

Enrollment Information for Parents

When enrolling a new student in the Wentzville School District, please provide the following documentation:

- **Proof of Residency** – The District requires two proofs of residency. Acceptable proofs of residency are:

First Proof:

- Signed Lease Agreement (verify dates are valid);
- Closing Document for new home purchase (settlement statement); or
- Most recent Real Estate Property Tax Statement.

Second Proof:

- Current utility bill;
- Cable bill;
- Official mail from federal, state, county and city agencies;
- Most recent personal property tax paid receipt; or
- New Driver's License (issued after March 2013).
- Voter registration

If your family is residing with someone else, additional residency requirements include:

- Notarized letter from the person with whom the student is residing;
- Paid real estate tax receipt for the person with whom the student is residing or valid lease agreement;
- Second proof of residency for the person with whom the student is residing; and
- Proof of residency for the family residing with someone else should be received within 45 days and should be associated with the dwelling such as a current utility bill, cable bill, official mail from federal and state agencies, and most recent personal property tax paid receipt.

- Student's immunization record (satisfactory evidence of immunization is a statement, certificate or record from a physician or health facility that verifies the type of vaccine, the month, day and year of administration; required before the student can attend class);
- Student's birth certificate (requested but not required);
- Student's most recent report card (this information will be requested from the previous school but please provide a copy at the time of enrollment, if possible);
- Parent's driver's license or photo identification (requested but not required);
- Documentation regarding legal guardianship (must be court ordered guardianship, limited guardianship, or power of attorney including power and authority regarding the care, custody, and property of each minor child named including, but not limited to, the right to enroll the child in school) or foster care placement (required if applicable); and
- Most recent Individual Education Plan (IEP) and evaluation if the student receives special education services (this information will be requested from the previous school but please provide a copy at the time of enrollment, if possible).
- Students entering grades 7-12, please contact the school to set up an appointment to complete the enrollment process.

Parents are asked to complete an enrollment packet for each student enrolling in the District and go to the appropriate school to complete the process. Additional information may be required at the individual buildings at the time of enrollment.

To determine which school(s) your student(s) will attend:

<https://www.wentzville.k12.mo.us/domain/3106>



"Learning Today, Leading Tomorrow"

REQUEST FOR RECORDS

Today's Date _____ First Date of Attendance _____

Student _____ Grade _____ Birth date _____

Last School Attended _____ Last School District _____

School Address _____

City, State, Zip _____

School Phone (____) _____ FAX (____) _____

Please forward the following information:

- ☐ All academic and test records
(including state test records, constitution test information, and school grading scale)
- ☐ Attendance records
- ☐ School profile and/or schedule information
- ☐ Health and immunization records
- ☐ Withdrawal date and grades if transferring during the current school year
- ☐ Any psychological or educational evaluation(s) completed by your school, outside agency, or treatment center, including special education testing and the **Current Diagnostic Summary and IEP/Section 504/Title II Plan**
- ☐ Any testing regarding the Gifted Program
- ☐ Any testing regarding the ELL/ESL Program
- ☐ Disciplinary records

The Family Educational Rights and Privacy Act (Buckley Amendment) dated June 17, 1976, states that the signature of a parent or guardian IS NOT REQUIRED for school records to be sent to another educational facility. However, when a parent or guardian is available, we do require his/her signature.

I give permission for records to be released to Timberland High School.

Parent/Guardian Signature

Date

Thank you for your cooperation.

MAIL OR FAX RECORDS TO:

Timberland High School
559 East Highway N
Wentzville, MO 63385
Phone: 636-327-3988
FAX: 636-887-3891

My Course Planner

This page is designed to help you plan the courses you would like to take next school year; however, it is not the actual registration form. Some things you need to consider and remember:

- You must register for a total of 7 credits (for the school year) and you must select a total of 2 alternate credits
- Your English, Math and Science teachers must approve the class you will take in their subject area next year, and some Social Studies classes also require instructor approval.

Department	Semester		Semester	
	Course Name	Course #	Course Name	Course #
English Language Arts				
Math				
Science				
Social Studies				
PE				
Elective				
Elective				
Alternate				
Alternate				

Notes

Wentzville School District
The Missouri A+ Scholarship Program
STUDENT PARTICIPATION AGREEMENT

Student Name: _____ **Graduation Year:** _____
(Please PRINT Legibly)

Missouri A+ Scholarship Program graduates may be eligible to receive state funding for post-secondary educational expenses (tuition and general fees) at any Missouri community college or public vocational/technical institution. A+ high school students must remain eligible to participate in the A+ Program all four (4) years of high school and must complete ALL of the following A+ Program state requirements at the time of their high school graduation.

