

# Becky-David Elementary



## Student Handbook

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# Table of Contents

SCHOOL FACTS .....	2
HISTORY OF BECKY-DAVID ELEMENTARY .....	3
BECKY-DAVID MISSION STATEMENT.....	4
BECKY-DAVID PTO .....	5
FRANCIS HOWELL BOARD OF EDUCATION .....	6
CURRICULUM .....	6
SPECIAL PROGRAMS .....	7
STUDENT ASSESSMENT.....	9
Distric Common Assessments .....	9
Grading System .....	9
Required State Assessment Participation.....	10
ACADEMICS.....	11
ATTENDANCE .....	12
BEHAVIOR .....	16
Playground Safety / Recess Rules .....	17
Bus Expectations / Consequences .....	18
BEFORE/AFTER SCHOOL CARE .....	21
BIRTHDAYS/CELEBRATIONS .....	21
BREAKFAST/LUNCH PROGRAM.....	21
STUDENT MEAL CHARES .....	23
COMMUNICATION .....	24
EMERGENCY PROCEDURES.....	26
ENROLLMENT .....	26
FINES FOR LOST/DESTROYED ITEMS.....	27
LOST AND FOUND .....	27
OUTDOOR TEMPERATURE GUIDELINES.....	27
SPECIAL EVENTS .....	28
GUIDANCE SERVICES.....	28
HEALTH SERVICES.....	29
FHSD SCHOOL DISTRICT NOTICES .....	31
Notification of Rights under FERPA for Elementary and Secondary Schools .....	31

Every Student Succeeds Act of 2015 (ESSA) ..... 33  
FHSD Equal Opportunity Policy 1300..... 35  
Public Notice ..... 36  
FHSD Notification of Rights Under PPRA ..... 37

## INTRODUCTION

Dear Becky-David Families,

Welcome to Becky-David where everyone is a STAR! I am honored to lead a school with a wonderful staff and supportive community.

The entire staff at Becky-David works together to provide students with the best educational experience they can have. Our staff takes their professional responsibility very seriously and we look forward to collaborating with you in your child's education.

Becky-David Elementary is committed to ensuring that children will achieve academic excellence, personal growth, and success in meeting their goals in a safe and positive environment.

We look forward to a *shining* year!

Sincerely,

*Mrs. Jill Oetting*

Mrs. Jill Oetting, Ed. S  
Principal



The purpose of this handbook is to help you understand the policies and regulations that are necessary for the successful operation of Becky-David Elementary School. Please keep this copy for reference during the school year. If you have questions, feel free to contact the school. Cooperation between the home and school is very important to the educational process. Families, teachers and students must work together to achieve the best educational experience possible.

Hopefully, this handbook will be helpful to you and will promote a better understanding of our school. Open communication between home and school is essential. Please contact your student’s teacher or the school office with any questions or concerns.

## **SCHOOL FACTS**

### *School Mascot and Colors*

We are the “Becky-David Stars” and our colors are red, white and blue.

### *School Motto*

“Do your Best Work, Be Your Best Self”

### *School Core Values*

Respect ★ Responsibility ★ Trustworthiness ★ Caring



## **HISTORY OF BECKY-DAVID ELEMENTARY**

Becky-David Elementary School is named in memory of two former district superintendents/ children, Becky Barnwell and David Hollenbeck. Both attended district schools at the time of their deaths, Becky in fourth grade and David in the summer prior to the twelfth grade.

The building was erected in 1963 (11 classrooms, cafeteria and office). Additions have been built since then to accommodate increased enrollment. The original resource center was completed in 1977. The building underwent major renovations in 1991, adding a new gymnasium, library, and four new classrooms.

The school was divided into two separate administrative units (primary and intermediate) at the beginning of the 68-69 school year. Kindergarten became a part of the district's program in 1975. The four-cycle year-round schedule was implemented at Becky-David in July, 1969 and continued through June, 1982. The one cycle year-round schedule was in effect from July 1982 until July 1986 when Becky-David returned to the four-cycle year-round schedule. For the 1991-92 school year, a modified one cycle year-round schedule was in effect to accommodate renovation. From 1992-1995 the school was on cycle E.

With projected growth reaching 1291 students, the Francis Howell Board of Education changed the schedule for the 1995-96 school year to four cycles. A committee of parents, teachers, administrators and staff met through December and January of 1994-1995 to divide the attendance area into four cycles. The sixth grade was on the secondary schedule of nine months to implement the middle school philosophy during the 1995-96 school year.

On February 6, 1994, Becky-David celebrated 25 years of year-round school. The school was honored with a letter from President Bill Clinton, a letter from Mel Carnahan, governor of the state of Missouri, a plaque from Francis Howell School District, and a plaque from the National Association of Year-Round Schools for being the first multi-track school in modern times. The pioneer efforts of Dr. Gene Henderson, superintendent in 1969 and Wilma Cole, the principal who initiated the schedule, were recognized.

Sixth grade moved to the middle school in 1998-99 and Becky-David became a K-5 building. The board of Education decided to end year-round schools beginning with the 2011-12 school year. Becky-David celebrated our 50<sup>th</sup> anniversary in 2013. A Prekindergarten class began in the 2017-18 school year.

In 2019, the U.S. Department of Education recognized Becky-David Elementary as a National Blue Ribbon School. Becky-David Elementary received the prestigious award based on our exemplary high academic performance. The state of Missouri also awarded Becky-David with the Gold Star School award in 2019. We look forward to many more years of providing our students a high-quality education in partnership with our families.

## **BECKY-DAVID MISSION STATEMENT**

Becky-David Elementary staff empowers students and families by creating a supportive learning environment and building a community of productive lifelong learners.

Vision:

All students will develop the literacy and numeracy skills necessary to become literate and productive citizens. We will provide a safe and welcoming atmosphere for all students and staff and be attentive to the emotional needs of every student.

Value Statements:

To advance our shared vision of an exemplary school:

- We will provide students with an environment that is focused on student learning and maximizes instructional time for literacy and numeracy.
- We will demonstrate our commitment to ongoing professional development through implementation of best practices and instructional processes.
- We will encourage and support one another in our commitment to lifelong learning.
- We will work collaboratively to use methods of assessment which will monitor student learning and facilitate effective interventions.
- We will promote a positive school environment by accepting individual differences and ideas while behaving in a positive, supportive, respectful and caring manner.
- We will be united in our commitment to education, safety and the well-being of the Becky-David community – and have “fun” doing what we love.
- We will be mentors and positive role models for all students by demonstrating the qualities and characteristics we want to instill in them.
- We will treat every individual with respect.
- We will develop a good understanding of individual student interests, strengths and needs.
- We will support students as a united staff.

## **BECKY-DAVID PTO**

### **2023-2024 Officers**

**Erica Garzia, President**

**Mandi Johnston, Vice President**

**Leeann Davenport, Treasurer**

**Siddhi Gupta, Corresponding Secretary**

**Open, Recording Secretary**

**Kristin Fredricks, Parliamentarian**

### **Statement of Purpose**

As the PTO membership changes from year-to-year, there remain basic key elements as its foundation. We have associated ourselves together:

- To generate positive and constructive communication between home and school.
- To promote parent awareness and involvement in school activities.
- To draw upon the varied talents and resources of the PTO for enhancing our children's learning experiences.

