

Wentzville R-IV School District

**WABASH ELEMENTARY  
STUDENT HANDBOOK  
2018-2019**



**Mr. Matt Schulte, Principal  
Mrs. Heather Price, Assistant Principal  
Mrs. Erin Polman, Assistant Principal**

**Every Student Matters, Every Moment Counts!**

Revised 7/18/18

Wabash Elementary  
100 Golden Gate Parkway  
Foristell, MO 63348  
(636) 887-3884

Matt Schulte, Principal  
Heather Price, Assistant Principal  
Erin Polman, Assistant Principal

Dear Parents and Students,

The 2018-2019 school year is here and we know that you are as excited as we are! This new student handbook features:

- Our District's Vision, Mission and Motto
- Important phone numbers
- Attendance information
- Food Service information
- Our Discipline Policy
- Arrival and dismissal procedures

We have assignment books for our students in Grades 2, 3, 4, 5 and 6. It will be your child's official organizational tool and will be utilized throughout the school year as our primary form of communication with you. Our second, third, fourth, fifth and sixth grade teachers will be instructing their students on the proper maintenance of their planners and with proper care, they should last through the school year.

Please go through the handbook with your children to ensure that you are aware of our school's policies and procedures.

We look forward to a terrific school year. Thank you in advance for your cooperation and continued support. Together we make a great team for our students!

Sincerely,

Matt Schulte  
Principal

Heather Price  
Assistant Principal

Erin Polman  
Assistant Principal

# **Wabash Elementary**

## **Student Handbook Table of Contents**

<b>Wentzville R-IV School District Vision Statement</b>	<b>4</b>
<b>Wentzville R-IV School District Mission Statement</b>	<b>5</b>
<b>Wentzville R-IV School District Values</b>	<b>5</b>
<b>Wabash Elementary Mission Statement</b>	<b>5</b>
<b>Address Change</b>	<b>6</b>
<b>Allergy/Food Policy</b>	<b>6</b>
<b>Anti-Harassment</b>	<b>7</b>
<b>Notice of Nondiscrimination</b>	<b>7</b>
<b>Arrival and Dismissal Procedures</b>	<b>8</b>
<b>Early Dismissal</b>	<b>8</b>
<b>Attendance Information</b>	<b>9</b>
<b>Birthday Treats</b>	<b>10</b>
<b>Child Nutrition Services</b>	<b>10</b>
<b>Clubs at Wabash Elementary</b>	<b>12</b>
<b>Counselors</b>	<b>13</b>
<b>Discipline</b>	<b>13</b>
<b>District Communication / Inclement Weather</b>	<b>13</b>
<b>Dress Code K-12 Grades</b>	<b>14</b>
<b>Drug-Free Schools</b>	<b>14</b>
<b>English Language Learner</b>	<b>15</b>
<b>Family Rights and Privacy Act</b>	<b>15</b>
<b>Field Trips</b>	<b>15</b>
<b>Grading System</b>	<b>16</b>
<b>Homework</b>	<b>17</b>
<b>Honor Roll</b>	<b>17</b>
<b>Internet/Computer Usage Policy (AUP)</b>	<b>18</b>

<b>Library</b>	<b>18</b>
<b>Lost and Found</b>	<b>18</b>
<b>Nurse</b>	<b>18</b>
<b>Parental Concerns/Resources</b>	<b>21</b>
<b>Parent Teacher Conference</b>	<b>21</b>
<b>Parties-Classroom</b>	<b>21</b>
<b>Party Invitations</b>	<b>22</b>
<b>PTA</b>	<b>22</b>
<b>Recess</b>	<b>22</b>
<b>School Public Relations</b>	<b>22</b>
<b>School Wide Expectations</b>	<b>22</b>
<b>Section 504 of the Rehabilitation Act of 1973 Non-Discrimination in Education Programs</b>	<b>23</b>
<b>Notice of Revision</b>	<b>23</b>
<b>Student Transfers</b>	<b>23</b>
<b>Transportation Safety Rules</b>	<b>24</b>
<b>Visitors</b>	<b>25</b>
<b>Volunteers</b>	<b>25</b>
<b>Weather, Earthquake and Fire Emergencies</b>	<b>26</b>

## **Wentzville R-IV School District Vision Statement**

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 Mission Statement**

Learning today, Leading tomorrow.

