

# **Harvest Ridge Elementary School Student Handbook 2024-2025**



**Harvest Ridge Elementary School  
1220 Harvest Ridge Drive  
St. Charles, MO 63303  
Phone: 636-851-5100  
Fax: 636-851-4128**

**School Website:**

[harvestridge.fhdschools.org](http://harvestridge.fhdschools.org)

**District Website:**

[fhdschools.org](http://fhdschools.org)

**School Hours:**

9:05 a.m. - 4:10 p.m.

Students may begin arriving at 8:50 a.m.

**Office Hours:**

8:00 a.m. - 4:30 p.m. (Monday - Friday)

Limited availability when school is not in session

**Francis Howell School District Administration Office:**

636-851-4000

**Transportation:**

636-851-6220

**Please Note:** Student Handbooks are published annually in August. Any staff changes that occur after publication will be updated in the [Harvest Ridge Elementary Staff Directory](#).

**Harvest Ridge Elementary School Administration**

Dr. Natalie DeWeese - Principal

Nathan Mackiewicz – Assistant Principal

Courtney Conway – Assistant Principal

**Office Staff**

Stephanie Collins - Administrative Assistant

[stephanie.collins@fhdschools.org](mailto:stephanie.collins@fhdschools.org), 636-851-5171

Kesha Cruz - Building Information Specialist

[Kesharelis.Cruz@Fhdschools.org](mailto:Kesharelis.Cruz@Fhdschools.org), 636-851-5184

Jennifer Dillon - Site Secretary

[jennifer.dillon@fhdschools.org](mailto:jennifer.dillon@fhdschools.org), 636-851-5161

**School Counselors**

Sherry Reagan - Kindergarten - 2nd Grade

[sherry.reagan@fhdschools.org](mailto:sherry.reagan@fhdschools.org), 636-851-6428

Cassie Baughn - 3rd Grade - 5th Grade  
[cassie.baughn@fhsdschools.org](mailto:cassie.baughn@fhsdschools.org), 636-851-5131

Chelsea Link - Educational Support  
[chelsea.link@fhsdschools.org](mailto:chelsea.link@fhsdschools.org), 636-851-5864

### **Nurse's Office**

Deborah Lodes  
[deborah.lodes@fhsdschools.org](mailto:deborah.lodes@fhsdschools.org), 636-851-5163

## **Mission**

Harvest Ridge provides an inclusive learning environment that ensures high levels of learning to prepare students for the future.

## **Vision**

We envision a school in which we:

- Create a safe, positive, and collaborative learning environment that embraces the whole child.
- Work together in collaborative teams to monitor student progress and foster student growth.
- Develop partnerships with families and community members to support students.
- Build and maintain a sense of belonging with all members of the school community.
- Unite as a school community to achieve common goals.
- Advocate for rigorous instruction for all students.



## **Collective Commitments**

In order to achieve the shared vision of our school, Harvest Ridge staff have made the following commitments:

1. Create and support a safe, inclusive, and welcoming environment where diversity is valued.
2. Communicate in an open, honest, timely, and transparent manner.
3. Use universal language to hold all students to high expectations
4. Use trauma informed best practices.
5. Build and support positive relationships with all stakeholders.
6. Use research-based instruction and a tiered system of support to meet the needs of the whole child.
7. Support and encourage a work-life balance and self-care.
8. Seek solutions collaboratively.
9. Support personal and professional growth.
10. Celebrate staff, students, and families.
11. Schoolwide Goal
12. Improve student achievement in English Language Arts in each grade level as measured by performance on local, district, and state assessments.

## **School Motto**

"Everyone Learning Every Day!"

# School Policies & Conduct

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## Hawk Habits

### All Settings

- Safe – KAHFOOTY, report to a trusted adult, walking feet
- Respectful – whole body listening, accepting of others, be caring and kind
- Responsible – follow directions, stay in your designated area, take care of school property
- Perseverance
  - Push through, even when it's challenging
  - Follow expectations, even when it's difficult
  - Effort leads to success
  - Mistakes are proof that you're trying

### Classroom

- Safe – use materials appropriately
- Respectful – voice level: 0-3
- Responsible – actively participate and show effort

### Cafeteria

- Safe – Stay seated until dismissed
- Respectful – voice level: 0-2
- Responsible – clean up your area

### Hallway

- Safe – lines are short and straight
- Respectful – voice level: 0
- Responsible – go directly to your destination

### Recess

- Safe – use equipment as taught
- Respectful – voice level: 0-4
- Responsible – be a problem solver

