



**Parent Handbook**  
**Daniel Boone Elementary School**  
**201 W. Hwy D**  
**Wentzville, MO 63385**

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

**Office Hours - 8:00 a.m. - 5:00 p.m.**  
**Telephone Number – (636) 851-4400**  
**Attendance—(636) 851-4406**  
**Parent Pickup (636) 851-5734**  
**Fax Number – (636) 851-4105**

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# Important Contact Information

Name	Contact
Daniel Boone School Office Mrs. Missy Brockhaus – Administrative Assistant	636-851-4400 <a href="mailto:missy.brockhaus@fhdschools.org">missy.brockhaus@fhdschools.org</a>
Mrs. Sandra Stevens- Building Information Specialist	<a href="mailto:sandra.stevens@fhdschools.org">sandra.stevens@fhdschools.org</a>
Mrs. Cheryl Basler- Receptionist	<a href="mailto:cheryl.ashby-basler@fhdschools.org">cheryl.ashby-basler@fhdschools.org</a>
Mr. Kevin Armour - Principal	<a href="mailto:kevin.armour@fhdschools.org">kevin.armour@fhdschools.org</a>
Administrative Intern- Mrs. Connie Buckman	<a href="mailto:connie.buckman@fhdschools.org">connie.buckman@fhdschools.org</a>
Mrs. Emily Hansen- Counselor	<a href="mailto:emily.hansen@fhdschools.org">emily.hansen@fhdschools.org</a>
Mrs. Liz Shell- Nurse	<a href="mailto:liz.shell@fhdschools.org">liz.shell@fhdschools.org</a>
First Student Transportation	636-441-7654
Francis Howell District Office	636-851-4000
School Website	<a href="http://fhdsdbe.sharpschool.net/">http://fhdsdbe.sharpschool.net/</a>
District Website	<a href="http://fhds.sharpschool.net/">http://fhds.sharpschool.net/</a>

August, 2012

Dear Daniel Boone Families,

On behalf of the entire Daniel Boone staff, I welcome you to the 2012/2013 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 ensure 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.

The 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. 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 throughout the school year, 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 368 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.

Daniel Boone Awards:  
John Hopkins Family  
Partnership Award: 2009,  
2010, 2011

Six Flags Music Superior  
Rating Award: 2009, 2010,  
2011, and 2012

### **The Daniel Boone Promise I will**

**Respect myself**

**Respect others and**

**Respect our school**

### **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.

### **CORE VALUES**

**Be Respectful**

**Be Responsible**

**Be Honest**

**Have a Positive Attitude**

### **EXTRA CURRICULAR ACTIVITIES:**

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

**Choir**- 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade students

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

**Video Club**- 5<sup>th</sup> grade students

**Our Vision Statement:**

Daniel Boone Elementary strives to be a child-centered learning community built on a foundation of exemplary character and academic success.

**Values:**

Honesty  
Positive Attitude  
Respect  
Responsibility

**Our Mission Statement:****I CARE**

Inspiring excellence

Contributing positively to society

Achieving good character

Realizing potential

Exploring new frontiers

**2011-2012 School Improvement Goals****Achievement:**

Communication Arts: During the 2011-2012 school year, 76% of Daniel Boone Students in grades 3-4-5 will score in the Proficient or Advanced on the Communication Arts MAP Assessment.

**Mathematics:**

During the 2011-2012 school year, 75% of Daniel Boone Elementary Students in grades 3.4.5 will core Proficient or Advanced on the Mathematics MAP Assessment.

**Climate:**

In September and March of 2012, the climate survey will be administered to parents, students and staff. Following the collection of data, the climate committee and staff will review data and set future goals.

**Attendance:**

During the 2011-2012 school year, Daniel Boone Elementary students will increase their average daily attendance rate to 97% or higher.

**Behavior:**

During the 2011-2012 school year, the goal is to reduce the schools discipline referrals by 10% to 84 referrals.

