

WENTZVILLE R-IV SCHOOL DISTRICT

WABASH ELEMENTARY
STUDENT HANDBOOK
2023-2024



MR. MATT SCHULTE, PRINCIPAL
MRS. HEATHER NAUMANN, ASSISTANT PRINCIPAL
MRS. ERIN POLMAN, ASSISTANT PRINCIPAL

EVERY STUDENT MATTERS, EVERY MOMENT
COUNTS!

www.wentzville.k12.mo.us

Revised 7.25.23

Wabash Elementary
100 Golden Gate Parkway
Wentzville, MO 63385
(636) 887-3884

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

Dear Parents and Students,
The 2023-2024 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

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 Naumann
Assistant Principal

Erin Polman
Assistant Principal

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.

Integrity - 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!

WABASH ELEMENTARY PHONE NUMBERS

Main Office:	636-887-3884
Office Fax Number:	636-887-3087
Principal: Matt Schulte	Ext 50224
Asst.Principal: Heather Naumann	Ext 50226
Asst. Principal: Erin Polman	Ext 50227
Nurse: Sherry Nutt	Ext 50233
Counselor K-2: Kathy Pousson	Ext 50241
Counselor 3-5: Kristen Patterson	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 - 3:40 pm

SCHOOL POLICIES and Information

ADDRESS CHANGES

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 classroom activities or parties must include a list of ingredients on the package. 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.

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

ARRIVAL AND DISMISSAL PROCEDURES

Arrival 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 in the parking lot.

Late Arrival:

- If a student comes to school late (after 8:35 am), an adult needs to 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 3:25 pm.
- **We need to know in advance (by 3:00 pm) if your child's transportation is changing. This will provide adequate time to notify your child's teacher.**
- **Students will not be dismissed after 3:15 in order to maintain a secure and orderly environment for dismissal of our 750+**

students. If you need to pick up your child early, please do so prior to 3:15.

- 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 (3:30 pm).
- Car riders are dismissed at 3:25 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.

Signing your student out early:

- You will need to sign your child out in the office.
- 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(ren) early. We appreciate you waiting until dismissal due to attendance requirements.

ATTENDANCE INFORMATION

In case of absence, it is the responsibility of the parent/guardian to notify the school. If the school is not notified on the day of the absence, a note from the parent/guardian or parental contact via email will be required on the first day of the student's return to school. The absence will be recorded as unexcused if a note or telephone call is not received.

Verified 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

Grades K:

Please do not send any birthday treats with your student. The classroom teachers will provide you with more info on how they celebrate birthdays with their students.

Grades 1-5:

We are not allowing any edible treats to be brought in for birthdays. Students may bring in a non-edible item for their birthday. Please check with your child's teacher so everyone in the class receives one.

CHILD NUTRITION SERVICES

BREAKFAST

Served Daily at 8:20-8:40 am

Full Price - \$1.95 Reduced Price - \$.30 Adult Price - \$3.05

Breakfast is served each morning. The school breakfast program is for all students, K-5. Students can get breakfast from the cafe each morning.

If students arrive after 8:40 am, they should make sure they eat prior to arrival.

LUNCH

Full Price - \$3.00 Reduced Price - \$.40 Adults - \$3.80

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 can be made through the parent portal.

For a detailed explanation of what constitutes a school meal and a list of our a la carte items and prices, lunch menus, as well as charging policies, please visit the Child Nutrition Department website at [Child Nutrition Page](#).

Applications for free and reduced price meals are available at every school office and on the District website at 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.

CLUBS AT WABASH ELEMENTARY

Further information will be emailed out about clubs and activities that will be offered this year for students at Wabash.

COUNSELORS

Our elementary school counselors are involved in many aspects of the school. They 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 with any questions. 636-887-3884

Kristen Patterson (grades 3-5) ext. 50240 kristenpatterson@wsdr4.org

Kathy Pousson (grades K-2) ext. 50242 kathleenpousson@wsdr4.org

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), parents/guardians and students will be notified in the following ways.

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

Inside the WSD:

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

Facebook and Twitter:

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

Dress Code- K-12 Grades

The full WSD dress code can be found in the Board docs.
Policy 2651- [Board Docs](#)

Drug-Free Schools

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

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

English as a Second Language-ESL-ESOL

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.

See Board Policy 6180 for more information- [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 doesn't 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 GRADE

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

4 = consistently **exceeds** expectations

3 = consistently **meets** expectations

2 = Experiencing difficulty/requires additional practice

1 = Does not meet expectations

@ = Grade based on a modified program or accommodations

THIRD - FIFTH GRADE

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

Homework that is assigned to students is purposeful practice and extension of work the students are doing in class. Each grade level should expect a slight increase in length of time it takes to complete work at home.