### **Assembly**

Safe – Stay seated

Respectful – voice level: 0-3

Responsible – actively participate

### **Bathroom**

Safe – allow privacy of others

Respectful – voice level: 0

Responsible – take care of yourself and clean up

### **Bus**

Safe – stay seated – seat to seat, back to back, feet on the floor

Respectful – voice level: 0-2

Responsible – take care of yourself and belongings

## **Daily Schedule:**

### **Full Day Schedule:**

<b>Grade</b>	<b>Lunch</b>	<b>Recess</b>
Kindergarten	10:50 - 11:15 AM	11:15 - 11:35 AM
First Grade	1:05 - 1:30 PM	1:30 P - 1:50 PM
Second Grade	11:17 - 11:42 AM	11:42 - 12:02 PM
Third Grade	11:45 - 12:09 PM	12:09 - 12:29 PM
Fourth Grade	12:11 - 12:36 PM	12:36 - 12:56 PM
Fifth Grade	12:40 - 1:05 PM	1:05 - 1:25 PM

### **Early Release Schedule:**

<b>Grade</b>	<b>Lunch</b>	<b>Recess</b>
Kindergarten	12:05 - 12:30 PM	12:30 - 12:50 PM
First Grade	10:00 - 10:25 AM	10:25 - 10:45 AM
Second Grade	10:25 - 10:50 AM	10:50 - 11:10 AM
Third Grade	10:50 - 11:15 AM	11:15 - 11:35 AM
Fourth Grade	11:15 - 11:40 AM	11:40 - 12:00 PM
Fifth Grade	11:40 - 12:05 PM	12:05 - 12:30 PM

## **Harvest Ridge Transportation and Dismissals**

Parking is provided in the front of the building. Visitor and handicapped parking are closest to the front entrance. We ask that all visitors enter through the front doors and check in at the office except during dismissal. Please do not park in the bus slots. There is NO PARKING in the bus slots during dismissal. It is a danger to our students to have cars pulling in/out of the visitor spaces during dismissal.

### **NO PARKING IN BUS SLOTS DURING THESE SCHEDULES.**

Full Day - 3:45 - 4:15 PM

Wednesday Early Release - 2:45 - 4:15 PM

Early Release - 12:45 - 1:20 PM

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

### **Student drop-off procedures:**

Parents will pull to the back of the school to drop off in the morning. Our goal for these procedures is to keep all children and adults safe. Parents are not allowed to enter the front of the building during drop off to escort students to their classrooms. The only exception to this rule would be on the first day of school.

1. Morning drop-off starts at 8:50 a.m. and it ends at 9:00 a.m. PLEASE NOTE: Students must be in their classrooms BEFORE the 9:05 a.m. bell or they are tardy and need to be signed in at the office by an adult.
2. Follow the arrows to the back part of the parking lot.
3. Pull as far forward as possible to the designated drop-off area before letting children out of the car. Parents should remain in their car.
4. Release students from cone to cone where staff are present.
5. Students are expected to get out of the car themselves while the parent stays in the car.
6. Do not pass other cars waiting to drop off students.
7. Exit by driving out of the parking lot on the left side of the driveway.
8. Buses will drop off students in the front circle and will cause some congestion in front of the school. If you need to enter the building during arrival, please be safe and watch for buses pulling in, unloading students and leaving.

### **Student pick-up procedures:**

Parent pick up will be in the back of the school.

1. Parents will enter the driveway on the left side and follow the arrows around the parking lot until you reach the cones. The line will be a single file line and it is imperative for your safety that you remain in the single file line.
2. Students will exit through the doors in the gym. A staff member will open the door when parent pick-up is ready to begin.
3. Parents will display the family nametag in the window so that it is visible by staff. Students will remain in a waiting area until the family name is called and the student comes to your car door. Please be prepared to have your student (s) enter the car through the driver side doors.
4. Please do not come into the office during dismissal to pick up your child(ren). The office is working to make sure that all students are safely at their dismissal destination and cannot make calls for students. Students will not be dismissed from the office after 3:45 p.m. and/or once dismissal procedures begin.

If a parent wishes for their child to walk, we must have a written permission form completed each year and on file in the office. Permission forms can be obtained by contacting the office. We will provide a staff member to check in students in the lobby at dismissal and staff will escort them to the crosswalk. Parents can meet their students at the crosswalk or students will be responsible for walking the remainder of the way home.