## **MASTER SCHEDULE**

### **Recess and Lunch Schedule:**

GRADE	1ST RECESS	LUNCH	2nd RECESS	Special
1	11:25-11:40	11:45-12:10	1:10-1:30	1:30-2:10
K	11:00-11:15	11:20-11:45	1:50-2:10	2:10-2:50
2	11:50-12:05	12:10-12:35		2:50-3:50
5th	12:15-12:30	12:35-1:00		9:05-10:05
4th	12:40-12:55	1:00-1:25		11:00-12:00
3rd	10:40-10:55	10:55-11:20		12:00-1:00

## **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.

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



<u>Name</u>	<u>Room</u>	<u>Extension Dial 851 then the extension</u>
Mr. Armour	Office	4400
Mrs. Connie Buckman	Office	4400
Mrs. Brockhaus	Office	4418
Mrs. Stevens	Office	4406
Mrs. Basler	Office	5734
Nurse Shell	Office	4437
Mrs. Hansen		4411
<u>KDG Teachers</u>		
Ms. Albaladejo	94	4409
Mrs. Moody	95	5863
Mrs. Thompson	96	4442
<u>1<sup>st</sup> Grade</u>		
Mrs. Holmes	97	4420
Mrs. Gober	103	4443
Mrs. Bredensteiner	101	5595
<u>2<sup>nd</sup> Grade</u>		
Mrs. Bell	104	4408
Ms. Skelton	102	4439
Mrs. Kimbrel	106	4421
<u>3<sup>rd</sup> Grade</u>		
Mrs. Loesch	122	4428
Mrs. Molitor	120	6315
Mrs. Wittmus	123	4445
<u>4<sup>th</sup> Grade</u>		
Mrs. Heslin	126	4427
Ms. Walsh	127	4444
Ms. Frazzetta	124	4431
<u>5<sup>th</sup> Grade</u>		
Mrs. Fredricks	130	4446
Ms. Nichols	125	4429
Mrs. Skambraks	131	4438

<u>Special Area Teachers</u>		
<i>Mrs. Anderson</i>	<i>109A</i>	<i>4407</i>
<i>Spectra</i>	<i>121</i>	<i>4415</i>
<i>Mrs. Connell</i>	<i>129</i>	<i>4440</i>
<i>Mrs. Eiswirth</i>	<i>114</i>	<i>4435</i>
<i>Mrs. Schmidt</i>	<i>110</i>	<i>4417</i>
<i>Ms. Lancaster</i>	<i>Library</i>	<i>4425</i>
<i>Mrs. Moore</i>	<i>105</i>	<i>4430</i>
<i>Mr. Muench</i>	<i>Gym</i>	<i>4426</i>
<i>Mrs. Peasel</i>	<i>108</i>	<i>4424</i>
<i>Mr. Sherman</i>	<i>128</i>	<i>4416</i>
<i>Ms. Howe</i>	<i>112</i>	<i>4436</i>
<i>Mrs. Wright</i>	<i>113</i>	<i>4433</i>
<i>Café</i>	<i>Café</i>	<i>4413</i>
<i>Vacation Station</i>		<i>4410</i>
<i>Vacation Station</i>		<i>5862</i>

## **ATTENDANCE**

Regular attendance provides a more satisfying school life and stimulates progress in learning. When your child returns after being absent, a written notice in accordance with the district attendance policy (see attached) must be sent to the teacher. Student attendance is recorded by the hour. As a result, arriving late and/or leaving early for doctors' appointments, etc. are recorded as partial absences. Excessive absences, whether excused or unexcused, may affect the academic grade and 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 and leave the absent child's name and teacher's name. A note should be sent to the teacher upon the child's return. Regular attendance provides a more satisfying school life and stimulates progress in learning. Excessive absences, whether excused or unexcused, may affect the academic grade. 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 cycle break to keep attendance as regular as possible. Please review the Francis Howell School District Attendance Policy at: <http://fhds.sharpschool.net/parents/attendance/>. As required by District Board Policy 2310, letters regarding student absences in excess of 10 days will be sent out from the principal's office.

## **ARRIVAL AND DISMISSAL PROCEDURES:**

### **ARRIVAL:**

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

Children arriving late **must** be checked in **by a parent** in the office before reporting to the classroom. **Arrivals after 8:55 a.m. will be recorded on the student's daily attendance record as tardy.**

### **Before School Student Drop-Off:**

Pull to the café entrances. A Daniel Boone staff member will be on duty to assist your child in exiting the car. **Please don't get out of your car as this slows the process.** If at all possible, please have your child exit by the passenger front or back door of your car. Please stay on the right side of the curb while waiting your child's turn to get out of the car. If you need to walk your child into the building please find a parking place in one of our parking lots.

### **DISMISSAL**

**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.**

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

1. In the event a child needs to be dismissed early for a doctor or dental appointment, etc., the parent should send a note to the teacher.
2. When picking up a child for such special dismissals, **parents must sign the child out in the office** and the child will be dismissed via the office intercom.
3. **Teachers are not allowed to dismiss students from their classrooms.**
4. If someone other than a parent will be picking up a student, a signed written note from a parent is needed with the necessary information.
5. Do not expect to get your child from the classroom or change plans after 3:45 p.m. as dismissal procedures have already begun.
6. Parent pick-up is at 3:55 p.m. In case of an emergency, please call the office.

