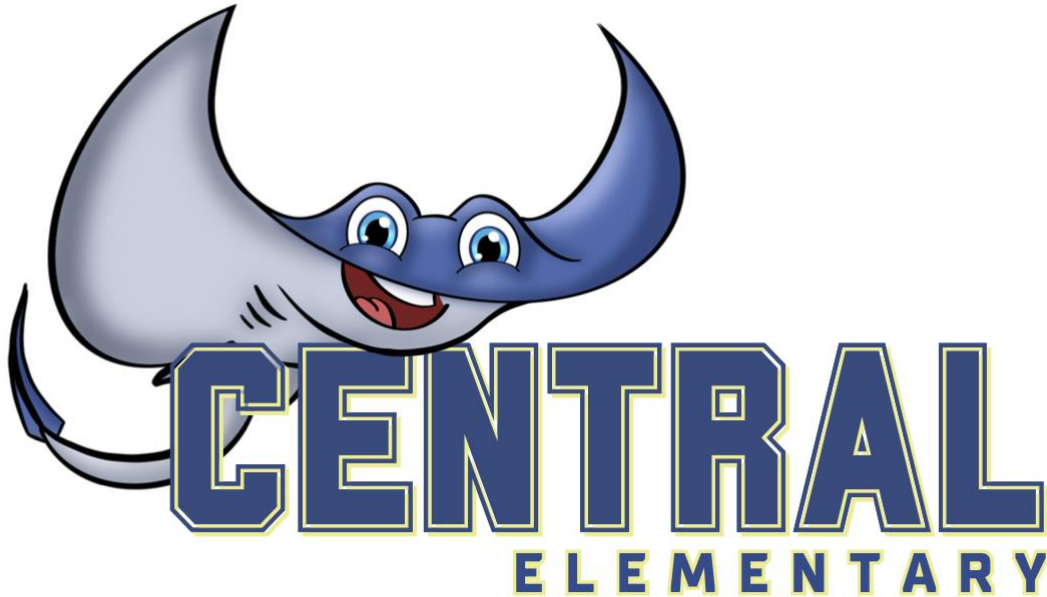


# Central Elementary

Francis Howell School District

Parent Handbook

2023-2024



## Reach, Teach, Empower

### CENTRAL ELEMENTARY

4525 Central School Road

St. Charles, MO 63304

(636) 851-5700

FAX (636) 851-4104

District website: <https://www.fhdschools.org/>

School website: <https://central.fhdschools.org/>

Dr. Jessica Karll, Principal

Dr. Ladonna Johnson, Assistant Principal

Dr. Laura Brewer, Assistant Principal

School Hours: Our school day begins at 8:15 AM and ends at 3:15 PM. Buses begin to unload and students may arrive at 8:00 AM.

Reminders: Students who must be dropped off before 8:00 AM must be registered in our Vacation Station program and enter through the cafeteria door. Unfortunately, we do not have supervision for students dropped off unattended before 8:00 AM.

Stay Informed:

- Francis Howell School District website <https://www.fhdschools.org/>
- Central Elementary website <https://central.fhdschools.org/>
- Central Elementary Facebook <https://www.facebook.com/CentralElementaryFhds>
- Subscribe to Central Elementary weekly eNews Central Elementary School <https://lp.constantcontactpages.com/su/EIL5eF8/central>
- Subscribe to SchoolMessenger – instant email and phone messages <https://www.fhdschools.org/programsservices/communications>
- Follow us on Twitter [@CEstingrays](https://twitter.com/CEstingrays)

Early Release Days: Students will be dismissed at 12:20 PM one day each quarter. These are full days for teachers, with afternoons spent on records/report cards.

Vacation Station: Vacation Station is a tuition-based program for students who need care before and after school. Vacation Station also provides service on early release days and during all breaks. We are very fortunate to be able to serve our students in their home schools for this program. If you want information about our Vacation Station program, please contact the Program Coordinator at 636-851-5554.

School Visitors: To ensure the safety of our students, all visitors and volunteers must sign in and out in the main office. At that time, you will be given a visitor's sticker to wear throughout your time in the building. If you want to join your child for lunch at school, you do not need to prearrange with the staff. However, you must follow normal visitor procedures and sign in at the front desk. If someone other than a parent will be coming to school to have lunch with your child, we ask that you send in a note with a parent's signature to the office. Any classroom visits must be pre-arranged with your child's teacher and require a minimum of 24 hours notice and approval from a principal.