Bus route information will be sent out at the beginning of the year as well as being available in your parent portal account.

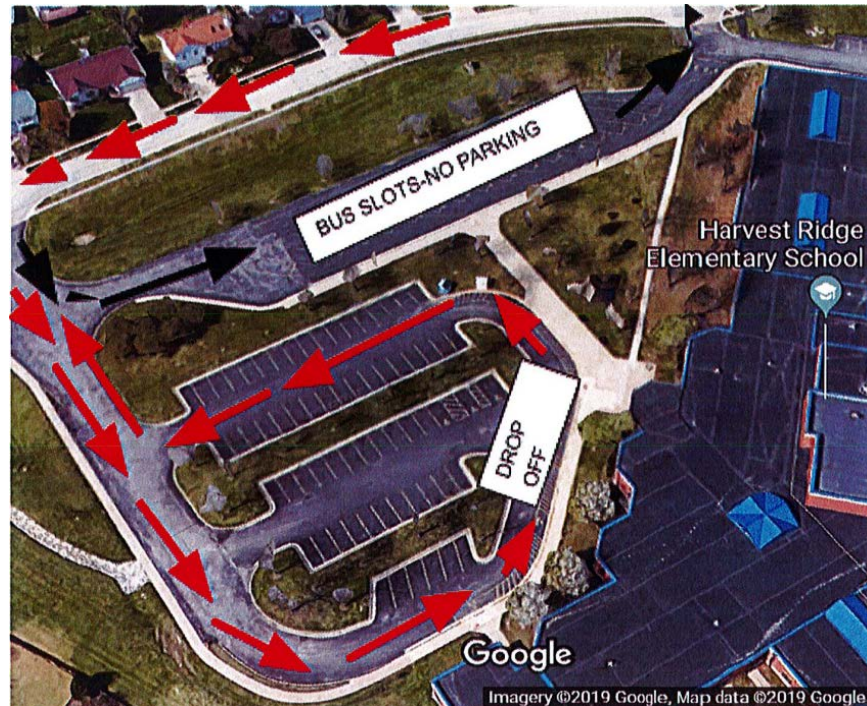
Students are to ride the bus to which they have been assigned. It is against District policy for a student to ride a bus that is not their assigned bus except in case of an emergency. Any requests for an exception must go through the office. Boy Scout and Girl Scout meetings, children going over to a friend's house after school, and practices for sports are NOT considered emergencies.

If parents have a concern regarding an incident on a bus they should call the bus garage at (636) 851-6220 or the school office (636) 851-5100. They should not board the bus to talk with the driver. It is a class A misdemeanor to board a school bus without permission.



It is important that all children ride the bus to school on the first day of school. Students should make note of their bus slot and parking location to avoid confusion in loading for their return home.

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



## Absenteeism

Please notify the school by 9:30 AM if your student will be absent or send a written note to the teacher upon the student's return.

Students arriving after 9:05 AM **MUST BE SIGNED IN BY A PARENT OR GUARDIAN** in the office to receive an admittance slip before going to class. Student attendance is recorded by the minute. As a result, arriving late and/or leaving early for doctors' appointments, etc. are recorded as partial absences. Please try to schedule vacations, doctor appointments, etc. On non-school days to keep attendance as regular as possible. If you are traveling outside of the country and will be absent for a significant amount of time, please make arrangements with the school in advance.

## **Early Dismissal**

Any changes to your child's normal dismissal procedures must be done via a note or email to the teacher and in the office.

You must show a picture ID when picking up your student. If you need someone other than yourself to pick up your student, please send in a note prior to the date with the name of the person picking up your student (with your signature) or send an email to the office. Only notes/emails from a parent or guardian will be accepted.

Teachers are not allowed to dismiss students to parents from the classroom.

NOTE: For the safety and security of all Harvest Ridge students, all changes in a student's dismissal must be made by 2:00 pm the day of the change.

## **Lunch Visitor Procedures**

We encourage parents to have lunch with their child. Please check in at the office, show your I.D. and obtain a visitor's badge. You and your child may eat together at your child's assigned table. Parents and guests are prohibited from going to recess or to the classroom due to security and liability issues. We encourage family members to visit for lunch, however for safety reasons only those family members listed in Infinite Campus at the time of enrollment will be permitted to visit a student for lunch.

On days when the school is hosting a school wide event due to the high volume of visitors for the event, lunch only visitors will not be permitted. Adults who are already signed in as a volunteer for the event may attend their child's lunch time as a visitor.