### **Some of our activities include:**

- Boogie for Becky-David: This event was introduced in 2010 as a fun and fit way to promote a healthy school-wide community by encouraging activity and social connection. Many teachers attend and parents are welcome to dance, too!
- Scholastic Book Fairs: This fundraiser encourages our students to keep reading! PTO uses profits earned to purchase books and educational materials for our Learning Commons and to build classroom libraries.
- Boosterthon Fun Run Fundraiser: This will be our "big" fall fundraiser for this school year and takes place during the school day. All students will have the opportunity to participate in this pledge-based fun-run event, regardless of fundraiser participation.
- Spring Fling: Generally held the first Saturday in May, this school event for student, families and staff. The event includes games, activities and food. Please visit the PTO page on the Becky-David website for more information.



# FRANCIS HOWELL BOARD OF EDUCATION

Mission – Empowering students to be lifelong learners prepared for the future.

Vision – Empowering students today so they are prepared for the future requires the District to:

- Maintain **high expectations so students continuously grow and experience success** as they prepare themselves for college and career.
- Equip students with **necessary life skills** including collaboration, communication, critical thinking, creativity, citizenship and character.
- Provide authentic and engaging **real-world learning experiences** in a technology rich, flexible and inclusive environment.
- Prepare **students to take responsibility for their learning.**
- Develop **collaborative, resourceful partnerships** where families and our community unite to be responsible for sustaining high quality schools.

Adam Bertrand, President	<a href="mailto:adam.bertrand@fhdschools.org">adam.bertrand@fhdschools.org</a>	Term Expires 2025
Randy Cook, Vice President	<a href="mailto:randy.cook@fhdschools.org">randy.cook@fhdschools.org</a>	Term Expires 2025
Jane Puszkar, Treasurer	<a href="mailto:jane.puszkar@fhdschools.org">jane.puszkar@fhdschools.org</a>	Term Expires 2026
Ron Harmon, Director	<a href="mailto:ron.harmon@fhdschools.org">ron.harmon@fhdschools.org</a>	Term Expires 2024
Chad Lane, Director	<a href="mailto:chad.lane@fhdschools.org">chad.lane@fhdschools.org</a>	Term Expires 2024
Mark Ponder, Director	<a href="mailto:mark.ponder@fhdschools.org">mark.ponder@fhdschools.org</a>	Term Expires 2026
Janet Stiglich, Director	<a href="mailto:janet.stiglich@fhdschools.org">janet.stiglich@fhdschools.org</a>	Term Expires 2024

## CENTRAL OFFICE CABINET

**Superintendent of Schools**  
**Dr. Kenneth Roumpos**

**Chief Academic Officer**  
**Dr. Connie Buckman**

**Chief Human Resources Officer**  
**Lisa Simpkins**  
**Chief Financial Officer**

## ACADEMICS

## CURRICULUM

Curriculum development starts with the Missouri learning Standards. This set of standards adopted by the Department of

Elementary and Secondary Education explains what students should know and be able to do by the time they graduate from Missouri's public school system to prepare all students for college or career readiness. A variety of resources that relate to student achievement such as ACT data, standardized test scores, current educational research and best practices are all considered during the revision process. For more specific information about the Missouri Learning Standards go to <https://dese.mo.gov/college-career-readiness/curriculum/mls-for-parents>

### **Special Area Classes**

Special classes include art, music and physical education. Students in kindergarten and first grade will have a 40 minute period for special classes and a 20 minute second recess each day. Students in grades 2-5 have a 60 minute period for special classes. At Becky-David, we refer to this as "A" rotation, "B" rotation and "C" rotation. For example, your child may be assigned music on "A" rotation, art on "B" rotation and physical education on "C" rotation. When there is a break in the school week, the next day students return the rotation will resume; the days are not skipped.

## **SPECIAL PROGRAMS**

The district provides an appropriate educational program for students of school age that are determined eligible for special services by Missouri state and federal guidelines. Assignments to special services programs are based on evaluation results and education recommendations. The student's parent(s)/guardian(s) Have access to the results of the evaluation and participate in the determination of the educational plan.

### **Early Childhood Program**

Francis Howell provides a variety of programs for families with young children. Parents as Teachers is a free and voluntary program that provides support for families with children age prenatal to kindergarten entry. Half Day and Full Day options are available at each of three Early Childhood Family Education Centers. Full Day preschool programming is also available at select elementary schools. Francis Howell Preschool follows the school year calendar. Intersession programming is available for families needing care on non-school days. Early childhood Special Education is provided for children qualifying for support due to developmental delay. If you have concerns with your child's development, please call to schedule a 3-5 Developmental Screening. For more information concerning Francis Howell Early Childhood Programming, please call 636-851-6200.

### **English for Speakers of Other Languages (ESOL) Program**

The Francis Howell School District ESOL support program provides English Language Learners the opportunity to study with their age-appropriate peers in emotionally supportive environments. Instructions that allow English Language Learners to master the communication skills of reading, writing, speaking, listening, viewing and presenting in English are provided. The ESOL support program moves students along the continuum of English language acquisition and provides English Language Learners a bridge to full access of the Francis Howell School District's curriculum.

Students are screened for this program based on their enrollment information. Students who qualify for these services may have an ESOL teacher push into their classroom or they may be pulled from the room to receive their specialized instruction.

### **Gifted Education Program**

Spectra is the Francis Howell School District's program for students identified as gifted. The program is an educational intervention of qualifying students, which provides a differentiated, rigorous, cognitive curriculum. Spectra students have

the opportunity to interact with intellectual peers in a supportive environment that meets their particular social and emotional needs. The Spectra program begins in first grade and continues through a student's senior year of high school.

### **Elementary School Service Model**

The gifted education program at the elementary (K-5) level is a pullout program within each building. The elementary curriculum is divided into three strands: grades K-1, grades 2-3 and grades 4-5. Elementary students receive services for 150-240 minutes per week. The gifted education specialist at each site serves as an Educational Resource Teacher (ERT) and provides a variety of gifted services (whole class lessons, meeting with counselors and classroom teachers, meeting with principals and meeting with parents, etc.) beyond working with gifted students.

It is the goal of the FHSD to cluster Spectra students into one or two regular classrooms at each grade level. It is suggested that each cluster group, when possible, consist of 4-6 students. It is a goal of FHSD that Spectra students should not be penalized for work missed in the regular classroom when they attend Spectra class. The Spectra curriculum is handled in a unique manner by the district's professional staff, participating students and involved families. The Spectra student is accountable for the concepts, principles and strategies developed by the classroom teacher on the day the student participates in Spectra. Classroom teachers are encouraged to avoid scheduling major tests, assignment due dates for major projects and field trips on the day gifted students are participating in the Spectra program.

### **Alternative/Special Education**

Alternative/Special Education services are available to eligible students from ages 3 through 21 who are determined disabled and require specially designed instruction. Individual special education programs are cooperatively developed by an individual education planning IEP team which includes parents/guardians, 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. Special education services are provided to students with disabilities who are eligible under the Individuals with Disabilities Education Act (IDEA) in accordance with federal and state regulations.

# STUDENT ASSESSMENT

The Francis Howell School District believes that the core purpose of assessment is to enhance student learning. A comprehensive, multi-faceted approach to assessment is necessary to provide educators with a complete picture of individual student performance as well as program effectiveness. Students are given both formal and informal assessments throughout the year. Classroom assessments are used to inform instruction, identify students in need of interventions and to evaluate student learning. Those assessments are used when teachers report student progress each quarter. The District also conducts several common assessments.

## **District Common Assessments**

In order to monitor student progress, evaluate the instructional program, and meeting state and federal requirements the District conducts several common assessments.