#### **B. Bus**

1. Students are to ride the bus to which they have been assigned. It is against District policy for a student to ride a bus that is not their assigned bus except in case of an **emergency**. Any requests for an exception must go through the Francis Howell Administration Office at 636-851-4000. Boy Scout and Girl Scout meetings, children going over to a friend's house after school, and practices for sports are not considered emergencies.
2. If parents have a concern regarding an incident on a bus they should call the bus garage at 636-441-7654 or the school office. They should not board the bus to talk with the driver. **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 to avoid confusion in loading for their return home. Changes of assignment to buses will be made only by the principal or transportation supervisor.

Please see the District Student Code of Conduct for the guidelines of riding the school bus. Please read through the bus rules with your child. Remember that students who cannot obey these rules forfeit the privilege of transportation.

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

- If your child is going to be picked up, you need to send a note with your child on that day. Phone calls and e-mails will not be accepted.
- Circle Drive Registration:  
Students must be circle drive registered to be parent pick up. If you have not registered please contact Mrs. Basler 636-851-5734.
- If you are already circle drive registered you will keep that number.
- The note needs to contain your child's name, the date they will be picked up, their circle drive # and your child's teacher's name. The note should be given to your child's teacher who will in turn send it to Mrs. Basler. If your child will be picked up every day, you need to only send in one note at the beginning of the school year letting Mrs. Basler know that your child will be parent pick up for the entire 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.
- If you have any questions regarding parent pick up please contact Mrs. Basler at 636-851-5734.
- **Even if your child was parent pick up last school year, Mrs. Basler will need a new note for the beginning of this school year.**
- Any change 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.**

## LUNCH PROGRAM

Menus and lunch prices can be found on the FHSD website at:  
<http://fhsd.sharpschool.net/cms/One.aspx?portalId=995782&pageId=1779813>

The children will be allowed to charge lunch one time. This charge must be paid before another charge will be allowed. Children unable to charge will be given a sun butter sandwich and a drink.

Children from families who cannot afford school lunches may be eligible for free or reduced cost lunches. If you would like more information, contact the school office.

While we encourage parents to occasionally have lunch with their child, we ask you to please refrain from bringing in food from fast food restaurants as this can become a problem with the other students. If you would like to eat lunch in the cafeteria, please contact the office at 636-851-4400 to place your lunch order. This helps ensure that our lunch counts are accurate and that all student receive the lunch they ordered. Adult lunch price is \$2.45.

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

The Francis Howell School District switched to a new food service program over spring break, School Dining System (SDS), along with a new online payment system, the FHSD Web Store. We listened to the feedback from our parents that they wanted a system with more functionality.

Features of the new system include:

- Make online deposits to accounts
- View current account balances
- Set low balance notifications
- Check deposit history
- Set spending limits
- Monitor student purchases

There will be a new look to the online payment site (District Web Store), otherwise the payment process should be similar to parents. **The username and password for SDS system is your child's student ID number.** The system accepts Visa, MasterCard or Discover (credit or debit cards). Cash and checks can still also be sent with your child to school to be added to their lunch account. Starting next school year, the system will be able to accept electronic checks.

More information can be found at:  
<http://fhsd.sharpschool.net/cms/One.aspx?portalId=995782&pageId=2714564>

## **BIRTHDAY TREATS**

Children have the opportunity to bring treats on their birthday to share with their class. The teacher needs to be notified in advance. When treats are planned, please include one treat per student in the child's homeroom and include all necessary supplies (napkins, etc). **Only prepackage treats are allowed.** Please do not send party invitations to school to be distributed.

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.

For a list of approved snack and treats can be found at:

[http://fhds.sharpschool.net/UserFiles/Servers/Server\\_995699/File/2011-2012/Finance/Snacklist.pdf](http://fhds.sharpschool.net/UserFiles/Servers/Server_995699/File/2011-2012/Finance/Snacklist.pdf)

## **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".

Quick check brands: Kellogg's®, Keebler®, General Mills®, Betty Crocker®, and Quaker Oats® brands are excellent at calling out allergies on a box.

EXAMPLE: **CONTAINS PEANUT AND EGG INGREDIENTS**

**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.

## **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. 10-15 degree temp/wind chill = 10 minute recess—Less than 10 degrees temp/wind chill = indoor recess.)