## **Dressing Appropriately For Weather Conditions**

All students will be expected to participate in some outdoor activities each day, weather permitting. Students are urged to be dressed for the weather conditions of the season, as cold weather alone will not excuse a child from participating in outdoor activities. No bare skin should be exposed during cold weather.

## **Parent Teacher Organization (PTO)**

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

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

The Harvest Ridge PTO is a volunteer organization, and can always use your help! Meetings are held every other month in the Learning Commons @ 6:30 p.m. Childcare is provided.

### **Vacation Station (Before and After School Care)**

The Francis Howell School District Vacation Station Program provides quality and progressive out-of-school time experiences for children by offering enriching opportunities that support home, school, and community.

Vacation Station offers many opportunities for child care throughout the school year. The following are examples:

- Before school (part-time and full-time)
- After school (part-time and full-time)
- During breaks in the school year (part-time and full-time)
- Early Release Days
- Snow Days

Vacation Station hours of operation are 6:30 am – 6:00 pm. We have experienced staff members who participate in professional development training which enables them to create “hands-on” fun and exciting activities that are aligned to the school's curriculum. Our students participate in field trips, presentations from guest speakers, and exciting family night events.

To learn more about Vacation Station, please contact Vacation Station Coordinator at 636-851-5165. More information can be found on the Francis Howell School District website.

### **Communication**

Constant Contact is a great tool to keep you connected and informed with what is going on at Harvest Ridge Elementary. The school will send out a mass communication via eNews for school closings, school events and notifications, as well as details on policy changes.

All parents/guardians listed in Infinite Campus Parent Portal are automatically signed up to receive District and school eNews. Community members can sign up to receive eNews through the [Get News & Updates page](#). Keep an eye out for school emails to stay up to date on school events and happenings. Follow the [Harvest Ridge Facebook page](#) for additional updates

Please "Like our [Harvest Ridge Facebook page - Harvest Ridge Elementary](#).

Visit our [Harvest Ridge Elementary School website](#).



# District Policies & Conduct

## Attendance Policy

Board Policy and Regulation 2310 cover student attendance. All students will be required to follow the policy and will be subject to enforcement of its procedures and applications.

Research clearly indicates that students who attend school regularly have more success both academically and socially. If your child's attendance falls below 90%, the District will employ a variety of attendance interventions. The level of interventions the school uses will increase as student's attendance decreases, so we can help ensure that your child and family have the appropriate support.

Interventions may include: letters, student goal setting, phone calls home, lessons on attendance, home visits, meetings with your student's teacher, principal, counselor and/or nurse, development of a support plan, possible referral to the Juvenile Office of St. Charles County, or possible referral to the Missouri Children's Division. These interventions will become more intensive if your child shows a decrease in attendance. Our hope is that your child's attendance will increase as the year progresses with the continued support of home and school.

View the [FHSD Attendance Pyramid of Interventions](#).

## Birthday Treats

Due to the growing number of allergies and health concerns for our students, FHSD is making changes to Student Wellness Regulation 2750, which addresses food brought in for elementary classroom parties and birthday celebrations. Starting with the 2019-20 school year, outside treats will no longer be allowed to be brought to school for class sharing. This change will help maintain the safety of all students with life-threatening food allergies or restrictions. Parents will still be able to bring in non-food items, such as stickers, pencils, etc. for birthday celebrations. The following guidelines and recommendations are presented to reduce the risk of transmission of Hepatitis A in Francis Howell School District schools:

The Sharing of lunches, snacks, or treats by students should be monitored and eliminated.

Check on snack nutrition value through the [Smart Snacks Product Calculator](#).

## **Bullying**

FHSD is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context as stated in Bullying Policy 2655 of the District Board Policy and Regulations document. The safety of students and staff in our schools and community is of primary importance. Policy 2655 states the following:

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, on school-time, at a school sponsored activity or in a school-related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyber bullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyber bullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyber bullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this Policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their principal/designee. District employees are required to report any instance of bullying which

the employee has witnessed within two (2) school-days of the occurrence. Employees shall report the occurrence to the principal/designee, who is the person the District designates to receive reports of incidents of bullying. A principal/designee who receives a report of an incident of bullying shall initiate an investigation into the allegations, as soon as possible but within two (2) school-days of receipt of the report. The principal/designee may assign other employees to assist in the investigation, or request that the superintendent/designee assign an outside investigator. The investigation shall be completed within ten school-days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this Policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences for a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parent contact, conference with teacher/principal/designee, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

