

WENTZVILLE R-IV SCHOOL DISTRICT

**WENTZVILLE MIDDLE SCHOOL
HOME OF THE INDIANS**

**405 Campus Drive
Wentzville, MO 63385
(636) 327-3815
Fax (636) 327-3954**

**Student and Parent Handbook
2024-2025**

WENTZVILLE R-IV SCHOOL DISTRICT NOTICE OF NON-DISCRIMINATION

The Wentzville R-IV School District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Section 504/Title II Coordinator for Students
Ryan Bishop, Executive Director of Student Services
280 Interstate Drive Wentzville, MO 63385
(636)-327-3800, ext. 20332
ryanbishop@wsdr4.org

Title IX Coordinator and Section 504/Title II Coordinator for Employment
Douglas Cuneio, Executive Director of Human Resources
280 Interstate Drive Wentzville, MO 63385
(636)-327-3800, ext. 20350
douglascuneio@wsdr4.org

Individuals who wish to file a complaint with OCR may contact OCR:
U.S. Department of Education Office for Civil Rights
One Petticoat Lane 1010 Walnut Street, Suite 320
Kansas City, Missouri 64106
Telephone: (816) 268-0550; Fax: (816)268-0599; TDD (800) 877-8339; Email:
OCR.KansasCity@edgov

For further information on notice of non-discrimination, visit <https://ocras.ed.gov/contactocr> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Brian Bishop, Interim Superintendent of Schools

For information regarding how to report a claim of discrimination, harassment, or retaliation, see Board of Education Regulation 1300. [Policy and Regulation 1300](#) shall govern all complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

CLASS SCHEDULE

[Bell schedule](#)

[Late Start schedule](#)

[Early Release schedule](#)

[Flex schedule](#)

LUNCH SCHEDULE

6th grade 10:54-11:19

7th grade 11:27-11:52

8th grade 12:04-12:29

ARRIVAL TO SCHOOL

Buses will unload and doors will be opened for student entry at 7:15 AM. Any students who arrive at school before 7:15 AM will be asked to enter and stay in our school lobby. Please note there will not be supervision provided before 7:15, as there are no staff members on duty until that time.

Once students enter the building they have the option of proceeding to the cafeteria to get breakfast or directly to their first core classroom. Students purchasing breakfast can get their grab-n-go breakfast and take it to their first core classroom.

LATE ARRIVAL/EARLY DISMISSAL

All students should report to the main office with a parent/guardian when entering the building after 7:35 in the morning. Consequences will be given on the fourth unexcused tardy to school. When a student needs to be dismissed early, a parent/guardian must report to the main office and sign the student out. The student will then be called to the office for dismissal.

ATTENDANCE

Truancy and Educational Neglect

Truancy and Educational Neglect The Board of Education believes regular attendance is important to academic success. Therefore, the Board directs that problems with attendance on the part of any student be investigated and acted upon promptly.

Truancy is defined as deliberate absence from school on the part of the pupil with or without the knowledge of the parent/guardian and for which no justifiable excuse is given. When a pattern of truancy becomes evident, the principal will investigate and take such action as circumstances dictate.

Section 210.115 R.S.Mo. mandates reporting to the Division of Family Services when there is reasonable cause to suspect that a student's nonattendance is due to the educational neglect of the parents/guardians. Subjected to home conditions or circumstances which would reasonably result in truancy will immediately report or cause a report to be made to the building principal, or his/her designee, who will then become responsible for making a report via the Student Abuse Hotline to the Missouri Division of Family Services (DFS). The building principal shall inform the

Superintendent/designee that a report has been made, and keep the Superintendent apprised of the status of the case. (Board Policy 2340).

Truancy

It is the responsibility of every parent/guardian to ensure that their child (ren) attend school regularly. When a pattern of truancy or excessive absence is identified by the school principal, the following procedures will be followed to address the concern.

Truancy is defined as absence from school (full or partial day) without the expressed consent or knowledge of the parent/guardian. Chronic truancy is defined as unexcused absence from school for ten (10) or more days per school year.

1. When a pattern of chronic truancy is identified, parents/guardians will be notified in writing of the concern and the disciplinary action to be taken as provided in the Student Misconduct and Disciplinary Consequences.
2. A personal conference with the building administrator and any other relevant school personnel (e.g., teacher, counselor, nurse) will be requested. At this conference, the administrator will assess the nature of the truancy concern and determine if referral to: 1) available school resources; 2) Children's Division; or 3) Family Court is warranted.
3. If a parent/guardian does not participate in the school conference, the principal will determine appropriate action based on available information.
4. The Superintendent/designee will be notified of all referrals to Children's Division and Family Court using the District Incident Report.

Excessive Absence

Excessive absence is defined as any absence from school for ten (10) or more days per school year. Parents/guardians are to verify all student absences either by phone contact with the school office or by written note. Unverified absence will be considered truancy.

1. Parents/guardians will be notified at least three times a year or more often in writing of the school's concern about their child's attendance. The principal will consider the age, grade and circumstances creating the absence in determining the content of the parental notice.
2. If the school is notified that a significant health concern is preventing the child from attending school, doctor verification may be requested. Homebound educational services will be offered to the child when an extended or intermittent illness of ten (10) or more days is anticipated pending completion of a homebound application by the child's physician. (Board of Education Policy 6275)
3. If it is determined that a child's excessive absence is not due to significant health concerns, and the child has been absent for fifteen (15) or more days, a personal conference with the building administrator and any other relevant school personnel (e.g., teacher, counselor, nurse) may be requested. At this conference, the administrator will assess the nature of the concerns contributing to the child's absence from school. If educational neglect is suspected, referral to Children's Division and/or the Family Court will be made. Referrals should be made in writing directly to the District's assigned Juvenile Officer and should include the nature of the action

requested (formal or informal Court intervention) and the facts supporting the referral. Referral to other available school resources will be considered.

4. If a parent/guardian does not participate in the conference, the administrator will determine appropriate action based on available information.

5. The Superintendent/designee will be notified of all referrals to the Children's Division and Family Court using the District Incident Report.

School personnel have been notified by the Eleventh Circuit Family Court Judge that a referral from the school will result in the parent/guardian and child being summoned to appear before the Court.

School officials may be called to Court to testify about the student's absences.

Parents/guardians may be charged with educational neglect for failing to ensure regular school attendance by their child. (Board of Education Policy and Regulation 2340) Revised 05It is the responsibility of every parent/guardian to ensure that each child attends school regularly. When a pattern of truancy or excessive absence is identified by the school principal, the following procedures will be followed to address the concern.