Honor Roll

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

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

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

Internet violations will be dealt with using the discipline code.

[WSD Responsible Use Policy](#)

LIBRARY

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 students may check out one book and grades 1-5 students may check out 2 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 each semester, 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.

NONDISCRIMINATION AND STUDENT RIGHTS

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

For more information please see Policy 2100. [Board Docs](#)

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Title IX and Section 504/Title II Coordinator for Employment
Mrs. Pam Glidewell- Director of Human Resources
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, Missouri 64106
Telephone: (816) 268-0550; Fax: (816)268-0599; TTY(877) 521-2172; Email:
OCR.KansasCity@ed.gov

Dr. Danielle Tormala
Superintendent of Schools

Nurse

Immunizations:

All students attending District schools are required to be in compliance with state programs mandating immunizations against specific diseases. Failure to comply with District immunization requirements will result in exclusion from school until proof of compliant is provided. Parents/guardians of homeless students are encouraged to submit proof of compliance as soon as possible.

Health Screening:

The Wentzville School District provides vision and hearing screenings for students. If you would like for your child to be screened, please contact your school nurse.

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:

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

Medical Concerns:

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

Medications:

In order to dispense medication at your child's school, the school district is required to have an authorization form completed by the student's prescribing physician annually.

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/Health Services Student Forms.

Parents are responsible for seeing that medications arrive at school safely. A student is not allowed to carry any medication to or from school. This includes any over the counter medicines. If a medicine of any type is brought by the student to school it will be placed in the nurse's office and will be available for parent pickup. Students will not be allowed to take the medicine back home. There are no exceptions. Parents may come to the nurse's office to distribute medication to their child as needed.

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:

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

Parent Teacher Conference

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

Parties-Classroom

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

Party Invitations

Make note that sending birthday party invitations to school is not allowed unless the whole class, or all boys or girls from the class are invited. Also, teachers will not be able to pass out invitations to students in other classrooms. Teachers are also unable to give parents other student's contact information.

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 Temperature GUIDELINES

The District follows these procedures for cold temperatures and/or wind chill advisory:

Cold Temperature/Wind Chill Advisory Guidelines	
Temperature/wind chill under 15 degrees	All activities must be held indoors Superintendent's office notifies buildings when cold temperatures/wind chill is under 15 degrees
Temperature/wind chill is 15-20 degrees	Outdoor activity is limited to 10 minutes
Temperature/wind chill is 20 degrees or higher	Outdoor activity is limited to 20 minutes
Temperature/wind chill is above 32 degrees	Activities can be held without restrictions

Extremely cold weather can be very dangerous. Parents and guardians should be certain that their children are appropriately clothed with mittens, hats, coats, etc., so they can be comfortable both inside and outside. Most days your student is going outside for some period of time either at recess or traveling to/from school.

The District follows these procedures for heat and/or heat index advisories:

Heat/Heat Index Guidelines	
Temperature/Heat Index less than 95 degrees	Normal recess
Temperature/Heat Index 95-100 degrees	Limit outdoor recess to 10 minutes
Temperature/Heat Index 101-104 degrees	Indoor recess
Temperature/Heat Index 105 degrees or greater	All activities are held indoor Superintendent's office notifies buildings when heat/heat index reaches 105 degrees

SCHOOL PUBLIC RELATIONS

From time to time, pictures will be taken of students to be used by the school district in describing various programs and activities involving Wabash. There is a form you complete on SIS Parent Portal each year prior to the first day of school.

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.

STUDENT EQUAL EDUCATIONAL OPPORTUNITY

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

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

See Board Regulation 2110 for the Appeal Procedure- Decisions relating to identification, evaluation, programming, or placement (FAPE)- [Board Docs](#)

STUDENT EDUCATIONAL RECORDS

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

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

The District will comply with the mandates of the Family Educational Rights and Privacy Act (FERPA) and the Safe Schools Act, regarding confidentiality of student records and disclosure of personally identifiable information.

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

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

Policy 2400- [Board Docs](#)

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.

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 & 5220- [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. When approaching the bus stop along the road, always walk on the side facing the traffic.

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

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).

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

VISITORS

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. All visitors must present a valid ID to enter the building. They will be run through our Raptor system to make sure they are cleared to be in the building. A visitor's sticker will be issued from the office and should be worn for your entire visit. Parents and visitors should stop by the office and sign out as they leave the building.

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

All visitors must have a valid ID to enter 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 volunteering.

All volunteers must check in at the office with a valid ID, be run through our Raptor system, and then 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. This is an annual requirement.

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](#)