The District shall give annual notice of the policy to students, parents/guardians and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's website (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding this policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this Policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques to overcome bullying's negative effects. Such

techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

If you suspect that a student is being bullied please contact your school's principal. [Visit the District website to view Bullying Resources.](#)

### **Buses**

The Francis Howell School District assigns each student living within the district's boundary a bus which will be available to transport the student to and from school each academic day. This assignment is based on the student's primary address listed in Infinite Campus. If a parent requires their student to be transported to and/or from a secondary or alternate address the parent/guardian must contact the school and speak with the administrative assistant who handles transportation. Students purchasing a parking permit are choosing to opt out of ridership. Allow forty-eight (48) hours for processing any change requests in transportation. The Francis Howell School District does not allow students to ride a friend's bus.

### **Cell Phone/Smart Watches**

Cell Phones and smart watches can create problems at school and we highly discourage students from bringing cell phones/smart watches to school for fear of them being lost or misused. If your child does need to bring a phone or smart watch to school, it will need to be stored in a backpack and turned off upon entering the building and during school hours. Phones and smart watches that are out during the day will be confiscated and the parent will need to pick the phone or watch up from the office.

### **Student Discipline**

The District has the authority to investigate and discipline for student conduct which is prejudicial to good order and discipline in the schools as provided by state and federal law. District staff may interview students, search students and their property, as well as seize any inappropriate items, upon reasonable suspicion of a code of student conduct violation, without parental notification. School officials are authorized to hold students accountable for misconduct in school, on school property, and during school-sponsored activities.



Students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline up to and including expulsion. However, no student will be confined in an unattended locked space except for emergency situations while awaiting the arrival of law enforcement officials. Students forfeit their right to a public school education by engaging in conduct prohibited in Regulation 2610, the "[Code of Student Conduct](#)", and/or state or federal law. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social events), the reassignment of the student to another school, removal for up to ten (10) school days by the principal(s)/designee(s), extension of suspensions for a total of one hundred eighty (180) days by the superintendent/designee, and longer term suspension and expulsion from school by the Board of Education. See Policy 2610 and the "[Code of Student Conduct](#)."

### **Computer and Related Technology Use by Students**

Students will be expected to use all technologies in a proper and correct manner. Such technologies include, but are not limited to, school/district computers, Chromebooks, iPads, software, internet use, peripheral hardware, file servers, email, Google Suite (Gmail, Docs, Drive, etc.), and audio-visual equipment.

Students who improperly utilize or damage technologies will be subject to the loss of technological privileges and/or other disciplinary actions. If any parent does not wish the school to allow his/her son or daughter to have technology-based privileges (i.e., use of computers, access to the internet, etc.), the parent should contact the student's assistant principal each school year. The administrator will inform the student's teachers. Parents should also inform their student that they are not to utilize specific technologies.

### **Early Dismissal**

[View the Early Release Days on the FHSD Calendar.](#)

### **Emergency Drills/Procedures**

#### **Fire drills**

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

## **Tornado drills**

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

During severe weather, school personnel will be alert for dangerous conditions. Each school is equipped with radios for scanning the National Weather Service .It is important to have a family plan in the event that a tornado warning is issued before school. All schools conduct tornado drills with students twice a year to ensure they are aware of procedures.

## **Tornado Alerts / Tornado Watch**

- Tornado Watch: During a tornado watch, or other threatening weather, school officials are alert for developing and dangerous conditions, and actions deemed necessary for safety will be taken per building procedures. Phones will be in operation for emergency calls and for preparedness. Outside calls may not get through during a weather event.
- Tornado Warning: During a tornado warning, when sirens have sounded, seek shelter. Do not attempt to pick up students at schools. Disaster experts advise that automobiles are among the most dangerous places to be in a storm. If you are in the parent pickup line, please go to the school to seek shelter. Communication will be limited during the tornado due to the supervision of students and limitations the weather may present.
- All Clear: FHSD consults the weather channel for the tornado warning expiration and all clear notice. The siren silencing does not mean the warning has ended. After the all clear is given, students may be picked up by parents. Depending on the time of day the all-clear is announced, buses may run later than normal. Any special announcements to parents will be made via the School Messenger notification system and District website.

## **Before School:**

- Keep children at home or in a safe location until tornado warning is lifted. We want to ensure students are not waiting at bus stops during this critical time.
- School buses will be held at the bus garage. The start of school days will be delayed until the tornado warning is lifted and the all clear is given.
- If buses are en route, they will proceed to the nearest school or other predetermined location, and remain there until the warning has been lifted and the all clear is given.