[Board of Education Policy 2340](#) -find this specific policy under the Policies tab

[Board of Education Regulation 2340](#) -find this specific policy under the Policies tab

Excusable Absences

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

Excusable absences include:

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

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

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

Excessive Absences

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

[Board of Education Policy and Regulation 2310](#) -find this specific policy under the Policies tab

TARDIES/LATE TO SCHOOL

Students will be allowed two tardies per class per semester. On the third tardy to a class, the teacher will contact the student's parents via a telephone call or email. On the fourth tardy to a class per semester, the teacher will assign afterschool detention and contact the student's parents via telephone or email. The fifth tardy for a class in a semester will be referred to the appropriate principal who will assign two after-school detentions. A sixth tardy to a class in a semester will be referred to the appropriate principal who will assign one day of in-school suspension. Tardies beyond six per class per semester will be referred to the appropriate principal who will assign a consequence. Students who are late to school will be considered tardy.

Late to School-Attendance includes reporting to school by our start time and staying until dismissal. Good school attendance is essential for academic success. Reporting to school on time is very important for a middle school aged child. It is good character practice, and it helps the children feel more connected with their classmates. Students who are late to school more than three times per semester may receive consequences through the assistant principal; this may include reasons that are verified by the parent. Consequences will follow the tardy policy.

VISITORS

Principals and teachers welcome and encourage visits by parents/guardians. A visitor is defined as any individual who will be in an assembly area such as an auditorium or gymnasium for the purpose of a play, recital, talent show, etc. All visitors are required to report to the main office when entering the building so that the office staff will be aware of their presence. When a patron of the school has a need for a conference with a teacher or counselor, an appointment should be made so the staff member may continue with his/her assigned duties without undue interruption.

In order to minimize the potential harm to staff and students, persons listed on the sex offenders list may not be present in any school building, or on district property, in any district vehicle utilized to transport students, or be present at school activities. Visitors will be required to show their Driver's License and enter it in the Raptor system in order to be given entry to the building.

VOLUNTEERS

The Wentzville School District values parents, guardians, and community members who take the time and effort to volunteer in our schools and classrooms. Volunteers are an important resource that helps our teachers, administrators, and support staff better serve our students. The District also strives to ensure that the volunteers in our schools are screened to help maintain the safety of our students and staff. More information about becoming a volunteer will be available following the start of school and can be located on the [district website](#). If a parent plans to chaperone an upcoming field trip or event that requires background checks to be

completed, please turn in completed forms several weeks in advance, as it may take several weeks for the district to receive background check clearances from the state.

ACADEMIC AND CITIZENSHIP STANDARD

GRADING SYSTEM

A...Excellent	90-100%
B...Above Average	80-89%
C...Average	70-79%
D...Below Average	60-69%
F...Failure	0-59%
I...Incomplete	

Grade Cards will be emailed at the end of the quarter.

HOMEWORK

Students are expected to schedule some time each afternoon or evening to complete homework. Homework generally falls into two categories:

1. Practice of skills introduced during a class period
2. Long-range assignments, such as projects or reports

Students should expect homework on a regular basis and should complete it neatly and on time. Students will have one school day for every school day absent to turn in work and be accepted for full credit. Late work will receive reduced credit based on the grade level policy.

Parents or guardians of a student may request information about assignments if a student has been absent from school two or more consecutive days. Students should check their teachers' Canvas pages for their work and class updates.

FOCUS STUDENT INFORMATION SYSTEM

The Focus site is a source of information for parents regarding their child. You are able to check attendance, gradebook summary, report cards, discipline, schedule, lunch balances, and fines. You are able to deposit money into their lunch account from the WSD Focus app. You can create a Focus account by going to the district website or downloading the WSD Focus app.

FLEX TIME

Flex time will take place every Tuesday from 9:32-10:17. When we have a full 5 day school week, we will also have Flex Time on Thursday. During this time, students will take part in Leader In Me lessons, district technology lessons and any other lessons that are required by the district. We will also use this time for some counseling lessons, assemblies, brain breaks, outside activities, and celebrations.

TEACHER WEBPAGES

Teacher webpages can be located on the Wentzville Middle School homepage. Teachers are grouped by team, special area, and explo classes.

LOCKERS

Students will not be assigned lockers for the upcoming school year and will, instead, be asked to carry their supplies with them throughout the school day in their backpacks.

DRESSING OUT FOR PE

Students will not be required to dress out for physical education. They should plan to have appropriate footwear and clothing for physical education on the days they have that class.

DISCIPLINE BEHAVIORAL EXPECTATIONS

The discipline code set out in this regulation is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct, which is not specifically listed in this regulation, may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequence listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances. When a student is suspended out of school, the student will qualify to make up missed assignments and receive credit. The principal or assistant principal, with input from appropriate teachers, will monitor the expected date for make up work to be complete.

Please click on the following link for the complete code of [Student Misconduct and Disciplinary Consequences](#). Teachers will go over specific codes with students in class, and all students will attend a discipline discussion with building administrators at the start of each semester. Students are provided a copy of the code at the start of the school year. [Board of Education Regulation 2610](#) - find this specific policy under the Policies tab.

DISCIPLINE/CONSEQUENCES

Lunch Detentions

Lunch detentions may be assigned for minor behaviors or misbehavior in the hallways/lunchroom. Lunch detentions can be assigned by teachers or administrators and are used as a low level consequence.

Teacher Assigned Detentions

After School Detentions will be written and administered at the teachers' discretion for cases of minor classroom disruptions, failure to comply with classroom assignments or other acts of irresponsibility.

Discipline Referrals

Referrals are written by teachers and dealt with by a principal in accordance with the Wentzville District R-IV School Code of Conduct. Depending upon the severity of the infraction, the student will receive a conference, and usually one of the following consequences.

After School Detention

Detention begins at 2:35 p.m. and lasts until 3:30 p.m. Students assigned to after school detention should bring adequate work to last forty-five minutes. No talking is permitted during detention. Students should have pre-arranged transportation home after detention. Failure to report for detention or to abide by these rules will result in additional consequences.

In-School Suspension

In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities, but is not dismissed from the school setting. The principal/designee may assign students to the in-school suspension program for a reasonable and specified period of time. Students will be given regular classroom assignments to be completed while in the ISS room. Failure to complete assignments or engaging in further misbehavior may result in additional ISS time. Students are to take all of their books and necessary supplies to the ISS room when assigned. Students are expected to remain in the ISS room for the duration of the day. Participation in after school activities is not allowed while serving In School Suspension.