## **Wentzville R-IV School District Values**

**Learning** - Equipping students, staff and community to apply skills and knowledge necessary to compete 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

**Commitment** - Dedicating ourselves to making courageous decisions and providing resources for the continuous improvement of the Wentzville School District.

## **Wabash Elementary Mission Statement**

**Every Student Matters, Every Moment Counts!**

***KNOWLEDGE MEANS FREEDOM,  
COMMITMENT FUELS SUCCESS!***

**Wabash Elementary**

Main Office:	636-887-3884
Office Fax Number:	636-887-3087
Principal: Matt Schulte	Ext 50224
Asst. Principal: Heather Price	Ext 50226
Asst. Principal: Erin Polman	Ext. 50227
School Nurse	Ext 50233
Counselor: Kathy Pousson	Ext 50241
Counselor: Kristy Sullivan	Ext 50240
Librarian: Meghan Collins	Ext 50234
Cafeteria	Ext 50250
Director of Transportation	636-327-3860

**School Hours**

Office Hours	7:30 am - 4:15 pm
School Day	8:35 am - 3:35 pm
Teachers' Day	8:15 am - 3:45 pm

**Address Change**

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.

**Allergy/Food Policy**

It is mandatory that all food and drink intended for student consumption be pre-approved by your classroom teacher.

Prepackaged items used for birthday treats and classroom activities must include a list of ingredients on the package. If the package does not contain a list of ingredients, the list of ingredients must be available where the item is sold or provided. If there is not an ingredients label provided, the teacher will be unable to distribute the food item. The ingredients list must be provided to the teacher prior to distributing the food item. The teacher will review the ingredients and determine if the item is safe to be served to all students. Many companies provide the nutritional information and ingredients labels on their website.

For more information please see Board Policy 2875. [Board Docs](#)

## **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](#)

## **Notice of Nondiscrimination**

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

Section 504/Title II Coordinator for Students  
Laura Smith  
280 Interstate Drive  
Wentzville, MO 63385  
636-327-3800

Title IX and Section 504/Title II Coordinator for Employment  
Jennifer Hecktor  
280 Interstate Drive  
Wentzville, MO 63385  
636-327-3800

Individuals who wish to file a complaint with OCR may contact OCR:  
U.S. Department of Education, Office for Civil Rights  
One Petticoat Lane, 1010 Walnut Street, Suite 320  
Kansas City, MO 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://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

## **Arrival and Dismissal Procedures**

- Student drop-off begins at 8:20 am.  
~**Students may not be dropped off earlier.**
- All car riders must be dropped off using the front entrance drive only. Do not drop off students at any other location on the parking lot.

**Late Arrival:** If a student comes to school late (after 8:35 am), 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 the school start time (8:35 am).

### **Dismissal Procedures**

- Bus and car riders are dismissed beginning at 3:32 pm.
- **We need to know in advance (by 3:00 pm) if your child's transportation is changing.**
- Please do not go to the buses at dismissal to take your child off the bus. We will not get students off the buses after dismissal (3:32 pm).
- Car riders are dismissed at 3:32 pm and exit from the gym. A staff member walks car riders to their cars. All parents are to remain in their cars. Please pull your car up as far as possible in the drive 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.



## **Early Dismissal**

Please stop by the office to sign your child out. The office will then call your child's classroom for them to be sent to the office for pick-up. (Students will not be called down to the office prior to your arrival.) Photo ID will be required for everyone signing out students. Anyone picking up a student must be a parent, legal guardian, or be on the list of those authorized to pick up. The school day ends at 3:35 pm. Please do not make a habit of signing out your child, or children, early. We appreciate you waiting until dismissal due to attendance requirements.

