and supportive environment for all, we will not be celebrating birthdays with treats that are brought in. With classroom teacher approval you will be able to send in non-food items. Please send in only enough to share with the main classroom. We look forward to helping each child feel special for these celebrations! Also, if you are sending birthday invitations for your child to hand out at school, we ask that you only do this if you plan to invite all of the girls or all of the boys in the class. There are lots of hurt feelings when only some of the students in the class receive invitations. Thanks for your help with this!**

[Wentzville Birthday Order Form](#)

# **Public Safety Rules**

## **Arrival Procedures**

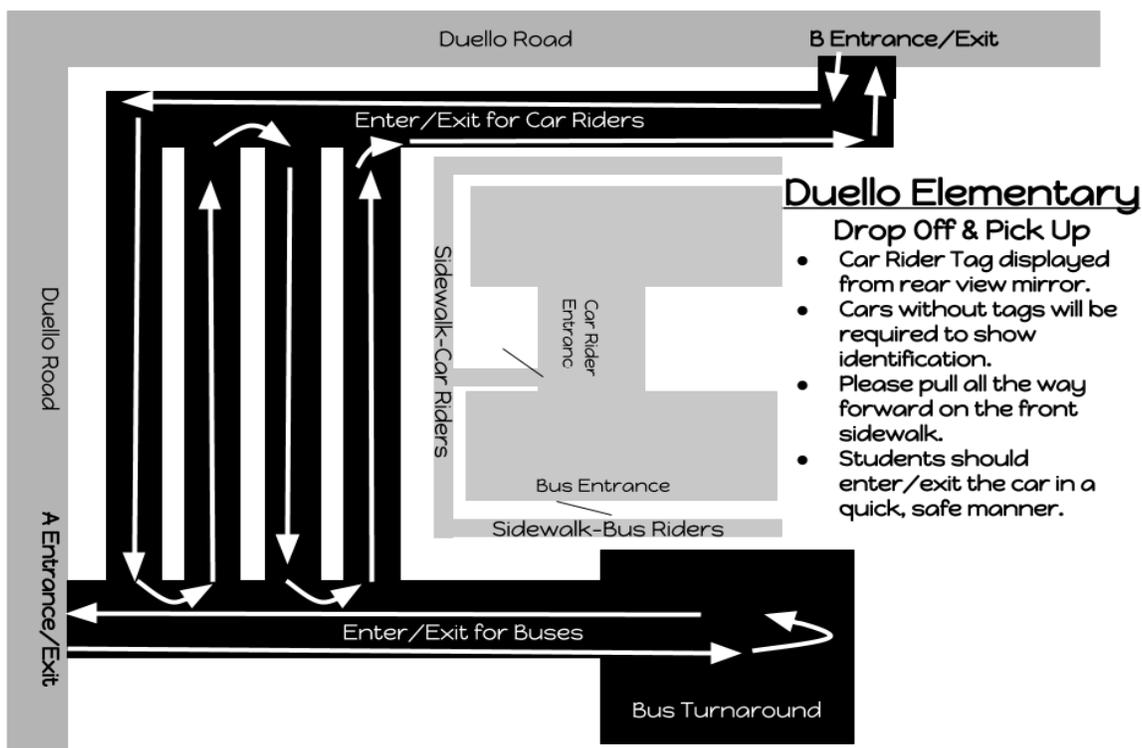
Visitors should park in the front parking lot of the school. For the safety and order of our school, parents are not allowed to walk students to class in the morning. This will not be enforced at the beginning of the school year, but we will ask parents to say good-bye at the front doors starting on Monday, August 26th. This allows our students to gain independence while ensuring that our teachers can focus on their beginning of the day procedures and instruction. Thank you for understanding!

## **Parent Pick-Up:**

The safety and well-being of every child is the highest priority at Duello Elementary. As we work to provide a safe and secure school environment, we use a variety of processes and procedures, including the issuance of car tags to the parents/guardians of students who are picked up by vehicle when school is dismissed.

If you plan to have your child picked up from school at dismissal, even if only a few times, we ask that you **please pick up your Parent Car Rider tag from the office at your earliest convenience (you will need your identification).**

Please consider that as you carpool, any adult you designate to pick up your child must be listed in your child's contact list in our school information system as authorized to pick up. **These tags should be prominently displayed from the rear view mirror of the vehicle authorized to pick up your child/children at every pick up.** Vehicles that do not have a tag displayed may be asked to exit the pick-up line so that the identification of the person picking up a student can be confirmed. For the safety of our students, please have a driver's license or state issued ID available to show staff. Car tags help to keep the traffic flowing smoothly.



## **Transportation Safety Rules:**

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 of the road facing the traffic.
2. Do not stand in the road or play in the road while waiting for the bus.
3. Students who cross the road after leaving the bus, or to board the bus, shall cross in front of the bus and only when given the signal 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.
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 and orderly.
9. Be courteous to the driver and to fellow students. Obey the driver for your safety.
10. See that your conversation is clean and courteous in a normal tone. Loud conversation distracts the driver from required duties and is prohibited.