Out-Of-School Suspension

Out of school suspension will be assigned for the most severe infractions or for repeated offenses. The term “suspension” refers to an exclusion from school for a specific period of time short of permanent exclusion. Building principals are authorized to suspend students for periods of time not to exceed ten (10) consecutive school days for a violation of District Regulations, and are authorized to impose additional suspensions of not more than 10 consecutive school days in the same school year for separate acts of misconduct. Building principals may also recommend extensions of suspension for periods of time up to one hundred eighty (180) consecutive school days by the Superintendent. The Superintendent may suspend students for periods up to one hundred eighty (180) consecutive school days and recommend longer suspensions and expulsions to the Board of Education. Only the Board may impose suspensions in excess of one hundred eighty (180) consecutive school days. Students may not be on the school premises during the period of this suspension. Homework can be completed for full credit, and it is available after 2:35 p.m. the following day of the first day of suspension. Students can also access assignments and lessons on Canvas. When a student is suspended out of school, the student will qualify to make up missed assignments and receive credit. The principal or assistant principal, with input from appropriate teachers, will monitor the expected date for make up work to be completed. Assignments not completed will be recorded as a zero.

PUBLIC DISPLAYS OF AFFECTION

Students should refrain from public displays of affection. This behavior is not allowed and discipline may be assigned.

STUDENT DRESS

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

the school day and school sponsored extracurricular activities. The Board may require students to wear a school uniform.

Students shall observe modes of dress and standards of personal grooming that align with the educational environment and necessary to maintain an orderly and safe atmosphere for all students. Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or under garments may be exposed. No apparel or grooming is permitted that has the potential to incite conflict and violence, including, but not limited to gang-related messages, hate/bias symbols, sexually explicit, vulgar, violent messages, or advocating illegal activities. Further, no clothing or personal grooming that disrupts, or can be forecasted to disrupt, the educational environment is permitted.

[Board Policy 2651](#) -find this specific policy under the Policies tab

HARASSMENT

Policy 1300

Prohibition Against Harassment, Discrimination and Retaliation

The District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law and as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990, and state law. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

This Policy governs the District's compliance with the laws identified above, outside of Title IX. The following person designated and authorized as the District's Compliance Officer to coordinate compliance with the laws identified above (outside of Title IX), to include to handle inquiries or complaints regarding the District's non-discrimination policies:

Section 504/Title II Coordinator for Students
Ryan Bishop, Executive Director of Student Services
280 Interstate Drive Wentzville, MO 63385
(636)-327-3800 ext. 20332
ryanbishop@wsdr4.org

Title IX Coordinator and Section 504/Title II Coordinator for Employment
Douglas Cuneio, Executive Director of Human Resources
280 Interstate Drive Wentzville, MO 63385
(636)-327-3800, ext. 20350
douglascuneio@wsdr4.org

A complaint by students, employees, parents, and patrons of the District alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified above (outside of Title IX) should be filed in accordance with the procedures outlined in Regulation 1300. A complaint regarding sexual harassment or related retaliation of a student or employee under Title IX and that is alleged to have occurred on or after August 14, 2020, should be filed in accordance with the procedures outlined in Regulation 1301. A complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 should be filed in accordance with the procedures outlined in Regulation 2110.

Prohibition Against Harassment, Discrimination and Retaliation

Harassment or discrimination because of an individual's race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law is prohibited in this District. The District also prohibits retaliation against a person who files a complaint of discrimination or harassment or participates in an investigation of allegations of harassment or discrimination.

This Regulation governs and outlines the procedure for filing a complaint by students, employees, parents, and patrons of the District alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified in Policy 1300 (outside of Title IX). A complaint regarding sexual harassment or related retaliation of a student or employee under Title IX and that is alleged to have occurred on or after August 14, 2020, should be filed in accordance with the procedures outlined in Regulation 1301. A complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 of the Rehabilitation Act of 1973 should be filed in accordance with the procedures outlined in Regulation 2110.

District's Compliance Officer

Douglas Cuneio, Executive Director of Human Resources, has been designated as the District's Compliance Officer to handle inquiries or complaints regarding the District's non-discrimination policies:

The District has designated the Compliance Officer with the responsibility to identify, prevent, and remedy unlawful discrimination and harassment in the District. The Compliance Officer is in charge of assuring District compliance with this Policy and Regulation, Title VII of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; as well as other state and federal nondiscrimination laws. See Regulation 1301 for the individual(s) designated by the District to be the Title IX Coordinator with the responsibility to identify, prevent, and remedy

unlawful harassment and related retaliation in accordance with Title IX of the Education Amendments of 1972.

The Compliance Officer will:

1. *Receive complaints of discrimination or harassment based on an individual's race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law.
2. Oversee the investigative process.
3. Assess the training needs of District staff and students in connection with the dissemination, comprehension, and compliance with this Regulation.
4. Arrange for necessary training required for compliance with this Regulation.
5. Insure that investigations are conducted by an impartial investigator.
6. In the event the complaint is about the Compliance Officer or Compliance Officer's immediate supervisor, the District will consider appointment of an outside investigator.

*If any complaint involves allegations against the Compliance Officer, the Complaint shall be filed directly with the Superintendent, unless the Superintendent is the Compliance Officer, or President of the Board of Education.

Definitions

For the purpose of this Regulation, the following terms are defined:

Compliance Officer: The District employee(s) designated by the Board of Education to coordinate the District's compliance with District policy, Missouri statutes, and federal laws regarding discrimination, harassment and retaliation based on an individual's race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic or any other characteristic that is protected by law.

Day: A calendar day. All timeframes and deadlines may be extended by the District for good cause, including but not limited to Board-approved holiday breaks and building closures.

Disability: A physical or mental impairment that substantially limits a major life activity.

Discrimination: Adverse conduct directed at an individual or group based on race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic that is protected by law. The encouragement, cooperation, coercing, or support of adverse conduct that is based on race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic that is protected by law is discrimination.

Harassment: Harassment is conduct, including but not limited to, intimidation, ridicule or insult, toward an individual or group because of race, color, national origin, ancestry, religion, sex,

sexual orientation, gender identity, disability, age, genetic information, or any other characteristic that is protected by law and is so severe or pervasive that it:

- Affects an individual's ability to work in, participate in, or benefit from an educational program or activity; and
- Creates an intimidating, threatening, abusive hostile or offensive environment; or
- Has the purpose or effect of substantially or unreasonably altering the work or educational environment.

For the purposes of this Regulation, sexual harassment is defined as unwelcome conduct of a sexual nature or based upon sex when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or consequence is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment.

A student regardless of age cannot consent to behavior of a sexual nature with an adult irrespective of the circumstances.

Retaliation: Adverse conduct including, but not limited to, conduct of a coercive, intimidating, threatening, discriminatory, or harassing nature because of an individual's good faith complaint, participation in the investigation, testifying, or resolution of discriminatory or harassing conduct based on an individual's race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic that is protected by law.

