



**2019-2020**  
**Parent Handbook**  
**Daniel Boone Elementary**  
**201 W. Hwy D**  
**Wentzville, MO 63385**

**School Hours - 8:55 a.m. – 3:55 p.m.**

**Office Hours - 8:00 a.m. - 4:30 p.m.**

**Telephone Number – (636) 851-4400**

**Attendance/Parent pick-up - (636) 851-4406**

**Fax Number – (636) 851-4105**

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# Important Contact Information

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Daniel Boone School Office	636-851-4400
Mrs. Cheryl Ashby-Basler -Administrative Assistant	<a href="mailto:cheryl.ashby-basler@fhdschools.org">cheryl.ashby-basler@fhdschools.org</a> 636-851-4418
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Mrs. Emily Hansen- Counselor	<a href="mailto:emily.hansen@fhdschools.org">emily.hansen@fhdschools.org</a> 636-851-4411
Mrs. Liz Shell- Nurse	<a href="mailto:elizabeth.shell@fhdschools.org">elizabeth.shell@fhdschools.org</a> 636-851-4437
Bus Transportation	636-851-6220
Francis Howell District Office	636-851-4000
School Website	<a href="http://fhssdbe.sharpschool.net/">http://fhssdbe.sharpschool.net/</a>
District Website	<a href="http://fhds.sharpschool.net/">http://fhds.sharpschool.net/</a>

## ***Daniel Boone Elementary Staff***

Name	Room	Email Address	Phone #
Mr. Armour	Office	<a href="mailto:Kevin.armour@fhdschools.org">Kevin.armour@fhdschools.org</a>	636-851-4400
Ms. Steffen	Office	<a href="mailto:Regina.steffen@fhdschools.org">Regina.steffen@fhdschools.org</a>	636-851-4400
Mrs. Ashby-Basler	Office	<a href="mailto:cheryl.ashby-basler@fhdschools.org">cheryl.ashby-basler@fhdschools.org</a>	636-851-4418
Mrs. Patricia Fitzpatrick	Office	<a href="mailto:patricia.fitzpatrick@fhdschools.org">patricia.fitzpatrick@fhdschools.org</a>	636-851-4406
Nurse Shell	Office	<a href="mailto:Elizabeth.shell@fhdschools.org">Elizabeth.shell@fhdschools.org</a>	636-851-4437
Mrs. Hansen	108	<a href="mailto:Emily.hansen@fhdschools.org">Emily.hansen@fhdschools.org</a>	636-851-4411
KDG Teachers			
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Mrs. Thompson	96	<a href="mailto:Debra.thompson@fhdschools.org">Debra.thompson@fhdschools.org</a>	636-851-4442
1 <sup>st</sup> Grade			
Mrs. Holmes	97	<a href="mailto:Nancy.holmes@fhdschools.org">Nancy.holmes@fhdschools.org</a>	636-851-4420
Mrs. Gober	103	<a href="mailto:Gena.gober@fhdschools.org">Gena.gober@fhdschools.org</a>	636-851-4443
Mrs. Hollingsworth	101	<a href="mailto:Krystal.hollingsworth@fhdschools.org">Krystal.hollingsworth@fhdschools.org</a>	636-851-6163
2 <sup>nd</sup> Grade			
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3 <sup>rd</sup> Grade			
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Mrs. Lentz	118	<a href="mailto:Katie.lentz@fhdschools.org">Katie.lentz@fhdschools.org</a>	636-851-4445
4 <sup>th</sup> Grade			
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Mr. Poling	125	<a href="mailto:Kenneth.poling@fhdschools.org">Kenneth.poling@fhdschools.org</a>	636-851-4415
5 <sup>th</sup> Grade			
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Ms. Labriola	112	<a href="mailto:Jillian.labriola@fhsdschools.org">Jillian.labriola@fhsdschools.org</a>	636-851-4436
Mrs. Boyd	110	<a href="mailto:Jessica.boyd@fhsdschools.org">Jessica.boyd@fhsdschools.org</a>	636-851-6168
Mrs. Wright	110	<a href="mailto:Nicole.wright@fhsdschools.org">Nicole.wright@fhsdschools.org</a>	636-851-4433
Café	Café		636-851-4413
Vacation Station-Coordinator	117	<a href="mailto:molly.pointer@fhsdschools.org">molly.pointer@fhsdschools.org</a>	636-851-4410
Vacation Station-After	Cafe	<a href="mailto:Megan.reed@fhsdschools.org">Megan.reed@fhsdschools.org</a>	636-851-4412
Vacation Station - AA	117		636-851-5761

August, 2019

Dear Daniel Boone Families,

On behalf of the entire Daniel Boone staff, I welcome you to the 2019/2020 school year! We are excited to have you back and look forward to another year of learning and growing.

Daniel Boone is excited to have such a caring community of parents, teachers and staff who work together as a family to ensure every child reaches their fullest potential. Positive relationships and open communication between home and school is essential in ensuring the success of your children. The work the teachers do every day to prepare and educate your child can only supplement the devotion you provide at home to make certain your child reaches their fullest potential. As we enter a new school year, we thank you for your hard work and ask that you never underestimate the important role you play in the success of your child.

This handbook has been created to help answer a variety of questions you may have as we enter into this school year. In this book you will find information about our Daniel Boone Family and the Francis Howell School District. This handbook may not encompass all areas, and may be subject to change as we progress through the school year. Please read and discuss the handbook with your child(ren).

Thank you in advance for your continued support and involvement in the education of our children. If you have any questions or concerns, please don't hesitate giving the office a call. We value your input and suggestions on how to best educate our children. We are here to help you and your children.

Thank you,

Mr. Kevin Armour  
Principal

## ***Daniel Boone Elementary School***

### **HISTORY:**

Our K-5 school is located in New Melle, Missouri. New Melle is a community that was established as a German settlement in the mid 1800's and is a sister city to Melle, Germany. It is now a diversified community consisting primarily of middle to upper class families that continue to have a great deal of pride in the community's German heritage.

Daniel Boone Elementary first opened its doors in 1955. Today we serve approximately 380 students. Daniel Boone continuously strives to provide every opportunity for our students to reach their highest potential. We are very proud of our school's past performance and we look forward to an even brighter future.

