

Wheaton Elementary
2021-2022
Student and Parent
Handbook



Dear Parents and Guardians,

Welcome to the 2020-2021 school year. The staff and I look forward to partnering with you and your student(s) this year. It is our goal to provide an outstanding educational opportunity for your student(s). Our focus will always be on what is best for children academically, socially, emotionally, and physically. We will work to provide the safest environment possible as we help them develop skills and acquire knowledge to be successful.

This handbook is provided as a tool to assist you and your child/children in understanding the guidelines and policies of our school. The policies in this handbook were designed with input from parents and staff and adopted for use by the Wheaton School Board. The policies reflect the district's decisions, state mandates, and effective instructional practices and procedures.

I invite you to become an active part of your child's education here at Wheaton. We encourage parents to read with their children, support teachers in the classrooms and to become an active member of the PTCO. When students know their parents are involved and concerned about their education, the learning environment is enhanced.

Communication is a vital component of the partnership between the school and parents as we work together to do what is best for students. On the website, you will find links to the parent portal and other helpful resources. We will also communicate messages through Seesaw, Facebook, Twitter and the district app. We do ask that you help us model responsible digital citizenship when addressing school issues on social media by projecting a positive attitude in your posts.

You are always welcome on campus. For the safety of all our students, please check in at the office upon arrival and follow the visitor's protocol in this handbook as it has changed. If you ever have a question or concern about anything concerning this school and your child's education, please make an appointment to visit with me. Your opinion matters. You may call my office at any time with questions, comments or concerns. (417- 652-7240)

Sincerely,

Mrs. Jordan McFall, Elementary
Principal
jmcfall@wheatonschools.org

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Wheaton Elementary
Back to School 2020-2021
Update Information

This revised Student Handbook contains valuable information. *Please take time to read and go over it with your child as some procedures may have changed, then sign the last page and return it to your oldest child's teacher by the end of the first week of school.* Please include each of your children's names on the form you return, indicating that you have read and discussed the contents of the handbook as a family.

The Student Information Update Form is a separate packet that will be available at Open House or your child will bring one home from school the first day. Please be sure you have completed all forms and returned to the school by the end of the first week of school. Remember: if you change your job, address, or telephone number, PLEASE inform the school so we can update our records and will be able to reach you in an emergency.

Notice of Nondiscrimination / Harassment

Applicants for admission, students, parents of elementary school students, employees, and all professional organizations that have entered into agreements with the Wheaton R-III School District ("School District") are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Sex discrimination encompasses sexual harassment, which includes sexual violence, and is strictly prohibited by the Title IX of the Education Amendments. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups. Any person having inquiries concerning the School District's compliance with the laws and regulations should contact the districts Compliance Coordinator listed below. The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District's Compliance Coordinator will provide information regarding those procedures upon request.

Compliance Coordinator - Robert Creekmore, Director of Student Services/Title 9 Coordinator, 116 McCall St., Wheaton, Missouri 64874, Telephone: (417) 652-3914

Wheaton R-III Mission Statement

Recognizing each student as a unique individual, we believe that education should provide an opportunity for the maximum development and optimal growth of the student's mental, physical, and emotional capacities. Through education, each student should develop proper attitudes and ideals, prepare for family and community responsibilities, become an effective citizen in our democratic form of government and make a smooth transition from public education to adulthood.

District Goals

- Respect for basic values for self, family and community
- The ability to apply critical thinking skills in solving problems and making decisions.
- The ability to learn independently and work cooperatively with others to achieve common goals
- The skills necessary to communicate effectively
- The skills necessary to function in mathematical and technical situations
- The social skills necessary to understand and appreciate relationships between cultures and people in a global society.
- The ability to exercise responsibility in dealing with health and environmental issues.

We Value Your Comments, Questions and Concerns!

Should you have questions or concerns regarding your child, your child's work, your child's behavior, or anything to do with your child's classroom, please go through the following chain of command:

Your Child's Teacher
652-7240

THEN

Mrs. Jordan McFall, Principal
652-7240

THEN

Dr. Trish Wilson, Superintendent
652-3914

THEN

School Board Members

**WHEATON R-III SCHOOL DISTRICT
2020-2021**

Board of Education

Lewis Royer	President
Kevin Schlessman	Vice-President
Tony Ball	Member
Chris Ray	Member
Josh Kinnaman	Member
Chris Park	Member
Jeff Pettengill	Member

Administration

Dr. Trish Wilson	Superintendent
Mrs. Jordan McFall	Elementary Principal
Mr. Jody Cavness	High School Principal

Office Staff

Donna Ford	Elementary Office
Kelly Paul	Central Office
Theresa Day	Central Office

Faculty Members

Pre-School

Angela Roller

Kindergarten

Brandi Brown
Cheyanne Gudgell

1st Grade

Olivia Kaufmann
Jaci Evans

2nd Grade

Rebecca Davis
Peighton Miekley

3rd Grade

Amy Barton
Danielle Yoho

4th Grade

Jane Mataczynski
Debra Menefee

5th Grade

Donna Moore
Carrie Bryant

6th Grade

Kaily Harvey
Jeff Casady

Special Services Director/Title 9

Robert Creekmore

ESL/Title 1

Melissa Hayslip

Librarian

Sheri Mathews

Physical Education

Jessica Lombard

Instructional Assistants

Libby Shockley

Lacey Imel

Amber Schlessman

Sandy Forgey

Daliah Bradley

Transportation

Gary Bertalotto, Director

Jon Brattin, Bus Driver

Lou Tichenor, Bus Driver

Gene Robbins, Bus Driver

Cody Hendrix, Bus Driver

Elementary Special Services Faculty

Shiree Lesure

Counselor

Becky Christman

Art

Janice Patterson

Music

Grace Caery

P.A.T. Parent Educator

Lacey Imel

ISS

Tucker Dermott

Maintenance

Gary Bertalotto, Director

Jon Brattin

Marissa Stewart

Health Services

Dana Bartkoski

Karen Brattin

School Nurse

School Nurse

School Calendar

2021-2022 Wheaton R-III School District Calendar

July 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July

January 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January

- 3 No School-Professional Learning
- 4 Second Semester begins
- 17 No School-Martin Luther King Jr. Day

Student Days: 19
Teacher Days: 20

August 2021						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August

- 11 New Teacher Orientation
- 12 No School-Professional Learning
SWC Virtual Technology Summit
- 16-19 Back to School Workshops
- 24 First Day of School

Student Days: 6
Teacher Days: 11

February 2022						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

February

- 11-14 No School-February Break

Student Days: 18
Teacher Days: 18

September 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

September

- 6 Labor Day No School
- 17 No School- Professional Learning (Ozark 7)

Student Days: 20
Teacher Days: 21

March 2022						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March

- 10 Early Release-Parent/Teacher Conf
- 11-14 No School-March Break

Student Days: 21
Teacher Days: 21

October 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October

- 1 No School-Professional Learning Day
- 21 Early Release-Parent/Teacher Conf.
- 22 No School-Parent/Teacher Conf.