Family Teacher Conferences: It is very important to the Central Elementary staff to keep open and frequent communication with parents. Parents or guardians are encouraged to attend scheduled conferences, which are held in both the fall and spring. Sign-up for fall conferences will be held during Open House. Families and/or teachers may also request conferences at other times during the school year to discuss student progress.

Absence: If your child is absent from school, we ask that you contact our school attendance secretary at 636-851-5626 to report the absence. In addition, it is important to send a note to your child's teacher stating the reason for the absence upon returning to school. If your child visits the doctor's office during an absence, please obtain a "doctor's note" for school records. Whenever possible, please schedule vacations, doctor appointments, etc., during school breaks to keep attendance as regular as possible. Please refer to the Francis Howell School District Attendance Policy for specific information about excused and unexcused absences.

Parent Pick-Up Procedures: The parent pick-up program was developed for parents who pick up their student(s) on a consistent daily/ weekly schedule. Parents remain in their vehicles. At 3:15 PM, students will be brought outside based on the line order of vehicles. If you are interested in this service, please contact the school office. Your understanding and cooperation is appreciated. Please remember:

- You MUST have a Central Elementary issued tag (changes every year) to utilize the parent pick-up line outside the school at dismissal. If you do not have your tag, you will be asked to park, and a staff member will come over to assist you. Currently, we are limiting the number of visitors in the building.
- At any time, you may be asked to show your ID for verification purposes.
- Please remain with your vehicle at all times while in the pickup line and inside your vehicle once dismissal begins.
- Refrain from smoking and vaping while on school grounds.
- Additional procedures will be provided at sign-up.

Early Student Pick-Up: If your child needs to leave school early, you must sign him or her out through the office. Teachers will not be able to dismiss students from their classrooms. If your child will be picked up from school by a family member or friend, you must send a note to the school with your signature. The adult picking up your child will need to bring a photo ID. We do not offer office sign-out for students after 2:30 pm and ask that students be dismissed to their regular dismissal of parent pick up, bus, Vacation Station, or daycare.

Physical Education: Children should have a pair of non-marking rubber-soled shoes for P.E. days. Also, students cannot wear jewelry (including earrings) during P.E. If your child needs to be excused for more than one P.E. class, a doctor's excuse is required.

Emergencies/Drills: Regular fire, tornado, earthquake, and intruder drills are conducted to instruct students and staff on safety procedures in case of a real emergency. We appreciate the guidance and support of both the Cottleville Fire Department and St. Charles County Police Department as they provide safety inspections, feedback and conduct annual drills with our staff.

School Closings: If school is to be closed for any reason (usually ice or snow), we will use our eNews and SchoolMessenger notifications system to inform parents. It is important that phone numbers are kept current so that families receive the communication. It will also be announced on the district Facebook, Twitter, and website, in addition to local television and radio stations.

Tornado Warnings: Please understand that during tornado warnings all students and staff members will be in “duck and cover” and not able to answer phones or doors. If a tornado warning is in effect at the close of school, buses will wait until the “all clear” before departure.

Unexpected Early Dismissal: If school is dismissed early because of worsening weather conditions or other emergencies, we will use our eNews and SchoolMessenger system to inform parents. Parents who work during the day should arrange for someone to care for children who will be arriving home earlier than usual. Reminder: *When school closes early due to weather conditions, our Vacation Station program is also closed.* Parents should have early dismissal forms on file with the classroom teacher.

Heat Dismissal: On days the district declares a heat dismissal for extreme heat, we will take extra precautions to limit the amount of time that students are in the heat prior to buses leaving our campus. We will also be sure that students are well hydrated before getting on the bus. We will also provide additional adult supervision on bus rides over 30 minutes. Buses do not leave early for heat dismissal days.

Valuables: Teachers request that students bring several items to school. They list these items on their supply list and provide it to families at the beginning of each school year. We ask that you write your child’s name on all of their supplies. In addition, we ask that students do not bring other items to school, such as toys, trading cards, phones, etc. If your child needs to have a phone with them for safety reasons before and after school hours, students need to keep their phone turned off during the school day and safely kept in their book bag. Smartwatches are allowed but should not impede the instructional environment. If there is a special celebration in your child’s classroom that causes an exception to this policy, your child’s teacher will notify you in writing.