**The Daniel Boone Promise**  
I will show my true colors by  
being Respectful,  
Responsible, Honest and Kind

### **Daniel Boone Awards:**

National Blue Ribbon School  
2019

Missouri Gold Star School  
2019

Certificate of Excellence for:  
Positive Behavior Support  
2013, 2015, 2016

**Gold Level Recognition 2016**

### **CORE VALUES**

**Be Respectful**  
**Be Responsible**  
**Be Honest**  
**Be Kind**

### **Parents as Partners**

In order for children to learn, they need a supportive environment that encourages learning, qualified staff members that are committed to providing excellent instruction, a growth mindset and belief that they can achieve, and an attitude that demonstrates a respect for others.

We seek to provide these essentials here at school, but you as parents play an important role in your child's success. At Daniel Boone, we ask that you work with us as partners in your child's education to ensure that our students reach their fullest potential.

Communication between school and home is essential, so please feel free to call or stop by the office if you have questions or concerns about your child's education. We strongly believe that you are your child's best advocate. We want to know if there are concerns that need to be addressed, and work with you to solve the problem. We welcome your comments, suggestions, and questions.

### **EXTRA CURRICULAR ACTIVITIES:**

**Intramurals** – 4<sup>th</sup> and 5<sup>th</sup> grade students

**Choir**- 4<sup>th</sup> and 5<sup>th</sup> grade students

**After school programs**- Offered through Vacation Station



**Our Mission Statement:**

**I CARE**

Inspiring excellence

Contributing positively to society

Achieving good character

Realizing potential

Exploring new frontiers

**School Improvement Goals 2019-2020**

**Achievement: Communication Arts and Math in August**

- Increase 2018 ELA MPI from 425.5 to 429.7 in 2019
- Increase 2018 Math MPI from 427.1 to 431.3 in 2019

**Attendance:**

- By the end of the 2019-2020 school year, Daniel Boone will increase the
- 90/90 attendance rate from 94.9% to 96%.

**Behavior:**

- Decrease the number of ODR related to physical aggression from 39 to 35.
- The number of students receiving OSS will not exceed 18.5 days.

## **Lunch and Recess Schedule**

<b>LUNCH AND RECESS</b>			
<b>GRADE</b>	<b>1ST RECESS</b>	<b>LUNCH</b>	<b>2nd RECESS</b>
<b>K</b>	<b>11:10-11:25</b>	<b>11:30-11:55</b>	<b>1:50-2:10</b>
<b>1</b>	<b>11:40-11:55</b>	<b>12:00-12:25</b>	<b>2:10-2:30</b>
<b>2</b>	<b>12:10-12:25</b>	<b>12:30-12:55</b>	
<b>3</b>	<b>12:40-12:55</b>	<b>1:00-1:25</b>	
<b>4</b>	<b>10:40-10:55</b>	<b>11:00-11:25</b>	
<b>5</b>	<b>1:10-1:25</b>	<b>1:30-1:55</b>	

## ***DAILY SCHEDULE***

Buses begin unloading: 8:45

Parent drop-off 8:45-8:55 a.m.

Official start of the school day-8:55 a.m.

Parent pick -up- 3:55 p.m.

Official end of the day- 3:55 p.m.

**Students are late if they arrive after the 8:55 morning bell.  
Arriving after the 8:55 bell does count against perfect attendance.**

**Visitors are not allowed to visit classrooms unless they have a pre-arranged appointment with the classroom teacher.  
All visitors to classrooms must be approved by Mr. Armour prior to scheduling.**

## **ACADEMIC OFFERINGS**

The following list is a compilation of the academic services which Daniel Boone and the Francis Howell School District provide.

Art  
Guidance  
Health  
Communication Arts (Reading,  
Language, Spelling, Writing,  
Handwriting)  
Library Skills  
Math

Music  
Physical Education  
Reading Recovery (Gr 1)  
Science  
Social Studies  
Spectra (Gifted)  
Special Education



## **MAP TESTING**

(Missouri Assessment Program)

The MAP test for grades 3-5 will be administered in Spring 2020.

## **ABSENCES/ATTENDANCE**

Regular attendance provides a more satisfying school life and stimulates progress in learning. Student attendance is recorded by actual time of arrival and departure. As a result, arriving late and/or leaving early for doctors' appointments, etc. are recorded as partial absences. Any absence, whether excused or unexcused, may affect the academic grade and will affect perfect attendance awards. An integral part of the learning experience is the interaction between students and teachers. Students who are absent from school are not able to participate in class discussions, small group activities, or class experiments. It is not possible to make up activities of this nature. Therefore, regular attendance is an important component of the educational process. Please try to schedule vacations, doctor appointments, etc. during school breaks to keep attendance as regular as possible.

## **ABSENCE PROCEDURES**

If your child will be absent from school, please call the school office before 9:00 am and leave the absent child's name and teacher's name. A note should be sent to the teacher upon the child's return. Please review the Francis Howell School District Attendance Policy at:

<http://fhsd.sharpschool.net/parents/attendance/> .

## **ARRIVAL AND DISMISSAL PROCEDURES:**

### **ARRIVAL**

**Students should not arrive before 8:45 a.m.** unless they are enrolled in Vacation Station our before & after school program.

Children arriving late **must** be checked in **by a parent** in the office before reporting to the classroom. Absences are recorded by minutes absent.

### **Student Drop-Off**

Pull up to the café entrances. A Daniel Boone staff member will be on duty to help your child exit the car. **Please don't get out of your car as this slows the process.** If at all possible, have your child exit on the passenger side. If you need to walk your child into the building please find a parking place in one of our parking lots.

## **DISMISSAL**

All students will be dismissed by bus unless written notification is received by a parent. Any changes to your child's regular dismissal procedure will require a written note by the parent/guardian. We will not accept phone calls or e-mails to change transportation arrangements.

### **C. After School Parent Pick-Up**

- Parent Pick-Up: You must have your **blue name card** in your dashboard and you must have sent a note with your child to the office that morning. Please be sure to date all notes.
- PPU Notes: Send a note containing your child's name, the date they will be picked up, and your child's teacher's name. The note should be given to your child's teacher who will in turn send it to the office. If your child will be picked up every day, you need to only send in one note at the beginning of the school year. Also, if your child is going to be picked up on certain days of the week and will ride the bus home on other days, one note at the beginning of the year is all that is needed.

**The office will need a new note for the beginning of the 2019-20 school year** even if your child was parent pick up last school year.

- PPU Procedures: Please have blue name card visible and a staff member will direction you to your pick-up location.

**Please don't get out of your car as this slows the process.**

If at all possible, have your child load on the passenger side. If you need to enter the building please find a parking place in one of our parking lots.