### **During School Hours**

- Students and staff will move to designated safe places and proceed into the precautionary duck and cover position.
- Please refrain from coming to school to pick up your child during a tornado warning.
- Parents who arrive at school during a warning will be asked to wait inside until the warning is lifted and personnel are available to assist parents.

### **At Dismissal**

- Students will not be dismissed from school while the area is under a tornado warning.
- Students will be held at school and buses will not be allowed to transport students until the tornado warning has been lifted and the all clear is given.
- Please refrain from coming to school to pick up your child during a tornado warning.
- Parents who arrive at school during a warning will be asked to wait inside until the warning is lifted and the all clear is given, and personnel are available to assist parents.

### **Buses en Route**

- Buses will proceed to the nearest school or other predetermined location.
- Drivers and students will remain at that location until the warning has been lifted and the all clear is given.

### **Communication Procedures**

- Phones may not be answered during a tornado warning, as students and staff will be in the precautionary duck and cover position. To the extent possible, the outgoing message will be changed to let parents know we are under a tornado warning.
- Parents will be notified via the School Messenger Notification System of any changes in transportation, as well as school delays associated with a tornado warning.
- FHSD will share updates via the District website as soon as information becomes available.

### **Earthquake**

Earthquake drills are held twice a year.

### **Shelter in place**

Shelter in place procedures for safety during hazardous material incidents are reviewed annually.

## **Intruder**

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

[Visit the District website to view the weather guidelines.](#)

## **Field Trips**

All students planning to take part in a school sponsored field trip must submit a field trip form to the sponsoring teacher three days prior to the field trip. The form must be signed by the student, parent and teachers. Teachers' signatures indicate they have been informed of the trip and that students have agreed to make up any work missed due to the absence caused by the field trip. \*\*School approved and sponsored field trips do not count as student absences; given this, students must turn in assigned work prior to or immediately following the field trip in all their classes to avoid late penalties. Field Trip Forms should be provided to participating students by the teacher sponsoring the activity. The supervising teacher will collect all completed forms before students will be allowed to take part in the trip.

## **Health/Nurse/Medication Information**

### **Illnesses**

Children with any of the following symptoms should be kept home from school: diarrhea or vomiting, unexplained rashes, red or discharging eyes, acute cold, signs of weakness, drowsiness, temperature of 100 degrees or higher, persistent cough or untreated head lice. Please notify the school nurse if your child has a special health condition such as epilepsy, allergies, hemophilia, diabetes, heart condition, HIV positive, hearing or vision problems or physical limitations.

The school nurse will contact you should your child become ill.

PLEASE MAKE ARRANGEMENT FOR TRANSPORTATION TO BE AVAILABLE SHOULD YOUR CHILD NEED TO LEAVE SCHOOL EARLY.

The school cannot transport ill children.

If your child is sent home with a fever of 100 degrees or above, the student should not attend school until he/she has been fever free for 24 hours without the use of Tylenol or ibuprofen.

Please do not send your child back the next day for the protection of your child as well as other students.

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

### **Medication Procedures for Prescription and Nonprescription Medicines**

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

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

### **Prescription medicine**

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

## **Non-prescription medicine**

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

## **Emergency Medication**

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

## **Parent/Guardian Administration**

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

## **Security**

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

## **Medications on Field Trips**

1. Medications that must be given during the time a student is off campus (seizure meds, inhalers, and allergy meds) may only be given by a responsible adult employed by the district and trained by the nurse on the "5 R's" of medication administration or the child's parent. The Right Medication, The Right Patient, The Right Dosage, The Right Time, The Right Route.
2. All medications must be in the prescription bottle or box with the pharmacy label attached. Only inhalers may be self-administered. All other medications must be carried and administered by the delegated, trained adult or the child's parent.
3. Any student found to be carrying his/her medication on his/her person while on a school sponsored trip off campus, without the knowledge of the nurse, may be subject to disciplinary action.

4. If the student has severe allergies an EpiPen auto injector will be carried by a trained staff member and used as needed.
5. If the adult in charge of the off-campus trip refuses to take responsibility for the giving of medications, the parent will be asked to accompany his/her student on the trip. If the parent is unable to accompany the student, the District will provide an appropriately trained person to administer the medication as needed.