Student Days: 19
Teacher Days: 21

April 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

April

- 15-18 No School-Easter Break

Student Days: 19
Teacher Days: 19

November 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

November

- 5 No School-Professional Learning
- 24-26 No School-Thanksgiving Break

Student Days: 18
Teacher Days: 19

May 2022						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May

- 19 Early Release-Last Day of School
- 20 Teachers Last Day

Student Days: 14
Teacher Days: 15

December 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

December

- 22-31 No School-Christmas Break

Student Days: 15
Teacher Days: 15

June 2022						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

June

Total Student Days: 169
Total Teacher Days: 180

End of 1st Qtr: 10/21
End of 2nd Qtr: 12/21
End of 3rd Qtr: 3/10
End of 4th Qtr: 5/19

- No School
- Professional Learning-No students
- Early Release

SCHOOL HOURS

Parent and student cooperation is requested in observing the daily school schedule.

1. The school opens for students at 7:50. Supervision is not provided before this time.
2. Breakfast is served from 7:50 - 8:15 each morning.
3. School begins at 8:15 a.m.
4. The elementary school day ends at 3:15 p.m.
5. Buses leave at 3:15 p.m.
6. Walkers are dismissed after all buses and students picked up by their parents have departed the school grounds.
7. Students are to leave the school grounds immediately following the 3:15 p.m. dismissal. Supervision is not provided beyond this time.
8. The school phone will be answered between 8:00 a.m. and 4:00 p.m. (652-7240)

ARRIVING AT SCHOOL

Students should plan to arrive at school no earlier than 7:50 a.m. **Supervision is not available before 7:50 a.m.** Breakfast is served from 7:50-8:10 a.m. School begins promptly at 8:15. We appreciate your cooperation with this matter.

AFTER SCHOOL

School dismisses at 3:15 p.m. For the safety of our students, they will not be permitted to use alternate arrangements without written permission from their parent. Please send a note to the school with specific alternate directions or call the office at 417-652-7240 by **2:00 pm**.

Any child being picked up must be checked out through the office.

Please note that early check out and late arrival will have adverse effects on student's school attendance record.

DISMISSAL PROCEDURES

Parents picking up your child must be in the car rider pick up line. Parents are not allowed to walk to the front entrance to pick up a student. We strive to keep all students safe and by walking through traffic in the front of the school is so dangerous. If you wish to park in the parking lot and get out of your vehicle to pick up your child then your child will need to be in the walker line. You may then walk to pick up your child by the gym entrance of the HS. Parents need to let the office know by what means you wish for your child to get home prior to school starting each year so that we get them to the proper place. If you wish to change how your child is to get home on a specific day you must notify the office by 2:30 pm at 417-652-7240.

ELEMENTARY DAILY SCHEDULE

7:45 a.m.	All faculty and staff on campus.
7:50 a.m.	Doors open for students. Teachers in classrooms/cafeteria as appropriate. <u>Please do not send your student before 7:50.</u>
7:50-8:10 a.m.	Breakfast served. <u>After breakfast students released with supervision as appropriate.</u>
8:15 a.m.	Tardy. Students must check in at the office
8:30 a.m. computer.	Attendance and lunch counts due on the
11:00 - 11:25	Kindergarten Lunch
11:05 - 11:30	First Grade Lunch
11:10 - 11:35	Second Grade Lunch
11:45-12:16	Jr. High & High School Lunch
12:20 - 12:45	Third Grade Lunch
12:25 - 12:50	Fourth Grade Lunch
12:30 - 12:55	Fifth Grade Lunch
12:35 - 1:00	Sixth Grade Lunch
(Health Fruit and Veggie Snacks served at 10:30 for 3-6 and 1:00 for K-2)	
2:00 p.m.	Any changes in student's after school destination due in elementary office.
2:55-3:00	Bus & other passes distributed to homeroom teachers
3:15 p.m.	Bus students dismissed and escorted to bus line; students being picked up in a vehicle dismissed & escorted to the parking lot on the south side of the elementary building; walkers dismissed
3:30 p.m.	Staff may leave unless otherwise assigned

CAFETERIA SERVICES

The cafeteria services are designed to provide wholesome meals to students. Prices will be set annually by the Board of Education. Forms are available in the office to apply for free and reduced meals. All students will be issued lunch cards and must have a lunch card with them when going through the meal line. Money should be placed on cards before school and may be paid to the Superintendent's Secretary in the Central Office.

If your student qualifies for free or reduced lunches, you are responsible for payment if they select an extra meal or milk. Please notify the elementary office if your child is not to receive an extra meal or milk.

2020-2021 School Breakfast and Lunch Prices

K thru 6 th grades:	Breakfast - \$1.60/day or \$8.00/week
	Lunch - \$1.85/day or \$9.25/week

Reduced K-6:	Breakfast - \$.30/day or \$1.50/week
	Lunch - \$.40/day or \$2.00/week

Adult:	Breakfast - \$2.65
	Lunch - \$3.20

Extra Milk:	40¢
Extra Lunch and Milk are regular price.	

When paying for your child's meals, please send the correct amount. If you are paying for more than one child, provide the first and last names of each child that you are paying for, put it in an envelope and indicate the amount for each account on the outside of the envelope. This will assist the office in keeping accurate records of your child's meal purchases.

Parents or Grandparents wishing to eat lunch with their students will need to check in at the office and get a visitor's pass. Please limit the visit to the cafeteria only. If wishing to buy a school lunch, pay at the central office at the adult rate listed above.

School Visitor Policy

The Board encourages parents/guardians and others interested in public education to visit schools. To ensure the school campus is safe and orderly and students are able to learn in a safe and distraction-free environment, the superintendent or school principals may establish rules governing school visitors, consistent with this policy.

1. All visitors must check in at the Elementary Office.
2. Parents/guardians wishing to discuss individual student progress should request a meeting with the teacher in advance. Such meetings should take place during the teacher's conference period or outside of regular classroom hours.
3. **Parents and visitors shall only have access to classrooms if they have scheduled an appointment with the principal. Parents may walk their child inside the building, but will not be allowed past the entrance doors at the elementary office. If you wish to eat breakfast/lunch with your child you must sign in at the office and get a visitor's badge. This is to ensure the safety of all of our students and staff. To schedule an appointment with your child's teacher call the elementary office @ 417-652-7240.**
4. Principals may delay visits during student testing or at other times when visits may disrupt school activities.
5. Classroom visits shall last no longer than one hour/visit.
6. Parents or guardians visiting classrooms during instructional time are required to have a current background check on file in the Central Office.

SOME IMPORTANT RULES FOR VISITORS:

1. Enter and leave the building as quietly as possible.
2. Do not interfere with any school activity during visitation.
3. Never ask students for personal information such as, address, phone number, social security number, email, etc. Personal information must be attained through the local district office.

Siblings are not allowed to attend classroom visits with an adult, in order to maintain a distraction-free environment for classroom instruction

ENTRANCE AGE

Entrance age for Kindergarten: To be admitted to kindergarten in the Wheaton R-III School District, a child must be five (5) years old on or before July 31. Children under the age requirement are encouraged to attend our early childhood program.

Entrance age for First grade: To be admitted to first grade in the Wheaton R-III School District, a child must be six (6) on or before July 31.

Note: This is a MO state law and the Wheaton R-III School District must abide with this ruling.