Student: An individual that is currently enrolled as a student of the District.

Illustrations and Examples of Prohibited Harassment

For the purpose of this Regulation the determination if conduct as unwelcome is a fact-intensive question that shall be considered on a case-by-case basis.

Examples of Sexual Harassment

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Legitimate, non-sexual physical conduct necessary to avoid physical harm to persons or property, to console an individual, or spontaneous movement during a sporting activity is not sexual harassment.

Depending on the circumstances and application of the definitions immediately above in this Regulation, examples of conduct which may or may not constitute sexual harassment, include, but are not limited to:

- request for sexual favors;
- request for sexual favors;
- threatening an individual for not agreeing to submit to sexual advancement;
- sexually motivated touching of an individual's intimate parts;
- coercing, forcing, or attempting to coerce or force the touching of an individual's intimate parts;
- display of drawings, graffiti, cartoons, pictures, symbols or other written material of a sexual nature;
- sexual gestures;
- sexual or dirty jokes;
- sexually provocative or explicit speech;
- communications about or rating an individual as to his/her body, sexual activity, or performance; and
- verbal abuse of a sexual nature.

Examples of Race, Color, Nation Origin, Ancestry, Religion, Disability, Age or Genetic Information Harassment

As defined in this Regulation, examples of conduct that may be considered harassment based on an individual's race, color, national origin, ancestry, religion, disability, age, or genetic information, or any other characteristic that is protected by law include, but are not limited to:

- display of drawings, graffiti, cartoons, pictures, symbols or other written material;
- jokes;
- gestures;
- slurs, derogatory stereotypes or remarks, rumors, name-calling, insults, teasing, or taunting;
- threats or intimidating conduct;
- hostile action, physical aggression or violence; and
- damage or theft of property.

OBLIGATION TO REPORT

The District is steadfastly committed to providing an inclusive environment that is free from discrimination and harassment for all of its students and staff. Unless a concern is informally resolved, staff and students shall report all incidents of discrimination, harassment and retaliation to the Compliance Officer as set forth in this Regulation. When a formal complaint is filed with the Compliance Officer, the investigation and complaint process detailed below will be used, including a possible determination by the Compliance Officer that the incident has been appropriately addressed through the informal process. Reports of discrimination, harassment and/or related retaliation must contain as much specific information as possible to allow for proper assessment of the nature, extent and urgency of preliminary investigative procedures.

INTERIM MEASURES

The District will take action to protect a complainant or persons subjected to discrimination, harassment, or retaliation as necessary during the course of an investigation. Appropriate interim measures will be offered and may include, but are not limited to, physical separation, contact limitations, reassignment, alternative work or assignments, altering class or bus seating assignments, additional supervision, counseling, training, warning, conferences, exclusion and employee suspension pending an investigation as permitted by the District's policies and law. Additional interim measures to prevent retaliation may include, but are not limited to, notification of the retaliation prohibition, confirming the individual knows how to report retaliation, and follow-up contact.

INVESTIGATION AND RESPONSE

The District will investigate allegations of harassment, discrimination, and/or retaliation and take appropriate steps reasonably calculated to resolve the situation, eliminate the misconduct, prevent its recurrence and as appropriate, remedy its effects. The District will take equitable and remedial action within its authority on complaints that come to the attention of the District, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement and/or the Children's Division. Regardless of whether the misconduct is reported to law enforcement and/or the Children's Division, school staff will investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such investigation does not interfere with an ongoing criminal investigation.

Engaging in harassment, discrimination, and/or retaliation will result in appropriate discipline or other appropriate sanctions against offending students, staff or other third parties involved in District activities. Anyone else who engages in harassment, discrimination, and retaliation on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Employees and students should fully cooperate with investigation process.

[Board of Education Policy and Regulation 1300](#) -find this specific policy and regulation under the Policies tab

[Board of Education Regulation 1301](#) -find this specific regulation under the Policies tab

RETALIATION

The District prohibits retaliation against a person who files a complaint of discrimination or harassment, and further prohibits retaliation against a person who participates in related proceedings or investigations.

Notwithstanding this provision, employees or students found to have intentionally made false or materially misleading allegations of suspected discrimination, harassment and/or related retaliation under this Regulation may be disciplined, up to and including dismissal or expulsion.

CONFIDENTIALITY

The District will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses to the extent possible, consistent with applicable law, the District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. However, pursuant to the District's discretion, information may be disclosed, if necessary, to aid in the investigation, resolution, or appeal of the complaint.

CONSEQUENCES AND REMEDIES

The District will take prompt, effective and appropriate action to address substantiated discrimination, harassment or retaliation, prevent its recurrence and remedy its effects.

Consequences

Consequences for violations of this Policy and Regulation may have educational, restorative, rehabilitative and/or punitive components.

Conduct constituting harassment, discrimination or retaliation as defined in this Regulation will be subject to discipline including, but not limited to, written warning or reprimand, conference, required training, "no contact" order, reassignment, probation, suspension or termination for employees, suspension or expulsion for students, or exclusion from District property.

In the event that the evidence suggests that the conduct at issue is also a crime in violation of a Missouri criminal statute, the District Compliance Officer shall report the conduct to the appropriate law enforcement agency charged with responsibility for handling such crimes.

As required by and in compliance with law and District policy, a report will be made to the Missouri Children's Division if there is reasonable cause to suspect abuse or neglect of a child.

Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

Remedies

The District will consider remedies for the victim as appropriate including, but are not limited to, providing additional resources such as counseling, moving or reassignment of the perpetrator, or allowing the victim to retake or withdraw from a class.

An allegation of discrimination, harassment and/or related retaliation complaint may not necessarily stop, delay or affect pending personnel actions. This includes, but is not limited to, performance evaluations or disciplinary actions related to a reporter who is not performing at acceptable levels or standards or who has violated district policies or regulations.

TRAINING & PUBLICATION OF POLICY

The District will train its employees on this Policy and Regulation. The training will include the requirements of nondiscrimination and the appropriate responses to discrimination, harassment, and retaliation. The District will notify its employees to report complaints of discrimination, harassment or retaliation in accordance with this Policy. This training will be provided to employees on an annual basis, and at such other times as the Superintendent, in consultation with the District's Compliance Officer, determines is necessary or appropriate. Additionally, the District will provide additional training to the District Compliance Officer on identifying, investigating, and reporting on acts that may constitute discrimination, harassment or retaliation. District students will be notified regarding this Policy. This Policy will be posted on the District's website and available in Central Office.