A physician's statement regarding the limitations and duration of their use is required before a student is allowed to use crutches on school district property during school hours. Another student will be assigned to assist carrying the student's books. Both students will be dismissed five minutes early to facilitate getting to the bus on time at the end of the day. The school district will not be responsible for any injury that occurs as a result of the use of crutches without a physician's written order on file.

### **Inclement Weather**

[Visit the District website to view FHSD Weather Guidelines.](#)

### **Meal Prices/Free & Reduced Forms**

[Visit the District website to view the Nutrition Services information and forms.](#)

### **Parent Portal**

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

[Visit the District website to view the Parent Portal and Log-in directions.](#)

## **Report Card Dates/Access**

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

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

[Visit the District website to view the Parent Portal and Log-in directions.](#)

## **Online Registration Annual Verification (ORAV)**

Beginning with the 2024-25 school year, all families enrolling students from early childhood through 12th grade in the Francis Howell School District (FHSD) will be required to complete the Online Registration Annual Verification (ORAV). Previously an optional process, ORAV will now be mandatory for all families.

The registration window is set to open on July 1, providing families with ample time to complete the process. Completing the ORAV typically takes 15-20 minutes, with the option to save applications for later completion. Unfinished applications will display incomplete information in yellow upon reopening.

Failure to complete ORAV will result in students being unenrolled from the District, except for McKinney-Vento and Foster families, who will be granted exceptions. Furthermore, middle and high school students will face restrictions, including the inability to change schedules, participate in activities, or purchase parking passes until ORAV is complete.

The ORAV process will include acknowledgment of annual FERPA notification, alongside other standard acknowledgments such as the COC Handbook. Additionally, families in transition years, including kindergarten, 6th, and 9th grades, must provide proof of residency when completing the ORAV process. To assist families with completing the forms, each school building will host two in-person assistance days in July.



For questions regarding the ORAV process, families are encouraged to visit the FHSD website to locate their child's school and then call that school directly.

## **Snow Days/AMI Plan**

[Visit the District website to view FHSD AMI Information](#)

## **Volunteer/Visitor Process**

Become an approved volunteer in 3 easy steps:

1. Watch the [Mandatory Training Videos](#) and complete the [FHSD Volunteer Application](#).  
Sign and initial the form where indicated (digital signatures are not accepted), then scan and email the completed application to [fhsdvolunteer@fhdschools.org](mailto:fhsdvolunteer@fhdschools.org) or drop off in-person at the District Administration Building (801 Corporate Centre Drive, O'Fallon, Missouri).

### Please note:

- a. If you watched the mandatory training in previous years, you will need to create a new username in order to view the videos.
  - b. To ensure a smooth training experience, we recommend watching all three required training videos in one continuous session to avoid potential login issues. Starting and stopping between videos can sometimes result in logging you out of the training platform.
2. Register online with the [Missouri Family Care Safety Registry](#) and pay applicable fees (approximately \$15) to the state. If you previously joined the Registry, you do not need to join again. This is a one-time process. You can check the Registry for your social security number prior to submitting another registration. Please note, the wait time for the FCSR registration to be processed and for the District to be notified can be up to two weeks. We recommend completing this process as early as possible.
  3. Schedule your [Digital Fingerprinting Appointment with MACHS](#). This can be scheduled online through the Missouri Automated Criminal History System (MACHS)

or by calling (844) 543-9712. When prompted for a 4-digit code, use 8403 so the Francis Howell School District can view the fingerprint report when it is complete. Please note that 8403 is a code specific to FHSD volunteers and should not be used when requesting fingerprints for other purposes. The cost for fingerprinting is approximately \$40, paid by the applicant; you have the option of paying online or at the fingerprinting facility. Facility locations are subject to change without notice, so please check the list toward the end of the registration process for locations and appointments currently available. Bring your online confirmation page and a photo ID to the facility. Please note: Those who have been fingerprinted previously for past employment or volunteer positions must go through the process again using our school district code (8403). Without this specific code, FHSD cannot see your results and therefore cannot process your volunteer application. Ink fingerprints taken at your local police department are not valid.

After you've completed these three steps, look for email confirmation from the FHSD Human Resources Department that your application has been approved. Confirmation emails received from the Family Care Safety Registry or the MACHS/IdentoGo fingerprinting facility are not sufficient for your volunteer approval with the District. Due to a high volume of volunteer applications, it could take up to six weeks for your application to be approved.