RESIDENCY

To enroll at Wheaton R-3 a student's parent/guardian must provide proof of residency within the boundaries of the Wheaton R-III School District and that the domicile of the student is the domicile of the parent/guardian. Students must also have on file a birth certificate, immunization records and transcripts of previous schooling to be enrolled at Wheaton R-3. The student's parent/guardian must provide a statement indicating whether the student attempting to enroll has ever been suspended/expelled from previous schools for an offense in violation of school board policies relating to weapons, alcohol, drugs or assault. A student or parent who submits false information regarding residency or withholds information commits a Class A misdemeanor. No student is to be readmitted or enrolled in a Missouri school district if the student has been convicted of 1st or 2nd degree murder, distribution of drugs to minors, 1st degree arson or kidnapping. In addition, any student who has been adjudicated in juvenile court to have committed the above mentioned actions, or if the student has not been convicted or adjudicated, but an indictment has been filed against the student alleging he/she committed one of these crimes, he/she will not be admitted or enrolled in a Missouri school district.

ATTENDANCE POLICY - STUDENTS - SECTION 6.0

Excused absences:

Appointments accompanied by a doctor's note, to include: medical, dental, psychiatric, or funerals for immediate family; defined by the administrator.

Unexcused absences:

Includes all other absences not listed above.

In the Wheaton R-III School District, regular school attendance is deemed to be vital to a student's successful academic growth. Research has shown that frequent, unexcused absences at the elementary level may adversely affect student progress in school and could potentially lead to an increased dropout rate at the secondary level. The intent of the following procedures is for the school and home to work together for the maximum success of every student. School absences without a doctor's note may disqualify your student from certain rewards throughout the school year.

K - 12 Attendance Policy

In the Wheaton R-III School District, regular school attendance is deemed vital to a student's successful academic growth. Research has shown that frequent, unexcused absences at the elementary level may adversely affect student progress in school and could potentially lead to an increased dropout rate at the secondary level. The intent of the following procedures is for the school and the home to work together for the maximum success of every student.

For students enrolled in grades K-12, the following procedures shall be followed when student absenteeism occurs:

1. Student must bring documentation upon return to school for reason of absence. (i.e. doctor's note, note from parent, etc....)
2. A student is allowed only 8 absences in any class per semester. This 8-day limit will also apply to high school students attending the Scott Technical Career Center.
3. Students missing 10 consecutive days, and no contact made with the school explaining the reason for the absences, will be dropped from the school roll.
4. A student must be in attendance three full class periods of the school day to be eligible to participate in an activity that night. This includes practices and games.
5. Students missing more than 15 minutes will constitute an absence for that period.
6. If a student is absent, an automated daily call will go out to the guardian listed in the student information system.
7. After the 6th absence, the office will contact the parents, followed by a letter from the principal. The letter will remind the parents of the attendance policy and the consequences of excessive absenteeism.
8. After the 8th absence, the office will contact the parents, followed by a letter from the principal. The letter will remind parents of the attendance policy and the consequences of excessive absenteeism.
9. After the 12th absence per semester, a letter will be sent from the school to the Juvenile Office. K-6 students will be subject to requirements made by the administration to make up hours before and after school. High school students will automatically lose credit unless arrangements are made to make up hours or by following the appeals process.
10. The appeal process for students missing more than 8 days will be as follows:
 - A. Within ten days from the last day missed, the parents and student will be required to meet before the Administrative Team, consisting of the Superintendent, Junior/Senior High School Principal and the Elementary Principal. A written document must be presented to the team, explaining the reasons for the absences as well as a plan for correcting the concern.
 - B. Should the parents and student not be satisfied with the decision of the

administrative team, they may appeal to the Wheaton R-III Board of Education at the next regularly scheduled board meeting, immediately following the administrative team decision. Parents must request that the Superintendent place the appeal on the agenda. The document presented at the administrative team meeting will be presented to the Board of Education. Parents must present written documentation explaining the reasons for all days missed including the first eight days.

Tardies:

Parents are responsible for getting their student to school on time. Valuable instruction time is lost when your child is not in his/her classroom. Students tardy for school will need to be signed in at the elementary office and will be given a pass to go to class. **Please remember: excessive tardiness creates absences.** Tardies may disqualify your student from awards and special reward incentives, such as perfect attendance and the quarterly reward party.

HEALTH INFORMATION - NURSE

A nurse is at the school on a full-time basis. Your child's teacher will send an instant message (IM) to the nurse. The nurse will respond to the IM when she is able to see the student. (Please remember, our nurse serves all students in K-12).

Emergency Numbers

The school must always be informed as to a work telephone number or emergency number in the event your child becomes ill or is injured at school and requires your presence. Should there be an emergency involving an accident and we cannot reach you, the child will be taken to Mercy Hospital in Cassville, unless otherwise indicated on your student's health form. This is the nearest hospital and the doctor on call will be used for emergency treatment. Please remember to notify the school of any change in address or telephone number. We must have some way to notify you in case of an emergency.

Accidents/Illness

Whenever an accident or illness occurs and is of a serious nature, we do everything within our power to contact parents. If we cannot locate you, we will notify your emergency number on the "In Case of Emergency" form.

In case of minor illness, we have the child lie down and notify the parent if he/she becomes worse. Under no circumstances do we send a child home, unless the parent or person listed as the emergency contact, grants permission.

PLEASE KEEP ALL TELEPHONE NUMBERS AND EMERGENCY INFORMATION CURRENT WITH THE OFFICE!

Contagious Diseases

Guidelines for school attendance concerning chicken pox, strep throat, impetigo or any other contagious diseases are followed as outlined by the Director of Missouri Division of Health, Department of Social services, section 167.191 RSMO: Children with Contagious Diseases Who Attend School "It shall be unlawful for any child to attend any school of this state while afflicted with any contagious disease".

Guidelines for Keeping Students Home

Regular attendance at school is important. A student should be in class every day that he/she is physically able. However, if a child should become ill, it is important that he/she stay home. This not only gives the child an opportunity to rest and recover from the illness, but it also keeps others at school from becoming infected by illnesses that may spread quickly among children. The school asks that you abide by the following guidelines when deciding whether or not a child is well enough to be in school.

A child should NOT be sent to school if any of the following are present:

1. Fever or chills. A child with a fever should remain at home for 24 hours after the temperature returns to normal.
2. Nausea, vomiting, or diarrhea. Students who experience gastrointestinal upsets should not return to school until 24 hours after the symptoms are

- gone.
3. Cough, sore throat, or cold symptoms severe enough to interfere with the child's ability to learn.
 4. Severe, persistent pain or other signs of illness. The child should be checked by a physician to determine the cause and the proper treatment.
 5. Earache or drainage from the ears.
 6. Inflamed or reddened eyes. A physician should be consulted (especially if the eyes are watery, itching, or draining) to determine if pink eye exists.
 7. Skin lesions, sores, or rashes. A physician should evaluate a child with skin abnormalities to determine the appropriate treatment and whether it is safe for the child to attend school.