## **EMERGENCIES**

Regular fire drills are held to instruct the children in the procedure in case of a real fire. We will evacuate the building through the nearest doorways to the outside areas and move away from the building as far as possible.

Regular tornado drills are also held to instruct the children in the procedure 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 within the building.

**Daniel Boone administration works very closely with the New Melle fire and police department. During an emergency please follow the directions of the police/fire and school personnel.**

### **BAD 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/)

# POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)

## **WHAT IS PBIS:**

Positive Behavior Intervention Support, PBIS, will be implemented this 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 support effective decision making

## **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 SCHOOLWIDE SOCIAL BEHAVIOR MATRIX**

	<b>All Settings</b>	<b>Classroom</b>	<b>Cafeteria</b>	<b>Recess</b>	<b>Hallway</b>	<b>Restroom</b>	<b>Bus</b>
<b>Be Responsible</b>	Be an active listener Follow Directions Be Safe	Be prepared Be accountable for yourself	Be prepared for lunch routines Be patient Keep your area neat and clean Enter and leave cafeteria in orderly manner	Be a problem solver Use/Return equipment appropriately Stay in approved areas Play safely	Walk silently Keep hands to self Walk in a line	Use quickly and quietly Wash hands with soap Keep restroom clean	Keep hands and feet inside vehicle Back to back / Seat to seat Take all belongings with you
<b>Be Respectful</b>	Use kind words Stay within your personal space Use good manners	Raise your hand Be an active listener	Peaceful voice Use good manners Eat and touch only your lunch	Enter and Exit building quietly Line up quickly and quietly	Be mindful of others work displayed Be aware of others	Respect privacy of others	Peaceful Voice Follow driver's directions
<b>Be Honest</b>	Tell the truth	Do your own work Ask before you borrow	Take what you ordered	Follow game rules Play fairly	Be where you are supposed to be	Report problems Use the restroom and return promptly	Keep hands on your belongings only
<b>Have a positive attitude</b>	Welcome others Support others	Always do your best! Use encouraging words with others	Include everyone at your lunch table	Be a good sport! Cheer on classmates Take turns and include others	Be ready!	Encourage others to keep the restroom clean!	Be friendly to your bus driver and other students!



## **ACADEMIC OFFERINGS**

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

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

Music  
Physical Education  
Reading Recovery (Grade 1)  
Early Literacy K,1,2 & 3  
Science  
Social Studies  
Spectra (Gifted)  
Special Education



## **MAP TESTING**

The MAP (Missouri Assessment Program) for grades 3-5 will be administered in April.

## **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 doing the following:**

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 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.

Homework help can be found at:

[http://fhds.sharpschool.net/parents/homework\\_help/](http://fhds.sharpschool.net/parents/homework_help/)

## **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 will be held in the fall and the spring. We encourage parents to make every effort to attend their child's scheduled conference time and come prepared to give and receive vital information.

## **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.

## **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.

### **SPECIAL SERVICE PROGRAMS**

The District provides an appropriate educational program for handicapped students of school age. Special services programs are offered to students who qualify.

Assignments to special services programs are based on evaluation results and educational recommendations. The student's parents or guardians have access to the results of the evaluation and participate in the determination of the educational plan.

### **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.

### **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.

### **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 chaperone must have an approved background check on file in the office.**

### **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, 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.

## **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 items 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.

## **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.

## **PARENT TEACHER ORGANIZATION**

### **PTO Executive Committee Members**

**President- Karen Williams**

**Vice President- Sheri Althof**

**Treasurer- Kelly McCauley/Carmen Rayburn**

**Recording Secretary-**

**Corresponding Secretary-**

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:**

\*Spring & Fall Book Fairs

\*Spring Picnic & Raffle

\*Plant Sale

\*Fundraising Programs

\*Campbell's Labels for Education

\*General Mills Box Tops for Education

\*Teacher Appreciation Week  
\* Buzz Book  
\* Spirit Wear Sales  
\* Family Movie Night

\*Target Take Charge of Education  
\*Fall/Spring Annual Fundraiser  
\*Schnucks Community Card

## **ROOM PARENTS**

The basic role of room parents is to plan and prepare two parties for the year. The group meets as a body at the beginning of the school 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 done so please contact the office to set up an appointment.**

## **VISITORS/VOLUNTEERS**

Volunteers are an important part of Daniel Boone Elementary. They provide countless hours of assistance in a variety of ways. A volunteer sign-up sheet is distributed at Open House each year. 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://fhds.sharpschool.net/community/volunteers/>