- FastBridge Formative Assessment – This is a screening tool given to all students in grade K-5 in the area of Early Literacy, Reading and Math. It is administered in the fall, winter and spring. The faculty uses the results with other assessments to determine if interventions are needed in the area of reading.
- District ELA Benchmark Assessments – These assessments are given each quarter to students to monitor their proficiency on key English language Arts concepts.
- Missouri Assessment Program (MAP)-The Missouri Assessment Program (MAP) is designed to reflect both the intentions of legislative reforms and what educators believe to be best practice in assessment and instruction. The MAP will assess proficiency in mathematics, science and English Language arts at a statewide level. English language arts and mathematics are assessed at grades 3-8 and science is assessed at grades 5 & 8. This testing typically occurs in April/May.
- District Mathematics Benchmark Assessment-These assessments are given each quarter to all students to monitor student proficiency on key math concepts. Some of the Concepts are tested each quarter while other concepts are assessed only in the quarter they are taught.
- SAEBRS is completed three times a year, as a tool to help teachers identify students who may need additional support to increase their academic and social emotional success. For students in grades 2-5, mySAEBRS is completed on the computer in approximately three minutes and does not involve lost instructional time for students. Teachers complete the questions for students in kindergarten and first grade.

## **Grading System**

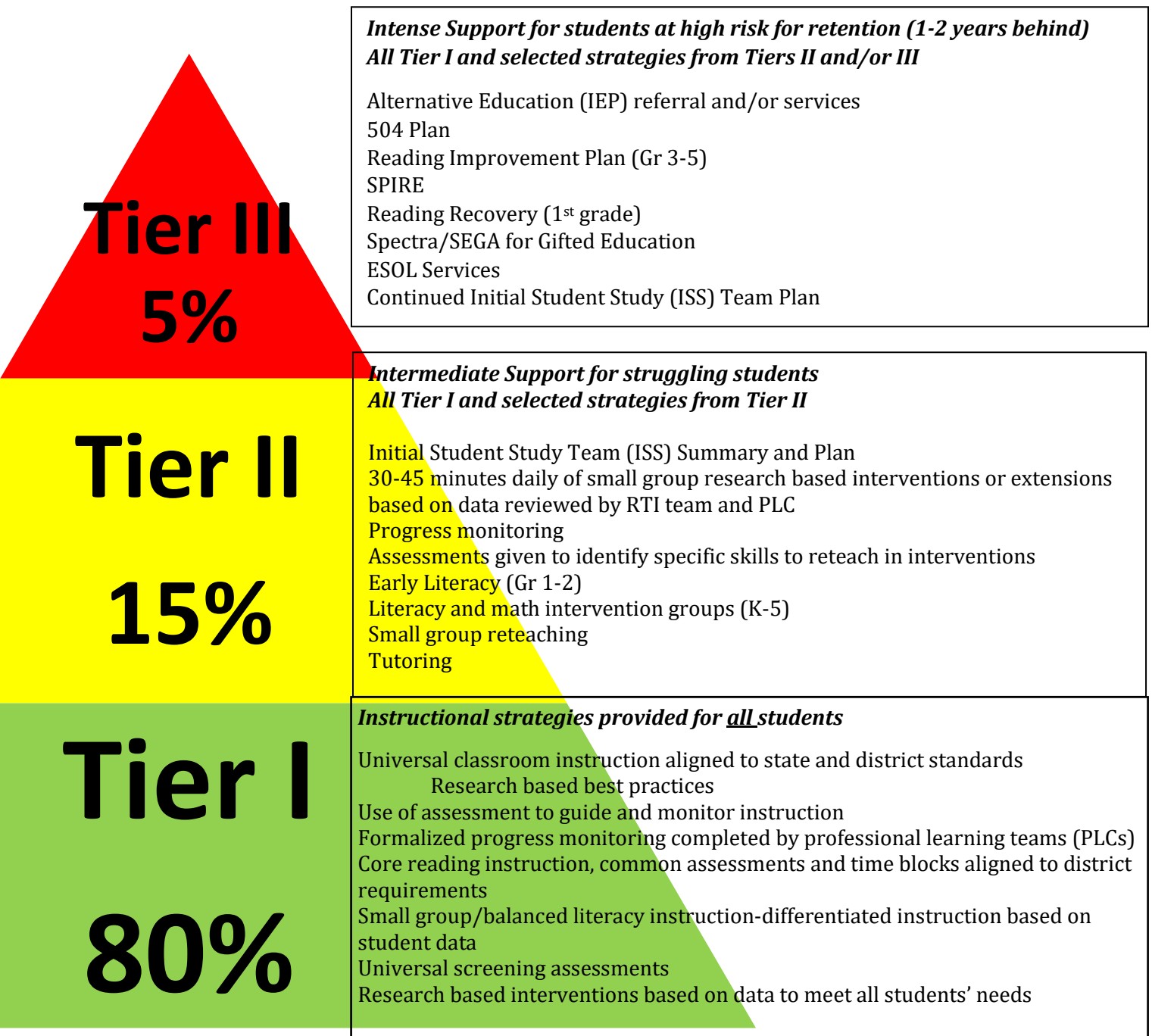
Report Card Level	Report Card Descriptor	Teacher Notes
3	Meets or Exceeds Quarterly Expectation	Student has met or gone beyond the quarterly expectation outlined by the scoring guides
2	Progressing on Quarterly Expectation	Student has not met the quarterly expectation, but is close to mastering it.
1	Minimal Progress on Quarterly Expectation	Student is significantly behind and has not reached the quarterly expectation.
X	Not Evaluated	Area not evaluated that quarter due to curriculum pacing.

## **Required State 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.

# ACADEMICS

## Pyramid of Interventions



**Becky-David Elementary is committed to ensuring that each child will achieve academic excellence, personal growth, and success in meeting their goals in a safe and positive environment.**

# ATTENDANCE

## School Hours

Parent/Guardian and student cooperation is requested in observing the daily school schedule. School begins at 9:05 a.m. and ends at 4:05 p.m. Students being dropped off may not arrive at school until 8:50 a.m. unless prior arrangements have been made with an administrator. Students are required to be on time (in class ready to learn by 9:05). A student who arrives late must have a parent or guardian walk them into school and sign them in with a site secretary. Students will be counted as absent for the amount of time they missed and the parent will need to provide a reason for the late arrival. **Late arrival and early departures are disruptive to the learning environment for all students and teachers.**

## Reporting Absences

Excessive absences may negatively affect the rate of your child's academic progress. An integral part of the learning experience is the interaction between students and teachers, and not all learning experiences can be sent home. Therefore, regular attendance is an important component of the education process.

Steps to follow when a student is absent are:

- Parent/Guardian should contact the school office by 9:30 a.m. each day the student is absent.
  - Attendance line 636-851-4307
  - [beckydavidattendance@fhdschools.org](mailto:beckydavidattendance@fhdschools.org)
- The classroom teachers are not responsible for passing along the information to the office. Please copy the classroom teacher when emailing the attendance secretary.
- A doctor's statement will be required for an extended illness or if absences for the year exceed 10 days.
- If your child cannot go out for recess or participate in PE, he/she will need to bring a signed doctor's note stating the reasons for being excused.
- School work missed while the student is absent will be given to the student upon returning to school from the absence. The student will be given sufficient time to complete the assignments.

## Bus Transportation

Bus transportation is provided for students who live farther than one mile from their school (some exceptions will apply). Students are to ride the bus to which they have been assigned. Students may not ride a different bus to go home with friends or to attend meetings.

It is important that the child rides the bus to school the first day, this helps the student become familiar with the bus location, bus number, and bus driver to avoid confusion in loading for the return home. If your child needs transportation on a route other than their home bus route, they must fill out a transportation request form 3 days in advance for a consistent alternate schedule.