**We will not accept phone calls or e-mails to change transportation arrangements.**

### **A. Students leaving early**

1. In the event a child needs to be dismissed early for a doctor or dental appointment, etc., the parent must send a note to the teacher and office.
2. When picking up a child for such special dismissals, parents must sign the child out in the office.

**Teachers are not allowed to dismiss students from their classrooms.**

3. If someone other than a parent will be picking up a student, a signed written note from a parent should be sent with the child that morning.
4. Parent pick-up is at 3:55 p.m.

## **BIRTHDAY TREATS**

### **Birthday Treat Policy Change**

Due to the growing number of allergies and health concerns for our students, FHSD is making changes to Student Wellness [Regulation 2750](#), which addresses food brought in for elementary classroom parties and birthday celebrations. Starting with the 2019-20 school year, outside treats will no longer be allowed to be brought to school for class sharing. This change will help maintain the safety of all students with life-threatening food allergies or restrictions. Parents will still be able to bring in non-food items, such as stickers, pencils, etc. for birthday celebrations.

The following guidelines and recommendations are presented to reduce the risk of transmission of Hepatitis A in Francis Howell School District schools:

- Careful attention should be paid to thoroughly washing hands with soap and warm water immediately prior to eating or distributing of foods.
- Children may not distribute food. Distribution of food should be done by the teacher or a responsible adult.
- The sharing of lunches, snacks, or treats by students should be monitored and eliminated.
- Plastic or latex gloves will be made available when appropriate for food distribution.

To check on snack nutrition value see:

<https://foodplanner.healthiergeneration.org/calculator/>

### **PEANUT FREE/TREE NUT FREE SNACK LIST**

Please avoid snacks that contain **peanuts, peanut flour, peanut oil or peanut butter** or other nuts. This includes snacks with almonds, coconuts, filberts, Brazil nuts, cashews, hazelnuts, macadamia nuts, pecans, pine nuts, pistachios and walnuts.

Please note: **Food labels/ingredients may change over time**, so it is always recommended that you read the label before purchasing snacks. Please read labels carefully to ensure the products are nut-free. This includes labels that read “may contain traces of peanuts/nuts”.

**Thank you for your consideration and support in keeping the food-allergic child safe from having a life-threatening allergic reaction at school.**

**If you have any questions, please contact our school nurse.**

### **BOARD OF EDUCATION**

A current list of the Francis Howell School District's Board of Education including term expiration dates, addresses, and contact number and board of education meeting dates can be found at:

[http://fhds.sharpschool.net/district/board\\_of\\_education/](http://fhds.sharpschool.net/district/board_of_education/)

### **BULLYING**

FHSD 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 as stated in Bullying Policy 2655 of the District Board Policy and Regulations document.

The safety of students and staff in our schools and community is of primary importance. If you suspect that a student is being bullied please contact your school's principal, counselor or school resource officer.

Bullying Resources <http://fhds.sharpschool.net/parents/bullying/>

## **Bus Routes**

As of the 2019-20 school year, your student's bus assignment will only be sent, privately, through the Parent Portal.

You may call 636-851-6220 if you have specific bus route questions/issues.

1. Per District policy, students are to ride the bus to which they have been assigned. Any requests for an exception must go through the Francis Howell Transportation Office at 636-851-6220.  
Please allow a minimum of 2 days for District approval.  
*\* Boy Scout and Girl Scout meetings, children going over to a friend's house after school, and practices for sports are not considered exceptions.*
2. If parents have a concern regarding an incident on a bus they should call the bus garage at 636-851-6220 or the school office.  
*Parents may not board a bus at anytime; it is a class A misdemeanor to board a school bus without permission.*
3. It is important for your child to ride the bus to school the first day.  
Students should make note of their bus slot and parking location.  
Please see the [District Student Code of Conduct](#).  
Please read through the bus rules with your child. Remember that students who cannot obey these rules forfeit the privilege of transportation.

## **Bus Guidelines**

The bus ride to and from school is considered an extension of the school day. During this time students are under the supervision of the district's bus drivers in addition to school administration. Because every bus driver's primary responsibility is the safe transport of students, the district has installed video cameras to assist the driver in monitor student behavior and safety.

## **Bus Safety**

Safety Bee says..."Bee Safe...Bee Seen!"



## **CONFERENCES**

Parent/Teacher Conferences provide an excellent opportunity for each child's parents and classroom teachers to share important information about his/her academic, social, emotional, and cognitive development. Conferences are scheduled through Sign-up Genius, more information will be communicated via eNews as fall approaches. We encourage parents to make every effort to attend their child's scheduled conference time and come prepared to give and receive vital information.

## **COUNSELING**

The intent of the counseling program is to provide a comprehensive guidance curriculum for all students. The counselor is involved in implementing small group and classroom guidance activities aimed at promoting positive social and emotional growth. The activities relate to self-concept, decision making, problem solving, dealing with peer pressure, responsibility, stress, and understanding yourself and others.

## **DRESS**

Children are encouraged to dress neatly and appropriately for school. When children are appropriately and comfortably dressed, they are more willing to participate in all school activities. Students are not permitted to wear distracting clothing such as the following: clothing that has inappropriate messages, sleeveless shirts that have large gapping arm openings, any clothing that displays the midriff area or mesh tops. Parents are asked to use discretion in allowing their child to wear tops with spaghetti straps, tube tops and halter tops. Please take into account the age of your child and the body parts that might be exposed when wearing these types of shirts. Hair dye and face paint are not permitted. Children who are dressed inappropriately will be sent to the office and their parents will be contacted. Please consider the types of shoes your child wears to school. Shoes with heels and certain flip flops can increase the likelihood of injuries at recess. Hats are not allowed in school, nor are "heelys". Please refer to the [District Student Code of Conduct Guidelines](#).

## **DRESSING APPROPRIATELY FOR WEATHER CONDITIONS**

All pupils will be expected to participate in some outdoor activities each day, weather permitting. If a child is too ill to participate in recess, it may be best to keep the child at home to avoid infecting other students with an illness. Students are urged to be dressed for the weather conditions of the season, as cold weather alone will not excuse a child from participating in outdoor activities. Responsibility for determining if weather conditions preclude outdoor activities rests with the principal of the school. (General guidelines: 95-100 degree Temp/Heat Index = 10 min recess--Heat index greater than 100 degrees = indoor recess. 15-20 degree temp/wind chill = 10 minute recess—Less than 15 degrees temp/wind chill = indoor recess.)