Head Lice

In recent years, students who were diagnosed with head lice infestation were excluded from school until all live lice and nits were removed. The American Academy of Pediatrics and the Missouri Health Department have both recommended that such "no nit" policies be abandoned. Lice cannot hop or fly; they only crawl. The spread of live lice typically occurs from direct head-to-head contact. Rarely, lice may be spread through sharing combs, hats, etc. A child with an active head lice infestation likely has had the infestation for 1 month or more by the time it is discovered and poses little risk to others from the infestation.

The parents or guardian of any student found to have evidence of head lice infestation will be notified by the school nurse. Parent/Guardian will be given written materials and methods to treat infestation on the hair, in the home and vehicle. Treatment should begin that same evening and the child will be allowed to return to school following the first treatment. It is no longer necessary that students be excluded from school until all nits are gone.

HEALTH PARTICIPATION

Generally speaking, every student who is in attendance for a given day of school is well enough to participate in the scheduled recesses and physical education classes during the day. Fresh air and exercise are essential to development. If there is a medical reason why the child should not be outdoors, a written excuse from the doctor will allow the child to remain in the building.

Immunizations:

It is unlawful for any student to attend school unless he/she has been immunized as required under the rules and regulations of the Division of Health, Section 167.181 TSMO 1975, and can provide satisfactory evidence of such immunizations. Parent/guardians should check with the county health unit or family doctor to determine if the child has adequate immunization.

The school is required to have a record showing the immunization status of every child enrolled and is required to send a report to the state by October 15th of each year. This report shall show the name of the student and parent/guardian (and address) if the student is not properly immunized.

If your child needs a shot, the school nurse will send the parent/guardian a letter stating which shot is needed to bring the shot record up-to-date. If the necessary shot is not

up-to-date, the student will be expelled until evidence has been shown that the shot has been received.

Medication Policy:

Medication should be given at home, if at all possible. If physician's orders indicate it must be given during school hours, the medication may be administered at school by the school nurse, complying with the following instructions:

Prescription Medications: When a student is to receive medication during school hours, the parent/guardian must provide the medication **in the original bottle**, plainly marked with the student's name, date, and name of medication, dosage and time of administration. The school must have **written permission** from the parent/guardian to administer the medication. The permission note must include: the student's name, physician's name, date, name of medication, dosage, time of administration, and parent/guardian signature. A "Medication Administration Record" form may be obtained at school.

Non-Prescription Medication: Over-the-counter medications for colds, cough, headaches, etc. will be given when accompanied by a written request from parent/guardian. This request must include date, dosage, and time medication is to be given. All medicines must be sent to school in the original container. Medications sent to school in boxes, baggies, envelopes, etc., will not be given to the student.

Appropriate dosages for student's age and weight will be followed according to the manufacturer's directions. Except in cases of chronic illness, over-the-counter medications and permission slips for that medication will be honored for no more than two weeks. Any medication left after the two-week period should be picked up by parent/guardian at the end of a school day.

Administration of medications will be the responsibility of the school only if the school's Medication Policy is followed. Questions regarding the Medication Policy may be directed to the School Nurse or the Principal. The parent must assume responsibility for informing school personnel of any change in the student's health or medication. The school district is not obligated to administer medication to students at school, but it does so merely as a courtesy; therefore, the district retains the right to reject requests for medication administration. To protect the student's health and well-being, medications being used inappropriately, those in unlabeled or improperly labeled containers, or those without complete instructions for administration may not be given at school.

CHECK-OUT PROCEDURES

1. Students will be dismissed from school to the custody of their parents, guardian and other persons specifically listed on the emergency list.
2. It will be necessary for the individual picking up the child to personally sign the student out through the elementary office. In the event the office personnel do not know the individual picking up the student, identification may be required.
3. Picking students up in front of or at any exit of the building will not be permitted. This added inconvenience is necessary to ensure the safety of all students.
4. If a parent plans on picking up his/her child after school, **notification to the elementary office must be made by 2:00 p.m.** If the child will be picked up from school every day, one note at the beginning of the year will suffice,
5. If a student leaves during the school day, parents **MUST** check the student out from the elementary office. The student will then be called to the office.

CUSTODY

If there is a custody issue that concerns your child, you must provide the school with a copy of the legal documentation that outlines the court decision. Without this documentation, we must honor the information on the enrollment forms.

BICYCLE SAFETY

Students may ride bicycles to school; however, the school will not accept responsibility for the safety of the bicycles. Locks are recommended. Students should park their bicycles in the bicycle rack as soon as they get to school and leave them for the duration of the day. Motorized bikes and skateboards are not permitted.

BUS RULES

Wheaton School District offers transportation services to pupils who live in this district. It is the transportation department's goal to make each trip safe and trouble free.

Students, with help from his/her parents, must take responsibility to learn the riding rules and obey them in order to continue to use this service. So, **"Don't Lose Your Riding Privilege."** and let us all work together to provide a safe environment for all children on the school bus.

The bus rules shall be posted on the front inside of the bus. The student is responsible for following these rules at all times while riding the bus. Students riding the buses shall be under the jurisdiction and control of drivers and will be denied riding privileges if they do not conduct themselves according to the posted rules.

Bus Transportation Expectations:

1. All district and student handbook policies apply to students riding district transportation.

Bus Transportation Discipline Guidelines:

1. Conference with the principal and/or transportation director.
2. Detention and conference with parent.
3. Loss of riding privileges
4. Suspension/Expulsion

Bus Change Policy

A bus change is when students want to ride a different bus or ride a bus for the first time. Students must have a note from parents and a bus pass from the elementary secretary before a bus change is permitted. **The bus driver will not let a student ride to a different destination without a bus pass.**

Procedure:

Parents or a legal guardian should write a note to the child's teacher or the elementary secretary. Specify in the note:

1. Child's destination
2. Bus Driver's Name and Bus Number (original and new)
3. Child's teacher's name/grade
4. Reason for change
5. Date to be implemented (specify for certain dates or duration of school year).
If a note cannot be written, please call before 2:00 p.m. on the day of the change. When leaving a message, please provide the above details. Parents, if you are going to pick up your child at school, please send a note or call the office. Students who do not have a note will be sent home on their regular bus.

DRESS CODE

Students attending Wheaton R-III Schools are expected to dress and groom themselves in a neat and socially acceptable manner. Good grooming and practical dress will be encouraged at all times. 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. Student's dress and grooming will be the responsibility of the individual and parents/guardian, within the following guidelines. Good grooming and cleanliness are stressed as a necessity. Personal hygiene is to be encouraged at all times.

1. Footwear shall be worn at all times.
2. Hats/caps or sunglasses are not to be worn inside the building or classroom.

3. Teachers of specific classes where safety or health is a factor may require students to adjust hair or clothing to ensure their safety.
4. Clothing shall not have writing, drawings, or emblems that are obscene, derogatory, or that propagate alcoholic beverages, tobacco products, or drugs.
5. Shorts will be allowed as long as they are loose fitting. Shorts shall be mid-thigh in length or approximately five inches above the knee.
6. Spandex and tight leggings may be worn with long shirts covering the front and back.
7. Jeans with holes shall not show under garments or flesh above mid-thigh.
8. Skirts may be no shorter than five inches above the knee in length.
9. Halter-tops and sundresses with spaghetti straps are not acceptable.
10. Totally backless tops and cut-outs are not permitted. Mesh tops and large sleeve hole openings are not acceptable. Sleeveless shirts must have a minimum of a two (2) inch shoulder strap. They must also have complete side hems with regular armhole openings only, no wide-open side seams. This policy applies to both girls and boys.
11. Shirt length must extend to the waistband of pants (when standing) for all students, no midriffs. Shirts are to be buttoned.
12. Students shall be well groomed.
13. No piercing will be shown on a student's body except for the ears and studs only in the nose.

