



WRIGHT CITY WEST ELEMENTARY SCHOOL

100 Wildcat Drive
Wright City MO 63390
636-745-7400 (telephone)
636-745-7411 (fax)

www.wrightcity.k12.mo.us

Elementary Office Hours
7:00 a.m. to 4:00 p.m.

2011-2012 PARENT-STUDENT HANDBOOK

Shawn Riley, elementary principal
D. J. Miller, assistant elementary principal
Vicki Zuhone, special education administrator
Jackie Nierman, attendance secretary
Dee Hale, admin. assistant secretary
Melinda Juergensmeyer, nurse

Elementary Student Attendance Hours

Monday, Tuesday, Thursday, Friday

8:14 a.m. to 3:20 p.m.

Wednesday

8:14 a.m. to 2:32 p.m.

(Early release every Wednesday beginning on August 24, 2011)

PARENT-STUDENT HANDBOOK

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WRIGHT CITY WEST ELEMENTARY SCHOOL

Dr. Chris Gaines
Superintendent

100 Wildcat Drive
Wright City, Missouri 63390
Telephone (636) 745-7400
Fax (636) 745-7411

Mr. Shawn Riley
Principal

Mr. David W. Buck
Assistant Superintendent

Ms. D. J. Miller
Assistant Principal

August 15, 2011

Dear Wright City Elementary Families,

The staff and I are pleased to welcome our students and their parents/guardians to the 2011-2012 school year at Wright City West Elementary. We look forward to an excellent year of working together as we serve our students and community. Many new families have become a part of our community. We are excited to have our new students join our returning students as together we continue to provide a quality education for our children.

Our goal is to create and foster an educational setting that will encourage students to achieve great things! The Wright City West Elementary staff strives to see that each student accomplishes the essential learning objectives set forth by our district's curriculum and aligned with the state expectations. We ask for your cooperation, support, and understanding throughout the school year as we work together to make the year a rewarding and successful experience for every child.

This handbook is designed to provide you with basic information about our school. It is important that both parents/guardians and students become acquainted with and understand the material contained in these pages. You will receive additional information throughout the year as we endeavor to keep you informed about our school and your child's education. Please keep this handbook readily available and refer to it as needed.

If, at any time, you have a question, concern, or comment regarding school please let us know. We look forward to providing positive and rewarding educational experiences for all the children here at Wright City West Elementary.

Sincerely,

Shawn Riley
Elementary Principal

DEDICATED TO OUR STUDENTS' SUCCESS!