The Missouri A+ Scholarship Program currently provides this educational funding incentive, according to A+ State Rule, but is subject to annual state funding and legislative approval.

A+ Program Requirements

1. Be a U. S. citizen or permanent resident.
2. Enter into a written agreement with high school prior to graduation, by signing this form.
3. Attend an A+ designated high school for three (3) consecutive years prior to graduation.
4. Maintain & graduate with a minimum cumulative 2.5 (un-weighted) grade point average.
5. Document 95% annual and cumulative school attendance record.
6. Score "Proficient" or "Advanced" on any Math EOC Exam or earn a 17+ Math ACT sub-score.
7. *Junior/Senior year complete 50 hours of supervised tutoring with younger WSD students (12.5 hours of pre-approved "job shadowing" may count towards this requirement).
8. Demonstrate a record of good citizenship during all four (4) years of high school.
9. File the Free Application for Federal Student Aid (FAFSA) senior year *on-line @ www.fafsa.gov*

*All A+ eligible juniors and seniors must attend an A+ Tutor Training Workshop and complete the A+ Tutoring Application and A+ Tutoring Agreement to be approved to tutor in the WSD.

All documentation must be submitted to the A+ Coordinator by May 1st of senior year.

The Missouri A+ Scholarship Program may be utilized for a period of four (4) from high school graduation date (or until they earn an Associate's Degree or earn 67 college credits). To maintain A+ eligibility during that time, a participating student must enroll and attend a Missouri community college or public vocational or technical school full-time (12+ credits) and maintain a minimum of a 2.5 grade point average.

Do you wish to participate in the Missouri A+ Scholarship Program? YES _____ NO _____

Student Signature

Parent/Guardian Signature

Date

**Wentzville School District
Prescription Medication Authorization Form**

School: _____ Phone: _____ Fax Number: _____

Name of Student: _____ Date of Birth: _____ Grade: _____

Medication Name: _____

Dose: _____

Route: ☐ PO ☐ Inhaler ☐ Injection ☐ Rectal ☐ Other: _____

Time: ☐ Daily: _____ (time given) ☐ PRN: _____ (time given)

Frequency: _____

Relevant Side Effects: ☐ None Expected Specify: _____

Medication shall be administered from: _____ / _____ / _____ to _____ / _____ / _____
(month/day/year) (month/day/year)

PHYSICIAN AUTHORIZATION

Prescriber's Name/Title: _____

Telephone: _____ Fax: _____

Prescriber's Signature: _____

(MD, NP, Or PA signature or signature stamp ONLY)

Date: ____ / ____ / ____

Use for Prescriber's Address Stamp

PARENT/GUARDIAN AUTHORIZATION

I request designated school personnel to administer the medication prescribed by the above prescriber. I certify that I have legal authority to consent to medical treatment for the student named above, including the administration of medication at school. I understand that at the end of the school year, an adult must pick up the medication, otherwise it will be discarded. I authorize the school nurse to communicate with the healthcare provider as allowed by HIPAA.

Parent/Guardian Signature: _____ Date: ____ / ____ / ____

Would like medication administered on:

Late Start Days: YES / NO	Early Release Days: YES / NO	Field Trips: ON TRIP / AFTER TRIP / NO
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SELF-CARRY/SELF-ADMINISTRATION OF EMERGENCY MEDICATION AUTHORIZATION/APPROVAL

Self-carry/self-administration of emergency medication for **asthma** or **anaphylaxis** may be authorized by the prescriber and must be approved by the school nurse according to the medication policy.

Prescriber's auth for self-carry/self-administration of emergency med: _____ / ____ / ____

Signature

Date

Parent/Guardian auth for self-carry/self-administration of emergency med: _____ / ____ / ____

Signature

Date

Prescription medication must be in a container properly labeled by pharmacist or prescriber. An adult must bring the medication to school. The school nurse will call the prescriber, as allowed by HIPAA, if a question arises about the child and/or medication.