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

When dismissed, students must go directly home from the bus or school.

If all students observe these rules carefully, 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.

## **Change of Address or Phone Number:**

It is important to keep all of your child's information, including address and emergency contacts, up to date. Our Parent Portal allows you to easily update information from home. Submitted change requests will be sent to the appropriate school office(s) for verification and processing. Some change requests, such as changes to a student's legal name or address, require additional documentation before being accepted; school personnel will contact the parent in these situations. If you need additional assistance updating your child's information please contact the school office and we will be happy to assist you in this process! Additional information on utilizing the features of Parent Portal can be found on the district's website under the Parent Info, Parent Portal tab.

## Child Nutrition Services:

**Breakfast - served daily at 8:05 a.m.**

**Full Price - \$2.00      Reduced Price - \$.30      Adult Price - \$3.25**

Breakfast is served each morning to help guarantee that your child gets a nutritious morning meal. It's delicious! It's supervised! It's inexpensive! The school breakfast program is for all children. We offer a variety of hot breakfast items, as well as cereal, toast, milk, juice and fresh fruit.

### **Lunch**

**Full Price - \$3.10      Reduced Price - \$.40      Adult Price - \$4.80**

Our lunch program is the best deal in town! Each school lunch consists of a choice of entrées, salad, vegetables, fruits, and milk. The food bar is available for students to make individual choices of fruits and salads each day. This year the school lunch program will require students to take a fruit or a vegetable.

The Wentzville R-IV School cafes use a debit system to manage your child's food purchases. Each child is issued a personal PIN number when they are enrolled in the district. The student uses this PIN number to access their account. Payment to your student's account is accepted by cash, check or Visa/MasterCard.

**Checks should be made payable to Wentzville School District. Credit/Debit Card payments are only accepted online through the district website. Parents must sign up for Parent Portal access to make an online payment to your child's lunch account. Credit/Debit card payments are no longer accepted in the school or over the phone.**

Online payments are credited to the account immediately. Please see the school office for Parent Portal registration. To ensure proper credit, money should be sent to school in a clearly marked sealed envelope with the student's name, teacher, grade and amount enclosed. Preprinted envelopes provided by the school are available and should be used whenever possible. Envelopes are given to the teacher in the morning and deposited daily by the school cashier. Child Nutrition Services will be utilizing the School Reach phone system to notify parents when their child's account goes negative. Phone calls will be made once a week. Parents can also access their student's lunch account balance and history through the Parent Portal on the District website.

**Free or Reduced Meal** applications are available online at [www.wentzville.k12.mo.us](http://www.wentzville.k12.mo.us) (Click on Departments --> Child Nutrition --> Forms and Applications). You may also receive an application from the school office or through the Child Nutrition Services Office at (636) 327-3858 Ext. 21321.

Lunch Menus, nutrition information, meal prices, and CN forms are available at [www.wentzville.k12.mo.us](http://www.wentzville.k12.mo.us) (Click on Departments --> Child Nutrition).

## **Food Prepared in the Home:**

In the interest and safety of our children, the Wentzville School District establishes the following guidelines regarding food and drink in the classroom in order to control the spread of Hepatitis A infection and to control and prevent food-borne illness which may be caused by food spoilage, improperly prepared, handled, and/or stored foods.

1. The District will not allow the sale and consumption of home-prepared foods and/or candies for parties, fund-raising events, bake-sales, etc. due to the potential health risk posed to students. The District requires pre-packaged, pre-wrapped candies and snacks be served and/or sold at all school functions. As an alternative to edible foods, non-edible party favors appropriate for the age level of students could be provided.
2. Juices, drinks, punches, etc. should be served from sealed cans or containers. **No soda will be allowed. (All consumable items must be approved by the classroom teacher before distributing.)**
3. If packaged cookies or snacks are served at District events (parties, athletic events, fundraisers, etc.) plastic gloves should be worn by the server(s). **(Student allergies must be checked in these events.) Please remember no birthday treats unless they are purchased from the cafeteria.**
4. Bake sales, pot-lucks and other events that include food prepared in private homes and/or served cold will be eliminated.

## **Immunizations:**

- Immunization and Health Record:
  - o Proof of **up-to-date immunizations must be provided in order for your child to enroll and attend classes.** Immunization dates must include month, day, and year. Each pupil entering Kindergarten and Fourth grade should have a physical examination within one year prior to the date of enrollment. A physical examination form is available in your enrollment packet or at the Duello Office. It must be completed by a physician and returned to the school nurse or school office.
- K-5 Students Need Vaccinations:
  - o **All** students in Kindergarten through Grade 5 in the state of Missouri are required to have received TWO doses of measles vaccine, on or after their first birthday, THREE doses of DPT (the last dose after the 4<sup>th</sup> birthday), and THREE doses of ORAL POLIO (the last does after the 4<sup>th</sup> birthday, in order for them to attend school.
  - o A DT/Td booster is required ten (10) years after the last dose.