WRIGHT CITY R-II SCHOOL DISTRICT

MISSION STATEMENT

Dedicated to our students' success

VALUES

Integrity

Doing the right thing with dignity and respect

Collaboration

*Education is a shared responsibility—students, family,
school, and community*

Learning

Our primary focus is quality student learning

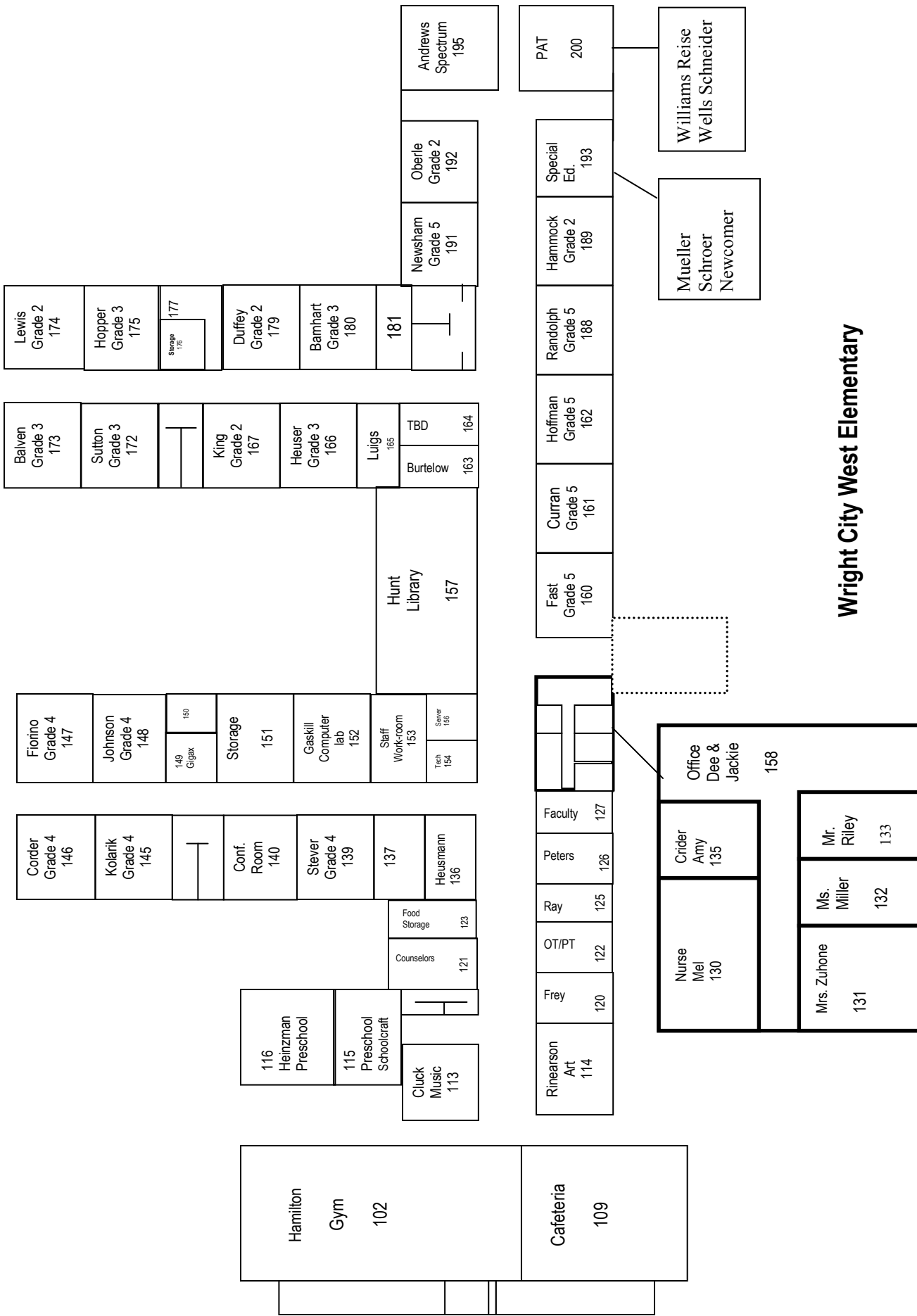
West Elementary Staff listing

Last Name	First Name	E-mail Address	Position	Room
Riley	Shawn	shawn.riley@wrightcity.k12.mo.us	Principal	133
Miller	D. J.	dj.miller@wrightcity.k12.mo.us	Assistant Principal	135
Zuhone	Vicki	vicki.zuhone@wrightcity.k12.mo.us	Special Education Admin.	131
Nierman	Jackie	jackie.nierman@wrightcity.k12.mo.us	Attendance Secretary	158
Hale	Dee	dee.hale@wrightcity.k12.mo.us	Secretary	158
Frey	Chris	chris.frey@wrightcity.k12.mo.us	Psychological Examiner	120
Reagan	Sherry	sherry.reagan@wrightcity.k12.mo.us	Counselor	121
Terbrock	Donna	donna.terbrock@wrightcity.k12.mo.us	Counselor	121
Juergensmeyer	Melinda	melinda.juergensmeyer@wrightcity.k12.mo.us	Nurse	130
Heinzman	Sarah	sarah.heinzman@wrightcity.k12.mo.us	Special Education	116
Heath	Debbie	debbie.heath@wrightcity.k12.mo.us	Special Education - Aide	116
Schoolcraft	Rebecca	rebecca.schoolcraft@wrightcity.k12.mo.us	ECSE	115
Cornman	Jennifer	jennifer.cornman@wrightcity.k12.mo.us	Special Education - Aide	115
Skillman	Julie	julie.skillman@wrightcity.k12.mo.us	ECSE	120
Hammock	Jessica	jessica.hammock@wrightcity.k12.mo.us	Second Grade	189
Duffey	Rachel	rachel.duffey@wrightcity.k12.mo.us	Second Grade	179
King	Don	don.king@wrightcity.k12.mo.us	Second Grade	167
Lewis	Kristen	kristen.lewis@wrightcity.k12.mo.us	Second Grade	174
Oberle	Carolyn	carolyn.oberle@wrightcity.k12.mo.us	Second Grade	192
Balven	JoAnn	joann.balven@wrightcity.k12.mo.us	Third Grade	173
Barnhart	Allison	allison.barnhart@wrightcity.k12.mo.us	Third Grade	180
Heuser	Melinda	melinda.heuser@wrightcity.k12.mo.us	Third Grade	166
Hopper	Daphne	daphne.hopper@wrightcity.k12.mo.us	Third Grade	175
Sutton	Cindy	cindy.sutton@wrightcity.k12.mo.us	Third Grade	172
Corder	Dale	dale.corder@wrightcity.k12.mo.us	Fourth Grade	146
Fiorino	Laura	laura.fiorino@wrightcity.k12.mo.us	Fourth Grade	147
Johnson	Shane	Shane.johnson@wrightcity.k12.mo.us	Fourth Grade	148
Kolarik	Tina	tina.kolarik@wrightcity.k12.mo.us	Fourth Grade	145
Stever	Sally	sally.stever@wrightcity.k12.mo.us	Fourth Grade	139
Fast	Karrie	karrie.fast@wrightcity.k12.mo.us	Fifth Grade	160
Hoffman	Robert	robert.hoffman@wrightcity.k12.mo.us	Fifth Grade	162
Curran	Rich	Rich.curran@wrightcity.k12.mo.us	Fifth Grade	161
Newsham	Alyshia	alyshia.newsham@wrightcity.k12.mo.us	Fifth Grade	191
Raldolph	Lynette	lynette.randolph@wrightcity.k12.mo.us	Fifth Grade	188
Andrews	Luanne	luanne.andrews@wrightcity.k12.mo.us	Gifted/SPECTRUM	195
Cluck	Tina	tina.cluck@wrightcity.k12.mo.us	Music	113

Hunt	Jennifer	jennifer.hunt@wrightcity.k12.mo.us	Library	157
Heusmann	Darla	darla.heusmann@wrightcity.k12.mo.us	ESL	136
Hamilton	Jennifer	jennifer.hamilton@wrightcity.k12.mo.us	Physical Education	102
Gaskill	Suzanne	suzanne.gaskill@wrightcity.k12.mo.us	Computer Lab	152
Rinearson	Amy	amy.rinearson@wrightcity.k12.mo.us	Art	114
Zgiet-Burtelow	Jennifer	jennifer.burtelow@wrightcity.k12.mo.us	Reading	157
Ray	Judy	judy.ray@wrightcity.k12.mo.us	Speech	125
		Pending	Reading	164
Luigs	Cori	cori.luigs@wrightcity.k12.mo.us	Title I - Reading	165
Schroer	Michelle	michelle.schroer@wrightcity.k12.mo.us	Special Education	193
Newcomer	Rebecca	rebecca.newcomer@wrightcity.k12.mo.us	Special Education	193
Gigax	Judy	judy.gigax@wrightcity.k12.mo.us	Special Education	149
Mueller	Leslie	leslie.mueller@wrightcity.k12.mo.us	Special Education	193
Burger	Jason	jason.burger@wrightcity.k12.mo.us	Special Education - Aide	
Auping	Barb	barbara.auping@wrightcity.k12.mo.us	Special Education - Aide	
James	Cynthia	cindy.james@wrightcity.k12.mo.us	Library Aide	
Miller	Jean	jean.miller@wrightcity.k12.mo.us	Special Ed - Aide	
Warnock	Margaret	margaret.warnock@wrightcity.k12.mo.us	Special Ed - Aide	
Lebowitz	Julie	julie.lebowitz@wrightcity.k12.mo.us	Special Ed - Aide	
Hileman	Laurene	Laurene.Hileman@wrightcity.k12.mo.us	Special Ed - Aide	
Washington	Kim	kim.washington@wrightcity.k12.mo.us	Aide	
Reise	Angie	angie.reise@wrightcity.k12.mo.us	PAT Parent Educator	200
Schneider	Lauren	lauren.schneider@wrightcity.k12.mo.us	PAT Parent Educator	200
Wells	Kelly	kelly.wells@wrightcity.k12.mo.us	PAT Parent Educator	200
Williams	Kamie	kamie.williams@wrightcity.k12.mo.us	PAT Parent Educator	200
Blanton	Ronnie		Custodian	
Robison	Glenda		Custodian	
Kettmann	Steve		Custodian	
Biggs	Carie		Cafeteria	109
Combs	Tracey		Cafeteria	109
Dyer	Dena		Cafeteria	109

School calendar on this page

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Wright City West Elementary

WRIGHT CITY WEST ELEMENTARY SCHOOL

2011-2012 SUPPLY LISTS

All students are required to wear gym shoes on gym days

PRESCHOOL

ALL Preschool Supply List

- 1 book bag large enough to hold a folder (NO WHEELS PLEASE)
- 1 change of seasonal clothing in book bag
- 5 glue sticks
- 2 boxes tissues (large)
- 1 package of napkins (large)
- 4 rolls paper towels
- 4 boxes 5 oz. Dixie cups
- 1 three ring binder (1 inch size)

Individual Preschool Teacher Supply List

Ms. Julie's Class:

- 2 boxes gallon size Ziploc bags
- 2 boxes snack size Ziploc bags
- 1 box Crayola markers (fine tip, classic colors)
- 1 spiral notebook to stay in book bag for parent communication

Ms. Becky's Class:

- 2 boxes sandwich size Ziploc bags
- 2 boxes quart size Ziploc bags
- 1 two-pocket folder
- 1 spiral notebook to stay in book bag for parent

SECOND GRADE

- 48 #2 pencils (American; non-decorated)
- 2 large pink Pearl erasers
- 1 5" Fiskars scissors
- 12 glue sticks
- 2 boxes Crayola crayons (24 count)
- 1 box Crayola markers
(10 pack washable for Art)
- 5 spiral notebooks (no binders)
- 3 2-pocket PLASTIC folders (no prongs)
- 1 clipboard (standard size)
- 1 pack 3 x 5 index cards (100 count)
- 1 package Expo dry erase markers (low odor, broad tip; no fluorescent colors)
- 1 small plastic pencil/supply box
- 1 book bag (NO WHEELS)
- 3 large boxes of tissues
- 2 large container of Clorox wipes
- 1 roll of paper towels (BOYS ONLY)

Please put all school supplies in a gallon size Ziploc bag and place in your child's book bag.