Order reviewed and received by School Nurse: _____ Date: ____ / ____ / ____

**Wentville School District
Non-Prescription Medication Authorization Form**

School: _____ **Phone:** (____) _____ - _____ **Fax Number:** (____) _____ - _____

Student: _____ **Date of Birth:** ____/____/____ **Grade:** _____

Tylenol/Acetaminophen

- ☐ Liquid 160mg/5ml _____ mls PO Q 4-6 hrs prn pain/fever
- ☐ Chewable 80mg _____ tabs PO Q 4-6 hrs prn pain/fever
- ☐ Tablets 325mg _____ tabs PO Q 4-6 hrs prn pain/fever
- ☐ Tablets 500mg _____ tabs PO Q 4-6 hrs prn pain/fever
- ☐ Other dosing: _____

Benadryl/Diphenhydramine

- ☐ Liquid 12.5mg/5ml _____ mls. PO Q 4-6 hrs prn allergy sx
- ☐ Chewable 12.5mg _____ tabs PO Q 4-6 hrs prn allergy sx
- ☐ Tabs/Caps 25mg _____ tabs/caps PO Q 4-6 hrs prn allergy sx
- ☐ Other dosing: _____

☐ **Zyrtec** or ☐ **Claritin** (please check one)

- ☐ Liquid 12.5mg/5ml _____ mls. PO Q day prn allergy sx
- ☐ Chewable 5mg _____ tabs PO Q day prn allergy sx
- ☐ Tablets 10mg _____ tabs PO Q day prn allergy sx
- ☐ Other dosing: _____

Advil/Motrin/Ibuprofen

- ☐ Liquid 100mg/5ml _____ mls. PO Q 4-6 hrs prn pain/fever
- ☐ Chewable 50mg _____ tabs PO Q 6-8 hrs prn pain/fever
- ☐ Junior tabs 100mg _____ tabs PO Q 6-8 hrs prn pain/fever
- ☐ Tablets 200 mg _____ tabs PO Q 6-8 hrs prn pain/fever
- ☐ Other dosing: _____

Allergy (antihistamine) Eye Drops

- ☐ OTC Allergy eye drops: 1 drop OU Q 8-12 hrs prn eye allergy sx

Other (FDA approved only)

- ☐ Other Dosing: _____
- _____
- _____

Over the Age of 12 years

- ☐ **Aleve/Naproxen** tabs/caps 220mg _____ tabs PO Q 8-12 hours prn pain
- ☐ **Excedrin Extra Strength:** Acetaminophen 250mg/Aspirin 250mg/Caffeine 65 mg tabs _____ tabs PO Q 6-8 hours prn headache
- ☐ **Midol Complete Tabs:** Acetaminophen 500mg/Caff 60mg/Pyrilamine maleate 15mg tab _____ tabs PO Q 6 hours prn cramps/bloating/pain

PHYSICIAN AUTHORIZATION

Prescriber's Name/Title: _____

Telephone: _____ **Fax:** _____

Prescriber's Signature: _____
(MD, NP, Or PA signature or signature stamp ONLY)

Date: ____/____/____

Use for Prescriber's Address Stamp

PARENT/GUARDIAN AUTHORIZATION

I request designated school personnel to administer the medication prescribed by the above prescriber. I certify that I have legal authority to consent to medical treatment for the student named above, including the administration of medication at school. I understand that at the end of the school year, an adult must pick up the medication, otherwise it will be discarded. I authorize the school nurse to communicate with the healthcare provider as allowed by HIPAA.

Parent/Guardian Signature: _____ **Date:** _____

This form is valid starting on the date signed by physician and will be in effect until the end of the current school year/summer session. Non-prescription medication must be in the original container with the label intact. An adult must bring the medication to school.

Wentzville School District 2019-2020 Academic Calendar

4 Independence Day	July					January (18)					1,2,3 No Classes K-12, Winter Break 6 Classes Resume 13 Late Start K-12 17 No Classes K-12, PD Day 20 No Classes K-12, MLK Day
	M	T	W	R	F	M	T	W	R	F	
	1	2	3	4	5			1	2	3	
	8	9	10	11	12	6	7	8	9	10	
	15	16	17	18	19	13	14	15	16	17	
	22	23	24	25	26	20	21	22	23	24	
	29	30	31			27	28	29	30	31	