## **EMERGENCY DRILLS**

Fire drills are held each year. It is important that students and staff know procedures in case of a real emergency. During fire drills, students and staff evacuate the building through the nearest doorways to the outside areas and move away from the building as far as possible.

Tornado drills are also held to instruct the children of the procedures in place in case of a real tornado. If a tornado “warning” is in effect at the close of school, buses will wait until the “all clear” before departure. This procedure does not apply when there is a tornado or severe weather “watch.” Parents should use their own judgment concerning picking up their children under these circumstances. Children and teachers at school will follow tornado emergency procedures.

Earthquake drills are held twice a year. Shelter in Place procedures for safety during hazardous material incidents are reviewed annually.

Intruder drills are also held during the school year. The school will be locked down and all students will be moved to a safe location.

**Daniel Boone administration works very closely with the New Melle Fire Department and the St. Charles County Sheriff’s Department. During an emergency please follow the directions of the police/fire and school personnel.**

## **FIELD TRIPS**

- The purpose of a field trip is to extend and enrich student learning. Siblings and students not involved in the class are not permitted on field trips. Student permission forms must be signed by parents.
- There is a student fee for transportation for educational field trips.
- Field trips are a school activity. Thus, NO smoking is allowed during any portion of the field trip.
- **Parents who wish to serve as field trip chaperones must have an approved background check on file in the office.**

## **HOMEBOUND**

Homebound instruction is a service available to Francis Howell School District students ages 3 to 21, who, because of their medical and/or psychological condition(s), require instruction outside of school: 1) as a result of hospitalization (homebound to be given after hospitalization) or 2) as a result of a medical/psychological condition which prevents their school attendance for an extended time. Please contact the Alternative Learning Department at 636-851-4007 for more information.

## **HOMEWORK**

Homework may include the following:

1. After a child's excused absence, there may be work, which can be done at home to provide learning experiences, which were missed at school.
2. Sometimes it is necessary for children to finish work at home that they failed to complete during the school day.
3. Occasionally children can profit from activities, which cannot be done at school, such as finding appropriate pictures to accompany a topic being studied or interviewing a person about a topic, etc.
4. Home study can often enrich the school program such as watching selected TV programs, researching a topic, etc.
5. At times, extra practice is needed on routine fundamentals.

**When children are assigned homework, parents can help by:**

1. Provide a quiet place with the necessary supplies.
2. Set a time for doing the work.
3. See that it is completed in a neat and conscientious manner.
4. Help out when necessary, but do not take over.

The following guidelines should assist in determining the appropriate amount of time your child spends on homework each evening:

Kindergarten:	5-10 min.	3rd Grade:	20-30 min.
1st Grade:	10-15 min.	4th Grade:	30-40 min.
2nd Grade:	15-20 min.	5th Grade:	30-45 min.

**HOMEWORK FOR ABSENT STUDENTS**

If a child is absent, homework will be given to the child when he/she returns. If a parent wishes to have homework sent home to the child via another student or wishes to pick the homework up at our office, please contact the office by 10:30 a.m. to be picked up at 4:00 p.m.

In accordance with the Francis Howell School District Attendance Policy students are allowed one day for each day absent to complete the missed work when they return. Please try to keep absences at a minimum because they are detrimental to a child's learning.

**LIBRARY**

Library books and magazines may be borrowed from the school library. The library has been very instrumental in improving the variety and levels of reading materials made available to our students for both educational and recreational reading. Lost or damaged books will be charged to the student.

**LOST AND FOUND**

There is a lost and found container located outside of the cafeteria. Children or parents may check for lost items upon request.

*At the end of each quarter any item not labeled will be donated to a local charity organization.*

To help relocate lost items, the school strongly encourages parents to label all clothing and items brought to school.

## **LUNCH PROGRAM**

Menus for breakfast and lunch can be found on the FHSD website at:

<http://fhsd.sharpschool.net/cms/One.aspx?portalId=995782&pageId=1779813>

### **Apply for Free and Reduced**

You may be eligible for free or reduced cost lunches

To apply follow the link

<http://fhsd.sharpschool.net/cms/One.aspx?portalId=995782&pageId=1841268>

Elementary Student lunch price is \$2.55, breakfast price is \$1.50.

Adult lunch price is \$3.30.

### **Meal Debt**

By July 1, all schools participating in the federal meals programs are required by the United States Department of Agriculture (USDA) to have written policies to inform parents of procedures regarding meal debt. The District recently adopted Policy 5550 in order to maintain consistent meal account procedures throughout the District. Unpaid charges place a financial strain on District finances. The District's contracted food service vendor is responsible for maintaining food charge records and for notifying the District's accounting department of outstanding balances.

### **Parents are welcome**

Parents are welcome to have lunch in the cafeteria with their child. If you will be joining your child for lunch please call the office at 636-851-4400 and put in a lunch order. Parents **may not** go to their child's classroom after lunch unless they have made prior arrangements and that has been approved.

### **School Dining - Online Meal Payments**

The Francis Howell School District welcomes you to EZSchoolPay.com, the easy, convenient way to pay for school meals and other school fees. We listened to the feedback from our parents that they wanted a system with more functionality.

<http://fhsd.sharpschool.net/cms/One.aspx?portalId=995782&pageId=177981>

**The username and password is your child's student ID number.**

Features of the new system include:

- Make online deposits to accounts
- View current account balances
- Set low balance notifications

- Check deposit history

### **ILLNESSES**

Children with any of the following symptoms should be kept home from school: diarrhea or vomiting, unexplained rashes, red or discharging eyes, acute cold, signs of weakness, drowsiness, temperature of 100 degrees or higher, persistent cough or untreated head lice.

Please notify the school nurse if your child has a special health condition such as epilepsy, allergies, hemophilia, diabetes, heart condition, HIV positive, hearing or vision problems or physical limitations.

The school nurse will contact you should your child become ill. PLEASE MAKE ARRANGEMENTS FOR TRANSPORTATION TO BE AVAILABLE SHOULD YOUR CHILD NEED TO LEAVE SCHOOL EARLY.

The school cannot transport ill children.

If your child is sent home with a fever of 100 degrees or above, the student should not attend school until he/she has been fever free for 24 hours without the use of Tylenol or ibuprofen. Please do not send your child back the next day for the protection of your child as well as other students.

Parents are requested to send a note each day that a student is to be excused from outdoor recess stating the reason. If a child is to be excused for more than three consecutive days, a doctor's excuse is required to stay indoors for recess.