THIRD GRADE

- 48 #2 pencils
(Mirado or American; non-decorated;
no mechanical pencils)
- 3 erasers (white)
- 1 5" Fiskars scissors
- 1 small bottle Elmer's white school glue
- 6 glue sticks
- 1 box Crayola crayons (24 count pack)
- 6 spiral notebooks
- 2 2-pocket folders (no prongs)
- 1 non-bendable ruler (wooden/hard plastic;
standard and metric measurement)
- 2 packages wide ruled notebook paper
- 1 12-pack Crayola colored pencils
- 1 10-pack Crayola washable markers
- 1 pack index cards (3"x 5")
- 3 red ink pens
- 1 blue ink pen
- 1 clipboard (standard size)
- 2 black Expo dry erase markers (no fine tip)
- 1 small cloth pencil zipper bag
- 1 book bag (NO WHEELS)
- 3 large boxes of tissues
- 1 box of quart-sized zipper bags
- 2 large pop-up container of bacterial wipes
(from boys) 1 for Computer Class
- 1 8 oz. container liquid hand sanitizer
(from girls)
- 1 assignment book (to be purchased at school)

WRIGHT CITY WEST ELEMENTARY SCHOOL

2011-2012 SUPPLY LISTS

All students are required to wear gym shoes on gym days

FOURTH GRADE

- 72 #2 pencils
(Mirado or American; non-decorated;
bring as needed; **no mechanical pencils**)
- 5 packages wide ruled notebook paper
(2 at start to begin the year)
- 3 erasers (large, pink)
- 1 5" Fiskars scissors
- 6 glue sticks
- 6 2-pocket folders (no prongs)
- 1 ruler (wooden/hard plastic;
standard and metric measurement)
- 1 12 pack Crayola colored pencils (no markers)
- 5 spiral notebooks
- 4 large boxes of tissues
- 1 small pencil/supply box
- 1 book bag (NO WHEELS)
- 1 clipboard (standard size)
- 1 plastic (shoebox size) school box
- 1 box of gallon-size zipper bags (from boys)
- 1 box Expo dry erase markers – low odor, broad
tip; no fluorescent colors
- 1 container of Clorox wipes (from girls)
- 1 assignment book (to be purchased at school)

FIFTH GRADE

- 2 red spiral notebooks (wide line)
- 1 red, 2-pocket folder
- 2 blue spiral notebooks (wide line)
- 1 blue, 2-pocket folder
- 2 green, spiral notebooks (wide line)
- 1 green, 2-pocket folder
- 2 yellow spiral notebooks (wide line)
- 1 yellow, 2-pocket folder
- 1 box Crayola crayons (24 count)
OR 1- 12-pack colored Crayola pencils
- 48 #2 pencils (Mirado or American,
non-decorated, **no mechanical pencils**)
- 3 pens (1 black, 1 blue, 1 red)
- 1 large, pink Pearl eraser
- 1 pack of pencil top erasers
- 2 glue sticks
- 2 box Expo dry erase markers
(low odor, fine tip; no fluorescent colors)
- 2 packages wide-ruled notebook paper
- 4 large boxes of tissue
- 2 large pop-up container bacterial wipes (boys)
- 1 book bag (NO WHEELS)
- 1 box gallon Ziploc bag (for pencils, etc) (girls)
- 1 box quart Ziploc bags
- 1 protractor
- 1 ruler (standard and metric measurement)
- 1 pair scissors
- 1 Composition notebook—non spiral
- 1 pack of 3" x 5" index cards
- 1 standard size clipboard
- 1 Clean sock—to be used as an eraser
- 1 small pencil box
- 1 assignment book (to be purchased at school)

ADDRESS AND/OR PHONE NUMBER CHANGES

For the safety and well-being of the students, parents/guardians are asked to make certain the school office has the current home address and phone number; each parent's place of employment and phone number; and an emergency phone number. PLEASE NOTIFY THE SCHOOL OFFICE OF CHANGES DURING THE YEAR. Phone numbers may also be changed through the Campus portal. All information is maintained and released in accordance with the regulations in the Family Educational Rights and Privacy Act (FERPA) of 1974.

ANIMAL AND PET VISITS

For safety and health reasons animals and pets are not allowed to visit in the classroom. Exceptions to this guideline are limited to curriculum related visits with prior approval by the classroom teacher and building principal. In the event approval is given for animal or pet visitation, a parent/guardian must accompany and assume responsibility for the animal or pet during the visit.

ARRIVAL PROCEDURES (PLEASE NOTE NEW TIMES)

Procedures have been established to provide for safe and efficient morning arrival of all elementary students.

- Students being dropped off at the beginning of the day
 - Students should not arrive at school prior to 8:00 a.m. Supervision for students is not provided until 8:00 a.m. **(Students may go to breakfast beginning at 7:55 a.m.)**.
 - Students may enter the building beginning at 8:00 a.m. **Students arriving at or after the 8:14 a.m. bell will need to be signed in at the office by a parent/guardian and will be counted as tardy.**
 - Students being dropped off are to enter the building from the front center double doors where you will find staff members greeting the students.
 - Parents/Guardians wishing to escort their children to their classrooms may park in either the front or south parking areas and may enter the building through the front center double doors.
 - Parking in the front circle drive, on the side nearest the building, is prohibited between the hours of 7:45 a.m. and 8:14 a.m.
 - Students eating breakfast at school will proceed to the cafeteria; students not eating breakfast will proceed to their classrooms. (Students eating breakfast need to arrive between 7:55 and 8:05 a.m. to provide sufficient time for eating and to avoid being tardy for class.)
- Students riding the bus to school in the morning:
 - Buses begin dropping students off at 8:00 a.m.
 - Students enter the building from the bus road behind the school at the south playground, weather permitting. During inclement weather bus students enter the building through the fourth grade hall. Staff members are on duty to greet bus students.
 - Students eating breakfast at school proceed to the cafeteria; students not eating breakfast will proceed to their classrooms.
 - Students will not be counted tardy when bus delays occur.

ATTENDANCE

Regular and punctual patterns of attendance are expected of each student enrolled in the district. Student attendance at school is primarily the responsibility of the parents/guardians and students. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process. When the benefit of regular classroom instruction is lost it cannot be entirely regained. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of the pupils with one another in the classroom and their participation in well-planned instructional activity under the supervision of a competent teacher are vital to this purpose. Attendance and punctuality play a significant role in a student's success at school and are essential life skills. This is a well-established principle of education which underlies and gives purpose to the requirement of compulsory schooling.

Due to the importance of school attendance we ask parents/guardians whose employers host "Take Your Child To Work Day" to consider arranging for their children to accompany them to work on a non-school day (e.g., summer day, spring break, extended holiday break). If an alternate date can't be arranged, this will be counted as a student absence.