[Board of Education Policy 1300](#) -find this specific policy under the Policies tab

[Board of Education Regulation 1300](#) -find this specific policy under the Policies tab

BULLYING

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

Bullying occurs when a student communicates with another by any means including telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidents, etc. Consequences: loss of privileges, detention, conference with administrator or teacher, parents contact, in-school suspension, out-of-school suspension, expulsion and/or law enforcement contact. District employees are required to report any instance of bullying of which the employee has first-hand knowledge.

Moreover, the District will provide training for employees relative to enforcement of this policy.

[Board of Education Policy 2655](#) - find this specific policy under the Policies tab

STUDENT CONDUCT ON BUSES

The safety of students during their transportation to and from school is a responsibility which students and parents/guardians share with the bus drivers and school officials. Therefore, the rules of student conduct will be issued to all students at the beginning of the school year, and to new students upon enrollment. Students who fail to observe these rules will be subject to immediate disciplinary actions. Students using District transportation are under the jurisdiction of

the school from the time they board the bus until they are released at school or at the stop nearest their home.

Bus Expectations:

1. Students must present proper identification if requested to do so.
2. The bus driver is in complete charge of the bus and students are expected to comply with his/her requests at all times.
3. Students must obey and respect the orders of District employees.
4. Students must be on time; the bus cannot wait beyond its regular schedule for those who are tardy.
5. Students must never stand in the roadway while waiting for the bus.
6. Students are permitted to converse quietly with persons sitting near them.
7. Students must be seated and are not permitted to change seats when the bus is in motion or to annoy other riders on the bus.
8. Students must not, under any circumstances, put their heads or arms out of the windows.
9. Students will be held responsible for any and all damage to the bus perpetrated by them.
10. The use of profane or abusive language will not be tolerated on the bus.
11. Smoking, striking matches or lighting cigarette lighters is not permitted on the bus.
12. Fighting on the bus shall be considered a very serious offense.
13. Students must observe directions of the driver and District employees when leaving the bus.
14. Any damage to the bus should be reported at once to the driver.
15. Students must ride the bus to which they are assigned. Any change must be cleared with the Director of Transportation Services in advance.
16. The school bus is an extension of the school and all school rules and regulations which pertain to student conduct in the schools are applicable to student conduct on a school bus.

[Board of Education Policy 2652](#) -find this specific policy under the Policies tab

[Board of Education Regulation 2652](#) -find this specific policy under the Policies tab

[Board of Education Policy 5220](#) -find this specific policy under the Policies tab

TELEPHONE/CELL PHONE USE

Students will be allowed to use the telephone in the office in the event of an emergency or unexpected schedule change. Students should refrain from sending or receiving texts during the school day. Students need to use the student phone in the student office if they need to contact a parent. Before coming to the office, a student must get a pass from a teacher. If a student misses his/her bus, the student should report to the office immediately so that a call may be placed to the parent/guardian.

All electronics (cell phones, tablets, Airpods, MP3 players, games devices, cameras etc.) should be turned off and stored inside the student's backpack during the entire school day. They should not be audible, visible, or in use from the time a student arrives at school prior to classes commencing to the time the student is dismissed from classes.

CARE OF SCHOOL PROPERTY

We are proud of our school and want to maintain it properly. It is the responsibility of every student to show proper care and concern for halls, cafeteria, classrooms, lockers, furniture, and

books. Students who intentionally damage or destroy school property will receive disciplinary action and will be required to make financial restitution.

Students are responsible for any textbooks, library books or technology checked out to them or used by them during class time. All materials should be handled with respect and care and returned in good condition. Any damage should be reported to the teacher when the book is checked out to the student. There are penalties for lost or damaged textbooks. For example, the student or the student's parents/guardians could be required to pay the fair value for replacement of a lost or destroyed book or for repair of a book. No student is to be penalized if a book is lost because of factors beyond his/her control. If the loss is reported immediately, and if the administration agrees that the loss was beyond the student's control, fines will be cancelled. It is important that students be responsible for all items issued to them, and that library, Chromebook, or other fines are paid promptly.

CHILD NUTRITION SERVICES

The Wentzville School District cafes are devoted to enhancing children's health and well being by providing healthy school meals. Students have several options for lunch. The cafeteria offers a variety of choices including the daily entrée special, a specialty salad or sandwich entree, and a daily alternative or international choice. We also offer a variety of vegetables, fruits, salads, and milk. Students must select a fruit or a vegetable. You can help your child make healthy choices using the monthly menus that are posted on the District website and in every classroom. Water, juices, and other snack items are available for an additional charge. Grab-N-Go Breakfast is offered daily 20 minutes before the beginning of the school day. We offer a variety of hot breakfast items as well as cereal, toast, milk, juice, and fresh fruit daily.

The Wentzville R-IV School cafes use a debit system to manage your child's food purchases. Each child is issued a personal PIN number when they are enrolled in the District. The student uses this PIN number to access their account. Payment to your student's account is accepted by cash or check or by credit card (online). **Checks should be made payable to Wentzville School District. Credit / Debit Card payments are only accepted online through the District website. Parents must sign up for Focus parent access to make an online payment to your child's lunch account. Credit / Debit card payments are no longer accepted in the school or over the phone.** Online payments are credited to the account immediately. The parent portal allows you to make payments and monitor purchases. PayPal is used as a clearing agent for these transactions. It is a secure online payment processing service that uses the latest electronic security to protect your information. Please be aware that there is a nominal convenience fee per transaction. Contact the school office for Focus! registration. To ensure proper credit, money should be sent to school in a clearly marked sealed envelope with the student's name, grade and amount enclosed. Preprinted envelopes provided by the school are available in the cafeteria and in the main office and should be used whenever possible.

Free or Reduced Meal applications are available online at www.wentzville.k12.mo.us. (Click on Departments→ Child Nutrition → National School Lunch Program Information and Application) You may also receive an application from the school office or through the Child

Nutrition Services Office at 327-3858. Households that could benefit from a free and reduced price are still encouraged to complete and submit an application for free and reduced price meals to the district for processing. Free and reduced data is used to help maintain meal count system requirements, report to the Department of Elementary and Secondary Education for funding formulas, and establish eligibility for other benefits, particularly Pandemic Electronic Benefits Transfer (P-EBT) and Emergency Broadband Benefit. Visit the WSD website for full information on Free & Reduced Meal Guidelines. [For more information, visit the WSD website.](#)

Lunch menus, nutrition information, meal prices, meal charging policy and forms are available at www.wentzville.k12.mo.us. (Click on Departments → Child Nutrition).