Students failing to meet the above guidelines will be required to make necessary adjustments. Students needing to go home will receive an unexcused absence. The first offense will result in compliance with the dress code. Subsequent offenses will result in a parent call, compliance with the dress code, and one-hour of ASD.

EARLY DISMISSAL/INCLEMENT WEATHER PROCEDURE

The district uses a broadcast notification system that will notify parents when a schedule change is necessary. Information pertaining to the schedule change will be dispersed to all families on their primary telephone number listed on school files. If you would like additional numbers added to the system please contact the building level secretary. The early dismissal time will also be announced on the radio and television when dismissing for inclement weather.

Please give your child the security of knowing what he/she must do in case of inclement weather or early dismissal. Complete the "Early Dismissal" form in your student's Enrollment Packet directing us as to what to do with your child if school dismissed early.

Unless otherwise instructed, if school is dismissed early, the child will be sent to his normal destination.

Step 1

The superintendent and the principals will be in communication with one another, and possibly others, to determine the advisability of having school.

Step 2

If it is decided to cancel school for the day, notification will be sent via the broadcast notification system and the superintendent will contact KY-TV in Springfield (channel 3),

KBRN in Neosho (99.7 FM on the radio), KODE-TV in Joplin (Channel 12) and KSNF in Joplin (Channel 16). In the absence of the superintendent, the high school principal is authorized to make these calls.

Step 3

If an extracurricular activity is scheduled for the evening of a cancelled school day, the appropriate principal and the sponsor/coach of that activity will make the decision of the advisability of participating in that activity. The sponsor/coach will be responsible for notifying students involved in the activity.

Step 4

If no notice of cancellation is received, students should assume that school will be in session.

Snow Routes (Buses unable to pick up students because of snow or high water)

A Snow Route Policy is in place. The School Director of Transportation in the early fall will notify families living on the snow routes. If buses are unable to pick up students, the Media (radio and/or TV) will announce to everyone that school will be in session, with the exception of students on the snow routes. If parents of snow route students are unable to transport their children to school, the student's absence will be excused.

EMERGENCY INFORMATION AND ADDRESS CHANGES

1. Parents should complete the emergency contact forms sent home with students at the beginning of school. ***It is vital that we have this information in case of an emergency.***
2. Parents should notify the school of a change of address.
3. Parents should notify the school if a student's emergency contact changes.
4. Parents should notify the school of any changes in their work/home phone numbers.

EMERGENCY / CRISIS PLAN

In case of serious injury or illness, the School Nurse and Principal will be notified immediately. The teacher will stay with the individual and send for help, if possible. The Barry County Ambulance Service may also be called. The Nurse and/or Emergency Medical Personnel will care for the student and the parent will be contacted as soon as possible.

If the injury or illness requires immediate attention and the school is unable to locate a parent, the student may be taken to a Hospital Emergency Room. Every reasonable effort will be made to contact a parent/guardian, a relative, or someone designated by the parent who will assume the responsibility for the care of the child. In all cases in which the parent or some other member of the family can be reached, that person assumes responsibility of the care of the student. If no one can assume responsibility, the child must remain at school until proper arrangements can be made, except in emergencies which require immediate medical attention.

The school district is not responsible for subsequent treatment or medical expenses incurred after the administration of first aid.

An Accident Report should be completed by the School Nurse or individual providing care and signed by the witness and School Nurse.

The secretary or teacher will notify any siblings of ill/injured students, if warranted. The Principal will monitor the situation after the crisis has subsided.

An emergency/crisis plan is posted in all areas of the school building.

FIELD TRIPS

Students will occasionally have an opportunity to go on educational field trips that require bus transportation. When a field trip is to be taken, your child will bring home a permission form giving the destination, date, and any specific information as needed. This form must be signed and returned to your child's teacher before your child will be allowed to go on the trip. If your child fails to return the form before the trip, he or she must stay at home. Students must go and return on the bus to any school event, unless picked up by a parent or if parents send a written request to the teacher stating what arrangements have been made. Parents are welcomed and encouraged to attend field trips with their students, but must provide their own transportation. **Field trips are class specific and designed for those students; therefore no siblings are allowed to attend.**

PARENT / TEACHER CONFERENCES

Formal conferences will be regularly scheduled in October and March. A detailed plan for conferences will be announced approximately two weeks before they occur. The principal will always be willing to take part in parent/teacher conferences.

During the year situations arise which may be handled best in a conference. Parent/teacher conferences during the school day should occur during the teacher's conference/planning time.

Parents should report to the office when visiting school for any reason. Should you have questions or concerns, please call or send a note to arrange a time since teachers cannot discuss your child or answer questions during class time.

PROMOTION AND RETENTION POLICY

As stated in the Wheaton R-III School District's mission statement 'we recognize each student as a unique individual, we believe that education should provide an opportunity for the maximum development and optimal growth of the students' mental, physical, and emotional capacities.

Through education, each student should develop proper attitudes and ideals, prepare for family and community responsibilities, be an effective citizen in our democratic form of government, and be able to make a smooth transition from public education to adulthood'. We further believe that the foundation of our educational program is the development of competency in the basic fundamentals that are learned in the core classes of Language Arts/Reading, Science, Math and Social Studies. At the same time, we believe for any student "to become responsible productive citizens", they must have success in a well-rounded educational program of complimentary classes.

In accordance with those beliefs, a student's promotion through the grade levels should be based on the mastery of the learning expected of them at each grade level. We have therefore established the following requirements for promotion and retention in the Wheaton R-III

Elementary Policy 6.361: Students will normally progress annually from grade to grade. Retentions may be considered when, in the judgment of the professional staff, it is in the best educational interest of the student involved. Parents/Guardians will receive prior notification and explanation concerning the retention. However, the final decision will rest with the school administration.

Any of the following may be an indication that a student may need to be retained. The student's teacher should discuss these basic areas with parents when a student meets one of the criteria, and is under consideration for retention. If a student meets two (2) or more of the criteria, the student may be retained in the present grade placement.

Area I

_____ Consistently demonstrating performance below grade level expectation

Area II

_____ Student has not demonstrated adequate growth toward grade level proficiency. Multiple benchmark data is considered in monitoring growth.

Area III

_____ Student has missed more than twenty (20) days of school during the present school year.

Area IV

_____ Research has shown that children who have the following characteristics, along with academic difficulties, are likely to benefit from retention: indications of immaturity such as: prefers to associate with younger children, does not conform to the norm for age group, immature speech, etc.