It is recognized that absence from school is necessary under certain conditions (e.g., illness, funeral, family emergency). In the case of illness or emergency a parent/guardian is asked to call school the morning of the absence. A written note explaining the student's absence should be sent to the school the day the child returns to school. When possible, doctor and dentist appointments should be made after school hours or on days when school is not in session. The school office staff may make phone calls to parents/guardians of the absentees if no notification has been given to the school.

Any student not in the classroom at 8:14 a.m. is considered tardy. Students who arrive late shall have an adult come into the office with them and sign them in. (Students are not counted as tardy if the delay is due to a late bus arrival or if the student is dismissed late from a before school academic program.)

Students who are taken from school before the dismissal bell (3:20 p.m.) or who have not completed a *Change of Dismissal* form prior to 2:00 p.m. will need to be signed out in the office. Classroom teachers will not release students unless presented with a pass from the office.

According to Board Policy JED-R1, parents/guardians will receive notification upon the fifth, tenth, fifteenth, and twentieth absence of their child. A copy of the notification letter may be sent to the Division of Youth Services and the Juvenile Office of Warren County when a student's absences warrant further investigation.

The Wright City School District has recently hired a Truancy Officer. This individual is charged with assisting to ensure that students are on-time and in school. This individual will contact parents, make home visits, and work closely with local law enforcement, courts, and other agencies.

Students having superior attendance (96% and above) are recognized throughout the school year. At the end of the school year assemblies, students having an average attendance of 96% or above are recognized; students having perfect attendance receive an attendance Medal.

BEFORE AND/OR AFTER SCHOOL ACTIVITIES

Extra-curricular opportunities are provided for the students at Wright City West Elementary. Sponsored activities include Art Club, Character Kids, Destination Imagination, Computer Club and Wildcat Choir. These activities provide our students with opportunities to expand learning, join with others having similar interests, and have a good time. Specific information about these activities will be distributed during the school year.

The following guidelines are provided to help ensure that each child has a safe and constructive environment while participating in an after-school activity.

- If a student knows he/she will be missing a meeting, a note is to be sent to the club sponsor prior to the meeting. If a student is not in attendance on the day of the activity he/she is not permitted to participate in the after-school activity.
- Students are to be picked up on time. Should an emergency arise causing the parent/guardian to be delayed, the elementary office should be contacted whenever possible.
- Students are to follow school behavioral guidelines.

Supervision of students participating in after school activities is the responsibility of the attending activity sponsor(s).

The district is not liable for students participating in before or after school activities not sponsored by the school district (e.g., scouts, YMCA, Good News, non-school sporting activities). Supervision of students at PTO events is the responsibility of their parents/guardians.

BEHAVIORAL GUIDELINES

Students do their best learning and teachers do their best teaching in an atmosphere in which appropriate behavior is expected of all students. The vast majority of students in the Wright City R-II School District demonstrate appropriate behavior. The following rules are to be followed by the students of Wright City West Elementary School.

- Obey the instructions of any teacher at any time.
- Stay in line and walk quietly and orderly between classes.
- Keep hands and feet to yourself. No fighting or roughhousing.
- Speak respectfully to all. No profane or foul language. No bullying.
- Treat all property with respect. Do not deface or destroy any property.
- All students should remain on the school grounds until the end of the school day.
- Students should leave all toys, valuables, and inappropriate items at home.
- Have a hall pass while traveling in the halls without a teacher.

All guidelines set forth under board policy JG-R1, Student Discipline.

Each teacher will have classroom rules and rules for behavior in common areas such as the cafeteria, playground, hall, and restrooms. A consequence will occur for students electing not to follow a rule or expectation. The following is a list of possible consequences for misbehaviors.

- | | |
|--|---------------------------------------|
| Conference | Loss of privileges, including parties |
| Loss of Recess | Phone call to parent |
| Time out | Loss of extra-curricular privileges |
| Note sent home | Write an apology |
| Loss of field trip | Detention |
| Write and explain behavior including plan for a better way to have handled situation | |

asked to sit with their child(ren) at the table area occupied by their class.

BREAKFAST AND LUNCH BEHAVIORAL GUIDELINES

The cafeteria is a place where all students can enjoy a nutritious and relaxing meal. Guidelines are provided during breakfast and lunch for the benefit of all students. The following is a list of guidelines that are to be followed by the students during breakfast and lunch.

Use quiet voice.

Follow the directions of staff members on duty.

Remain seated (four students per bench).

Staff permission must be given before leaving the cafeteria.

Eat your own food (no trading, sharing, or selling of food).

Food and drink remain in the cafeteria.

Dispose of trash in the proper container.

Table and floor areas are to be picked up prior to being dismissed.

Soda is not permitted.

BUSES AND TRANSPORTATION

All students are to be driven to school or ride district provided bus transportation (the exception to this is for students residing in the “walker” area that is serviced by a sidewalk). The Wright City R-II School District leases and operates buses through First Student. Riding a school bus is a privilege. This privilege is maintained by the student’s proper conduct on the bus. State law says classroom behavior is to be observed on the school bus and the driver has the authority to control and discipline students on the bus. Misconduct on a bus may result in suspension of the privilege.

Each student will have only one pick-up location and one drop-off location. Students will not be permitted to change buses or bus stops during the school year (unless this is a permanent change). If an emergency occurs, and a student needs to go to a different location, the only option will be for students to be picked-up at school.

Changes to students’ dismissal routines are discouraged. For safety reasons any dismissal change is to be completed and verified in the elementary office no later than 2:00 p.m. on the day of the necessary dismissal change. The only change option for a bus rider is to be picked-up at school. As previously mentioned, students will not be permitted to ride on another bus or get off at a different location.

For each bus to maintain a regular schedule and arrive at school in a timely manner students are expected to be waiting at their assigned bus pick-up locations. Usually a five minute arrival before the scheduled stop is ample. Schedules should be normally consistent, within a minute or two, except for the first week or so of school until routes are “firmed up” or possibly in the case of a substitute driver, unforeseen traffic delays, or severe weather conditions.

School bus safety is of the utmost importance for the wellbeing of our students, drivers, and the general public. Bus drivers will report student misconduct to the transportation office. Formal documentation is then shared with the school for the determination of consequences.

The following guidelines are to be followed by all students riding a bus.

- Do not eat or drink on the bus.
- Use quiet voice when talking.
- Remain seated and facing forward.

- Keep the aisle clear.
- Sit in your assigned seat.
- No swearing, rude gestures, teasing, bullying, or put-downs.
- Keep all harmful materials (e.g., drugs, alcohol, weapons) off the bus.
- Keep all parts of your body and all objects to yourself and inside the bus.
- No fighting, hitting, or throwing of objects.
- Do not litter; do not write on or damage the bus.
- Follow the bus driver's directions.

Points are assigned to infractions:

- Minor violations may receive a *Transportation Warning Notice* with no point assessment.
- Infractions of guidelines 1 – 4 may receive a minimum of one point for each occurrence.
- Infractions of guidelines 5 – 10 may receive a minimum of two points for each occurrence.
- The school administration reserves the right to assign various point assessments based upon the severity of the infraction and the number of occurrences.