Board Meetings: Francis Howell School District Board of Education meetings are held at our District Building at 801 Corporate Center Drive at 6:30 PM. Meetings are always open to interested parents and citizens of the district. Please double-check the district website for scheduled meetings.

Building Use: Central Elementary is open to the community for use. Please check the district website for building usage guidelines, availability, and fees.

Fundraising: Our school holds annual fundraisers. Fundraising is optional and students are encouraged only to collect pledges/sell items to family members and friends.

Lost and Found: Lost articles will be kept in our Lost and Found area in the first floor atrium. Articles not claimed once the container is full will be donated to a charity. Lost valuables will be kept in the office to be claimed.

Dress Code: Students’ dress and appearance should be appropriate for the learning environment. Students wearing clothing/appearance that causes a disruption to the educational environment will be asked to adjust their appearance. They may be asked to change clothing or call home to bring clothing to school.

Counseling Services: Our grade-level counselors visit classrooms delivering a comprehensive guidance curriculum for all students. Our counselors implement small group and classroom guidance activities to promote social and emotional growth. Activities related to self-concept, decision-making, dealing with peer pressure, responsibility, stress, and understanding of self and others. Please feel free to contact your child's counselor to discuss any specific needs related to your child.

Bullying: It is essential that all of our students learn in an environment that is both physically and emotionally safe. Our counselors have a curriculum that addresses bullying and what to do if a student is bullied. Bullying is a conscious, willful, and deliberate hostile activity intended to harm and/or induce fear through the threat of further physical or emotional harm. Bullying is different from an argument or even a fight between peers. It is typically ongoing and includes an imbalance of power and intent to harm. We view discipline as a learning experience and want to work with our students to learn to respect each other and also advocate for themselves if they find they are in a situation that they cannot handle without adult intervention. If your child is being bullied at school, please contact your child's teacher, counselor, or administrator.

Volunteers: Parents/guardians are crucial to the success of our school. We have various options for parents/guardians to get involved in at Central. For our students' safety, all volunteers must participate in training and a background check. Please contact your child's teacher for ways you can volunteer at Central Elementary, and contact the school office for a Volunteer Handbook and approval procedure.

PTO: Central Elementary has an active Parent/Teacher Organization. They provide a great deal of support for all of our programs and offer a variety of volunteer programs for our school. Central School parents and staff members are invited to join. Please look forward to additional information from our PTO throughout the school year.

Field Trips: Field trips are intended to enrich our instructional program. Field trips typically require both an event and a transportation fee for each child. If the fee presents a financial hardship, please contact your child's teacher or counselor for assistance. Parents are often asked to volunteer to help chaperone students on field trips. Unfortunately, siblings are not able to attend field trips. Reminder: All volunteers responsible for supervising students must first participate in a background check and complete training. If you would like to volunteer for field trips, please contact the office to start the approval process.

Room Parties: Each class will have two parties per year. The staff will work in conjunction with the room parent coordinator to ensure the class party is a time for students to enjoy. We request \$2.00 from each child to help cover the cost of the parties. Due to space and required supervision, siblings cannot attend classroom parties.

Cafeteria: All children in the FHSD school district can purchase breakfast and lunch. The cost of breakfast is \$2.00 and lunch is \$2.95. If you feel your family would qualify for Free and Reduced Price meal benefits, please complete the application. Please visit [the Infinite Campus Parent Portal](#) to review the instructions and submit the application. A parent portal account must be established before applying. For more information about the

application process or to complete a printed version, please review <https://resources.finalsite.net/images/v1688140897/fhsdschoolsorg/z2qz82gcjrrkiph0i4sn/Freeand-Reduced-Meal-Application-2023-24.pdf>. Translated versions of the letter can be found [here](#).

## ACADEMIC INFORMATION

Required Assessments: Francis Howell School District *Board Policy 6440* states that all students will participate in statewide assessments or alternative assessments as determined by a student's 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 website and in the district office during normal business hours.

Report Cards: Parents will receive a report on their child's social and academic progress at the end of each quarter via parent portal. Mid-term progress reports will be sent home the second, third and fourth quarter.