- a) **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.
- b) **All volunteers** are required to sign a confidentiality agreement and **must have a background check and a fingerprint check.** This is for your safety as well as our students, and is provided by the district. If you have not done so please contact the office to set up an appointment.
- c) 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.
- d) **STUDENT VISITORS-** Because of the crowded conditions on some buses and in classrooms, we are unable to allow students to bring visitors to school for the day.
- e) 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 with the site secretary at the front desk, and obtain a visitor's pass** before walking the halls or entering classrooms. **This is imperative for your child's safety, your safety, and the safety of others.**

**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.

**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.

**VALUABLES**

Please refrain from allowing your child to bring any type of toy to school. Toys including stuffed animals, radios, 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.

**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.

*In accordance with the Francis Howell School District's concern for student welfare, the following safety rule for all physical education classes shall be put into effect.*

All jewelry must be removed before participating in physical education activities. Jewelry includes ear studs, nose rings, other types of body jewelry, watches and rings as well as hanging jewelry.

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.

## **FRANCIS HOWELL SCHOOL DISTRICT POLICIES**

### **Attendance Policy**

[http://fhds.sharpschool.net/UserFiles/Servers/Server\\_995699/File/2011-2012/Docs/11%2012%20Attendance%20Policy%206%2016%2011%20FINAL.pdf](http://fhds.sharpschool.net/UserFiles/Servers/Server_995699/File/2011-2012/Docs/11%2012%20Attendance%20Policy%206%2016%2011%20FINAL.pdf)

### **Discipline Code of Conduct**

[http://fhds.sharpschool.net/UserFiles/Servers/Server\\_995699/File/2011-2012/Docs/2011-2012%20COC%20ELEM%20FINAL%206%209%2011.pdf](http://fhds.sharpschool.net/UserFiles/Servers/Server_995699/File/2011-2012/Docs/2011-2012%20COC%20ELEM%20FINAL%206%209%2011.pdf)

### **Bullying**

The Francis Howell bullying page is a resource for students, parents, teachers and community partners to help reduce bullying and improve school climate. This page is intended to provide you with valuable information and resources for bullying prevention. For example, signs of bullying, how to deal with bullying, definitions, external websites, FHSD Student Safety Policies and videos such as a recent Dateline MSNBC news segment entitled, "[My Child Would Never Bully](#)."

This news segment shows simulated real-life bullying situations with hidden cameras with valuable insight into how kids respond to bullying when they think no one is looking.

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.

### **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.

## **Bullying Resources**

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

## **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>

## **Technology Policy:**

Internet access is available in the Francis Howell School District to students, teachers, staff, parents/guardians, and administrators. The goal of the District's use of telecommunications is to provide all staff and students with the ability to use these tools to conduct research and communicate with others over the network. Access is limited as it relates to educational purposes and curriculum and is considered a privilege and not a right. Telecommunications substantially changes the number of resources available to students. Students through telecommunications will have access to a multitude of databases, libraries, government agencies, etc. The staff will continue to follow the guidelines for appropriate use of instructional materials. Personal software is not to be installed on district computers without written permission by the appropriate district personnel. The District will monitor internet usage but cannot guarantee that users will not have access to improper or unacceptable material. Parents/Guardians must decide if they want to deny Internet access for their child. A parent/guardian denying internet usage to their child is required to fill out a Student Internet Usage Denial Form which may be obtained from the FHSD web site or by calling the Communication department at FHSD. Forms must be returned to the principal/ designee of the school which the student attends.

The District ensures CIPA (Children's Internet Protection Act) compliance through use of a firewall and filtering. However students should report to their teacher or other staff members if they access information that makes them feel uncomfortable. Access to the Francis Howell School District local area network (LAN), wide area network (WAN), and wireless connectivity (WI-FI) is an opportunity that brings with it responsibilities. Communication over networks should not be considered private. Usage dealing with inappropriate or illegal activities will be reported to the appropriate authority. Maintenance and supervision of the network requires the ability to review and inspect any computer files. In some instances, students will be allowed to bring their own technology for educational purposes (i.e., laptops, Ipods, etc.). The district's Acceptable Use Guidelines apply to their technology.

All must abide by existing federal and state laws in force regarding electronic communication. This includes accessing information without authorization, giving

passwords out, or causing a system to malfunction. These laws may carry penalties of up to 20 years in prison.