Consequences, as a result of not following bus guidelines, are accrued according to the following:

- Accumulation of four points will result in one to two days loss of bus riding privileges.
- Accumulation of eight points will result in three to five days loss of bus riding privileges.
- Accumulation of 12 points will result in five to ten days loss of bus riding privileges.
- Students will be able to delete one point for each thirty days of good behavior. This must be a thirty day period without bus slips of any kind since their last infraction. The baseline of the point system is zero.
- The school administration reserves the right to forego the point system should a situation arise that threatens the safety of those on the bus.

During any bus suspension it is the responsibility of the parent/guardian to see that their child gets to and from school.

Dismissal changes are handled at the elementary office.

For questions regarding transportation discipline contact the assistant principal (745-7425).

For general transportation questions contact the bus supervisor (745-7410 or 745-8010).

CLASS PLACEMENT

Grade placement and class assignment should be appropriate to the student's academic, social, and emotional needs. The principal and staff of the school may make adjustments in school placement when the reassignment more adequately meets the needs of the student. Reassignments will be based on observation and evaluation of the student's progress.

A student received as a transfer from any unaccredited school or home instructional program will not be placed permanently in a grade or program of study until the student can be academically evaluated by the building principal and/or by other appropriate professional staff members.

Classroom assignment decisions are based upon information from school and home. Parent/Guardian requests for specific teachers are not accepted.

COMPLAINT RESOLUTION PROCEDURE FOR NO CHILD LEFT BEHIND PROGRAMS

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB). A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel. Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted. The written, signed complaint must be filed and the resolution pursued in accordance with local district policy: GBM If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution. Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself. Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

CURRICULUM

The elementary curriculum has been planned and developed with the continuous growth of the child in mind and in correlation with state and federal guidelines. The curriculum includes reading, mathematics, science, social studies, communication arts, health/physical education, computer literacy, art, music, and counselor guidance. It is essential for students to master the concepts and skills in each subject area. Curriculum individualization is addressed during the instructional process according to the needs of the student.

CUSTODIAL/NON-CUSTODIAL PARENT RIGHTS AND RESPONSIBILITIES

When parents of a student are separated, involved in divorce proceedings, or are divorced, the building principal will respect the rights of custodial and non-custodial parents equally except when a court order exists concerning special restrictions. It is the responsibility of the custodial parent to provide the school principal a copy of such a court order if restricted access to student(s) or student's information is requested. For the school's purpose, the parent who resides with the child(ren) is known as the custodial parent.

Parent rights include access to student records and school mailings, attendance at parent-teacher conferences and Individual Educational Program (IEP) meetings, and authority to request that a student be released early or be absent from school for a legitimate reason. If the non-custodial parent asks to take the child from school, the custodial parent may be contacted.

It is the responsibility of the non-custodial parent to inform the school office of his/her name, address, and phone number if he/she wishes to be consulted regarding his/her child or wish to be placed on the school's mailing list.

DESTRUCTION AND/OR LOSS OF SCHOOL PROPERTY

As responsible citizens, students are expected to maintain and use school property appropri-

ately. Textbooks and resource materials that are lost or damaged must be paid for by the students/parents. Students/Parents will be expected to reimburse the school district for property lost, defaced, or damaged. The principal or a designated representative, in accordance with the price of the item lost or damaged, will assess payment amount.

DIRECTORY INFORMATION NOTICE (Board Policy JO)

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. Regarding student records, federal law requires that "directory information" on a child be released by the district to anyone who requests it unless the parent/guardian objects, in writing, to the release of any or all of this information. This objection must be filed within ten days of the time this handbook is given to the student. Parents/Guardians are to sign and date the front cover sheet of the Parent-Student Handbook stating that they have received a student handbook and return this sheet to the elementary school where it will be kept on file. The school district designates the following items as directory information for students in kindergarten through eighth grade:

- Student's name
- Parent's name
- Date and place of birth
- Grade level
- Enrollment status (e.g., full-time or part-time)
- Participation in school-based activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Honors and awards received
- Artwork or coursework displayed by the district
- Most recent previous school attended
- Photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

Security video tapes used in buildings and buses are considered law enforcement records and the building principal is designated as the law enforcement authority responsible for maintaining such records for the building and buses that serve them.

DISMISSAL PROCEDURES

Procedures have been established to provide for safe and efficient dismissal of all elementary students.

- Students being picked up at the end of the day from the cafeteria.
 - Students in grades two through five are dismissed to the cafeteria at 3:20 p.m.
 - Parents/Guardians may park in the front parking area, front circle drive, or south parking lot. Enter by the south cafeteria door. Seating areas are provided for parents/guardians waiting for students.
 - Each parent/guardian will need to sign his/her child out before leaving the cafeteria. Any person picking up a child must be prepared to identify themselves (e.g. driver's license, photo ID).
 - Only those persons listed on the Student Dismissal Non-Bus Rider form, completed at the beginning of the school year, are permitted to pick up the student. (Changes may be made during the school year in the elementary office.)
- Students riding the bus at the end of the day are released from the rear of the building:
 - Students in grades two through five are released by their classroom teachers from the outside rear hall doors.
 - Student dismissal is monitored by assigned staff personnel.

- Students who will be walking home from school (those not serviced by a school bus) will be dismissed last and will follow the staff/crossing guards instructions for safely crossing the street. Any student in this group who decides to ride a bike must walk the bike when crossing onto school property and at any time they are on school property.

Student supervision is provided through the end of the school day and for students participating in extra-curricular school activities. Students on school property after 3:30 p.m. – unless participating in an extra-curricular activity, extended day learning program, or having made special arrangements with the principal – will not be provided supervision. Additional precautions may be taken by the school administration appropriate to the age of the student(s) and as the need(s) arise.

DISMISSAL – DURING SCHOOL DAY

Procedures have been established to provide for the safety of students being dismissed during the school day.

- Staff members will not excuse any student from the school prior to the end of the school day or into any person's custody without prior approval and knowledge of the building principal or office staff member on duty.
- The principal or office staff member on duty will excuse a student before the end of the school day when the parent/guardian is present and signs the student out in the office.
- Any person picking up a child from school must be prepared to identify him/herself (e.g., driver's license, photo identification).
- Telephone requests for early dismissal of a student will not be honored due to the inability of positive caller identification.
- Students may only be released to those persons listed on their Family Registration, Health, or Transportation forms.

DISMISSAL – END OF DAY CHANGE

Procedures have been established to provide for the safety of those students requiring end of the day dismissal changes. Parents/Guardians are to complete the following written documentation for any change in their student's normal dismissal routine. All forms are to be completed in the elementary office in the presence of the principal or office staff member on duty. In order to allow time for notification to be given to the classrooms we ask that any change be made prior to 2:00 p.m. (additional information is listed under the Bus and Transportation section of this handbook).

DISTRIBUTION OF MATERIALS (BOARD POLICY IGDBA)

Anyone wishing to distribute unofficial materials must first submit a copy of the material for approval to the principal or designee 24 hours in advance of desired distribution time, together with the following information: (1) name and phone number of the person submitting request, (2) date(s) and time(s) of day of intended distribution, (3) location where material will be distributed, (4) grade(s) of students to whom the distribution is intended.