INTERNET - TERMS AND CONDITIONS OF USE

1. **Acceptable use:** The purpose of the networks making up the Internet is to support research and education. The use of technology must be in support of education and research consistent with the educational objectives of the Wheaton School District. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret.
2. **Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of these privileges. Each teacher or student is responsible for his/her own conduct. The system administrators will deem what is inappropriate use and their decision is final. The administration, faculty, and staff of Wheaton School District may request the system administrator to deny, revoke, or suspend specific users.
3. **Network etiquette:** You are expected to abide by the accepted rules of the network etiquette which includes, but are not limited to the following:
 - a. Be polite and not abusive toward others

- b. Use appropriate language as prescribed by the student handbook
- c. Do not reveal your personal information to include by not limited to: address or phone number of students or colleagues

LIBRARY

Our school library is a source of pride and is a vital part of our instructional program. The school library contains many fine resources, which may be used for class projects and contains a large collection of books and magazines for pleasure reading. Through regularly scheduled class times and open library times, students are encouraged to explore the many books, research materials, and audio-visual materials that our library contains. Our librarian will assist you in meeting your needs and will provide assistance in utilizing the library more effectively.

Remember that this is a quiet area and respect for others should be shown at all times. Library books may be checked out of the library, but must be returned by the due date. In order to maintain an adequate collection, pupils, teachers, and parents must cooperate to see that materials are returned in good condition. Students must pay for any lost or damaged books. If materials are not returned, a charge equal to the current replacement price is made.

LOST AND FOUND

All articles found will be placed in the 'Lost and Found' corner outside the computer lab. Please check this area when you lose something. Many articles are not claimed. Articles not claimed by the end of each semester will be given to a charitable organization.

Please use name labels or some form of identification on items of clothing and other belongings so they can be recognized and returned to the owner.

PTCO

(PARENT - TEACHER - COMMUNITY - ORGANIZATION)

Wheaton Elementary is your child's school. Becoming involved in PTCO provides an opportunity to contribute suggestions for the improvement of the educational program. PTCO meetings will be scheduled beginning in September. You will receive a notice of the time and date from the school, shortly before the meeting. Throughout the year many educational, fun-filled and fundraising events take place. It is our hope that you will partner with other parents, community members, and teachers to do great things for our students.

PERSONAL PROPERTY

Expensive items or materials of value should not be brought to school. This includes cell phones, personal laptops/other electronic devices, personal iPads radios, CD players, MP3 players, portable video games or DVD players, expensive calculators, cameras, expensive watches and large sums or money.

The school will not be responsible for lost or stolen items.

CELL PHONE POLICY

Cell Phones should be turned off and in the student's backpack at all times during the school day 7:50-3:15. If you need to reach your student, please call the office. If students do not keep their cell phones in their backpacks then the cell phone will be confiscated. If the student does not have a backpack, they should turn their cell phone into the office and can pick it up at the end of the school day.

1st offense: Cell Phone/Personal Property will be confiscated. Student may pick up item from building principal at the end of the school day

2nd offense: Cell Phone/Personal Property will be confiscated and returned only to the student's parent after a conference with the building administrator.

3rd offense: Cell Phone/Personal Property will be confiscated and returned only to the student's parent. Student will also serve ISS or be subjected to further disciplinary action.

TEXTBOOK DAMAGE

There will not be a textbook deposit. However, students are responsible for lost or damaged textbooks, library books, and laboratory equipment. In case of loss or damages, students may be fined in accordance with replacement value.

TITLE 1

The staff of the Title 1 program provides instructional assistance for students in all regular classrooms from kindergarten to sixth grades. Students who show a need for instructional support are considered for eligibility for Title 1 assistance. The Title 1 staff is trained to offer a variety of alternative instructional strategies suitable for students in one-on-one, small group, and large group settings. The staff works closely with classroom teachers and the program coordinator to plan the most appropriate instructional activities that meet the specific needs of all students. The purpose of Title 1 is to enable all students to meet the academic challenges of the classroom and curriculum through the use of various instructional alternatives.

TRANSFER AND WITHDRAWAL

Students transferring to the Wheaton School District must qualify for attendance by residence standards. Proof of residency or legal guardianship will be required when enrolling a student. Students shall submit a transcript and evidence of achievement in a present grade level or grade last attended if transfer is during the summer. A student who is withdrawing from school should present a written withdrawal request from his/her parents. A check out form will be used to clear the student of his/her obligations in each class. All textbooks and school materials must be returned. He/she must also clear through the office and all fines and charges must be paid.

DISCIPLINE POLICY AND PROCEDURES

Discipline

It is the belief of the Board of Education, administration and staff of the Wheaton R-III School District that the school environment should be safe and orderly to ensure students are encouraged to learn. It is our goal that each student matures to self-discipline. Rules and regulations are established and discussed so students are aware of expected behavior.

The elementary school uses the School Wide Positive Behavior System to promote appropriate behavior at school. A matrix of behavior expectations is located throughout the school building. This ensures that students know the expected behavior in each school setting. Teachers are encouraged to handle discipline problems, which arise within their classrooms through re-teaching and positive reinforcement. Any teacher employed by the Wheaton R-III School District is directed to enforce school rules to all students. If reinforced discipline is necessary from the office, the student will be talked to and appropriate discipline action taken. The district discipline grid may be considered if the behavior is beyond the scope of PBS. The SW-PBS rules and regulations are included in the back of this handbook.

A Discipline Grid is included at the back of the handbook. The Discipline Grid is meant as a guide. It is understood that not all discipline violations a student would be involved in are included.

Food and Drinks

Students are not to have food or drinks during the school day without permission from the individual teacher. A maximum sized drink allowed at school is 32 oz. No energy boost drinks are allowed at school at any time. Confiscated drinks will be sent to the office and discarded.

Fighting

Fighting and other violent actions cannot be tolerated in school or on school property. We encourage students to find other, more peaceable means of settling disagreements; otherwise, the following will be used to remind you:

- First Offense - 1-3 days OSS (out of school suspension).
- Subsequent Offense - 1-180 days OSS or expulsion. Seriousness of the offense could alter the above guidelines.

Additional Discipline Concerns:

The Wheaton Elementary School reserves the right to pursue disciplinary and/or legal action for behavior which is detrimental to good order and discipline in the school, even though such behavior is not specified in the preceding written rules. It should perhaps be noted here that there are certain rules and regulations protecting the rights of personnel as well as the rights of students.

Multiple Offenses

If a student commits multiple violations of any provision of this policy as part of the same course of conduct, or violates multiple provisions of this policy as part of the same course of conduct, then if the policy provision or provisions violated include a maximum penalty of ten (10) or more days of out-of-school suspension, the maximum penalty for such multiple or violations of multiple provisions may be expulsion.

Persistent Offenders

If, under this policy, any student who commits an offense with a maximum penalty of ten

(10) or more days of out-of-school for any period during the previous six (6) months, disregarding semester breaks or periods between school years, then the maximum penalty for such an offense may be increased to expulsion.,

Levels I-V: See the following Misbehaviors and consequences

NOTES TO FOLLOW LEVELS I-V: "Weapon use or possession" will be defined as any of the following:

a. Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921 & 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical harm to another person.

NOTE: This can be almost any instrument that is used in a threatening manner

b. Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in 571.010, RSMo

c. A knife with a blade of $2\frac{1}{2}$ inches or more.

d. A knife with a blade of less than $2\frac{1}{2}$ inches if it is used in a threatening manner.