**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://fhds.sharpschool.net/UserFiles/Servers/Server\\_995699/File/2011-2012/Docs/2011-2012%20COC%20ELEM%20FINAL%206%209%2011.pdf](http://fhds.sharpschool.net/UserFiles/Servers/Server_995699/File/2011-2012/Docs/2011-2012%20COC%20ELEM%20FINAL%206%209%2011.pdf)



**Francis Howell  
School District**



**B.Y.O.T. (Bring Your Own Technology)  
Guide for Students, Teachers and Parents**

**2011**

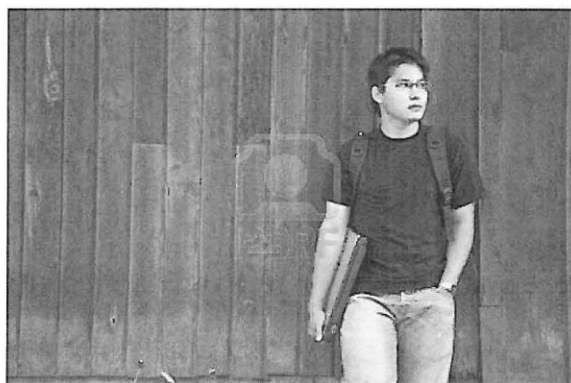


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## **Purpose**

The Francis Howell School District (FHSD) is committed to the use of technology to enhance the learning of students and staff. As part of this commitment, the District recently added wireless capabilities to all schools in the District. This addition was the first step in allowing non-district owned devices to be used in the classroom. At this time, B.Y.O.T. is only allowed at the middle and high schools. The information contained in this handbook is provided to inform students, teachers and parents about B.Y.O.T. (Bring Your Own Technology).

## **Access**

Access to the internet is provided via a guest wireless network which is part of the FHSD wireless local area network. To be granted access, the user must confirm they accept the terms of service as they are presented when connecting to the guest network. Each time a user attempts to connect to the guest network, they are presented with a screen outlining the terms of service. Once the user has read the terms, they must check the box they agree and accept the terms before access is granted. By accepting the terms, you are agreeing to the terms of the Acceptable Use Policy 6320.

In compliance with the Children's Internet Protection Act, the Francis Howell School District filters all content for users connected to the guest network.

## **Theft, Loss or Damage**

The Francis Howell School District, or any employee of the District, is not liable or responsible for any theft, damage or loss of any non-district owned device or the information on any such device. It is the responsibility of the owner of the device to ensure the device is safe and secure.

## **Texting Fees**

The Francis Howell School District is not responsible for any fees associated with using any personal technology devices. All fees and charges related to texting or internet use on any personal device is the sole responsibility of the owner.

## Frequently Asked Questions: Students

### Do I need to have anti-virus software on my laptop?

- A. While anti-virus software is best practice and recommended, it is not required as you will connect to the guest network. Guest network is completely isolated from the District network, and therefore, cannot cause issues.

### Do I have to register my laptop, Smartphone or other technology with school administrators or teachers?

- A. No, you are responsible for your technology, and no registration is required to access the guest network. However, it is completely up to the teacher of your class as to whether you can use your technology.

### How do I connect to the internet?

- A. Most wireless or Wi-Fi devices automatically detect available networks for connection. When you see the FHSD-Guest network in the list, select this option, and you will be prompted with the terms of service screen. Please read carefully and check the Accept box. You will then be connected to the internet.

### If I cannot get connected to the guest network, who do I call?

- A. Support for personal devices is the responsibility of the owner. FHSD staff is not responsible for technical issues. There may be someone in your class who can help. It is best to consult your device's "Help" documents.

### Why can't I access Facebook on my computer?

- A. Connectivity to the guest network, the District is just like connecting to the District network when it comes to the sites you can access. The content filter is set at the student level. It is important to remember that even though you are using your personal technology, you must comply with the District Acceptable Use policy.

### Can I use my laptop or other technology in all of my classes?

- A. That is up to the teacher of your class.

### How do I save my work?

- A. Each middle and high school student has a login for the Skydrive system. This is your "My Documents." This is accessible on any computer or device from school or anywhere there is an internet connection.