**Please call the FHSD Transportation Department at 636-851-6220 with any questions.**

## ARRIVAL / DISMISSAL

### **2023-2024 Becky-David Student Drop-Off & Pick-Up Procedures**

Dear Becky-David Families, It is our goal at Becky-David to ensure the safety of our students and their families.

*As always, we encourage all students to ride the bus to and from school.*

However, if your circumstances require accommodations, we have a procedure for vehicle drop-off and pick-up.

Below are the guidelines for drop-off and pick-up.

**\*\*\*If you have multiple children, ALL children will follow the 2nd-5th grade procedures. \*\*\***

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#### **Morning student drop-off: K, 1st & 2nd grade students- SMALL LOT**

- Vehicle line up begins at **8:45 a.m.** Please do not arrive early as this creates a traffic jam and blocks roads, parking lots and entrances.
- Students will need to exit the vehicle from the **PASSENGER** side of the car. Please have them ready to exit quickly.
- Staff will assist students at **8:50**, please do not let students exit the vehicles until a staff member is present.

#### **Morning student drop-off: 3rd- 5th grade students- LOWER LEVEL- Barnwell side**

- Vehicle line up begins at **8:45 a.m.** Please do not arrive early as this creates a traffic jam and blocks roads, parking lots and entrances. Please stay in the lanes marked for **BDE and follow painted lines.**
- Students will need to exit the vehicle from the **DRIVER'S SIDE** of the car. Please have them ready to exit quickly.
- Staff will assist students at **8:50**, please do not let students exit the vehicles until a staff member is present.

#### **LATE ARRIVALS**

*Students who are in the morning drop off lane when the bell rings need to be accompanied into the building by parent/guardian and signed in on the Chromebook.*

*Any students arriving at 9:05 or after will need to be escorted to the Main Entrance door by a parent or guardian*

*Students must be in their classroom and in their seats by 9:05 a.m. in order to not be considered tardy*

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### **After school pick-up: K, 1st & 2nd students- SMALL LOT**

- Vehicle line up begins at **4:05 p.m.** Please do not arrive early as this creates a traffic jam and blocks roads, parking lots and entrances.
- Students will need to enter the vehicle from the **PASSENGER** side of the car. Please remain in your vehicle.
- Staff will assist with opening and closing the vehicle door.

### **After school pick-up: 3rd-5th students- LOWER LEVEL- Barnwell side**

- Vehicle line up begins at **4:05 p.m.** Please do not arrive early as this creates a traffic jam and blocks roads, parking lots and entrances. Please stay in the lanes marked for **BDE**.
- Students will need to enter the vehicle from the **DRIVER'S SIDE** of the car. Please remain in your vehicle.
- Staff will assist with opening and closing the vehicle door.

Students will be at their designated pick-up location from 4:05-4:15 p.m. After 4:15 p.m., students will be escorted to the main office for pick-up and sign out. It is imperative that all vehicles have their assigned Becky-David student pick-up vehicle tag hanging from the rearview mirror until the child is placed in the vehicle.

**No child will be released to a car without a proper student pick-up vehicle tag for the safety of the children.**

### **Bus Drop Off**

If your child rides the bus, he/she will be greeted by a faculty member the first week of the new school year. Kindergarten students will be escorted to their classrooms for that time as well. If your child starts school after that time and is not sure where to go, the student should notify the staff member supervising bus arrival and he/she will be escorted to their room.

### **Student Sign Out During School Day**

Students will not be dismissed unless a parent/guardian comes into the building to sign the student out. Students are released from the office only to a parent/guardian. Parents/Guardians may give permission in writing by note or email for a designated person such as a grandparent, sibling or other adult to sign out their student for a specified date or event.

**\*\*A PHOTO ID IS REQUIRED TO SIGN OUT A STUDENT.\*\***

In order to ensure student safety, students may only be released from class when called to do so by the office. Parents/Guardians sign their child(ren) out of school electronically via Chromebook in the vestibule of our lobby. Parents/Guardians are encouraged to make dental and medical appointments after school hours when possible. Extracurricular lessons (i.e. piano, tennis, soccer, etc.) should be scheduled after school hours. Although it is helpful to send a note informing the teacher that you are coming early to pick up a student, *your child will not be called to the office until you arrive*. We do not interrupt class time with messages unless it is an emergency.

### **Dismissal Changes**

Students will be expected to use their usual dismissal routine unless the school is notified in writing by note or email of a change. We cannot honor verbal changes from the student as this is not always accurate. It is the parent/guardian's responsibility to notify the school of changes.

For early dismissal or change of transportation plans for your child, please email the office at [beckydavidtransportation@fhdschools.org](mailto:beckydavidtransportation@fhdschools.org) AND your child's teacher as one may be absent or not have a chance to check email continually during the day. We also ask that if your child goes to Vacation Station that you also let us know so we

can tell them of the change of end of day transportation arrangements. Your compliance with these directions helps us maintain a smooth and efficient dismissal that ensures all students return home quickly and safely.

### **Bus Dismissal**

Students are walked to their bus slots by their classroom teacher. Parents/guardians should avoid the bus area at the end of the day.

### **Student Pick Up**

While we do make accommodations for student pick up and drop off, we recommend use of the school bus as the safest and most efficient form of student transportation.

### **Early Release Days**

Dismissal on early release days is 1:10 p.m. It is imperative that you clearly communicate with your child's teacher regarding their mode of dismissal on these days. Students will be instructed to follow their usual dismissal routine unless the school is notified in writing of a change. Please do not wait and call the office on the day of the early release as it causes congestion of the phone lines and could lead to possible miscommunication. Vacation Station is available to registered users on all early release days.

### **Inclement Weather**

The Francis Howell School District will announce procedures for inclement weather, including school closing, the use of snow schedule and early dismissal on local television stations Channel 2 (FOX), Channel 4 (KMOV), Channel 5 (KSDK) and Channel 11 (KPLR/CW). This information will also be sent out through School Messenger, posted on the district website and sent out through eNews, Twitter and the district's Facebook page.

# Attendance

Becky-David Elementary is committed to ensuring that each child will achieve academic excellence, personal growth, and success in meeting their goals in a safe and positive environment.

## BEHAVIOR

# Pyramid of Interventions

### Behavior Expectations/Consequences

The school environment is a community of individuals who live and interact based upon commonly shared expectations, honoring other's rights and responsibilities and practicing common sense. Maintaining an effective learning environment requires the combined effort and partnership of students, parents/guardians, teachers, school administrators and others involved in the educational process. It is also recognized that as students' progress in school and advance in age and maturity, they will assume greater responsibility for their actions. The District Code of Conduct serves as the guiding document to address discipline issues.

*All parents/guardians need to read and acknowledge the Code of Conduct by September 1 each school year via online registrations/census verification through Infinite Campus Parent Portal.*

Becky-David Elementary has been a Positive Behavioral Interventions and Supports (PBIS) school for several years. As part of our behavioral support program, the students, families and staff identified four core values that guide our work: **Respect, Responsibility, Trustworthiness and Caring.** The PBIS involvement led us to develop a set of school-wide behavior expectations that demonstrate those values in all areas of our school. These expectations are specifically taught to all students during the school year. Our staff and students also practice Restorative Practices. Our staff is trained and implements lessons and class circles on promoting inclusiveness, relationship building and problem solving, and healthy methods of conflict resolution. Reteaching, consequences, and other action steps will be determined at each grade level after careful investigations occur. This may include parent/guardian contacts, loss of privileges or other action steps outlined in the FHSD Code of Student Conduct.