13 First Day of School 26 Late Start K-12	August (14)					February (18)					10 Late Start K-12 14 No Classes K-12, PD Day 17 No Classes K-12, Presidents Day
M	T	W	R	F	M	T	W	R	F		
			1	2							
5	6	7	8	9	3	4	5	6	7		
12	13	14	15	16	10	11	12	13	14		
19	20	21	22	23	17	18	19	20	21		
	26	27	28	29	30	24	25	26	27	28	
2 No Classes K-12, Labor Day 26 Parent/Teacher Conf. 9-12, 3:30 pm-7 pm 27 No Classes K-12, PD Day 30 Late Start K-12	September (19)					March (16)					9 Late Start K-12 13 Early Release K-12 20 No Classes, PD Day 23-27 No Classes K-12, Spring Break
M	T	W	R	F	M	T	W	R	F		
2	3	4	5	6	2	3	4	5	6		
9	10	11	12	13	9	10	11	12	13		
16	17	18	19	20	16	17	18	19	20		
23	24	25	26	27	23	24	25	26	27		
	30					30	31				
14 Late Start K-12 18 Early Release K-12 23 Classes in Session K-12; Parent/Teacher Conf. K-6 4:30 pm-8:00 pm & 7-8 3:30 pm-7:00 pm 24 No Classes K-12; Parent/Teacher Conf. K-8 10:00 am-8:00 pm 25 No Classes K-12, Earned Day Off	October (21)					April (21)					10 No Classes K-12, 1/2 PD Day(am) 1/2 Work Day 9-12 13 Late Start K-12
M	T	W	R	F	M	T	W	R	F		
	1	2	3	4			1	2	3		
7	8	9	10	11	6	7	8	9	10		
14	15	16	17	18	13	14	15	16	17		
21	22	23	24	25	20	21	22	23	24		
	28	29	30	31		27	28	29	30		
1 No Classes, PD Day 4 Late Start K-12 18 Late Start K-12 27-29 No Classes K-12, Thanksgiving Break	November (17)					May (16)					4 Late Start K-12 21 Finals, Early Release 9-12 22 Early Release, Last Day of School 25 No Classes, Memorial Day 26-29 Inclement Weather Make-Up Days
M	T	W	R	F	M	T	W	R	F		
				1					1		
4	5	6	7	8	4	5	6	7	8		
11	12	13	14	15	11	12	13	14	15		
18	19	20	21	22	18	19	20	21	22		
	25	26	27	28	29	25	26	27	28	29	
2 Late Start K-12 19 Finals Early Release 9-12 20 Early Release K-12, Last Day of First Semester 23-31 No Classes K-12, Winter Break	December (15)					June					1 & 2 Inclement Weather Make-Up Days 8 Last possible school day (with make-up days)
M	T	W	R	F	M	T	W	R	F		
2	3	4	5	6	1	2	3	4	5		
9	10	11	12	13	8	9	10	11	12		
16	17	18	19	20	15	16	17	18	19		
23	24	25	26	27	22	23	24	25	26		
	30	31				29	30				

If school is closed or cancelled due to inclement weather, the day must be made up. If there are no school closings or cancellations due to inclement weather, classes will not be in session on make up days.



First Day of School
No Classes
Early Release
Late Start



Holiday
Finals - Early Release 9-12
P/T Conf. K-8
P/T Conf. 9-12



K-12	Q1	Q2	S1	Q3	Q4	S2	Total
Term	10/14	12/20	12/20	3/12	5/22	5/22	
#Days K-8	43	43	86	45	44	89	175
#Days 9-12	43	43	86	45	44	89	175

Adopted 12/21/17



Wentzville School District 2019-2020 Student Calendar

First and Last Day of School

First Day of School	August 13, 2019
Last Scheduled Day of School	May 22, 2020
Last Possible Day of School	June 8, 2020 (with weather make-up days)

Holidays - School Not in Session

Labor Day	September 2, 2019
Thanksgiving Break	November 27-29, 2019
Martin Luther King's Day	January 20, 2020
President's Day	February 17, 2020
Memorial Day	May 25, 2020

Seasonal Breaks - School Not in Session

Winter Break	December 23-January 3, 2020
Spring Break	March 23-27, 2020

Teacher Professional Development Days - School Not in Session

September 27, 2019	February 14, 2020
November 1, 2019	March 20, 2020
January 17, 2019	April 10, 2020

Additional Student Release Days

October 18, 2019 Early Release (Grades K-12)	December 20, 2019 Sem. Ends Early Release (Grade K-12)
October 24, 2019 Parent/Teacher Conference (Grades K-12)	March 13, 2020 Early Release (Grades K-12)
October 25, 2019 Earned Day Off (Grades K-12)	May 21, 2020 Finals Early Release (Grades 9-12)
December 19, 2019 Finals Early Release (Grades 9-12)	May 22, 2020 Early Release and Last Day of School

Student Late Starts Grades K-12

August 26, 2019	January 13, 2020
September 30, 2019	February 10, 2020
October 14, 2019	March 9, 2020
November 4, 2019	April 13, 2020
November 18, 2019	May 4, 2020
December 2, 2019	