LUNCHROOM GUIDELINES

1. Upon entering the cafeteria, students should sit until their row is called to buy lunch. If a student is serving a lunch detention with a teacher, he/she should immediately proceed to the front of the line with a pass and return to the classroom. Students wishing to leave the cafeteria must get permission from a supervisor.
2. While waiting in line and seated at tables, please be courteous to other students. Students are expected to talk and behave in an appropriate fashion (no touching, throwing food, etc.) Boisterous and loud conduct is not acceptable.
3. Students must raise their hand and ask permission to leave the table for any reason.
4. Food and drinks are not to be taken from the cafeteria. Only purchase what can be eaten during the lunch period.
5. Students will be given an opportunity to choose a preferred seat each quarter. Any changes to your seat assignments will need to be discussed with Administration.
6. Students are expected to keep the area around their table clean.
7. Students are not allowed to share food or beverages with other students due to possible food allergies
8. A peanut or tree-nut awareness table is provided for students with this type of food allergy.

***Students that do not follow the lunchroom guidelines will be subject to disciplinary action.*

LIBRARY GUIDELINES

1. All books may be checked out for 15 days and renewed for an additional two weeks provided there is no other request for the book. Renewals can be completed by patrons through the Destiny website.
2. Reference books may be checked out for one day.
3. Unless accompanied by a teacher, building passes to the library are required for all students.
4. Students will be charged \$.05 per day for any overdue library materials and a replacement fee for any lost materials. Any unpaid fines may result in the loss of library checkout privileges.
5. Library use after school should be pre-approved by the librarian/teacher.

BICYCLE/SKATEBOARDS/SKATES

The school will provide bicycle racks for those students who ride their bicycles/scooters to school. It is the student's responsibility to secure the bicycle/scooter to the bicycle rack. Students should wait until the busses have departed before leaving school.

PERSONAL PROPERTY

Students should keep all personal property in their backpacks. Should students find that classrooms or hallways are chilly they are encouraged to wear sweatshirts or sweaters to school. There is to be no buying, selling, or trading of any personal property on school property.

LOST AND FOUND

The Lost and found rack is located in the cafeteria. All items not claimed will be donated to charity at the end of each quarter.

MONEY

Students are strongly discouraged from having large amounts of money at school. The school will not be held responsible for money that is lost or stolen.

SURVEILLANCE CAMERAS

Surveillance cameras are located throughout the school building and on school buses. Cameras are not located in restrooms, locker rooms or classrooms. Anyone on school property may be recorded.

COUNSELORS

Students wishing to see a counselor should arrange for an appointment by going on their teachers' Canvas pages or on Focus and filling out an appointment request. Students will be seen based on need, except in cases of emergency.

SCHOOL NURSE

A full time nurse is at the school each day. Students who become ill at school should ask a teacher for a pass to the nurse or fill out an online request on their Focus homepage. In the event that the nurse is not in her office, students should report to the office.

The school nurse must administer all medications consumed by students at school. State law requires that the nurse only on individual written orders of a physician may give medications. All medications must be taken to the nurse's office in the original container, clearly marked with the student's name, date, prescribed dosage, and time medications are to be given. Students are not allowed to carry medication with them unless it is noted in their individual health plan. A student is not allowed to attend classes or other school sponsored activities, if he or she is known to be infected with a contagious disease. If the nurse should determine that a student has a contagious condition, she will contact parents or guardians immediately and arrange for the student to be picked up.

The Board of Education may require any student to be examined by a physician for the purpose of determining whether the student is afflicted with a contagious or infectious disease or have the liability of transmitting the disease.

The Board may also require certification from a physician indicating a student's fitness to participate in specific educational programs or extra-class activities. Refusal on the part of parent/guardian to obtain the required examination and to submit the certification indicating freedom from contagious or infectious disease may result in student exclusion from school.

Students may be excused from engaging in required educational activities upon proper certification from a physician advising of student disability.

All costs of physical or other examinations shall be at the expense of students unless state or federal law specifically mandates the examination to be the responsibility of the school.

Administering Opioid Antagonists

Policy 2874

NARCAN, also known as naloxone is a medication that can be used to block the effects of opioids. Properly used, it can be a lifesaver in cases of opioid overdose.

The District shall maintain NARCAN or other opioid antagonist at each school in locked, secure locations to be administered to any student or staff member reasonably believed to be having a drug overdose. School nurses and other school personnel expected to provide emergency care in drug overdose situations shall be trained. The school nurse or other trained school personnel may utilize the school's supply of NARCAN, or similar opioid antagonist to respond to a drug overdose.

The school district will notify the parents/guardians of any student to whom NARCAN or other opioid antagonist has been administered. Parents who choose not to have an opioid antagonist administered to their student(s) must notify the district in writing. However, if their student is reasonably believed to be experiencing a drug overdose, parents will be notified by the school nurse as expeditiously as possible. In such situations, local medical services will be notified.

Students with Epilepsy/Seizure Disorders

Beginning on July 1, 2023, parents of a student with epilepsy or a seizure disorder who are seeking care for their child while at school are encouraged to inform the school nurse or in the absence of the nurse, the building administrator of their request. Upon such request, the school nurse will develop an individualized emergency health care plan for the student. Parents must annually provide written authorization for the provision of epilepsy or seizure care as set out in the student's individualized health care plan.

ALLERGY INFORMATION

Please click on the following links for the most up to date information.

[Policy 2875](#) -find this specific policy under the Policies tab

[Regulation 2875](#)- find this specific policy under the Policies tab

ACTIVITY PARTICIPATION RULES

Every student should realize that participation in activities is a privilege that carries definite responsibilities. All regular school rules apply when students are involved in school activities, whether at the school itself, or elsewhere. Misconduct during activities or athletic events may result in suspension or, in the case of serious offences, expulsion from the club, activity or team. Regular rules apply to spectators as well as participants.

During any suspension (ISS or OSS) students lose their privileges to attend school-sponsored events such as dances, middle school basketball games, track meets, or other events. This rule also applies to high school events. Students will be sent home without refund if they are ineligible to attend these events.

ATHLETIC ELIGIBILITY

Participation in athletics is reserved for eighth graders at Wentzville Middle School. All athletes, cheerleaders, and dance team members must have on file with their coach or sponsor a current physical, parent permission card and a signed copy of the Athletic Code of Behavior.

To be eligible for participation in athletics, cheerleading, or dance team, a student must comply with all regulations established by the Missouri State High School Activities Association (MSHSAA). Further information on MSHSAA eligibility standards may be obtained from the Director of Student Activities or an Administrator. In addition to MSHSAA eligibility, students must meet behavior expectations in order to participate as well. Students who are serving OSS or ISS are not allowed to attend practice or participate in an event while on suspension. Suspensions could also result in the student being removed from the team. Students must have a MSHSAA physical form on file with the nurse's office in order to participate in 8th grade sports. The physical is good for 2 years unless otherwise indicated by the doctor.