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

## **Medicine and Health Information:**

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. Parents are responsible for seeing that medications arrive at school safely. The following procedures must be followed in order for medication to be given at school.

## **Procedures for prescription drugs:**

1. The physician will provide a written request that the student be given medication during school hours. The request will state:
  - a. Name of Medication
  - b. Dosage
  - c. Time of dosage
  - d. Method of administration
  - e. Reason for medication
  - f. Length of time to be given

The prescription label with a current date can serve as the physician's order

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 one month's supply should be kept at school.
4. Physician sample medications are to be treated as a prescription and must be sent with written instructions from the physician. The bottle must be clearly marked with the student's name
5. Medications that contain a controlled substance (i.e., Ritalin) must have an updated physician's request on file at the beginning of each new school year starting dose and time to be given. The prescription label alone is not sufficient. This physician statement must be updated when any changes in medication, dosage or time occur.

## **Procedures for non-prescription Drugs:**

1. Over-the-counter medications (i.e., aspirin, Tylenol, cough medicines, decongestants, etc.) must be supplied in a properly labeled container (Pharmaceutical company or pharmacy) clearly marked with the student's name.

2. The physician will provide a written request that the student be given non-prescription medication during school hours. The request will state:
  - a. Name of Medication
  - b. Dosage
  - c. Time of dosage
  - d. Method of administration
  - e. Reason for medication
  - f. Length of time to be given
3. Written permission from the parent/guardian must be on file. For "as needed" medications, the request can be written on a yearly basis.
4. The school will notify the parent/guardian in advance, when possible, before any "as needed" medication on file is administered so parents are aware of the student's need for medication.

## **ANNUAL NOTIFICATION OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to their minor children's educational records. They are:

1. The right to inspect and review the student's educational records.
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by Wentzville R-IV School district to comply with the requirements of FERPA.
5. The right to obtain a copy of the Wentzville R-IV School District's student records policy. Parents can obtain a copy of the policy from the Principal's office in each school within the District.

Parents of students currently in attendance will be notified annually of their rights under FERPA and informed of the location where the policy can be obtained.

## **PUBLIC NOTICE OF 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 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 which 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 which 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, birthdate 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 Information:**

### **District Events Calendar:**

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

### **Flier Distribution:**

Fliers are distributed through our electronic flier communication system Peachjar. This site can be accessed through the Peachjar button found on our school's website home page. Organizations that already have a partnership agreement in place with the WSD (YMCA, Wentzville and LSL Parks & Rec) will be allowed to send home paper flyers three times this school year. The Student Availability area in the school office will remain for organizations who wish to have hard copies available for parents and students.

These e-flyers can also be viewed by clicking on the Peachjar button that has been placed on each school's website. This “green” initiative will save our schools tons of paper and reduce copy costs by thousands of dollars. On top of that, paperless delivery of school flyers removes a significant administrative burden from teachers, office staff, and volunteers.

This system is used exclusively for distribution of school-approved flyers. Your email address will not be shared or used for any other purpose. If at any time you wish to “opt-out,” simply click on the unsubscribe link. Thank you for helping the WSD save time, money, and lots of trees!

### **Volunteers:**

The Wentzville School District values parents, guardians, and community members who take the time and effort to volunteer in our schools and classrooms. Volunteers are an important resource that help our teachers, administrators, and support staff better serve our students. The District also strives to ensure that the volunteers in our schools are screened to help maintain the safety of our students and staff.

A background check, which includes child abuse and neglect screenings, as well as a check of the national sex offender registry, is required for all volunteers and must be completed **annually**. Anyone who has a substantiated incident of child abuse or is on the sex offender list will not be allowed to volunteer in our schools. The required paperwork takes only a few minutes to complete and can be found on the District website under the “Parent Info” tab or at the school office. These services are offered free of charge, but do take some time, so please allow at least one-two weeks for the school personnel to process the request.

Thank you for your time & interest in volunteering in our district and at Duello Elementary!

**Visitors:**

We welcome and encourage visits by parents/guardians! A visitor is defined as any individual who will be in an assembly area such as an auditorium or gymnasium for the purpose of a play, recital, talent show, etc. or in the cafeteria to eat lunch with their child. All visitors are required to report to the office when entering the building so that the office staff will be aware of their presence. When a patron of the school has a need for a conference with a teacher or counselor, an appointment should be made so the staff member may continue with his/her assigned duties without undue interruption. In order to minimize the potential harm to staff and students, persons listed on the sex offenders list may not be present in any school building, or on district property, in any district vehicle utilized to transport students, or be present at school activities.