Holt and Timberland High Schools Start at 9:20 a.m. Liberty Starts at 9:15 a.m.
Wentzville South, Wentzville Middle Schools Start at 9:30 a.m. Frontier Starts at 9:35 a.m.
Boone Trail, Duello, Green Tree, Heritage, Lakeview, Peine Ridge start at 10:20 a.m.
Crossroads, Discovery Ridge, Prairie View, Stone Creek, Wabash start at 10:20 a.m.
Barfield Early Childhood has no late starts

Weather Make-up Days - In order taken

Grades K - 11		Grade 12	
May 26, 2020	June 2, 2020	May 13, 2020	May 20, 2020
May 27, 2020	June 3, 2020	May 14, 2020	May 21, 2020
May 28, 2020	June 4, 2020	May 15, 2020	May 22, 2020
May 29, 2020	June 5, 2020	May 18, 2020	May 26, 2020
June 1, 2020	June 8, 2020	May 19, 2020	May 27, 2020

Senior Calendar and Graduation

May 12, 2020	Seniors Last Attendance Day (if no snow weather make-up days are needed)
June 7, 2020	Graduation

Revised 2/15/18

A school may disclose directory information to anyone, without consent, if it has given parents: general notice of the information it has designated as "directory information"; the right to opt out of these disclosures; and the period of time they have to notify the school of their desire to opt out.

Does FERPA give me a right to see the education records of my son or daughter who is in college?

When a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded to you as a parent under FERPA transfer to the student ("eligible student"). However, FERPA provides ways in which a school may—but is not required to—share information from an eligible student's education records with parents, without the student's consent. For example:

- Schools may disclose education records to parents if the student is claimed as a dependent for tax purposes.
- Schools may disclose education records to parents if a health or safety emergency involves their son or daughter.
- Schools may inform parents if the student, if he or she is under age 21, has violated any law or policy concerning the use or possession of alcohol or a controlled substance.
- A school official may generally share with a parent information that is based on that official's personal knowledge or observation of the student.

Contact Information

For further information about FERPA, contact the Department's Family Policy Compliance Office.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. S.W.
Washington, DC 20202-5920
202-260-3887

For quick, informal responses to routine questions about FERPA, parents may also e-mail the Family Policy Compliance Office at FERPA.Customer@ED.Gov.

Additional information and guidance may be found at FPCO's Web site at: <http://www.ed.gov/policy/gen/guid/fpco/index.html>.



Parents' Guide to the Family Educational Rights and Privacy Act: Rights Regarding Children's Education Records



What is FERPA?

The *Family Educational Rights and Privacy Act (FERPA)* is a federal privacy law that gives parents certain protections with regard to their children's education records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules. As a parent, you have the right to review your child's education records and to request changes under limited circumstances. To protect your child's privacy, the law generally requires schools to ask for written consent before disclosing your child's personally identifiable information to individuals other than you.

The following questions and answers are intended to help you understand your rights as a parent under FERPA. If you have further questions, please contact the U.S. Department of Education's Family Policy Compliance Office using the contact information provided below.

My child's school won't show me her or his education records. Does the school have to provide me with a copy of the records if I request them?

Schools must honor your request to review your child's education records within 45 days of receiving the request. Some states have laws similar to FERPA that require schools to provide access within a shorter period of time. FERPA requires that schools provide parents with an opportunity to inspect and review education records, but not to receive copies, except in limited circumstances.

Parents whose children receive services under the *Individuals with Disabilities Education Act (IDEA)* may have additional rights and remedies with regard to their children's education records. The school district, local special education director, or state special education director can answer questions about IDEA.

Who else gets to see my child's education records?

To protect your child's privacy, schools are generally prohibited from disclosing personally identifiable information about your child without your written consent. Exceptions to this rule include:

- disclosures made to school officials with legitimate educational interests;
- disclosures made to another school at which the student intends to enroll;
- disclosures made to state or local education authorities for auditing or evaluating federal- or state-supported education programs, or enforcing federal laws that relate to those programs; and
- disclosures including information the school has designated as "directory information."

What is directory information?

FERPA defines "directory information" as information contained in a student's education record that generally would not be considered harmful or an invasion of privacy if disclosed. Directory information could include:

- name, address, telephone listing, electronic mail address, date and place of birth, dates of attendance, and grade level;
- participation in officially recognized activities and sports;
- weight and height of members of athletic teams;
- degrees, honors, and awards received; and
- the most recent school attended.