Sportsmanship – One of the goals of interscholastic athletics is learning lifetime values. Sportsmanship is one such value that makes athletic games an educational experience. Students are reminded that interscholastic events are an extension of the classroom, and lessons are best learned when proper respect is accorded to by all. Students and spectators are expected to demonstrate good sportsmanship at all events.

AFTER SCHOOL SOCIAL EVENTS

After school social events are held several times a year. The dates will be found on the school calendar and will be announced in advance. Since these events are for WMS students only, visitors will not be permitted to attend. Students should be picked up promptly. For safety reasons, students may not leave a social event early unless a parent comes into the building and checks their child out with one of the administrators. In addition, students must have a signed parental permission form in order to attend social events. Students who are in ISS/OSS lose their privileges to attend after school events.

FOOTBALL GAMES

For the safety of all of our students, and out of respect for those who are there to enjoy the game, we ask that **all elementary and middle school students attend football games with a parent or guardian that STAYS at the game.** The large number of middle and elementary

students roaming around without an adult cannot be adequately supervised by our District administrators. Students will be reminded of this policy through the morning announcements, lunchtime and during our team meetings at the beginning of the year. Students are expected to make good behavior choices and represent our school in a positive light. Students are expected to adhere to the district Code of Conduct while attending the event. Disciplinary consequences will be applied for any behavior infractions that occur while at the event. Students who are in ISS/OSS lose their privileges to attend after school events.

ACTIVITIES AND ORGANIZATIONS

We urge all students to become involved in at least one activity each year. The following activities are offered at WMS:

Band
Choir
Musical
Yearbook
Intramurals
Boys/Girls 8th Grade Cross Country
Boys/Girls 8th Grade Basketball
Boys/Girls 8th Grade Track
Cheerleaders (8th Grade)
Dance Team (8th Grade)
Student Council
Academic Contests
First Lego League Robotics
National Junior Honor Society
Pep Club
Art Club
Step Club
Chess Club
Knitting/Weaving Club
Games Club

*All students who remain after school for these activities must be with an activity sponsor. Transportation home must be arranged by the student/parent.

NATIONAL JUNIOR HONOR SOCIETY

The Wentzville Middle School Chapter of the National Junior Honor Society is a duly chartered and affiliated chapter of the national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, leadership, service, character, and citizenship. Standards for selection are established by the national office and have been revised to meet our local chapter needs.

Students are invited to submit a Student Information Sheet for membership consideration by a five-member Faculty Council provided they have met the following criteria:

1. Be a second-semester 7th, or 8th grade student who has attended WMS for one complete semester.
2. Have a cumulative Grade Point Average (GPA) of 3.6 on a 4.0 scale.
3. Have no more than **one** major referral in the current school year, and have **no** referrals requiring disciplinary action of 5 or more days of out-of-school suspension.

The Faculty Council will review all Student Information Sheets and select those students who will be invited to become a member of the NJHS Chapter.

Once inducted, members are expected to maintain the same level of performance in all five areas of evaluation that led to their selection. This obligation includes regular attendance at chapter meetings, participation in both chapter and individual service projects, and maintaining a cumulative GPA of 3.6.

SPECIAL EDUCATION/ IDEA

[Parents Bill of Rights under IDEA](#)

[The Parents Guide to Special Education](#)

VIRTUAL LEARNING THROUGH MOCAP

Under Missouri House Bill 1552, students may enroll in virtual courses through the Missouri Course Access and Virtual School Program (MOCAP). There are multiple pathways for virtual learning for Wentzville School District students through the Missouri Course Access and Virtual School Program (MOCAP).

Definitions

MOCAP Provider: Virtual learning system/provider

Host: A Missouri school district hosting the MOCAP provider.

Without a Host: Wentzville School District (local school district) hosting MOCAP provider.

Students may enroll full-time with a MOCAP Provider with Host. Students enrolling with a MOCAP Provider with Host would first contact the provider directly and complete the “Host” provider’s enrollment process. Once accepted by a “Host” provider, students become unenrolled with the Wentzville School district and become enrolled by the “Host” provider’s district. You can find a list of providers and learn more here: [MOCAP](#).

Students may enroll in a MOCAP Provider without a Host. Students* wishing to enroll with a MOCAP provider without a host would begin the registration process by contacting your school counselor**. Students enrolled with a MOCAP provider without a host remain enrolled in the Wentzville School District. You can visit the [MOCAP](#) webpage to learn more.

* The Wentzville School District is not required to provide students access to or pay for courses beyond the equivalent of full-time enrollment. If at any time, a student is not able to maintain academic success, the district reserves the right to change a student’s enrollment to an in-person model, if needed. Students participating in MSHSAA sports may have additional requirements.

** Once the request to participate in a MOCAP Provider without a Host has been received by the school counselor, the request will be reviewed and determined if the request is in the “best educational interest” of the student before enrollment. Please contact your child's school for more information or to enroll in virtual learning.

Legal Notice

Because virtual instruction can be an effective education option for some students, the district may offer virtual courses to students through district staff or by contracting for those services as part of the district-sponsored curriculum. The district will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP. The district is not required to provide students access to or pay for courses beyond the equivalent of full-time enrollment. Students taking courses virtually are subject to district policies, procedures, and rules applicable to students enrolled in traditional courses including, but not limited to, the district's discipline code and prohibitions on academic dishonesty, discrimination, harassment, bullying, and cyberbullying. [Missouri Course Access Program \(MOCAP\)](#)

MIDDLE SCHOOL TECHNOLOGY 1:1 ACCESS INITIATIVE (CHROMEBOOK USAGE)

The Wentzville School District believes that to more effectively prepare students for life in today's 21st Century, they must be engaged and learning at school in the same fashion that they are engaged and learning outside of school. Because technology pervades all aspects of today's society, this means being adaptable to innovation, digitally savvy, and virtually connected.

Providing a free technology device to every student (often referred to as "one-to-one," or abbreviated "1:1") is just one of many strategies WSD employs to prepare students for success in today's world. In a 1:1 learning environment, students are provided Chromebooks to better equip them for anytime-anywhere learning, teachers receive continued professional development to better equip them to provide innovative instruction, and all consequently become the beneficiaries of 21st Century education.

Students are issued their devices at the beginning of the school year with a district protective carrying case & charging cord to use throughout the school year. The devices issued will continue to stay with the student through the following school years, unless they move out of the district, in which case all items (computer, case, charging cord) will need to be turned back into their school(s).