### **MEDICATION PROCEDURES FOR PRESCRIPTION AND NONPRESCRIPTION MEDICINES**

Pursuant to Francis Howell School District policy, the giving of prescription and non-prescription medicine by the nurse, principal, or designee, shall be restricted to **necessary** medication that **cannot** be given on an alternative schedule. Your physician may fax a medication order to school or you may bring in the order with the medication. Please ask your pharmacist for a "school bottle" with dosages to be given at school.

When medications need to be given at school, they should be brought by the parent to the nurse or by the student directly to the nurse when arriving at school and before going to the classroom.

### **Prescription medicine**

1. Must be accompanied by a label affixed by a pharmacy or physician showing:
  - a. Name of student
  - b. Total daily dosage and schedule of administration
  - c. Date purchased
  - d. Physician's name
  - e. Name of medication
2. **MUST** have a written physician's order
3. A parent/guardian must request in writing that the District comply with the authorized prescriber's request to give medication. (The District will not administer the initial dose of any new prescription except in an emergency).
4. Any changes to a medication dosage must be accompanied by an updated Rx prescription label. No outdated medication prescription label will be accepted. Each new prescription must have a new label and vial.
5. This authorization is effective for the school year for which it is granted and must be reviewed annually.

### **Non-prescription medicine**

1. **Must** be in the **original** container.
2. **MUST** have a written order, signed by the physician or advance practice nurse, stating the name of the medication, the name of the child, dosage and schedule of administration, and reason for giving the medication. When possible, the prescriber should state potential adverse effects and applicable emergency instructions.
3. A parent/guardian must provide a written request that the district comply with the authorized prescriber's request to give medication.
4. This authorization is effective for the school year for which it is granted and must be renewed annually.

### **Emergency Medication**

Written standing orders will be obtained annually for the administration of emergency medication.

### **Parent/Guardian Administration**

In situations where the parent/guardian chooses, the parent/guardian may come to school to administer the medication to his/her child

## **Security**

All medication shall be kept in a locked cabinet in the nurse's office or the principal's office.

## **Medications on Field Trips**

1. Medications that **must** be given during the time a student is off campus (seizure meds, inhalers, and allergy meds) may only be given by a responsible adult employed by the district and trained by the nurse on the "5 R's" of medication administration or the child's parent.

The Right Medication

The Right Patient

The Right Dosage

The Right Time

The Right Route

2. All medications must be in the prescription bottle or box with the pharmacy label attached. Only inhalers may be self-administered. All other medications must be carried and administered by the delegated, trained adult or the child's parent.
3. Any student found to be carrying his/her medication on his/her person while on a school sponsored trip off campus, without the knowledge of the nurse, may be subject to disciplinary action.
4. If the student has severe allergies an Epi Pen auto injector will be carried by a trained staff member and used as needed.
5. If the adult in charge of the off-campus trip refuses to take responsibility for the giving of medications, the parent will be asked to accompany his/her student on the trip. If the parent is unable to accompany the student, the District will provide an appropriately trained person to administer the medication as needed.

## **Discipline Code of Conduct**

<http://fhds.sharpschool.net/cms/One.aspx?portalId=995782&pageId=2962358>



### **Missouri School Violence Hotline**

The Missouri's School Violence Hotline accepts reports of bullying and then that information is forwarded to the District. Students and parents can call 1-866-748-7047 and receive a live voice Monday - Friday 7 a.m. until 6 p.m. with voicemail after hours. Reports can be made 24 hours a day on the following website [www.schoolviolencehotline.com](http://www.schoolviolencehotline.com). This year texts messages reports of bullying will also be accepted by texting "REPORTIT" to 84741.

### **PARENT CONCERN PROCESS**

A positive home/school relationship is critical to each student's success. However, there may be times when you as a parent disagree with something a teacher has done or you are concerned about something you have heard from your child or another parent about a teacher.

When those occasions arise, please follow this procedure:

- (1) Contact the teacher directly to ask about the situation.
- (2) Usually a phone conversation is all that is necessary
- (3) If you prefer to meet with the teacher, send a note or call to set up an appointment.
- (4) When meeting or talking with the teacher, clearly explain your concerns and work with the teacher to find a solution which meets the needs of home and school.
- (5) If you and the teacher are not able to find a solution, either one may contact the principal for assistance. The principal will work to understand the situation and help find a workable solution.

### **PARENT PORTAL**

Campus Portal is our tool for parents to access instant, online, timely and secure student information. For elementary parents, attendance is visible through parent portal, report cards and bus routes. Middle and high school parents can access class schedules, assignments, attendance, discipline, course registrations for next year, report cards and transcripts. Campus Portal is a means to further promote educational excellence by enhancing our program of communication with parents and students.

For more information on the Parent Portal and Log-in directions please go to the following website: [http://fhds.sharpschool.net/parents/parent\\_portal](http://fhds.sharpschool.net/parents/parent_portal)

## **PARENT TEACHER ORGANIZATION**

Co-Presidents – Rochelle Williams and Amy Trent  
Co-Vice Presidents –Susan Goetch and Ann Hake  
Co Treasurer – Jill Brakensiek and Erin Goris  
Co-Secretaries –Jessica Bets and Gina Ackerman

The PTO is a great way to be involved with your child's education and contribute to the enrichment of Daniel Boone's programs. It is also a great way to get to know the faculty and staff, as well as the other families that make up our special Daniel Boone community.

The Daniel Boone PTO provides funds to supplement the school's budget and works with the school to continually improve the tools and technology available to students. In addition, the PTO sponsors many fun and enriching events during the school year. It provides parents with resources to keep them informed of school activities and is an unlimited source of fun and satisfaction for all those involved.

The Daniel Boone PTO is a volunteer organization, and can always use your help! A schedule of the PTO general meetings can be found in the back of this book, on the school website, and in the PTO newsletters.