### How do I print from my own computer?

- A. At this time, there is no printing allowed from personal devices, though this may be added in the future. If you need to print, it is recommended that you email the document to yourself or save it on a flash drive, then login on a District-owned computer to retrieve and print.
- 

**What do I do if my laptop or other personal device is stolen or damaged?**

- A. It is the responsibility of the owner to keep your personal technology safe and secure. Anytime there is a theft or damage, you should notify your teacher or administrator of the building. The District is not responsible for theft, loss or damage to your personal devices.
- 

**Will I be able to charge my battery for my computer at school?**

- A. At this time, there are no facilities dedicated to charging personal devices. There is also a limited number of outlets available in any given space. Students should make it a point to charge their technology prior to coming to school.
-

## Frequently Asked Questions: Parents

**If my student uses their own technology at school, will they be able to access things they normally do not when using a district computer?**

- A. No. Anyone connecting to the guest wireless network will be filtered at the student level just as if they were using a district computer.

**Since the District is promoting B.Y.O.T., does that mean I have to buy my child a laptop?**

- A. No. The District is simply allowing those students who have the technology to bring it to school with the permission of the teacher to be used for class. This will allow more technology in the school and classroom than currently exists.

**What if I do not want my child to use the internet?**

- A. If your child does not choose to accept the terms of service, then they will not be allowed on the internet. Simply instruct your student in this manner.

**As a parent am I allowed to use the guest network?**

- A. Yes. If you are in any of the schools for an event, you may use the guest network as long as you accept the terms of service.

**What if my child's laptop or other technology device is stolen?**

- A. It is the responsibility of the owner to keep their personal technology safe and secure. Anytime there is a theft or damage, you should notify your teacher or administrator of the building. The District is not responsible for theft, loss or damage to your personal devices

**Will students have access to chat or email?**

- A. Students will not have access to chat programs that allow them to chat or instant message, unless it is approved by the teacher as part of the class instruction. Middle and high school students will have a district provided email account that they can use to communicate with the teacher and other students.

**Does the District have an Acceptable Use Policy for technology?**

- A. Yes. Policy and Regulation 6320 can be found on the District website at the following link:  
Policy: <http://sup.fhsdschools.org/boardpolicy.asp?level=3&chapter=6320>  
Regulation: <http://sup.fhsdschools.org/boardregulation.asp?level=3&chapter=6320>

# Contact Us

## Chief Information Officer

Ray Eernisse ..... 851.4013  
ray.eernisse@fhdschools.org

## Sr. IT Manager

Jackie Gizzie..... 851.4029  
jackie.gizzie@fhdschools.org

IT Help Desk ..... 851.4013

### **Volunteer Information:**

Volunteers make a significant impact on the excellent educational programs offered in 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 eNEWS, 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!

For more information and the volunteer handbook:  
<http://fhds.sharpschool.net/community/volunteers/>

### **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 Annette Bradley in the Alternative Learning Department at 636-851-4007 for more information.

### **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/)



## **Transportation:**

### **Bus Routes**

As a safety precaution, bus routes are only posted for a limited time. Contact First Student at 636-441-7654 for your child's bus route.

### **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!"

### **Child Abduction Safety**

The best protection for a child at a school bus stop is a vigilant parent. In today's world of dual working parent families, a parent waiting at the bus stop with a child is not always possible. Each year in the United States, between 1.3 and 1.8 million children are reported missing. These children may be kidnapped, lost, or runaways. Some children are taken by a non-custodial parent. Still others disappear with few clues as to the reason.

For more information on transportation please go to:

<http://fhds.sharpschool.net/departments/transportation/>

District Drug Policy: [http://fhds.sharpschool.net/parents/drug\\_prevention/](http://fhds.sharpschool.net/parents/drug_prevention/)

### **Parent Portal:**

#### **What is the Campus Portal?**

Campus Portal is our tool for parents to access instant, online, timely and secure student information. 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/)

### **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 situation, including inclement weather and school closures. Information will be posted prominently and updated regularly on the District's home page at [www.fhsdschools.org](http://www.fhsdschools.org).

For more information on Safe Kids please visit the following link: [http://fhsd.sharpschool.net/parents/safe\\_kids/](http://fhsd.sharpschool.net/parents/safe_kids/)

### **No Smoking Board Policy**

The Board of Education recognizes that smoking represents a health and safety hazard which can have serious consequences for the smoker and the nonsmoker alike. The Surgeon General of the United States has repeatedly warned against the hazards of second hand smoke to nonsmokers and further states that tobacco is a gateway drug that may encourage subsequent illegal drug use by young people. Thus, the Board of Education sees the use of tobacco as a serious safety issue and believes it has the obligation to protect students, staff, employees, visitors and guests of the District from an environmental hazard which may be harmful to them.

It is hereby declared that all the buildings, grounds and vehicles of the School District are to be smoke free. "No Smoking" signs will be placed in all teacher lounges and other meeting areas.