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.

We appreciate you following our dismissal procedures as we have the responsibility for the safety and welfare of approximately 850 kindergarten through sixth grade students. Thank you in advance for your cooperation.

## **Attendance Information**

In case of absence, it is the responsibility of the parent/guardian to notify the school. The absence will be recorded as unexcused if a note or telephone call is not received to verify the absence.

### **Excusable Absences Include:**

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

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

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

### **Excessive Absences:**

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

## **Birthday Treats**

If your child is celebrating a birthday, and you want to send something into the class, there are several options. You may send in non-food items (such as stickers, pencils, squishies, etc), purchase an allergy approved birthday treat through our cafe ([Healthy Birthday Treat Form](#)), or send in store purchased birthday treats.

All birthday treats will be served in the classroom rather than the cafe this year to help ensure the safety of our students. Treats must also meet the classroom allergy needs. Please try to communicate with your child's teacher at least a week in advance to make sure the treats are safe for all students in the class.

## **Child Nutrition Services**

### **BREAKFAST**

**Served Daily at 8:20 am**

**Full Price - \$1.75    Reduced Price - \$.30    Adult Price - \$2.85    Milk/Juice - \$.50**

Breakfast is served each morning to help guarantee that your child gets a nutritious morning meal. The school breakfast program is for all children. 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. Students arriving after 8:40 am should eat breakfast before coming to school. After this time, only late bus students will be allowed to eat breakfast before going to class.

## **LUNCH**

**Full Price - \$2.80      Reduced Price - \$.40**

**Adults - \$3.60          Milk/Juice - \$.50**

Each school lunch consists of a main entree, vegetable, choice of fruit or fruit juice, and milk. Alternate main entrees are available daily.

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

### **Meal Charging Policy**

Child Nutrition Services is committed to serving the children of the WSD nutritious, well-balanced, delicious meals. We look forward to seeing them every day as they use their lunch time to recharge for the rest of their day. Our #1 rule is to "feed the children;" it is our hope and our intent that no child leaves the cafeteria hungry. In order to continue to keep this goal and help us control the amount of negative lunch account balances, our meal charging policy is below.

### **ELEMENTARY (GRADES K-6)**

- Students will have a \$100.00 charging limit. If your child's balance falls below -\$100.00 please make arrangements for your child to bring a lunch to school until the account can be made current.
- Students will not be able to charge a la carte items. They must have money in their account to purchase these items.

### **ALL STUDENTS (GRADES K-12)**

- Payments can be made by visiting the Parent Portal or by sending in cash or check to the school.
- Negative balances will roll over every school year until paid.

### **Notification of Negative Balances Policy**

- Every Tuesday our Lead Cashiers will send out an email to the parents of students with a negative lunch account balance. If we do not have an email address on file, a letter will be send home with the child.
- Every Thursday we will send out an automated phone call to parents of students with a negative lunch account balance.

- To ensure that all families receive timely notice of their child’s lunch account balance, we ask the parents make sure we have their most current email address and phone number on file.

\*For detailed explanation of what constitutes a school meal and a list of our a la carte items and prices, please visit our Department website at [Child Nutrition Page](#).

\*\*Parents may make payments to their child’s account and view their lunch account balances and charges by visiting the school district website at [www.wentzville.k12.mo.us](http://www.wentzville.k12.mo.us) and clicking on “Parent Portal”. If you do not have parent portal access, please visit your school office to register for this. You must present photo ID at the time of registration.

**Applications for free and reduced price meals** are available at every school office and on the District website at [www.wentzville.k12.mo.us](http://www.wentzville.k12.mo.us). You can find the application along with detailed instructions on filling out the application on the Child Nutrition Services Department page.

Lunch menus, nutrition information, meal prices and FAQ’s are available at [Lunch Menus & Meal Prices](#) . Parents can also access their student’s lunch account balance and history from the district website. To sign up for this parent access, simply contact the school office.