Materials cannot be distributed which in the opinion of the principal or designee are (1) obscene to minors, (2) libelous, (3) indecent/vulgar, (4) advertises any product or service not permitted to minors by law, (5) contain insulting materials or inferences, or (6) presents a clear and present likelihood that the distribution will cause a substantial disruption of the proper and orderly operation of the school and/or related activities.

DRESS AND GROOMING

The dress and personal appearance of Wright City R-II Elementary students is to be neat, clean, and in good taste so that each student may share in promoting a positive, healthy, and safe atmosphere within the school district.

Student dress and grooming will be the responsibility of the students and their parents/guardians, within the following guidelines:

- Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
- All students must wear shoes, boots, or other types of footwear. Shower shoes, cleated shoes, and roller skate shoes are not allowed. The wearing of flip-flops is discouraged.
- Dress and grooming will not disrupt the teaching/learning process or cause undue attention to an individual student.
- Class activities, which present a concern for student safety, may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.
- Additional dress regulations may be imposed upon students participating in certain extracurricular activities.
- Students are not allowed to wear clothing which displays suggestive, inappropriate language, nor alcohol or tobacco product depictions.
- No caps, hats (both boys and girls), bandanas or other head gear or sunglasses may be worn in the building.
- Modest dress is to be the rule. There are to be no bare midriffs or crop top shirts.
- Shorts are to be of appropriate length. Mid-thigh is an appropriate length.
- Undergarments are just that—under garments. They are not to show.
- During school hours, no backpacks or heavy coats may be carried or worn. (The exception being entry to and exiting from the building.)
- Elementary students are permitted to take coats with them to the cafeteria in preparation for outdoor recess.

When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications.

DUE PROCESS

It is within the right of a student or parent/guardian to appeal a suspension of 10 consecutive days or more to the superintendent of Board of Education.

EMERGENCY PROCEDURES

Emergency preparedness drills (fire, severe weather, tornado, bus evacuation, earthquake, bomb threat, lockdown, shelter-in-place, and evacuation) are in place. A sufficient number of drills are conducted each year to give instruction and practice in proper actions should an emergency occur. Students will follow the teacher's directives during all emergencies or related drills. Emergency exiting procedures are posted near the door in all instructional areas. At all times the students' well-being is the first priority.

ENROLLMENT AND TRANSFER PROCEDURES

Student enrollment for all schools in the Wright City R-II School District is done at the district's central office (90 Bell Road). Parents/Guardians are asked to provide the following information upon enrolling students: proof of residency (e.g., property tax statement, utility bill, real estate contract, rental agreement/receipt, telephone bill, legal property description), birth certificate, social security number, and immunization record. These items will be copied and the originals returned. Additional information (e.g., emergency contact numbers, medical information, day care information) will also be needed for the completion of school forms.

Parents/Guardians moving from our school district are asked to provide this information to the school office (636-745-7400) prior to their students' last day of attendance. Student records are forwarded to the new school upon receipt of a record's request from the student's new school.

FEDERAL PROGRAMS PARENT/GUARDIAN NOTIFICATION

No Child Left Behind requires notification to parents/guardians when any of the following situations exist in a district receiving federal funds.

- Districts must annually disseminate Federal Programs Complaint Resolution Procedures to parents/guardians of students and appropriate private school officials or representatives.
- At the beginning of each school year, a participating school district must notify the parents/guardians of each student attending a building that receives Title I funds that they may request, and the district will provide in a timely manner, information regarding the professional qualifications of their child's classroom teachers and any paraprofessionals providing services to their child.
- A building that receives Title I funds must provide all parents/guardians notice that their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher or a person who is not appropriately certified.
- When a school is identified for School Improvement, the district must notify the parents/guardians of all children in the identified Title I building of its School Improvement status. Yearly updates are provided to parents with available options until the building is no longer identified for improvement.
- Within thirty days after the beginning of the school year, a district must inform parents/guardians that their LEP child has been identified for participation in a language instruction educational program.
- Parents/guardians of students enrolled in a persistently dangerous school or students who are victims of violent criminal offense while on school property must be notified of their option to transfer their student to a school that is not designated persistently dangerous.

FIELD TRIPS

Educational field trips enhance the program of instruction and add much to the education of the student. Teachers will provide advance information to parents/guardians about field trips. Parents/Guardians must provide written approval in order for their child(ren) to participate in a scheduled field trip. If a parent/guardian 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 behavior and bus safety are to be followed on student field trips.

Parents/Guardians wishing to accompany and help on a field trip must have a completed background check on file in the elementary office (this may take up to a week to process and is a cost of approximately \$13). The number of parents/guardians requested to assist with field trip supervision is dependent upon the specific classroom and destination needs.

GRADING STANDARDS

Grade cards are sent home two times each year. Two parent-teacher conferences will be held—one in the fall and one in the spring. Parent Portal, progress reports, assignment book correspondence, student folders, letters, and telephone calls are also extended as further ways to inform parents/guardians of their students' progress. Parents/Guardians are encouraged to keep in close contact with their child(ren)'s teacher(s).

Students in second through fourth grades are evaluated on a percentage scale of **A** (90-100%), **B** (80-89%), **C** (70-79%), **D** (60-69%), and **F** (less than 60%) All students, kindergarten through grade four are assessed on behavior and work habits.

HEALTH SERVICES

Insurance

Our primary concern is for the health and safety of our students. It is recognized that even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process our children go through. Parents/Guardians need to be aware of this and be prepared for possible medical expenses that may arise should their child(ren) be injured at school.

The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents/guardians. The district does make student medical insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are handed out at the beginning of the school year, and are available at the office during the school year.

Communicable Diseases

It is very important that we attempt to control the spread of communicable disease. We would appreciate your consideration in following these guidelines.

- Students should be fever-free (without the influence of fever-reducing medication) for 24 hours before returning to school.
- Students should be free of continuous coughing.
- Students should remain at home for 24 hours after the last episode of vomiting or diarrhea.
- Students should remain at home for 24 hours after taking the first dose of an antibiotic for an infection.

Immunizations

- All students must present documentation of month, day, and year for each immunization before they attend school.
- All immunizations must be up-to-date before students are permitted to attend classes.
- The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period, so students in all grade levels may receive immunizations up to 4 days before they are due.

- To remain in school, students “in progress” must have an Imm.P.14 form on file and must receive immunizations as soon as they become due.
- Religious and medical exemptions are allowed. The appropriate exemption card must be on file (Imm.P.11A or Imm.P.12).
- For more information on student immunizations, please contact the elementary nurse at 636-745-7431.

*Last dose on or after fourth (4th) birthday and last dose of pediatric pertussis before seventh (7th) birthday. Maximum needed: six (6) doses.

**Last dose on or after fourth (4th) birthday. If a combination of IPV/OPV is received, four (4) doses are required. Maximum needed: four (4) doses.

***A statement signed by parent/guardian or physician indicating the month and year the child had chickenpox disease.

Medication Administration in the School Setting (over-the-counter and prescription)

Giving medicine to students during the school hours is discouraged and restricted to necessary medication that cannot be given on an alternative schedule. When medicine is to be administered by school officials, the medicine must be accompanied by a label affixed by a pharmacy/physician or a parent/guardian in the case of a nonprescription medicine. In addition, written instructions signed by the parent/guardian and/or physician, will be required and are to include the following:

- Child’s name
- Date prescribed
- Name of medication
- Purpose of medication
- Time to be administered
- Dosage
- Possible side effects
- Termination date for administering the medication

The administration of the medicine to a student, when all the above conditions have been met, will be limited to the school nurse, the principal, or other designated person(s). All medication will be kept under the supervision of the nurse. The parent/guardian of the student must assume responsibility for informing the school personnel of any changes in the student’s health or change in medication. For the safety of our students, all medication is to be brought to and/or picked up from the school nurse’s office by a parent/guardian. Do not send medication of any type to school with a student.