*The following expectations are listed for your general information:*

1. All Settings

- Keeps Hands, feet and all objects to yourself
- Listen; follow directions
- Follow expectations at all times; stay in assigned area
- Use Kind word and actions; use manners

2. Hallways

- Walk in **safe, straight and silent lines** in the halls (silent voices during school hours)
- Keep hands, feet and objects to yourself
- Clean up items in the hallways
- Go straight to your destination; silently wave and smile

3. Recess

- Use equipment appropriately
- Line up quietly and on time
- Play fair; take turns and share; include others
- Be a problem solver
- Use kind language

No Tag or Chase Games

#### 4. Cafeteria

- Clean up after yourself
- Talk quietly
- Follow adult directions
- Include others

#### 5. Assemblies

- Sit on bottoms criss cross and remain silent when guests are speaking
- Eyes on speaker; clap when appropriate

#### 6. Restrooms

- Go quickly and quietly
- Wash hands with soap and water; keep water in the sink, throw paper towels in trash cans
- Take turns at stalls and sinks
- Give privacy to others
- Return to class promptly

#### 7. Classrooms

- Follow class expectations

#### 8. General Rules

- The use or possession of tobacco, alcohol and drugs is forbidden
- Gum is not permitted at school
- Hats are only allowed for special occasions or outdoor activities
- Items of sentimental or monetary value should not be brought to school.
- As a safety measure, the following items are not permitted at school: Guns (real or toy), matches or cigarette lighters, knives or other weapons
- Electronic devices (iPods, gaming devices, phones, tablets) should not be brought to school unless it is requested as part of the education program. **Phones must remain in book bags unless special permission is granted.**

*Any electronic devices and/or special items brought to school are the responsibility of the student and are brought at your own risk, even if requested by the faculty.*

*Becky-David Elementary shall not be liable for any loss or damages.*

**Please see the District Code of Student Conduct for additional (detailed) expectations.**

### **Playground Safety / Recess Rules**

#### 1. Swings

- Sit on Swings
- Keep a safe distance from the swings
- One person on a swing at a time
- Jumping off or flipping on swings is prohibited

#### 2. Slides

- Slide down on your bottom, feet first, facing forward only
- Students may only go down the slide (climbing up is not safe)
- Wait until the person before you is completely off the slide before going down

- Students must continue to slide down without stopping or clogging the slides
  - Be safe on the ladders
  - Jumping off or climbing off the slides is not allowed
  - No climbing on the top of the enclosed slides
3. Nature
- Mulch, rocks, dirt, leaves, sticks and snow should not be touched, thrown or played with
  - Animal and bugs should be admired but NOT touched

### **Bus Expectations / Consequences**

Please review the bus behavior expectations with your child(ren). *Remember that students who cannot obey these rules may forfeit the privilege of bus transportation.* Students are expected to follow school rules while on the bus or at the bus stop. Misconduct on the bus or at bus stops may result in disciplinary action.

The following is a list of behaviors expected of each student riding on school-provided buses:

- Follow all expectations in the Code of Student Conduct
- Follow all bus driver directions
- Stay seated facing the front of the bus
- Board and depart assigned bus at assigned stops
- Keep all body parts and all objects inside the bus
- Treat other with respect (both verbally and physically)
- Treat the bus with respect (no physical damage, littering, throwing objects, eating or drinking)
- Students are expected to ride their assigned bus

**NOTE: All buses may be monitored by cameras at any time.**

To maintain order and provide a safe environment, a bus driver may take any of the following actions:

- Initiate a conference with a student
- Initiate a conference with a principal/designee
- Direct students to comply with rules
- Assign bus seats
- Issue bus ticket warnings
- Issue bus tickets

The District considers the bus an extension of the classroom; therefore, misbehavior on the bus will result in a consequence. Consequences may include suspension for the bus. In cases where the violation is severe and/or threatens the general safety of students, the matter will be referred immediately to the principal/designee. The principal/designee has the discretion to implement/develop an alternative discipline plan if needed. The district Director of Transportation or the contracted Transportation Manager will meet with the principal/designee as requested or when deemed necessary.

### **Field Trip Standard of Conduct**

Students are expected to follow school rules and are subject to disciplinary action while participating in and/or traveling to the field trip. The student is expected to cooperate with the sponsor of the activity and to maintain a standard of good citizenship acceptable to the education philosophy of Becky-David Elementary. He/she is expected to obey any other

reasonable rules established to protect the welfare of other students while participating and/or traveling in reference to the above stated activity, including any rules of the field trip location.

### **Voice Level Guide**

In order to have a common understanding of noise levels and expectations we use a voice level guide.

- Level 4 – Screaming/emergency voice (rarely used)
- Level 3 – Outside Voice (recess, physical education class)
- Level 2 – Inside Voice (giving a speech, doing group work, on a bus)
- Level 1 – Soft whispers (partner work, in the library, working with a teacher)
- Level 0 – Silence (tests, when the teacher is teaching you, emergencies/drills)

### **Students in Alternative/Special Education**

Students receiving education services will be disciplined in the same manner as other members of the student body except as noted on the student's Individual Education Plan (IEP). In cases where special education students are recommended for suspension for over ten (10) days, a meeting will be held to determine whether the infraction was related to the student's handicap and to recommend disciplinary alternatives, if any. A Committee on Conduct will be held to determine disciplinary actions within a ten (10) day period of the student's infraction.

# Behavior

## Pyramid of Interventions

**Tier III**

**5%**

***Intense Support for students with 3+ office referrals for physical contact, 6+ referrals overall or 3 or more ISS/OSS***

***All Tier I and selected strategies from Tiers II and/or III***

Home visits  
Initial Student Study (ISS) Team meeting  
Referral to ESC for weekly interventions and support  
Parent/Guardian meeting/contact and possible contract for home and school  
Ongoing CARE Team meetings to complete a SELF form, set goals, and brainstorm ideas with team including admin, teacher, counselors and  
INSPIRE team member(s)  
Informal behavioral assessment to identify lagging skills to target in a plan

**Tier II**

**15%**

***Intermediate Support for students with 2+ for office referrals for physical contact, 3-5 referrals overall or 2 or more ISS/OSS***

***All Tier I and selected strategies from Tier II***

Counselors, administrators and Building Information Specialist review data monthly for patters with subgroups and individuals

Counselors and administrators will consider parent/guardian contact/meetings, goal setting, contracts, assigning mentors, Initial Student Study (ISS) Team/CARE Team meetings, reteaching expectations and policies, behavioral assessments and plans, and encourage routines and special behavior interventions at school and home.

**Tier I**

**80%**

***Behavior strategies provided for all students (less than 3 referrals or 2 ISS/OSS incidents)***

Communicate expectations, quarterly data, and discipline policies to all stakeholders

Respond to behavioral infractions using restorative practice, a trauma informed approach and Code of Conduct as a guide

Identify patterns within the school for office referrals (including subgroup data, locations, times, staff referral numbers, incident types and more) to plan for appropriate interventions

Provide recognition for improved behavior based on data

Daily or weekly classroom circles to build connections, community and trust

Bullying lessons to identify bullying situations and ways to safely intervene and/or safely report

**Becky-David Elementary is committed to ensuring that each child will achieve academic excellence, personal growth, and success in meeting their goals in a safe and positive environment.**

## **BEFORE/AFTER SCHOOL CARE**

### **Vacation Station**

The Francis Howell Vacation Station program provides a quality tuition-based program providing care before and after school, on early release days and during school breaks. Our Programs are accredited by the National Afterschool Association. In order to access this child care, you must register with the Vacation State Administrative Assistant. Please call 636-851-4283 for questions or to make an appointment to register. Additional information can be found at <https://vacationstation.fhdschools.org/>

## **BIRTHDAYS/CELEBRATIONS**

### **Deliveries to School**

Deliveries to individuals of items such as balloons, food and flowers for special occasions (birthday, valentines, etc.) will **NOT** be accepted. In addition, students will **NOT** be called from class to accept deliveries. Students are not allowed to call in orders for outside food deliveries.