## Clubs at Wabash Elementary

CLUB	SPONSOR	GRADE
Art Club	Chelsea Seibert	
Computer Club	Kelly Schnettgoecke	
Fitness Club	Joanna Thrall & Denver Moore	
Choir	Madison Sportsman	
Read, Right, Run	Joanna Thrall & Missie Deters	
Cheer Club	Nikki Reynolds & Missie Deters	
Robotics	Denver Moore	

\*Additional clubs may be added during the school year.

## **Counselors**

Our elementary school counselors are involved in many aspects of the school. They are responsible for testing students both individually and in groups. 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 at 636-887-3884; Kristy Sullivan @ ext. 50240 or Kathy Pousson @ ext. 50242, if you have any questions.

## **Discipline**

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](#)

## **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), parent/guardians and students will be notified in the following ways.

### **District Phone Call and/or Text Messages**

The Wentzville School District utilizes a telephone broadcast system that allows school administrators to notify all households by phone within minutes of an emergency or unplanned event that causes early dismissal or school cancellation. The service may also be used occasionally by individual schools to communicate general announcements or reminders. Please be sure to notify the school office about any changes in your personal contact information.

### **TV / Radio**

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

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

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

### **Website**

The district website [www.wentzville.k12.mo.us](http://www.wentzville.k12.mo.us) will be updated with any emergency school closing information. Please check on the homepage.

### **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. The WSD eNews also sends out information regarding emergency school closings. Community members can also sign up to receive the eNews by visiting the district website, clicking on "Parent Info", and then on "Electronic School Newsletters". You can stop delivery at any time simply by clicking on the unsubscribe tab in the eNews.

### **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. Both social media sites will be used not only to keep community members informed about the latest news in the district, but in the event of a school closing or emergency, this will be yet another means of communicating quickly and efficiently.

## **Dress Code K-12 Grades**

The Board expects student dress and grooming to be neat, clean and of good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school.

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](#)

## **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](#)

## **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 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 reserved number of field trip participants, a limited number of parents may be able to attend a given field trip.

# Grading System

## **KINDERGARTEN - SECOND GRADES**

Parents are informed about student progress at the mid-quarter and 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 Health, 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 - SIXTH 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



## Homework

Students in grades K-2 may be given homework when deemed appropriate by the teacher. Out of school enrichment activities are provided by teachers at various times throughout the school year to stimulate student interest, provide practice, or enhance the development of a concept. Parents are encouraged to share in these experiences with their children.

Students in first, second and third grades are expected to study spelling words and math facts. They are also encouraged to read at home each night.

Students in grades 3-6 may be given homework when deemed appropriate by the teacher. All assignments are due when they are collected and graded. In the case of student absences, the make-up work time line will vary according to teacher guidelines. 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.

## Honor Roll

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

- All Grades 3-6 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

## **Internet/Computer Usage Policy (AUP)**

All students will be given a copy of the WSD Acceptable Use Policy at the time of enrollment. Parents and students are asked to sign the policy and return to school. 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.

## **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. In addition, students may come to the library individually or in groups for research. Grade K-1 students may check out one book and grades 2-6 students may check out additional books.

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.

## **Lost and Found**

A lost and found area is located near the cafe. If your child has lost something, please check the lost and found area periodically. At the end of 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.**

## **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 2018-2019 Immunizations Requirements can be found on the district website.

## **Health Screening**

Your child will be screened in the areas of vision, hearing and speech 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.

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 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 Wabash 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 such as cough drops, eye drops, etc. 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 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/Resources**

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 Building Administrator or an Assistant Principal.
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.

A resource for parents is the Missouri Parent Information Resource Center (PIRC). The Missouri PIRC at LIFT serves parents, schools and community organizations throughout the state by providing a wide range of information, training, technical assistance, and resources to help parents promote children's achievement in school. LIFT (Missouri's Literacy Resource Center), with multiple collaborative partners, disseminates parent-related information to parents in all areas of the state. They may be accessed from the following site <http://www.nationalpirc.org/directory/MO-31.html>

## **Parent Teacher Conference**

Conferences are scheduled during the school year in the 1st quarter. However, parents may request a parent-teacher conference at anytime. If you wish to talk with your child's teacher, please call and leave a message so that the teacher can return your call before or after school, at lunch or during the teacher's planning period. The school office number is 636-887-3884.