INTERNET AND DIGITAL SAFETY POLICY Policy 6320

A. Introduction- It is the policy of the District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal

identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

B. Access to Inappropriate Material - To the extent practical, technology protection measures shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

C. Internet Safety Training- In compliance with the Children's Internet Protection Act, each year, all District students will receive internet safety training which will educate students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response. Such training will include Internet, cell phones, text messages, chat rooms, email and instant messaging programs. (See also Policy 6116 – State Mandated Curriculum – Human Sexuality).

D. Inappropriate Network Usage- To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

E. Supervision and Monitoring- It shall be the responsibility of all District employees to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Technology or designated representatives.

FAMILY RIGHTS AND PRIVACY ACT

The Family Rights and Privacy Act provides students, parents and guardians with the right to inspect educational records pertaining to the individual student. In the Wentzville School District, information from student files will not be available to unauthorized persons within the school or to any person outside the school without the express consent of the student or the parents/guardians, except to comply with a judicial order or a subpoena or in cases where the safety of persons or property is involved. If an official of another school system in which the student enrolled requests a student's record, the record may be released. However, written authorization to release the record will be sought and encouraged from the parent/guardian, if the student is unmarried and under 18 years of age. Otherwise, the authorization will be sought from the student. Requests in writing will be considered as a release by an individual applying for school admission or employment. Copies of records of students currently enrolled will be made available to authorized personnel upon request.

TRAUMA-INFORMED SCHOOLS INITIATIVE

<http://mimhtraining.com/introduction-to-trauma/>

STATEWIDE ASSESSMENTS

All students will participate in statewide assessments or alternate assessments as determined by a student's IEP team. The administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and grade level of the students that will be administered each test or assessment instrument. This policy and the assessment schedule will be given to each student as well as their parent/guardian at the beginning of each school year. In addition, a copy of [this policy](#) and the assessment schedule will be available to the public in the District office during normal business hours.

DISTRICT EVENTS CALENDAR

The District Events Calendar is easy to use and contains updated information about events all across the District. The calendar can be viewed in a variety of ways – district wide, or as individual school events – simply by clicking on the drop down menu at the top of the calendar. There are plenty of ways to access the calendar via the District home page, www.wentzville.k12.mo.us. You can access the District Events Calendar under “Calendars” as well as on individual school home pages. Make sure to add it to your “favorites”, so you always know what’s going on at school!

FLYER DISTRIBUTION

The Wentzville School District cooperates with community groups and organizations that sponsor activities of an educational/enrichment nature for students by distributing materials electronically via Peachjar. As part of our efforts to be more environmentally friendly, embrace innovative technology, and maintain fiscal responsibility, we have transitioned from paper to electronic flyer delivery. To request approval for a flyer, please follow the steps below. Once approved, your flyer will be emailed to all parents and posted online. Paper flyers from outside organizations will no longer be distributed. (The only exceptions are for the YMCA, Wentzville and Lake Saint Louis Parks & Rec because of existing partnership agreements).

- Visit www.peachjar.com
- Register as an Enrichment Provider (account type).
- Upload your flyer for approval.

You are also able to access Peachjar from the district website.

Your flyer will be automatically submitted to the District office. District staff will review the material and approve or deny based on the standards below. Peachjar charges a fee for this service that is typically much less than the cost to copy and deliver paper flyers to each school.

Each District school has an area in or near the front office designated for “student availability” and here you can locate flyers from organizations such as the Boy/Girl Scouts, YMCA, and the Parks and Recreation Departments. The Wentzville School District only allows flyers to be sent home in student backpacks that are from internal clubs/teams, or partner organizations such as

the school PTO/PTA. Approved materials from non-profit organizations will also be available on the District website. If you are looking for information about sports camps, recreational activities, or other events, just go to the District homepage www.wentzville.k12.mo.us and click on the Wentzville Middle School homepage. Click on “Peachjar” located on the left side banner. All materials intended for our students and their families must be approved by the Community Relations Department before they are made available for distribution.

EMERGENCY SCHOOL CLOSINGS

Timely communication with our District families is always a priority, but especially important in emergency school closing situations. If WSD schools are forced to close due to inclement weather or other factors (i.e. power outages, water main breaks) parents/guardians and students will be notified in the following ways:

District Phone Call/Text/Email/Push Notification

The Wentzville School District utilizes Blackboard/Focus as the telephone broadcast system that allows school administrators to notify all households by phone within minutes of an emergency or unplanned event that causes early dismissal or school cancellation. The service may also be used occasionally by individual schools to communicate general announcements or reminders. Please be sure to notify the school office about any change in your personal contact information! Also be sure to download the WSD Focus app and enable notifications for your child’s school. Remember, notifications can always be customized by parent (for example, you don’t want to receive the calls, only texts and emails) on the WSD Focus app or by contacting your child’s school office.

TV/Radio

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

[KTVI - TV Channel 2](#)

[KMOV – TV Channel 4](#)

[KWRE Radio 730 AM](#)

[KSDK - TV Channel 5](#)

[KFAV Radio 99.9 FM](#)

[KMOX Radio 1120 AM](#)

These TV and radio stations also have web sites with the same school closing information. Look for the Wentzville School District. Please be advised that individual schools will not be listed separately, closings will always be listed as the Wentzville School District.

Website

The [District website](#) will be updated with any emergency school closing information. Please check on the homepage.

Facebook and Twitter

The WSD has its own [Facebook page](#) (Wentzville School District) be sure to “like” us! It's a great way to keep up to date with the latest happenings in the District, complete with pictures. You can also follow the District on Twitter, just search for [WSDinfo](#). Both social media sites will be used not only to keep community members informed about the latest news in the District, but in the event of a school closing or emergency, this will be yet another means of communicating quickly and efficiently.

WENTZVILLE SCHOOL DISTRICT BOARD OF EDUCATION

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Mr. David Beisenthal	Director
Mr. Brad Welsh	Director

WENTZVILLE SCHOOL DISTRICT CENTRAL OFFICE ADMINISTRATION

Dr. Brian Bishop	Interim Superintendent
Dr. Jeri Labrot	Deputy Superintendent
Patrick Brazill	Chief General Counsel
Dr. Katie Brettschneider	Asst. Superintendent of Academic Services
Mr. Tim Reller	Chief Financial Officer
Mrs. Brynne Cramer	Director of Community Relations

WENTZVILLE MIDDLE SCHOOL ADMINISTRATION

Mrs. Kristine Schottel	- Principal
Mr. Ken Kasten	- Assistant Principal (6th grade)
Mrs. Ashlee Pike	- Assistant Principal (8th grade)
Dr. Jason Theodorakos	- Assistant Principal (7th grade)