Behavior not covered above: The Wheaton R-III School District reserves the right to pursue disciplinary or legal action for behavior which is subversive to good order and discipline in the school, even though such behavior is not specified in the preceding written rules. It should perhaps be noted here that there are certain rules and regulations protecting the rights of school personnel as well as rights of students. It is the law in Missouri that any parent/guardian or other person who shall visit any school and abuse or insult any management staff in the presence of the students thereof shall be guilty of a misdemeanor. It is also the law that any person who shall abuse or insults a teacher while such teacher is performing normal and regular or assigned school responsibilities shall be guilty of a misdemeanor and subject to punishment for the violation of that law. These laws apply whether or not the teacher is on school grounds as long as the teacher or other school personnel is performing his/her duties in accordance with his/her contract with the school. It should also be noted that there is a specific law in Missouri that provides that any person or persons who shall by any boisterous or other conduct disturb or annoy any school in the state, or any person who is not a student who, after being duly notified to keep off the school grounds during school hours by the Board of Education, Superintendent, or the Principal in charge of any such school, shall continue to trespass on or go upon said grounds whether at break or during sessions of school shall be guilty of a misdemeanor.

Due Process

This handbook explains the major disciplinary problem areas and the actions that may result for those students who will not follow the rules. All students are entitled to due process. Students will have knowledge of all charges against them and have the opportunity to express their side of any incident in which they may be involved.

Hopefully, students will never be in a situation where they need the protection of due process. If, however, a student does become involved in a suspension or expulsion, both the student and his/her legal guardian will be given a more detailed description of the due process procedures.

Additional District Policies can be viewed on the online version of the student handbook. www.wheatonbulldogs.org

AREA HELPING ORGANIZATIONS

HOTLINE 1-800-392-3738

Wheaton Parents as Teachers Organization

Wheaton R-III School District

417-652-7240

ALCOHOLICS ANONYMOUS

Pineville, MO 64856

417-223-7147

BARRY COUNTY DIVISION OF FAMILY SERVICES

P.O. Box 588

Cassville, MO 65625

417-847-4761

BARRY/LAWRENCE COUNTY COUNSELING

P.O. Box 285

Monett, MO 65708

417-235-6610

NEWTON COUNTY DIVISION OF FAMILY SERVICES

209 N. Valley

Neosho, MO 64850

417-451-3125

CLARK CENTER

P.O. Box 286

Monett, MO 65708

417-235-6610

DIVISION OF YOUTH SERVICES

1903 Northwood Dr.

Springfield, MO 65807

417-895-6485

JUVENILE OFFICE

P.O. Box 401

Monett, MO 65708

417-235-6245

LAWRENCE COUNTY DIVISION FAMILY SERVICES

P.O. Box 528

Aurora, MO 65605

417-845-6951

MCDONALD COUNTY DIVISION of FAMILY SERVICES

929 N. 71 Business Hwy.

Anderson, MO 64831

417-845-6951

MID MO MENTAL HEALTH

#5 Hospital Dr.

Columbia, MO 65201

314-449-2511

BRIDGEWAY SUBSTANCE ABUSE FAMILY SERVICES

209 N. Valley

Neosho, MO 64850

417-451-3125

PROFESSIONAL COUNSELING SERVICES OF JOPLIN

2914 E. 32nd St.

Joplin, MO 64804 417-782-277

What Parents Can Do at Home to Help Their Children Succeed

Your child's success in school --- academic, emotional, and social --- is only possible when the school and home work together. This is not an exaggeration. The teachers absolutely need parents in their corner in order to help youngsters reach their potential. There are a number of things you can do at home to reinforce your child's school experiences.

1. Read to your child or have your child read to you at least one-half hour each day.
2. See that your child gets enough sleep. Children this age usually need 9 to 11 hours or rest each night.
3. Send your son or daughter off to school with a good breakfast or sign up for the breakfast program the school offers. The same goes for lunch. We can't teach them if they are hungry.
4. Listen with interest when your child speaks to you, not just about school activities but also about all things important to him or her.
5. Find a quiet spot for homework and help your child schedule his or her day so that homework is done.
6. Attend parent/teacher conferences. If you have questions at other times of the year, please do not hesitate to contact the teacher.
7. Learn the names of all your child's teachers. Ask about what happened at school each day.
8. Emphasize what your son or daughter does "right" in school. Praise good papers, creative pictures, and a good attitude.
9. Limit the amount of television your child watches to one or two hours each day. According to a 1992 report by the American Psychological Association, too much television viewing can lead to antisocial behavior, gender and racial stereotyping, and lower academic performance (Kansas City star, 8-1-93). A Pennsylvania State University study found the biggest problems in children who watched "reality-based" shows (like Top Cop or America's Most Wanted). Please monitor what your child watches on television or watch it together and then discuss it.
10. Hug your child every morning and every night. Kids are never too old for a hug. (Come to think of it, neither are parents!)

2021-2022 Wheaton District Discipline Grid

Violation	1st Offense	2nd Offense	3rd Offense	4th Offense
Automobile Violation/Careless Driving	Student and parent notification	3 day suspension of driving privilege	Loss of driving privilege for remainder of school year	
Cheating	Grade of zero	Grade of zero and ISS (1- 5)	Grade of zero and ISS or OSS	
Classroom Disturbance/Inappropriate Behavior (Classroom/hallways) Conduct/speech which materially/substantially disrupts/interferes with orderly educational process in the classroom including sleeping in class.	ISS (1 - 3)	ISS (2 - 5)	OSS up to 10 days	OSS up to 10 days
Computer Usage Violation	Minor: 10 day computer log-on suspension Major: Up to 25 day computer log-on suspension	25 day computer suspension	Permanent computer usage suspension for remainder of school year	
Defiance/Disrespect for school personnel	Minor: ISS (1 - 5) Major: Minimum OSS (1 - 3)	Minor: ISS (2 - 5) Major: 5 OSS	10 OSS plus long term suspension/expulsion review by Supt.	
Destruction of Property	Unintentional: Pay for the damages Intentional: Minor-Pay for the damages, 1 day ISS Major-Pay for damages, up to 10 OSS	Pay for damages plus OSS (1 - 10)	Pay for damages, 10 OSS plus long term suspension/expulsion review by Supt.	
Dress Code Violation	Parent call, Student Conference and send home as an unexcused absence to change.	Parent call, Student Conference and send home as an unexcused absence to change + 1 ISS		
Excessive Horseplay & GENERAL MISBEHAVIOR IN HALLS, CLASSROOMS, LUNCH ROOM, OR LOCKERROOM: (This includes all things done "just kidding" around like punching, kicking, tripping, etc.)	Minimum of 1 hour ISS	ISS (1 - 5)	Minimum of 3 days OSS	
Extortion Threatening or intimidating any person for the purpose of, or with the intent of obtaining money or something of value from the other person.	Restitution and ISS (1 - 5)	Restitution and up to 10 OSS	Restitution and 10 OSS plus long term suspension/expulsion review by Supt.	
Fighting/Physical Assault/Hazing	Minimum 1-3 OSS	Minimum 3-5 OSS	10 OSS and/or recommend long term suspension/expulsion	