## **Parties-Classroom**

Each K-6th grade classroom may have three (3) parties during the school year, with classroom volunteers assisting. These parties are to celebrate Fall Party, Winter Party, and Valentine's Day.

Teachers are in charge of the classroom at all times. We encourage room parents to be in charge of refreshments, crafts, quiet games and clean up. Parties are no more than 60 minutes.

## Party Invitations

Make note that sending party invitations to school is not allowed unless the whole class, or all boys or girls are invited.

## PTA

Our PTA is an integral part of our elementary program. We encourage you to participate actively in the monthly meetings and special functions. You will receive ongoing communication from the PTA.

## Recess

Weather conditions will be used to determine recess outside. Currently any temperature below 15 degrees is considered too cold to go outside and when the heat index tops 95 degrees, it is too hot to take children outside for any length of time.

## School Public Relations

From time to time, pictures will be taken of students to be used by the local newspaper in describing various programs and activities involving the Wabash School Campus. If you would prefer that your child's picture not be taken and used for these purposes, please contact the school principal as soon as possible. **Each student will need to complete a Media Consent Form. (FERPA)**

## School Wide Expectations

Wabash Elementary is a School-Wide PBIS School. This is our framework for teaching expected social and behavioral skills so the focus can be on teaching and learning. The Matrix shows the expectations for all students in all areas of the school. To reinforce positive behaviors staff members hand out "**Duck Bucks**". These are given to students who demonstrate the expected behaviors named in the Matrix. Once a student collects 5 Duck Bucks they will receive a "**Boarding Pass**". This form is completed by the teacher and read over the announcements in the morning. The student will get their picture taken and displayed on the **Wabash Express**, a recognition bulletin board located outside the main office area.

## **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.

### **Notice of Revision**

The Wentzville R-IV School District has revised 504 Procedural Safeguards and Regulation 2110 with respect to the filing time period for an impartial hearing. The filing period is now 90 calendar days from the date of the District's written notice of the proposed or refused action regarding the identification, evaluation or accommodation of a student with a disability.

### **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**

Textbooks and library books are to be treated with respect by the students, used wisely, cared for and returned in good condition when the assignment or course is concluded. The student to whom a textbook or 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](#)

# **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 anytime 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. Be courteous to the driver and to fellow pupils. Obey the driver for your safety.
10. 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.
11. No balloons, pets/insects or glass containers.
12. Seat belts are installed on all buses for your protection. We urge all students to use them.
13. Do not eat, drink, or smoke on the bus.
14. Do not throw anything inside or out of the bus.
15. 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.

## **Visitors**

**All visitors must be in compliance with the Volunteer Policy Handbook. Please request a copy of the Volunteer Form if you plan on attending classroom parties, volunteering in the classroom, or attending field trips.**

We do not allow parents to visit classrooms during the school day. If you need to speak to the teacher, please contact them by email or voicemail to schedule a time to get together.

Because 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 and visitors should sign out as they leave the building.

Parents are requested to supervise younger siblings who are with them when visiting the building.

## **Volunteers**

**All volunteers must be in compliance with the Volunteer Policy Handbook. Please request a copy of the Volunteer Policy Handbook if you plan on attending classroom parties, lunch with students or field trips.**

**Volunteer Form:**

<https://www.wentzville.k12.mo.us/cms/lib/MO02202303/Centricity/Domain/100/Volunteer%20Guidelines%2017.18.pdf>

If you wish to volunteer your time at school, we would be more than willing to find just the right place for you. 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 check in at the office, sign in, and receive a visitor's sticker before going to the location they will be volunteering in. Please note that the district requires a background check on all volunteers that will be working with students.

## **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](#)