### **Special Treats**

Due to the growing number of allergies and health concerns experienced by our students, FHSD is making changes to Student Wellness Regulation 2750, which addresses food brought in for early childhood and elementary classroom parties and birthday celebrations. During the school year, outside treats will no longer be allowed to be brought to school for class sharing. These changes will help maintain the safety of all students with life-threatening food allergies or other dietary restrictions. Parents/Guardians will still be able to bring in non-food items, such as stickers, pencils etc. for birthday celebrations.

### **Party Invitations**

Parents/Guardians are asked to mail or email party invitations if possible. The PTO provides a Buzz Book which is usually distributed during the first quarter of the school year. Discretion is advised if sending invitations to school. Teachers will only allow invitations to be distributed for the entire class, all girls or all boys.

## **BREAKFAST/LUNCH PROGRAM**

The Francis Howell Food Services Department provides healthy, nutritious meals for students in the district in an effort to enhance student performance. Monthly menus are posted on the Francis Howell website; they are not sent home with the students. The students are offered three (3) choices for their lunch entrée and there is a hot vegetable offered as well as a food bar that offers fresh vegetables and fruit. The lunch price of \$2.95 includes a drink. Students who bring their lunch may purchase milk for \$0.65. A Grab and Go breakfast can also be purchased in the cafeteria and will be taken to the classroom to be eaten. Students must arrive no later than 9:00 a.m. to purchase breakfast. The cost of breakfast is \$2.00 and milk will be available for \$0.65.



Becky-David Elementary has a computerized meal account system. This system allows for any amount of money to be deposited in your child's account. You may prepay weekly, monthly or yearly. If you have more than one child at Becky-David, you may write one check, but you need to include the names of all students whose accounts should be credited. Checks should be made payable to Sodexo.

Students use the student number as their PIN when a meal or a la carte item is purchased. Students on the free or reduced lunch program will also use a PIN number. If you would like more information about the free or reduced lunch program, please contact the school office.

The District has instituted a policy regarding meal debt 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.

## **STUDENT MEAL CHARES**

### **Purpose**

The purpose of this Policy 5550 is 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.

### **Administration**

#### 1. Student Groups:

All students will be allowed to charge a maximum of twenty-five (\$25.00) dollars.

- These meals will include only the menu items of the reimbursable meal.
- After the balance exceeds twenty-five (\$25.00) dollars, the student will be given a designated menu alternate.

2. Elementary students will be allowed to charge up to one dollar (\$1.00) for à la carte foods and beverages. Middle and High School students will not be allowed to charge à la carte foods and beverages.

3. Various methods of communication may be used to notify parent(s)/guardian(s) of students with negative balances, including electronic communication, written correspondence, or phone call by the appropriate party.

4. On May 15 annually, all charging will be cut off.

- Parent(s)/guardian(s) will be sent a written request for "payment in full."
- All charges not paid before the end of the school year will be carried forward into the next school year.
- Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies.

5. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year. Buildings may also establish special funds to assist students with meal purchases.

6. Each building principal will send a letter to all parent(s)/guardian(s) on or before the first day of school notifying them of the requirements of this Policy. This Policy will also be published on the District's website.

## **COMMUNICATION**

### **Contacting the School and Staff**

Communication between the school and home is essential for a successful learning experience. If you do not get a response within 48 hours, please contact the supervising principal so we can help improve the communication process. The school phone is answered between 8:00 a.m. and 4:30 p.m. The phone is for school business calls only. Please complete plans with your child(ren) before they leave home in the morning. Students are called to the phone **ONLY IN CASE OF EMERGENCY**. If you wish to speak to a teacher, leave your number and she/he will return your call as soon as possible.

All staff members have email addresses in the format: first [name.lastname@fhdschools.org](mailto:firstname.lastname@fhdschools.org). Links to staff members' email addresses can also be found on our school website.

### **Keep up-to-date with Becky-David News and School Messenger**

Becky-David News is the best way of being informed on what is happening at our school, any upcoming activities or programs. Special announcements are sent out via BDE News. Early release and bus information is relayed with BDE News and School Messenger. You may sign up for this important feature on the Becky-David website.

Becky-David Elementary Newsletters are distributed weekly on Fridays by email. You may subscribe to Becky-David News on the Becky-David website. Any individual may subscribe to the BDE News - all parents/guardians, grandparents, siblings, caregivers etc. Please be sure to review these each week to stay informed on what is happening at Becky-David Elementary.

Your primary household phone number is automatically set up to receive phone messages from the district. Parents/Guardians may create an account to manage their preferences and to sign up additional numbers or email addresses for notifications through the Parent tab on the FHSD website. Your student's ID number is required to create an account. Accounts for new students may not be set up until the first day of attendance.

### **Parent Contact Information**

The school must **ALWAYS** have current working home, work, cell and emergency telephone numbers in the event your child becomes ill or is injured at school. Should there be an emergency involving an accident and we cannot reach you, the child will be taken to an emergency room and the doctor on call will be used for emergency treatment. Please remember to notify the school of any change of address or telephone number. In case of illness or emergency, your child will **NOT** be released to anyone who is not on your **HEALTH AND EMERGENCY INFORMATION FORM** located in the Nurse's office. Please keep this information updated.

### **Report Cards/Parent-Teacher Conferences**

Report Cards are completed each quarter. For the first and third quarter we hold parent-teacher conferences. Our goal is that 100% of our students have a parent/guardian attend their conference. Report Cards are available on the Campus Parent Portal.

### **Bullying Reporting**

At Becky-David Elementary we invest many hours in teaching our students how to act with good character and we have a

relatively low number of discipline incidents each year. Our counselors provide lessons on the difference between teasing, mean moment and 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, on school time, at a school sponsored activity or in a school related context as stated in the Bullying Policy.

*Bullying is the repeated intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.* Bullying occurs when a student communicates with another by any means including telephone, writing, cyber bullying or via electronic communications, with the intent to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touch, although touching may be included.

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 teacher, counselor, principal or school resource officer. There is also a link on our school website that can be used to report bullying.

### **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/guardians can call 1-866-748-7047 and receive a live voice Monday-Friday, 7 a.m. to 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 text message reports of bullying will also be accepted by texting "REPORTIT" to 84741.

## **EMERGENCY PROCEDURES**

A district committee has established procedures for fire, tornado, bomb threat, earthquake and intruder/active shooter. Each building has an emergency plan that is reviewed with the staff each year. The safety of your child is one of our greatest concerns. The school holds regular drills to teach students to respond calmly in the event of an emergency. Fire, intruder, tornado and earthquake drills are conducted throughout the year. Ten fire drills are conducted each year. Detailed escape plans are posted inside the door of each classroom. Each class has an escape route to an outside area a safe distance from the building. During tornado drills each classroom goes to a designated area within the building. During earthquake drills students get beneath a secure object such as a table, door frame, etc. Students are instructed to stay clear of outside walls and glass. Students exit once cleared to do so. During intruder drills, students move away from doors and windows, turn lights out, lock doors and remain silent until cleared by an authority figure.