HOMEWORK

Work assigned for home study provides practice for materials previously presented in the classroom. Under most circumstances, students should be able to complete homework assignments with minimal assistance. Parents/Guardians are encouraged to contact the teacher if their student is having extreme difficulty with homework or if the child is spending an inordinate amount of time with homework on an ongoing basis. Parents/Guardians may be asked to provide additional home assistance should their student be struggling in an academic area.

Homework is an extension of the classroom. Examples of homework activities include:

- preparing for a test,
- completing assignments not finished during the school day,
- additional drill or practice on basic skills,
- reading for exploratory purposes, enjoyment, and enrichment,
- scientific experimentation,
- extended projects over a period of time, and
- make-up work missed during absence.

HONORS AND AWARDS

Throughout the year students are recognized for their accomplishments. The following are examples of recognitions that may be earned by students each year.

- Academic Awards include:
 - Missouri Assessment Program (MAP) medals
 - Quarterly Principal's Honor Roll recognition for students earning all A's
 - Semester Regular Honor Roll recognition for students earning a combination of all A's and B's
 - At the end of the school year Honor Roll recognition is given for students attaining honor roll status.
 - Outstanding Art, Counseling, Music, and Physical Education students
- Attendance
 - Semester recognition for students having attendance average of 96% and above
 - Perfect attendance recognition for the year
 - End-of-year recognition for students having a 96% or above average attendance for the school year
- Extra-curricular involvement

Additional student recognitions are given during the school year dependent upon classroom and building-wide activities in correlation with academic and special programs.

INTERNET POLICY (Board Policies EHB, EHB-R, EHB-AF1, EHB-AF2)

The purpose of the Wright City R-II School District's network, including Internet access and other technological resources, is to support and enhance communication, learning, and teaching. Acceptable uses of the network are activities that promote the school's goals and mission.

Each school year parents/guardians and students are provided with written guidelines pertaining to the district's network. Access to and use of the school's network is only allowed if all parties agree, in writing, to abide by the guidelines in regards to personal safety and responsibility, respect for privacy, illegal activities, copyright and e-mail regulations, and the use of school resources.

Every effort is made to block access to inappropriate sites and materials. Elementary students must receive permission to access network sites and are closely monitored during its use. Should a student accidentally encounter material(s) that violate the rules of appropriate use he/she is to immediately notify a staff member.

Anyone using the district's network may be monitored for improprieties in accordance with board policy. Evidence of impropriety will be given to the building principal for review.

LOST AND FOUND

The lost and found is located outside the elementary gymnasium. If your child has lost something (i.e. shoes, lunchbox, coat), please check in the lost and found box. Small, breakable, or valuable items are to be turned in to the elementary office to await claim. Items which remain unclaimed at the end of the school year will be donated to a charity organization or distributed as appropriate.

PARTIES

Preschool through fifth grade classrooms have three scheduled parties during the school year with room parents assisting. These parties include Halloween, Winter, and Valentine's Day. Teachers are in charge of the classroom at all times. Room parents/guardians are responsible for refreshments, quiet games, and clean up.

Parents/Guardians wishing to bring birthday treats for the classroom are asked to make prior arrangements with their child's classroom teacher. Birthday treats may be given out during the lunch period or the end of the day, but not during instructional time. During school hours, treats should be brought to the elementary office. Invitations for out of school parties cannot be brought to school for distribution. The sending of gifts (e.g., flowers, stuffed animals, balloons) to students is discouraged as this can cause a disruption to the instructional environment. Such items may be held in the school office until the end of the day and may be picked up by the student upon dismissal.

Safety standards require that all food items must be purchased foods (e.g., prepackaged from the store or bakery). Due to life threatening food allergies it is recommended that any food for classroom distribution and/or instruction not to contain peanut butter nor nuts.

PICTURES

Individual and class school pictures are taken each year. Parents/Guardians will be informed of the exact dates so the students will be prepared for their pictures to be taken. There is no obligation on the part of the parents/guardians to buy these pictures. Pictures are taken for yearbook and school purposes even if no pictures are purchased by our students' families.

PROMOTION AND RETENTION

In recognizing that students progress through the developmental continuum at different rates, the district provides for individual student needs through varied and adaptable educational programs. Most students progress annually from grade to grade.

Only a limited number of retentions are appropriate or effective. Retention is considered only when there is a reasonable chance of its benefit for the student. Retention is based on multi-criteria and occurs only after . . .

- a very thorough and complete professional analysis of a student's academic, social, and emotional needs has been completed.

- sufficient data (e.g., academic achievement, attendance, interventions, observations) have been reviewed.
- on-going communication with parent/guardian regarding concerns.
In addition, as a result of Missouri SB319 . . .
- school districts must assess and determine the grade-level reading ability of students in grade 3 and students in grades 4-6 who transfer in during the school year. This determination must be made within 45 days of the end of the school year. The assessment is not required for students who have already been determined to be reading at or above grade level. Students with disabilities or limited English proficiency may be exempted from the mandatory reading assessment.
- with input from parents, school districts must develop an individualized "Reading Improvement Plan" to be implemented during grade 4, for any third-grader who was determined to be reading below second grade level. Each district will determine the content of students' reading improvement plans. The reading plan must include, at a minimum, "30 hours of additional reading instruction or practice outside the regular school day during the fourth grade year". Such instruction may be provided during the summer before grade 4 or during the regular school term.
- after fourth grade, if a student is determined to be reading below third grade level, the student shall be required to attend summer school to receive reading instruction. At the end of such summer school the student shall be given another reading assessment. If such student is determined to be reading below third grade level, the district shall notify the student's parents/guardians, and the student shall not be promoted to fifth grade. No student shall be denied promotion more than once solely for inability to meet the reading standards set out in this section.

Parents/Guardians will receive prior notification and explanation concerning possible retention. However, the decision will rest with the school administration. Parents may appeal this decision to the Board of Education.

PUBLIC NOTICE

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. The Wright City R-II School District assures that to comply with the full educational opportunity goal, services for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

The Wright City R-II School District assures that it will provide information and referral services necessary to assist in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Steps Program.

The Wright City R-II School District is required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the Wright City R-II School District relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U. S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning

alleged failures by the Wright City R-II school District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). You may contact the Wright City R-II School District if you wish to review the requirements provided in FERPA.

The Wright City R-II School District has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative which describes the Wright City R-II School District's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures which the Wright City R-II School District must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the Wright City R-II School District, or whose parent/legal guardian resides in the district. This census is compiled as of May 1, each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address, birth date and age of each child, and each child's disability or suspected disability. Should the Wright City R-II School District fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability, or know of a child with a disability, or know of a child that is not attending the Wright City R-II School District, please contact Vicki Zuhone at the Wright City Elementary School, telephone 636-745-7412.