For the purposes of this policy, smoking will mean all uses of tobacco, including cigars, cigarettes, pipes and smokeless tobacco items.

### **STANDARD COMPLAINT RESOLUTION PROCEDURE FOR NO CHILD LEFT BEHIND PROGRAMS**

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent(s) or guardian(s), educational surrogate(s), teacher(s), administrator(s), school board member(s), or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation

and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy.

### **Board Policy 1480**

The Board of Education recognizes that situations of concern to parents/guardians or the public may arise in the operation of the District. Such concerns are best resolved through communication with the appropriate staff members and officers of the District, such as the faculty, the principals, the superintendent or the Board.

The following procedures are to be followed by persons with questions or complaints regarding the operation of the Francis Howell School District:

- 1) Complaints on behalf of individual students should first be addressed to the teacher.
- 2) Unsettled matters from (1) above, or problems and questions concerning individual schools, should be directed to the principal of the school.
- 3) Unsettled matters from (2) above, or problems and questions concerning the Francis Howell School District, should be directed to the superintendent/designee.
- 4) If the matter cannot be settled satisfactorily by the superintendent, it should be brought to the Board. Questions and comments submitted to the secretary of the Board in letter form will be brought to the attention of the entire Board at a regularly scheduled or called meeting. If necessary, a special Board meeting will be scheduled to resolve the complaint. The decision of the Board shall be final. However, the complainant may go to the appropriate section of the Department of Elementary and Secondary Education and from there on to the United States Secretary of Education.

The Board considers it the obligation of the professional and support staff of the District to field the questions of parents/guardians or the public in a timely manner.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

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

### **TITLE IX OF THE EDUCATIONAL AMENDMENTS OF 1972**

The statute states "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

It is the policy of the Francis Howell School District to maintain a learning and working environment that is free from discrimination on the basis of sex in the educational programs, activities, and vocational opportunities offered by the District. The provisions of Title IX extend not only to students with regard to educational opportunities and freedom from harassment, but also to employees with regard to employment opportunities and freedom from harassment, and to individuals with whom the District does business.

It is a violation for any employee of the Francis Howell School District to harass another staff member or student through conduct or communication of a sexual nature. It is also a violation of this policy for students to harass other students through conduct or communication of a sexual nature. It is a violation of this policy for any person who is not an employee or student of the District to harass a staff member or student of the District through conduct or comments of a sexual nature while such employee is engaged in the performance of duties for the District or while such student is under District supervision.

### **TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Actionable behaviors include, but are not limited to, language, jokes, threats, actual physical aggression, or the failure to effectively address such behaviors on the part of a teacher or administrator. Educators have an obligation to actively encourage the maintenance of an environment free from racial and/or national origin discrimination/ harassment and to effectively respond to instances of such behavior.

### **FRANCIS HOWELL CODE OF CONDUCT**

Any person who alleges discrimination and/or harassment by a district employee, student or volunteer may complain directly to a building principal or designee or the District Title Coordinator. If an investigation substantiates the allegation of sexual harassment and/or harassment or discrimination, disciplinary action commensurate with the severity of the violation will be taken.

**District Title IX Coordinator  
Director, Human Resources  
Francis Howell School District  
4545 Central School Road  
St. Charles, MO 63304-7113  
636-851-4000 Fax 636-851-4093**

**District Section 504 Coordinator:  
Director, Student Services and Operations  
Francis Howell School District  
4545 Central School Road  
St. Charles, MO 63304-7113  
636-851-4000 Fax 636-851**

**District Title VI Coordinator:  
Director, Alternative Learning  
Francis Howell School District  
4545 Central School Road  
St. Charles, MO 63304-7113  
636-851-4000 Fax 636-851-4093**

## **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 development 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/guardians 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 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 a.m. to 4:30 p.m. each school day.

This notice will be provided in native languages as appropriate.

Rev. September 14, 2007

## **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

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)(I) – (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**

## **UNITY**

*I dreamed I stood in a studio  
And watched two sculptors there  
The clay they used was a young child's mind  
And they fashioned it with care*

*One was a teacher: the tools that were used  
Were books and music and art  
One was a parent with a guiding hand  
And a gentle, loving heart*

*Day after day the teacher toiled  
With touch that was deft and sure  
While the parent labored by the side  
And polished and smoothed it o'er*

*And when at last their task was done  
They were proud of what they had wrought  
For the things they had molded into the child  
Could neither be sold or bought*

*And they agreed each would have failed  
If either had worked alone  
For behind the parent stood the school  
And behind the teacher, the home*