## **ENROLLMENT**

### **Registration**

The Francis Howell School District recommends that all children be screened after age three and prior to entering Kindergarten. This screening examines three areas of development: motor, concepts and language. The children will also have an opportunity for vision and hearing screenings. There is no cost for this screening. The entire process – screening and parent conferences- takes one to one and a half hours. To make an appointment to have your child screened, please call one of the Early Childhood Family Education Centers: Hackmann Road, 636-851-6200; Central School Road, 636-8516400; or Meadows Parkway, 636-851-6000.

In compliance with Missouri laws, children must be five years of age before August 1 to enroll in kindergarten. No early assessments will be administered. It is very important that all children are registered prior to entering kindergarten in August.

The student and parent/guardian must reside within the FHSD boundaries. Assignment of students to schools is based upon attendance areas established by the Board of Education. To register a student in Becky-David, visit the FHSD website to complete the online registration. Online registration will need to be completed on a computer or laptop as it will not work on a cell phone or tablet. You will receive an application number once completed. Please call Becky-David's Building Information Specialist at 636-851-4307 with your application number to complete enrollment by providing the following items:

- Child's Birth Certificate (Original)
- Current Immunization Record
- Parent/Guardian's IDs
- Proof of Residence

It is helpful to have copies of the latest progress report and any special education plan if applicable.

### **Student Transfers**

If a student transfers to another school, parents should notify the teacher and office at least two weeks in advance. Learning Commons books and textbooks **MUST** be returned before leaving and any money owed for school lunches is due at that time as well.

## **FINES FOR LOST/DESTROYED ITEMS**

Books may be borrowed from the Learning Commons. The Learning Commons is very valuable in improving the variety and levels of reading materials made available to our students for both educational and recreational reading. The cost of lost or defaced books will be charged to the student.

If a student loses/destroys books, materials and/or equipment belonging to or in use by the school district, parents/guardians are requested to pay for fines, charges and/or replacement costs for losses.

## **LOST AND FOUND**

Boots, caps, gloves, sweaters, coats, etc., should be **marked with the student's name** to help in returning lost articles to the proper person. **Unclaimed articles will be donated to a charitable organization once a quarter.** Items such as money, eyeglasses, jewelry and keys will be kept in the office and may be claimed there. Becky-David Elementary is not responsible for any loss of personal property.

## **OUTDOOR TEMPERATURE GUIDELINES**

All students will be expected to participate in some outdoor activities each day, weather permitting. Students are expected to **be dressed for the weather conditions** of the season, as cold weather alone will not excuse a child from participating in outdoor activities.

It is the District's policy that during cold weather, the decision for outside recess will be based on weather; factors such as wind chill, snow, rain, cloud cover, wind, etc., will determine whether or not it will be beneficial for students to go outside. If the air temperature and/or wind chill is 20°F – 15° F, then outdoor recess will be limited to ten (10) minutes. If the air temperature and/or wind chill is below 15°F then only indoor recess will be held.

Conversely, when the air temperature and/or heat index reaches 95°F-100°F, outdoor recess will be limited to ten minutes. If the air temperature and/or heat index is about 100°F, then only indoor recess will be held.

## SPECIAL EVENTS

### Assemblies- (when applicable)

Students may attend assemblies throughout the year to review behavior expectations as well as to enhance their learning experiences. Students are expected to be gracious audience members or they may be asked to leave the assembly.

### Field Trips-(when applicable)

Educational field trips offer students hands-on learning experiences not available in a classroom. Student permission forms will be sent home informing the parents/guardians of the trip and must be signed by a parent/guardian before the student will be allowed to attend. At times parent volunteers are asked to assist with field trips. **Parents/Guardians must complete the volunteer background check, on the FHSD website, and training prior to attending a field trip.** No children other than the students in the classes attending the field trip will be permitted to ride the bus due to insurance regulations. Students who have great difficulty in consistently following verbal directions may be omitted from the field trip for safety reasons. School work will be provided for those students not attending. There is a student fee for field trips.

### Student Activities

Students have the opportunity to participate in the following activities at Becky-David Elementary: Intramurals, Running Club, Stem Club and Ukulele Choir. Please watch the announcements in the weekly eNews for more information regarding these activities, which are held outside of the normal school day. **The District assesses a \$5.00 fee per student,** per year (\$10 per family maximum) to participate in any or all of these activities. Once your child joins an activity, they will be given instructions for the payment of this fee.

### Student Dress and Grooming

We take pride in the appearance of our students and expect them to groom themselves neatly in clothing that is suitable and appropriate for school activities. We do not allow extreme dress or appearance that is disruptive to the normal school routine, including items advertising alcohol or tobacco products or sexually suggestive slogans or drawings. Clothing that is revealing and/or exposes undergarments is not allowed. Examples include tops that expose bare midriff, halter tops, bathing suits, sports bras, tube tops, racerback tops, spaghetti straps and low cut tops. Hats are not allowed, unless approved by the administration for special circumstances or occasions. All students must wear shoes or other types of footwear at all times. Shoes with black soles are discouraged because they leave marks on the floor. Students are encouraged to wear athletic shoes for their safety at recess. Students may be restricted from the mulched areas of the playground if their shoes are deemed unsafe by the playground supervisors.

**The District requires students to refrain from wearing jewelry during P.E. class. If your child wears jewelry on a P.E. day, the teacher will ask them to remove it for their safety. If your child has a new piercing, we ask that they bring athletic tape or band-aids to cover it during class. If they do not remove the jewelry or cover it, they will have to sit out of the activity and class points will be deducted. Other special clothing may be requested for P.E. classes.**

### GUIDANCE SERVICES

The role of the counselor is to enhance learning in the classroom and to help students develop positive self-concepts and career plans. To meet these needs, the counselors provide whole class lessons a few times each quarter.

At times students may need additional support. Many support groups are available. Referrals to the small group sessions can be made by the staff or parent/guardian. The counselor meets with students either individually or in small groups to offer additional support. Call your child's counselor for more information.

Where intense assistance is needed, an Education Support Counselor (ESC) may become involved with students. The ESC can offer direct assistance as well as referrals to agencies for students and families in crisis.

## **HEALTH SERVICES**

The following information relating to the nurse's office may prove helpful throughout the year. The nurses in the Francis Howell School District function under specific guidelines designed to provide for the ultimate health and safety of each child at school. Additional resources may be found on the [FHSDwebsite](#).

### **Health Requirements and Records**

Each student in the Francis Howell School District is required to complete a Student Health Form annually. Students entering Francis Howell School District for the first time are required to have up-to-date immunization records per Missouri State law. Students are recommended to have a comprehensive physical examination at the beginning of Kindergarten, 5<sup>th</sup> and 9<sup>th</sup> grades.

**Students should not attend school while having symptoms of any contagious or infectious disease or while liable to transmit such disease after having been exposed.** Any teacher or nurse, with the consent of the principal, may require a student suspected of having an illness/infection or of being able to transmit a disease to be examined by a physician and to provide a written statement of health before re-entering school.

### **Notifications**

It is necessary for you to notify the school nurse when your child receives any additional immunizations or has a communicable disease so that current and adequate health records may be kept on each student enrolled in Becky-David Elementary. *Example: having chicken pox, head lice, hepatitis, infectious mononucleosis, meningitis, having a surgical procedure, being diagnosed as having any chronic disorder such as asthma or allergies, or any other condition.* **THIS IS REQUIRED** by Missouri law.