Homework: We believe that homework is not the primary tool in the teaching/learning process, but believe that this additional practice can have a positive effect on student achievement. At the elementary school level, these activities will be used to reinforce basic skills that have been previously taught in the classroom. If your child does not understand the assignment, please send a note to the teacher the next school day explaining the efforts that your child made to complete the assignment. The appropriate amount of time your child spends on homework will depend on his or her grade level and the amount of effort made toward completing assignments during class independent time. If you have concerns regarding how much time your child spends on homework, please contact your child's teacher. We encourage you to provide time for nightly reading and practice basic math facts and skills.

Absent Work: Generally, students will have time to make up work missed due to an absence equal to the number of days absent from school. Teachers appreciate advance notice (24 hours when possible) if you want work to be sent home when a child misses school.

Learning Commons (Library): Library books may be checked out from the school library. The library is very valuable in improving the variety and levels of reading materials made available to our students for both educational and recreational reading. There will be a fee for lost or defaced books. Students will be unable to check out books pending payment of lost/defaced books.

Permanent Records: Each child will have a permanent record on file in the office. Students will also have a health record on file in the health office. In addition, students could also have one or more of the following records: Special Education, Discipline and/or Section 504 Plan.

Special Services Program: Preschool screening is available to all children aged three to

five, and classroom programs are provided for some preschool children found to have severe developmental deficits. If you have a preschool child with a disability, please contact the Director of Special Education at (636) 851-4000. The district also provides an appropriate educational program for students with handicapping conditions of school age. Student services programs are offered to students who qualify with educational disabilities in the following areas: Learning Disabilities, Intellectual Disabilities, Emotional Disturbances, Speech Disorders (Voice, Fluency or Articulation), Language Disorders, Visually Impaired, Hearing Impaired, Physically/Other Health Impaired, Multiple Disabilities, Deaf/Blind, Early Childhood Special Education, Orthopedic Impairment and Traumatic Brain Injury. Assignment to student services programs is based on evaluation results and education recommendations. The student's parents or guardians have access to the results of the evaluation and participate in the determination of the educational plan.

Homebound: Homebound instruction is available to students who, because of the nature of their condition, are unable to attend school. When a student will be out of school for more than three weeks, the parent should contact the Alternative Learning Department at the Administration Building, 636-851-4007, to request a Homebound form, eligibility information, and guidelines. Once a Homebound Application has been completed, a homebound consideration meeting is held with the student's educational team and parent. Communication between the classroom teacher and the homebound teacher is essential so that the student is progressing satisfactorily with his/her studies. Please refer to the District Website for more detailed information regarding Homebound.

Americans with Disabilities Act: The Francis Howell School District fully complies with the requirements of the Americans with Disabilities Act (ADA). If you need a specific accommodation, please contact our Building Principal at 636-851-5700 prior to the event to ensure that the necessary accommodations have been made.

### HEALTH AND WELLNESS INFORMATION

Please notify the school nurse at 636-851-5553 if your child has a special health condition.

Parent communication comes home with the student by a Nurse Pass. A parent/guardian will be notified by phone if their child needs to be picked up from school due to fever/illness or injury. Further communication by phone/email will be at the discretion of the nurse. Please keep the school office updated with any phone number changes.

Fever: FHSD Policy states a fever is 100.0°F or above. Student's must be fever free for 24 hours, without the use of fever-reducing medications, prior to their return to school.

Medication: The Francis Howell School District policy states the giving of prescription and non-prescription medication 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 to school with the medication. The medication order needs to contain the student's name, name of medication, dose to administer and dosing schedule, route of administration, name of physician and reason for administering the medication. All medications will need to be kept in the nurse's office.

All medication must be brought to school by a parent/guardian and picked up by a parent/guardian. No medication will be transported to or from school in the student's backpack. Locking medication bags are available from the nurse office, if needed.

Prescription medication: In addition to a written doctor's order, medication needs to be in the original prescription bottle with a pharmacy label showing the student's name, medication name, dosage and schedule of administration, date and physician's name.

Non-prescription medication: medications must be in original packaging, or bottle. A doctor's order is required for a nurse to administer all over the counter medications at school.

PE or recess excuses: Students that need activity limitations due to injury or illness will need to provide a doctor's note outlining the specific limitations. Any limitation that is written for PE will also be applied to the student's recess. Once the student has recovered from the illness or injury, a new doctor's note will be needed stating the student is ready for full activity before the previous restrictions will be lifted. All students with a doctor's note that excludes the student from PE or recess will continue to go to PE and recess with their class, but have restricted activity.