**Here are some of the events and services sponsored by the PTO:**

## **POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)**

**Daniel Boone Received the Bronze Level Recognition in 2013**

**Daniel Boone Received the Silver Level Recognition in 2015**

**Daniel Boone Received the Gold Level Recognition in 2016**

### **WHAT IS PBIS:**

Positive Behavior Intervention Support, PBIS, is in its 5<sup>th</sup> year at Daniel Boone Elementary. It is a process for creating safer and more effective schools. The process focuses on improving a school's ability to teach and support positive behavior for all students. Using PBIS we will be able to provide effective school-wide, classroom, non-classroom, and student specific plans. PBIS includes school-wide procedures and processes intended for all students and all staff. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

### **DANIEL BOONE VALUES:**

Be Respectful  
Be Responsible  
Be Honest  
Have a Positive Attitude

### **VOICE LEVELS**

0= SILENT  
1= WHISPER  
2= NORMAL VOICE LEVEL  
3= OUTSIDE VOICE

### **What will PBIS look like for your child?**

Teachers will be teaching lessons based on Daniel Boone School expectations, responsibility, respect, positive attitude and honesty. They will model how each expectation looks in all school settings. Your child will participate in role playing activities to practice these skills. Students will be recognized for displaying positive behavior.

### **Projected Outcomes**

- Creation of a positive school climate to support social and academic growth for all students
- Reduction in referrals to the office
- Collection of data to

### **DISCIPLINE**

Children are made keenly aware of rules and expectations while on the bus and at school. Parents are encouraged to become aware of and supportive of the school's expectations.

Daniel Boone Elementary School Wide Social Behavior Matrix

	All Settings	Classroom Voice Level 2	Recess Voice Level 3	Cafeteria Voice Level 2	Hallway Voice Level 0	Restroom Voice Level 1	Bus Voice Level 2
<b>Be Respectful</b>	Use kind words and tone of voice  Stay within your personal space  Respectful Body Language	Raise your hand  Be an active listener  Follow directions	Paws in place and silent face  Tight to the right  Line up when whistle is blown	Use good manners  Eat and touch your lunch ONLY	Paws in place and silent face  Tight to the right	Respect privacy of others	Follow driver's directions  Greet driver when entering the bus  Thank the driver when exiting the bus
<b>Be Responsible</b>	Be an active listener  Follow directions the first time  Be safe  Maintain Self-control  Be patient	Be prepared  Be accountable for your actions  Use school materials appropriately  Always do your best	Be a problem solver  Use/return equipment appropriately  Stay in approved areas  Play safely	Be prepared for lunch routines  Be patient and courteous  Keep your area neat and clean  Enter and leave cafeteria safely	Walk in a line  Paws in place and silent face  Tight to the right	Use quickly and quietly  Wash hands with soap and water  Keep restroom clean	Keep body to self  Keep aisle clear  Seat to Seat/ Back to back/Hands in your lap  Take all belongings with you
<b>Be Honest</b>	Tell the truth	Do your own work  Ask before you borrow	Follow playground rules  Play fairly	Take what you ordered	Be where you are suppose to be	Report problems  Use the restroom and return promptly	Keep hands on your belongings only

## **PERSONAL/PHYSICAL PROBLEMS**

If your child is having a personal or physical problem, please inform the teacher that there is a problem. After discussing the problem, the parent and teacher may agree that a referral to the counselor, school nurse, or other resource is helpful to the child.

### **Physical Education**

Children should have a pair of non-marking rubber soled shoes for P.E. days. Girls should wear shorts underneath their dresses.

If your child needs to be excused from one P.E. class, please send a note to the P.E. teacher. If your child needs to be excused for more than one P.E. class, a doctor's excuse is required.

### **Safety in physical education:**

A successful lesson is a safe lesson. Thorough planning, effective class management, developmentally appropriate equipment and activities, equipment and facilities in good condition, **students wearing appropriate clothing and shoes and no jewelry** are the keys to safe physical education. We need parent support in making our physical education classes safe, thus ensuring both fun and fitness.

Clothing for physical activity should be comfortable and the student should be able to easily move during the activity. Shorts or loose comfortable pants should be worn for physical education classes. It is helpful and safer if clothes are pocket free, no belt and/or belt loops, and button free if possible.

*All jewelry must be removed before participating in physical education activities.*

Many students have their ears pierced during the school year. The student may wear small studs for a period of six weeks from the date of piercing. During their physical education class they are to place tape or a Band-Aid (provided by the student) over the ear lobe. Parents need to send a note to the physical education teacher indicating the date the ears were pierced and provide tape for covering the earrings during PE class.

## **PROGRESS REPORTS TO PARENTS**

There will be four formal reporting times (report cards) during the school year. Each report card will note progress in all subjects being studied. Two formal parent-teacher conferences (fall and spring) will be scheduled. Additional conferences may be scheduled at any time during the year upon request by the parent, teacher, or building administrators.

## **ROOM PARENTS**

The basic role of room parents is to plan and prepare two parties for the year. If you are interested, please sign up in your child's classroom at Open House or contact your child's teacher. All parents wishing to volunteer in the classroom must have completed the FHSD background check process. If you have not completed the background check please follow directions on the Francis Howell website. [www.fhdschools.org](http://www.fhdschools.org)

## **SAFE KIDS**

The safety of students and staff in our schools and community is of primary importance. Whether it is driving safely in school zones, teaching students to safely walk or ride their bikes to school, or reporting suspicious activity, everyone has an important role in helping to keep our schools and community safe. This page is intended to provide you with valuable information and resources related to safety. The District website is the primary source of information during any urgent or emergency situations, including inclement weather and school closures. Information will be posted prominently and updated regularly on the District's home page at [www.fhdschools.org](http://www.fhdschools.org).

## **SOLICITATIONS**

Although the Daniel Boone Elementary staff supports fund-raising activities, the sale of cookies, candies, and other solicitation will not be permitted during the school day.

## **SPECIAL SERVICE PROGRAMS**

Special education services are available to eligible students from ages 3 through 21 who experience disabilities and require specially designed instruction. Individual special education programs are cooperatively developed by an individual education planning (IEP) team which includes parents, teachers, administrators, and, when appropriate, other specialists. The IEP team reviews an individual student's functional and academic performance to develop appropriate individual long term goals and short term objectives for the child to achieve during a one year period.

## **SPECTRA**

This program was initiated to help meet the needs of our intellectually gifted children who range in the top five percent of the District's student population. Students qualify when the scores on normed intelligence tests, abstract reasoning, divergent thinking, and learning characteristics are within the mentioned range. The program provides differentiated instruction through the cultivation of higher level thinking skills and has the student becoming an autonomous learner as a goal. Students may be referred for a Spectra evaluation by the classroom teacher or a parent.

## **STATE REQUIRED ASSESSMENT PARTICIPATION**

Francis Howell School District Board Policy 6440, states that all students will participate in statewide assessments or alternative assessments as determined by a students' Individualized Education Program (IEP) team. The District has developed a list of assessments to be administered annually and the grade level of students that will be administered each test or assessment instrument. A copy of this policy and the assessment schedule will be available to the public on the District's website and in the District office during normal business hours.