This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese, or any other language as may be necessary.

RECESS

Outdoor recesses are scheduled each day. Parents/Guardians should be sure their children's clothing is suitable for outside play activities. Indoor activities are planned during inclement weather when children cannot safely play outside.

After an illness, a child who presents a written request from a doctor is permitted to remain indoors for the designated length of time. Such a request from a parent will be honored for up to one week.

RESIDENCY

According to the school laws of Missouri (167 RSMO), students attending in the Wright City R-II School District must be a permanent resident within the defined Wright City R-II School District boundaries and reside with their parent(s) or court-appointed, legal guardian within such boundaries.

During the school year, if a student moves within the district, it is vital that a parent/guardian notifies the elementary office of the change of address. Please contact the elementary office should other information pertaining to your child (e.g., phone number, immunizations, medications) change during the school year.

STUDENT RECORDS

In order to provide students with appropriate instructional and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students. This information is available only to appropriate school personnel, the students' parents/guardians, or the student in accordance with the law. These records are otherwise treated as confidential information.

SURVEYING, ANALYZING, OR EVALUATING STUDENTS (POLICY JHDA)

Inspection

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teachers' manuals, films, tapes, or other supplementary material, that will be used in connection with any survey, analysis, or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

In general, the district will not collect, disclose, or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with board policy.

Consent Required

In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis, or evaluation (hereafter referred to as "protected information survey") that reveals any of the following information without written, positive parental consent (must opt student in):

1. Political affiliations or beliefs of the student or the student's parent.
2. Mental or psychological problems of the student or the student's family.
3. Sex behavior or attitudes.
4. Illegal, antisocial, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized, privileged, or analogous relationships, such as those of lawyers, physicians, and ministers.
7. Religious practices, affiliation, or beliefs of the student or the student's parent.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

Notice and Opportunity to Opt Out

In accordance with law, parents will receive prior notice and an opportunity to opt a student out of:

1. Any protected information survey, funded by any source other than the U.S. Department of Education
2. Any non-emergency, invasive physical exam, or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, or any physical exam or screening permitted or required under state law, except of hearing, vision, or scoliosis screen-

- ings.
3. Activities involving the collection, disclosure, or use of personal information obtained from students for marketing, selling, or otherwise distributing information to others.
 4. Any photographed, audio taped, and/or videotaped in public school activities of child/children.

The district will directly notify parents at the beginning of the school year of the specific or approximate dates during the school year when the above listed activities will occur or are expected to be scheduled.

Notification of Policy and Privacy

In accordance with law, parents will be directly notified of this policy at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law. All student educational records will be protected in accordance with law and board policy JO.

The provisions of this policy applicable to parents will transfer to a student who is 18 years old or emancipated.

TELEPHONE/CELL PHONES

Telephones should be used by students only for emergencies. Lunch money, required homework assignments, transportation plans, etc. should be finalized prior to coming to school and do not constitute an emergency. Messages may be taken in the office on a limited basis. To protect teaching-learning time students will not be called from class to take an incoming phone call.

The school strongly discourages the carrying of cell/mobile phones to/from school. These are expensive items that are a high risk for being lost or stolen. In addition, cell/mobile phones can be a significant school distraction. Cell phones/mobile phones may be confiscated by school staff. These will be stored in the office for a parent/guardian to pick-up. If a parent feels as though a cell/mobile phone is necessary for students who walk home alone or will be at home alone, they should be stored in the student's backpack and only used for an emergency that occurs outside of the school day.

UNSCHEDULED SCHOOL CLOSINGS

In the event of inclement weather or an unforeseen emergency, listen/watch for the Wright City R-II School District name on the following radio and television stations:

- Radio Stations
 - KWRE 730 AM
 - KMOX 1120 AM
 - KLOU 103.3 FM
 - KFAV 99.9 FM

- Television Stations
 - KTVI Channel 2
 - KMOV Channel 4
 - KSDK Channel 5

In addition, unscheduled closing will also be posted on our district’s web site, on the Parent Portal, and distributed through e-mail or by text for those families having registered for School Dispatch.

Each child should have an *Early Release* form on file in the office which has been completed by a parent/guardian (at the beginning of each school year or when registering during the school year) detailing where their child(ren) should go in the event of a scheduled early release day or an unscheduled early release closing.

VISITORS

In order to provide a secure environment, during academic hours all parents/guardians and other visitors are required to report to the office and sign in before going further into the building. Badges (e.g., visitor, volunteer, staff) are required to be worn in an easily visible location by all visitors and staff. Parents/Guardians and other visitors must sign out in the office when leaving school property.

Parents/Guardians are welcome to visit school. Visits should be prearranged through the principal and/or classroom teacher. Individuals, other than parents/guardians, who wish to observe in a classroom, must obtain prior permission from the building principal. In order to ensure limited disruption to instruction and the learning environment, the principal reserves the right to limit the length of time as well as the date and time of day when visits may occur.

Students may not bring other children to school as visitors in the classroom.

VOLUNTEERS

Volunteers provide a valuable service to the students and staff at Wright City West Elementary. Activities performed by the volunteers will be varied as determined by the classroom situation and teacher with approval of the principal. Confidentiality of information while volunteering must be maintained. Volunteers are to sign in and out in the office and wear a volunteer badge while in the building. Preschoolers or other children are not permitted to accompany volunteers during the school day without prior authorization from the principal.

Volunteers must have a current background check on file in the elementary office (this may take up to a week to process and is a cost of approximately \$13).

PLEASE NOTE THAT THE SCHOOL HANDBOOK PROVIDES MANY OF THE SCHOOL RULES, POLICIES, AND GUIDELINES. THIS IS NOT DESIGNED TO BE A COMPREHENSIVE LIST OF EVERY RULE, POLICY, OR GUIDELINE THAT MAY BE IN PLACE OR ENFORCED. THIS IS SUBJECT TO CHANGE.

PLEASE CONTACT SHAWN RILEY, PRINCIPAL, WITH ANY QUESTIONS OR FOR ADDITIONAL INFORMATION AT 636-745-7401.

ADMINISTRATION

Chris Gaines, Superintendent
David W. Buck, Assistant Superintendent
Vicki Zuhone, Special Education Administrator
Andrea Schremp, Director of Technology
Jack Sanford, Director of Facilities and Maintenance
Lynn Gmeiner, Director of Food Services

BOARD OF EDUCATION

Austin Jones, President
Alice Klem, Vice President
Corri Ruge, Secretary
Mary Groeper, Treasurer
Joseph Butterfield
Laura Marsh
Melissa Springmeyer

The Board of Education is a representative body elected by the registered voters of the Wright City R-II School District. The Board is responsible for the development of policies, rules and procedures to serve as guidelines for the general management and administrative actions of the district. Board Policy supersedes any and all procedures listed in this handbook. For a complete listing of Policies, Regulations, and Procedures you may log onto <http://www.wrightcity.k12.mo.us>, select School Board and then select Board Policies. If you need additional information regarding a specific policy, please contact central office at 636-745-7200.

The Wright City R-II School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Assistant Superintendent
Wright City R-II School District
90 Bell Road
Wright City, MO 63390-0198
Phone: 636-745-7200; Fax: 636-745-3613