Temporary Medical Equipment: Any student that needs the use of medical equipment while at school, for example, crutches, temporary wheelchair, scooter, etc. will need a doctor's note stating the need for the equipment and the duration.

Food Allergies: Due to the increasing number of students with serious food allergies and health concerns, the school/District has to be vigilant about food items that are brought to school. This is a safety issue that we take very seriously. In response to these safety concerns, FHSD is making changes to Student Wellness Regulation 2750, which addresses food brought in for elementary classroom parties and birthday celebrations. Since the 2019-2020 school year, outside treats have not been allowed in school for class sharing. This change has helped maintain the safety of all students with life-threatening food allergies or restrictions.

Birthdays: Birthdays are important to our students! We look forward to recognizing your child's birthday with a birthday book from the book vending machine. We are not able to have food items sent in to celebrate birthdays. If you wish to send in items to celebrate you can send in non-food items (pencils, stickers, etc.). Teachers will continue to recognize your child and make them feel special on their birthday.

Thank you for your cooperation and support in keeping children with food-allergies safe from having a life-threatening allergic reaction at school. If you have any questions, please contact our school nurse 636-851-5553.

## Student Expectations

The Discipline of Students: Students at Central Elementary are required to adhere to the Francis Howell School District's Elementary Code of Conduct (COC) and the Safe Schools Act. It is the intent of the office that behavior conferences be used as a learning experience that will prevent future office referrals or misconduct. Students in violation of the Safe



Schools Act will be sent to the office immediately. Parents will be contacted either by phone or in writing regarding discipline referred to the office. The COC is reviewed twice a year with our students but [we also ask that parents carefully review the District's Code of Conduct with your child.](#) It is available on both the school and district websites. A hard copy can be sent home if requested.

*What is Positive Behavior Interventions and Support (PBIS)?*

Central Elementary has been recognized with the Bronze, Silver and Gold Level by the Missouri Department of Education for our work in implementing the Positive Behavioral Interventions and Support (PBIS) model for improving student behaviors at school. Our staff has been pleased with the results of PBIS so far and will be continuing the next steps with the program.

PBIS is a process for creating safer and more effective schools. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is not a program or a curriculum. It is a team-based approach to creating a safe and productive learning environment so that “teachers can teach” and all “students can learn”.

*What is PBIS at Central Elementary?*

We have adopted a unified set of classroom expectations that is consistent across our school. Similar to the FHSD Code of Student Conduct, these rules define our expectations for behavior in our school. You will see these expectations posted throughout the school and your child will be learning them during his or her first days at school. Our unified building expectations, found in every classroom and non-classroom setting in the school, are as follows: Be Responsible, Be Respectful, Be Kind, and Be Safe

PBIS also provides positive ways for our students to be recognized for making good choices and meeting behavior expectations. A chart with some of those recognitions is on the following page for your reference.

*What is our school pledge?*

At Central Elementary we have created a school pledge to remind our students why we come to school and the importance of following our school wide expectations. Each morning begins with our Pledge of Allegiance and our Central Elementary School Pledge. The school pledge is as follows:

*The Central Elementary School Pledge*

I am here to learn, therefore I will do nothing to interfere with my learning or the learning of my peers.  
I will abide by the four B's of conduct to achieve my goals,  
Be Responsible, Be Respectful, Be Kind, and Be Safe.  
At Central Elementary school we are creating an environment where teachers are free to teach and students are free to learn.

## Central Elementary School Expectations

	All Settings	Classroom	Cafeteria	Recess	Restroom	Hallway	Assembly	Bus
Be Responsible	*Follow adult directions * Bring necessary materials with you * Be a problem solver	Every teacher will define rules based on the following: *Be Responsible *Be Respectful *Be Kind *Be Safe	* Clean up after yourself * Line up in order and on time	* Put equipment away	* Make use of class breaks * Wash hands with soap and water * Throw away your trash	*Walk in a straight line	* Sit crisscross on bottom	*Get on and off at the correct stops  * Remember all personal belongings
Be Respectful	*Use polite language *Listen to others *Keep voices at an appropriate level		*Raise hand for help * Be patient *Eat your own food	* Line up in order and on time	* Give others privacy * Flush	* Keep hallway clean	* Listen and look at the speaker * Clap appropriately	* Keep the bus clean
Be Kind	*Help Others *Share		* Include others	* Take turns and play fair * Include others	* Take turns at toilets, sinks and water fountain	* Silently waving and smiling	* Celebrate other's accomplishments	* Quiet voices
Be Safe	*KAHFOOTY *Be where you are supposed to be		*Walk *Stay in your seat	* Use equipment correctly *Stay on the playground side of the red line	* Keep water and soap in the sink * Walk	*Walk	*Enter and exit in a slow straight line * Stay with your class	* Sit seat to seat and back to back at all times *Save food and drinks for home.