## **TELEPHONE USE AND MESSAGES TO STUDENTS**

The telephone may be used in emergencies by students with the permission of the teacher. Phone calls and messages should be limited to those of extreme importance to avoid unnecessary interruptions of lessons. After school plans should be made before school hours. Phone calls from students to parents to bring a child's homework will be avoided. Parents' phone calls to students will not be allowed except in cases of emergency.

## **VISITORS/VOLUNTEERS**

Volunteers make a significant impact on the excellent educational programs offered in the Francis Howell School District. They provide enrichment opportunities that enhance the educational experience for students while supporting our teachers and staff. Volunteers also help us build a strong foundation for students as they select a career path or post-secondary education. As volunteers enhance and support the academic programs, it is important to also help students have a positive attitude that will get them through challenging times as they grow and learn. By modeling for students the kinds of expectations they need to succeed, volunteers help them develop into productive citizens of the community. We urge you to become a strong advocate by sharing your positive experience with others and encouraging them to become involved in their child's school.

Please review the Volunteer Handbook for an overview of the school volunteer program and the variety of opportunities that you may choose to pursue. In the handbook you will find information regarding how to sign up to be a volunteer, forms you will need to complete, applicable Board of Education policies and regulations, how to access E-NEWS, and much more. Together we will make a difference. You are an important component in the success of our students. We are delighted that you have chosen to take an active role in the education of our students by volunteering and we look forward to seeing you at school!

**Volunteers** are an important part of Daniel Boone Elementary. They provide countless hours of assistance in a variety of ways. Opportunities are also available by contacting your child's teacher, the office, or any PTO officer. Please see the district guidelines on volunteers for further information on how to become a volunteer: <http://www.fhdschools.org/community/volunteer>

**Please make an appointment with the teacher before arriving to volunteer.**

This will ensure that there is plenty of work with minimal class interruption.

Training for volunteers will be provided after the start of school.

**All volunteers must have a background check. Volunteers who have lived in Missouri for less than 5 years will be required to have a fingerprint check.** This is for your safety as well as our students, and is provided by the district. You may access this through the Francis Howell Website or call our office at 636-851-4400.

Parents are welcome to have lunch in the cafeteria with their child. If you will be joining your child for lunch please call the office at 636-851-4400 and put in a lunch order. Parents may not go to their child's classroom after lunch unless they have made prior arrangements to volunteer.

Visitors are not allowed to visit classrooms after the 8:55 bell rings unless they have a pre-arranged appointment with the classroom teacher. All visitors to classrooms must be approved by Mr. Armour prior to scheduling.

Parents are welcome and encouraged to visit our school. To assure that such visitations are meaningful and reasonable, please schedule visitations and observations in classrooms in advance with the teacher. All parents wishing to observe in the classroom must complete the observation agreement 72 hours prior to your observation. This agreement must be approved by an administrator.

**For safety concerns parents are not allowed at recess.**

All visitors and volunteers are required to sign in when visiting the school.

All visitors must buzz in at the Main Entrance,  
sign in at the front desk, and obtain a visitor's pass.

This is imperative for your child's safety, your safety, and the safety of others.

### **Vacation Station:**

Vacation Station sponsors a before and after school childcare program. Please click on the following link to learn about Vacation Station at Daniel Boone.

<http://fhsdvacation.sharpschool.net/cms/one.aspx?objectId=2368165>



## **VALUABLES**

Please refrain from allowing your child to bring any type of toy to school. Toys including stuffed animals, cell phones, tablets, videotapes, mp3 players, computer games, and other valuable items should not be brought to school except by written request of the classroom teacher. The school is not responsible for loss, damage or theft.

## **WEATHER PROCEDURES**

The Francis Howell School District will announce procedures for inclement weather (including school closings, the use of a snow schedule, and early dismissal) on radio stations KMOX/KLOU (1120 AM and 103 FM), KWRE (730 AM), WIL/WRTH (92.3 FM and 1430 AM), KIX (106 FM); television stations - Channels 2 (KTVI/FOX), 4 (KMOV/CBS), and 5 (KSDK/NBC). This information will be provided on the Francis Howell School District website <http://www.fhdschools.org> , as well as through our E-News system.

When it is announced that schools will close due to inclement weather, all schools in the district will close for that day.

When it is announced that a snow schedule will be followed, buses will run about an hour late and all schools will open one hour later than usual. It is expected that this will make it possible to have school on a number of days when road conditions improve after “rush hour.” When a snow schedule is followed, schools will be dismissed at the usual time.

On days that schools are dismissed early because of worsening weather conditions, radio stations will be asked to announce how much earlier than usual buses will leave the high schools. This will indicate to parents that all students should arrive home approximately that much earlier than usual. For example, if it is announced that the high schools will be dismissed two hours early, all students should reach home about two hours early, although exact arrival times will depend upon the severity of the weather and road conditions.

Parents who work during the day should make arrangements for someone to care for children who arrive home early and should make sure children know where to go if no one is at home when they arrive.

For more information on weather guidelines go to:

[http://fhds.sharpschool.net/parents/weather\\_guidelines/](http://fhds.sharpschool.net/parents/weather_guidelines/)

**General school rules apply for behavior on the Internet. The district enforces MOREnet guidelines.**

These guidelines are provided to make you aware of your responsibilities. The network administrator or the designated FHSD representative may revoke network/computer privileges if the guidelines are not observed.

- The following actions are **NOT** allowable on the district networks:
- Sharing confidential information
- Giving your password to others
- Giving out personal information on the Internet Harassing, insulting, or harming others in any way
- Trying to bypass or break the security system Accessing pornographic/illegal material
- Illegally copying software Trespassing in others' folders, files or documents
- Attempting to destroy or harm data/files of others
- Utilizing the network for commercial purposes
- Using obscene language Use of noncurricular Internet games
- Violating copyright laws or plagiarism Use of unauthorized websites
- Vandalism of District network or technology Uploading viruses, altering data or theft of restricted information system

**District networks are to be used for educational purposes.**

**POSSIBLE DISCIPLINARY ACTION FOR VIOLATION**

The consequences for violating the District's Network and Internet Usage Policy (Policy 6320) include, but are not limited to, one or more of the following: 1) suspension or revocation of network privileges; 2) suspension or revocation of Internet access; 3) suspension or revocation of computer access; 4) school suspension; or 5) expulsion.