### **Student Health**

Students should be kept home from school, and could be sent home from school by the nurse with the following symptoms: swollen glands, nausea or vomiting, skin eruptions or rashes, red or discharging eyes, acute cold or flu symptoms, signs of weakness, drowsiness, flushed skin, chills, fever or chronic cough. Your student will be sent home from school if his/her temperature is 100° or above. The student **SHOULD NOT** return to school until he/she is **fever-free for 24 hours without medicine.**

Every elementary school has a nurse who will contact you if your child becomes ill. **Please make arrangements for transportation to be available should your child need to leave school early.** The school cannot transport ill children.

*Please make sure all contact phone numbers in Infinite Campus and the Nurse's Office are up to date, with working voice mailboxes. It helps school personnel if you designate which number is the best to call during school hours.*

### **Medications**

Any student found to be carrying his/her medication on his/her person without the knowledge of the nurse may be subject to disciplinary action to the guidelines stated in the Francis Howell School District Code of Conduct. All medications shall be kept in a locked cabinet in the Health Room or principal's office, unless the school is provided with doctor's orders with specific instructions.



## **Prescription and Non-Prescription medicines administered at school**

Pursuant to Francis Howell School District Policy, the giving of prescription and non-prescription medicine by the nurse, principal or the designee shall be restricted to necessary medication that cannot be given on an alternative schedule.

### **Prescription Medicine**

1. MUST be accompanied by a label affixed by a pharmacy or physician showing:
  - Name of student
  - Total daily dosage and schedule of administration
  - Date purchased
  - Physician's name
  - 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 have a written physician's order, a parent request for administration and 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. If an asthmatic/allergic student needs to carry an inhaler/auto-injector, a [separate document](#) needs to be completed, signed by the physician and parent/guardian and returned to the Health Office.
6. All medication authorizations are effective only for the school year for which it is granted and must be renewed annually.

### **Non-Prescription Medicine**

1. MUST be in the original, unopened 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. 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. All medication authorizations are effective only for the school year for which it is granted and must be renewed annually.

### **Elementary School**

Acetaminophen (Tylenol®) or Ibuprofen (Motrin®) per package directions may be given to elementary students for fever or pain. \*This courtesy is limited to four times during the school year with written parental/guardian permission. If the student requires more than the allowed dosages per year, the parent/guardian will be required to supply the medication with a written physician's order.

### **Preschool**

Acetaminophen (Tylenol®) or Ibuprofen (Motrin®) per package directions may be given to preschool students for fever or pain. \*This courtesy will be limited to a case-by-case basis.

### **Application of Nurses Professional Judgment**

The administration of medication, including over-the-counter medications, is a nursing activity governed by the State of Missouri Nurse Practice Act. The nurse is also empowered to contact the prescriber or pharmacist filling the prescription

to discuss the prescription or to verify the validity of the medication order if the nurse has questions regarding the administration of such medication.

It shall be the policy of this District that the District will not knowingly administer any medication to a student if the District's registered professional school nurse believes, in his/her professional judgment, that such administration could cause harm to the student, other student, or the District itself. Such cases may include, but are not necessarily limited to, situations in which the District is being asked to administer medications in a dosage that exceed the highest recommended dosage listed in the current annual volume of the Physician's Desk Reference or other recognized medical or pharmaceutical text.

### **Vision and Hearing Screening**

In accordance with state law, all children in 1<sup>st</sup> and 3<sup>rd</sup> grades are screened. It is no longer required to have Kindergarten students evaluated by an eye doctor before starting school, BUT it is highly recommended, as early detection of problems result in the best prognosis for a successful education of a healthy student. All parent/guardian and teacher referrals for screening are conducted at school during school hours. We do try to begin the screening process early to address any concerns regarding vision and hearing.

### **Crutches**

If your child needs to use crutches at school, we request a physician's statement regarding limitations and duration of their use. We feel this will help us in providing a safe environment for your child while at school.

The school district will not be responsible for any injury that occurs as a result of the use of crutches without your physician's written order. The parent/guardian will be asked to sign "The Crutch Policy" form in the Nurse's Office. The school does not provide medical supplies/equipment for injuries/accidents.

### **Head Lice**

The Francis Howell School District will do everything possible to prevent the spread of head lice in the school. Upon receiving notification of a suspected case of head lice, the school nurse will examine the student's hair to verify the report. If a case is identified, the child will be sent home for treatment and other close contacts will be checked, including siblings. Please note, only close contacts in the classroom are checked by the school nurse. Elementary classroom notifications will be done in class or school bulletins; students will not be identified.

A student may return to school after treatment. The student will be checked by the school nurse before being readmitted to school. If there is any sign of active lice, the student will be sent home again for further treatment. Students who have had an active case of head lice are rechecked at school after two weeks to ensure there is no recurrence of the lice.

## **FHSD SCHOOL DISTRICT NOTICES**

### **Notification of Rights under FERPA for Elementary and Secondary Schools**

(updated 9/20/23 to include opt out form)

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 of school receives a request for access. Parents or eligible students who wish to inspect their child's or their education records 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 their child's or their education 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 procedures 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. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, 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 typically 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 discloses education records without consent to officials of another school or 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. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

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

## **Directory Information**

The Francis Howell School District has designated the following information contained in the educational records of its students as directory information for purposes of FERPA: student's name, student's address, student's phone number(s), parent(s)/guardian(s) e-mail, grade level, grade point average, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, grade point average, most recent previous school attended, and photographs.

## **How to Opt Out**

A parent or student refusing to have any or all of the designated directory information disclosed is required to complete [The Family Educational Rights and Privacy Act \(FERPA\) Refusal To Permit Disclosure form](#) and designate that you are refusing to disclose directory information. Return the form to the principal of the school which the student attends.

**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<sup>1</sup> 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)?

**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.

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<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III.A. Revised 2017

<sup>2</sup>, Title IV.A, Title VI, Title VII.C Revised 7/15 <sup>2</sup> In compliance with NCLB Title IX Part C. Sec. 9304(a)(3)(C) Local education agencies are required to disseminate, free of charge, this information regarding NCLB complaint procedures to parents of students and appropriate private school officials or representatives.

## **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 allegedly violated.

## **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.

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1 Programs include Title I. A, B, C, D, Title II, Title III.A. Revised 2017

2, Title IV.A, Title VI, Title VII.C Revised 7/15 2 In compliance with NCLB Title IX Part C. Sec. 9304(a)(3)(C) Local education agencies are required to disseminate, free of charge, this information regarding NCLB complaint procedures to parents of students and appropriate private school officials or representatives.

## **FHSD Equal Opportunity Policy 1300**

<b>Book</b>	FHSD POLICIES
<b>Section</b>	1000 GENERAL ADMINISTRATION/ 1300 Equal Opportunity
<b>Title</b>	Equal Opportunity
<b>Code</b>	1300
<b>Status</b>	Active
<b>Adopted</b>	April 1, 2007
<b>Last Revised</b>	January 21, 2021

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

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

Lisa Simpkins  
Chief Human Resources Officer  
801 Corporate Centre Drive, O'Fallon, MO 63368  
636-851-4024

Mark Delaney  
Director of Human Resources  
801 Corporate Center Drive, O'Fallon, MO 63368  
636-851-6193

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

Originally adopted April 2007  
Revised March 2018  
Revised December 2018  
Revised May 2020  
Revised January 2021

## **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  
801 Corporate Centre Drive  
O'Fallon, MO 63368  
Phone: 636-851-4060      Fax: 636-851-4094

# **FHSD Notification of Rights Under PPRA**

## **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 has adopted policies 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 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