## School-Wide Recognition Matrix

Name	Achievement Criteria	Award	Presented At	Frequency	Type	# of Awards Per Year	Coordinated By/Location of Recognition
Sammy Award	Following the 4 B's	Super Sammy Stingray	Anytime	Daily	Individual	Unlimited	Staff/ All school locations
Sammy Star	Following the 4 B's	Shape Cut Out & Hallway Display	Morning Announcements	Daily	Individual	5 per day	Staff/ Learning Commons
Recess High Fives	Following the 4 B's	Hand-Cut Out & Hallway Display	After Recess & Afternoon Announcements	Daily	Class	1 per class per day	Recess Paraprofessionals/ Playground
Rockin' Red Apples	Following the 4 B's	Apple Cut Out & Hallway Display	After Lunch & Afternoon Announcements	Daily	Class	1 per class per day	Cafeteria Paraprofessionals/ Cafeteria
Perfect Attendance (class)	All students present in the class	Afternoon Announcement & Hallway Display	Afternoon Announcements	Daily	Class	1 per day	Administrators/ Afternoon Announcements
Sweat Trophy	Following the 4 B's	Certificate	P.E.	Daily	Individual	Unlimited	P.E. Teachers/ Gym
Bus Sammy	Following the 4 B's	Bus Sammy & Hallway Display	Bus	Daily	Slot Number	Unlimited	Bus Drivers/Buddies
Character Ed Awards	Following the 4 B's	Certificate	Character Ed Assemblies	2-3 per quarter	Individual	Quarterly	Classroom Teacher/ Assemblies
Music Sammy	Following the 4 B's	Certificate	Music	Daily	Class	Unlimited	Music Teachers
Art Sammy	Following the 4 B's	Certificate	Art	Daily	Class	Unlimited	Art Teachers

Thank you for your continued support and reinforcement of our school expectations. We are fortunate to have such a positive parent community for our students and school. If you have any questions about PBIS, please do not hesitate to contact our office.

## **District & State Notices and Policies**

- [FHSD Notification of Rights under FERPA](#)
- [ESSA Complaint Procedures](#)
- [FHSD Equal Opportunity Policy 1300](#)
- [Public Notice](#)
- [Student Meal Charges](#)
- [FHSD Notification of Rights Under PPRA](#)
- [Required State Assessment Participation](#)

## **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

## **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 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.

Book FHSD POLICIES  
Section 1000 GENERAL ADMINISTRATION/ 1300 Equal Opportunity  
Title Equal Opportunity  
Code 1300  
Status Active  
Adopted April 1, 2007  
Last Revised 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  
4545 Central School Road, St. Charles, MO 63304  
636-851-4024

Mark Delaney  
Director of Human Resources  
4545 Central School Road, St. Charles, MO 63304  
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



# 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>.

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<b>Complaints filed with LEA</b> <ol style="list-style-type: none"> <li>4. How will a complaint filed with the LEA be investigated?</li> <li>5. What happens if a complaint is not resolved at the local level (LEA)?</li> </ol>	<b>Complaints filed with the Department</b> <ol style="list-style-type: none"> <li>6. How can a complaint be filed with the Department?</li> <li>7. How will a complaint filed with the Department be investigated?</li> <li>8. How are complaints related to equitable services to private school children handle differently?</li> </ol>
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#### 1. What is a complaint?

For these purposes, a complaint is an allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

#### 2. Who may file a complaint?

Any individual or organization may file a complaint.

#### 3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

#### 4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to locally developed and adopted procedures.

#### 5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

#### 6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

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

<sup>2</sup> 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.

## **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.

## **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 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**

**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.

## **Student Meal Charges**

### **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.
    - a) These meals will include only the menu items of the reimbursable meal.
    - b) 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.