**PLEASE NOTE: If you wish to deny independent internet usage for your student, please contact the school he/she attends to obtain the appropriate form.**

**The technology policy can be found at:**

<http://fhsd.sharpschool.net/cms/one.aspx?portalId=995782&pageId=1780165>

### **Asbestos Hazard Emergency Responses Act**

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was enacted by Congress to determine the extent of and develop solutions for any problems schools may have related to asbestos. A certified asbestos inspector, as required by AHERA, has inspected facilities of the Francis Howell School District. The results of the inspection were used to develop a professionally certified asbestos management plan. The management plan of the district facilities includes the education and training of employees, a set of plans and procedures designed to minimize the disturbance of asbestos-containing materials and plans for regular surveillance of those materials. A copy of the asbestos management plan is available for your inspection in the district administrative offices, during regular office hours. Should you wish to inspect the plan or if you have any questions, please contact Mr. Gober Project/Safety Manager, at (636) 851-6300.

### **DISTRICT PROCEDURES FOR ADDRESSING DISCRIMINATION / HARASSMENT**

The District is committed to maintaining a workplace and educational 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 accordance with the law, the District does not discriminate in its programs or activities on the basis of race, color, sex, national origin, age, ethnicity, disability, religion, sexual orientation, perceived sexual orientation, genetic information, or any other characteristic protected by 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.

The following individuals have been designated as the District's non-discrimination compliance officers:

#### **Title VI Officer**

**Dr. Will Vanderpool**

**Director of Alternative Learning**

**4545 Central School Road, St. Charles, MO 63304**

**636-851-4060**

#### **Title VII Officer**

**Lisa Simpkins**

**Chief Human Resources Office**

**4545 Central School Road, St. Charles, MO 63304**

**636-851-4024**

**Title IX Officer**  
**Mark Delaney**  
**Director of Human Resources**  
**4545 Central School Road, St. Charles, MO 63304**  
**636-851-6193**

**504 Officer**  
**Dr. Jennifer Patterson**  
**4545 Central School Road, St. Charles, MO 63304**  
**636-851-4076**

For information on how to report a claim of discrimination, harassment, or retaliation, see 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, sex, national origin, age, ethnicity, disability, religion, sexual orientation, perceived sexual orientation, genetic information or any other characteristic protected by law.

#### **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are: 1. The right to inspect and review the student’s education records within 45 days after the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. 2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing process will be provided to the parent or eligible student when notified of the right to a hearing. 3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel) or a person serving on the school board. A school

official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202 The Francis Howell School District has designated certain information contained in the educational records of its students as directory information for the purposes of FERPA. The following information regarding students is considered directory information: the student's name, student's address, student's phone number, photograph, grade point average, dates of attendance, grade level, participation in officially recognized activities and sports, height and weight of members of athletic teams, diplomas and awards received and the most previous school attended by the student. See the list below of the disclosures that elementary and secondary schools may make without consent. FERPA permits the disclosure of PII from students' education records without the consent of the parent or eligible student if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student – To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that conditions listed in §99.31 (a)(1)(i)(B)(1) – (a)(1)(i)(B)(2) are met. (§99.31(a)(1)) To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2)) To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures

under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35) In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4)) To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5)) To organizations conducting studies for, or on behalf of, the school in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6)) To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7)) To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8)) To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9)) To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)) Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

#### **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents/guardians and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) – 1. Political affiliations or beliefs of the student or student's parent(s)/guardian(s); 2. Mental or psychological problems of the student or student's family; 3. Sex behavior or attitudes; 4. Illegal, anti-social, self-incriminating, or demeaning behavior; 5. Critical appraisals of others with whom respondents have close family relationships; 6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers; 7. Religious practices, affiliations, or beliefs of the student or parent(s)/guardian(s); or 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of – 1. Any other protected information survey, regardless of funding; 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and 3. Activities involving collection, disclosure, or use of personal

information obtained from students for marketing or to sell or otherwise distribute the information to others. • Inspect, upon request and before administration or use – 1. Protected information surveys of students; 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and 3. Instructional material used as part of the educational curriculum. Francis Howell School District will develop policies, in consultation with parents/guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Francis Howell School District will directly notify parents/guardians and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Francis Howell School District will also directly notify parents/guardians and eligible students, such as through U. S. mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in: • Collection, disclosure, or use of personal information for marketing, sales or other distribution. • Administration of any protected information survey not funded in whole or in part by ED. • Any non-emergency, invasive physical examination or screening as described above. Parents/guardians or eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office U. S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-4605

## **PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Francis Howell School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay. The District assures

that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program. The Francis Howell School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). The Francis Howell School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Francis Howell School District Alternative Education Department from 8:00 – 4:30 p.m. each school day. This notice will be provided in native languages as appropriate. Director of Alternative Learning Francis Howell School District 4545 Central School Road Saint Charles, MO 63304 Phone: 636-851-4060 Fax: 636-851-4094



## **Missouri Department of Elementary & Secondary Education Every Student Succeeds Act of 2015 (ESSA) COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs 1 that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>. Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed? Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)? Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to private school children handled differently? Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?

1. What is a complaint? For these purposes, a complaint is an allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA. 2. Who may file a complaint? Any individual or organization may file a complaint. 3. How can a complaint be filed? Complaints can be filed with the LEA or with the Department. 4. How will a complaint filed with the LEA be investigated? Complaints filed with the LEA are to be investigated and attempted to be resolved according to locally developed and adopted procedures. 5. What happens if a complaint is not resolved at the local level (LEA)? A complaint not resolved at the local level may be appealed to the Department. 6. How can a complaint be filed with the Department? A complaint filed with the Department must be a written, signed statement that includes: 1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and 2. The facts on which the statement is based and the specific requirement alleged. 7. How will a complaint filed with the Department be investigated? The investigation and complaint resolution proceedings will be completed within a time limit of fifty calendar days. That time limit

can be extended by the agreement of all parties. The following activities will occur in the investigation:

1. Record. A written record of the investigation will be kept.
2. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.
3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. Report by LEA. Within forty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. Verification. Within ten days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).
6. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.
8. How are complaints related to equitable services to nonpublic school children handled differently? If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).
9. How will appeals to the Department be investigated? The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. The investigation may be continued beyond the thirty-day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.
10. What happens if the complaint is not resolved at the state level (the Department)? The complainant or LEA may appeal the decision of the Department to the United States Department of Education