General Misbehavior	ISS (1 - 5)	ISS (2 - 5)	Up to 10 days OSS	
False Report Making a false report which is disruptive of a threat to health, safety, and good order, i.e. fire alarm or bomb threat.	10 days OSS and/or recommend long term suspension/expulsion review by Supt.			
Forgery	ISS (1 - 5) plus call parents	ISS (2 - 5)	1 OSS	3 OSS
Gambling	ISS (1 - 5)	ISS (2 - 5) or OSS up to 10 days	OSS up to 10 Days	
Guns/Tasers/Weapons Bringing to school or onto school grounds or property any item that is ordinarily or generally considered to be a weapon, i.e., knives, guns, chains, metal knuckles, tasers, fireworks or explosives.	OSS to expulsion Referral to law enforcement			
Inciting a public disturbance	ISS (1 - 5) Possible loss of privilege to attend (Sem/Yr)	OSS up to 10 days, loss of privilege to attend (Sem/Yr)	10 OSS plus long term suspension/expulsion review by Supt.	
Lack of Effort	ISS (1 - 5)			
Lying/Misrepresenting the Truth	ISS (1 - 5)	ISS (2 - 5)	OSS (1 - 5)	OSS up to 10 days
Malicious Statements/Pictures/Video Malicious, slanderous, provocative or inflammatory remarks toward another student or staff member.	ISS (1 - 5)	ISS (2 - 5)	OSS (1 - 5)	OSS up to 10 days
Physical Assault of School Personnel	10 OSS plus long term suspension/expulsion review by Supt.			
Sale/Distribution/Possession of Pornography	Confiscation Up to 10 days OSS	Confiscation 1-10 OSS pending long term OSS review by Supt.		
Possession of Stolen Property	Restitution and ISS (1 - 5)	Restitution and ISS (2 - 5)	Restitution and OSS (1 - 5)	Restitution and OSS up to 10 days
Under the Influence of Drugs/Alcohol at School	1 unexcused absence for the parents to be notified so a physician diagnosis can be made and returned to the school and 1-10 OSS plus both the parents and student must conference with administration and report to police officials	1-10 OSS pending long term suspension review by Supt. and report to police officials	Immediate OSS and report to law enforcement officials plus long term suspension review by the Supt.	
Profanity/Racial Slurs/Obscenity-verbally or with gestures	Minor: ISS (1 - 5) Major: OSS	Minor: ISS (2 - 5) Major: Minimum 1-3 OSS	Minor: Minimum OSS (1 - 5) Major: Minimum 5 OSS	
Public Display of Affection	Conference	ISS (1 - 5)	ISS (2 - 5)	OSS (1 - 5)

Sexual Harassment Occurs when a person has been illegally discriminated against. Unwelcome sexual advances, unwelcome request for sexual favors and other unwelcome verbal, nonverbal, or physical conduct of a sexual nature are examples of sexual harassment. These discriminatory actions cause a hostile learning environment to exist and hinder instruction.	Verbal, written or symbolic: ISS (3 - 5) Physical: 1-10 OSS and report to police officials	Verbal, written or symbolic: ISS (3 - 5) Physical: 1-10 OSS and report to police officials	Verbal, written or symbolic: 1-10 OSS Physical: 1-10 OSS pending long term OSS review by Supt. and report to police officials	1-10 OSS pending long term OSS review by Supt. and report to police officials
Stealing/Theft	Pay for or replace items and 1-3 OSS plus a possible call to police	Pay for or replace items and 3-5 OSS plus a possible call to police	Pay for or replace items and 1-10 OSS pending long term OSS review by Supt. and report to police officials	
Tampering The unauthorized tampering of entry into a locker, desk, bag, vehicle or other's personal property assigned to or belonging to another individual or the school.	Restitution and ISS (1 - 5)	Restitution and ISS (2 - 5)	Restitution and OSS (1 - 5)	Restitution and OSS up to 10 days
Tardies	First and Second tardy - Classroom warning and or consequences	3 rd and 4 th tardy – one 30 minute ISS	5 th and all additional tardies – 1 hour ISS	
Threats/Intimidation	Minor: ISS (1 - 5) Major: Minimum OSS (1 - 3)	Minor: ISS (2 - 5) Major: 5 OSS	10 OSS plus long term suspension/expulsion review by Supt.	
Tobacco Violation	Confiscation ISS (1 - 5)	Confiscation ISS (1 - 3)	Confiscation Up to 10 days OSS	Confiscation 10 OSS plus long term suspension review by Supt.
Trespassing	ISS (1 - 5) Possible notification of Law Enforcement	OSS up to 10 days, notification of Law enforcement	OSS up to 10 days, notification of Law enforcement plus long term suspension review by Supt.	
Truancy Includes being in an unauthorized location on campus; being somewhere without permission.	On campus: 1 ISS Off campus: ISS (3 - 5)	On: ISS (3 - 5) Off: OSS (1 - 3)	On: ISS (3 - 5) Off: OSS (1 - 3)	On: OSS (1 - 3) Off: OSS (3 - 5)
Possession/ Distribution of Drugs or Alcohol on School Grounds	1-10 OSS and call to parent pending long-term suspension review by supt. Notification of Law Enforcement	1-10 OSS and call to parent to come get student, pending long-term suspension review by supt. Notification of Law Enforcement	OSS long term with parent and student meeting with BOE Notification of Law Enforcement	
Unsatisfactory Bus Conduct	Minor: ISS Major: ISS (2 - 5) & assigned seat until further notice	Minor: ISS (1 - 5) and Front row seating 2 weeks Major: 5 Days off bus	Minor: 3 days off bus Major: 10 days off bus	Meeting with bus driver, principal, student and parents with possible permanent bus suspension
Vandalism	Restitution and 1-10 OSS depending on severity	Restitution and 1-10 OSS pending long term suspension review by Supt and report to police officials		
Verbal abuse or threats against staff member	3-10 OSS and report to police officials	1-10 OSS pending long term suspension/expulsion review by Supt and report to police officials		

<p>Violation of Coach/Sponsor Standards of Conduct Conduct in violation of reasonable rules and requirements established and announced by coaches or sponsors of school activities beyond the standards of conduct herein provided.</p>	Possible suspension from the activity.				
<p>Law Violation In addition to the previous standards, any act identified by Missouri Statute as a crime is a violation of these standards and may be dealt with as provided by law.</p>	Referral to appropriate authorities				

Parent/Guardian Acknowledgment

Please read the Student Handbook with your child/children. Sign & return this sheet to your oldest child's teacher as soon as possible. Keep the handbook for your reference. *Thank you!*

I, _____, parent/guardian have received and read a copy of Wheaton Elementary School's Student Handbook & Discipline Policy for School Year 2020-2021. Each school age child in our family has signed below to indicate they have read and discussed the handbook.

PLEASE PRINT

1. Student's Name: _____

Grade: _____ Teacher: _____

2. Student's Name: _____

Grade: _____ Teacher: _____

3. Student's Name: _____

Grade: _____ Teacher: _____

4. Student's Name: _____

Grade: _____ Teacher: _____

5. Student's Name: _____

Grade: _____ Teacher: _____