[Visit the District website to view information about volunteering at FHSD](#)

## District Notices

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

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

Parents or eligible students 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 to 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, 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 [FERPA Student Directory Information & Media Opt-Out Form](#) and designate that you are refusing to disclose directory information or that disclosure of directory information should be limited to school affiliated organizations and activities as described in Regulation 2600. Return the form to the principal of the school which the student attends. The completed form must be returned by September 1 each year or within 10 days of new student enrollment, whichever is later. [View the Spanish translation of the Opt-Out Form](#). Additional translations can be provided by contacting your child's school.

# **ESSA Complaint Procedures - 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)?

## **Complaints filed with the Department**

6. How can a complaint be filed with the Department?
7. How will a complaint filed with the Department be investigated?
8. How are complaints related to equitable services to private school children handled differently?

## **Appeals**

9. How will appeals to the Department be investigated?
  10. What happens if the complaint is not resolved at the state level (the Department)?
- 

### **1. What is a complaint?**

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

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

Any individual or organization may file a complaint.

**3. How can a complaint be filed**

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

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

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

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

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

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

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

- a. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
- b. The facts on which the statement is based and the specific requirements 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 investigation:

- a. Record. A written record of the investigation will be kept.
- b. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.
- c. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- d. Report by LEA. Within forty-five days of the complaint being filed, the IEA 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.

- e. 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).
- f. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

**8. How are the 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.

*1 - Programs include Title I. A, B, C, D, Title II, Title III. A.*

*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.*

*Revised 2017*

## **FHSD Equal Opportunity Policy 1300**

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  
801 Corporate Centre Drive, O Fallon, MO 63368  
636-851-4004

Dr. Brian Rich  
Director of Human Resources  
801 Corporate Centre Drive, O Fallon, MO 63368  
636-851-4057

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  
Revised May 2024

### **Individuals with Disabilities Education Act**

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 Public Notice – Section 504 and Title II**

The District is required to undertake measures to identify and locate every qualified disabled student residing in the District who is not receiving a public education; and take appropriate steps to notify disabled students and their parents or guardians of the District's duty. Section 504 of the Rehabilitation Act of 1973 is a federal law that prohibits discrimination against persons with disabilities in any program or activity that receives federal financial assistance from the United States Department of Education. The Francis Howell School District is a recipient of federal financial assistance from the United States Department of Education and, therefore, is covered by Section 504. The District has developed 504 procedures for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. These procedures may be reviewed at the Francis Howell School District Alternative Education Department from 8:00 – 4:30 p.m. each school day. Alternative times are available by request. 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 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:
  - a. All students will be allowed to charge a maximum of twenty-five (\$25.00) dollars.
    - i. These meals will include only the menu items of the reimbursable meal.

- ii. 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.
  - a. Parent(s)/guardian(s) will be sent a written request for “payment in full.”
  - b. All charges not paid before the end of the school year will be carried forward into the next school year.
  - c. 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.

Revised May 2024

### **Free and Reduced Lunch Eligibility**

The District participates in the national school lunch program. Eligible students will be identified for participation in the free and reduced-price lunch program based upon federal and state guidelines.

Information concerning the eligibility standards will be distributed annually within the District. The identification of student participants in the program will be confidential with such information disclosed to staff members on a strict need-to-know basis.

## **Notification of Rights Under PPRA (Protection of Pupil Rights Amendment)**

The 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);
  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 (see Policy and Regulation 1610) , 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.

### **MOCAP**

The Francis Howell School District participates in the Missouri Course Access and Virtual School Program (MOCAP). Because virtual instruction can be an effective education option

for some students, there may be courses available either through a District-provided virtual option or through MOCAP. Students have a right to participate in MOCAP. Additional information about MOCAP can be found in Policy/Regulation 6190 and on the District's website.

### **Trauma-Informed School Initiative**

When students endure chronic stress or traumatic incidents, it can have both physiological and emotional consequences, often impairing their ability to function effectively in a school setting. The Francis Howell Trauma-Informed School Initiative is dedicated to establishing safe and nurturing educational environments where students can learn and reach their full potential. This initiative achieves this by recognizing the indicators of chronic stress and trauma and implementing effective response strategies. For further information, visit the Missouri Department of Elementary and Secondary Education's website for more information about the Trauma-Informed School Initiative.

### **Human Sexuality Instruction**

The parents/guardians of each student will be advised of:

1. The content of the District's human sexuality instruction to be provided to their student.
2. Their right to remove their student from any part of the District's human sexuality instruction.

The District's human sexuality curriculum will be available for public examination prior to their use in actual instruction.

### **Title I Program**

The Board of Education recognizes the importance of parental involvement with the Title I program and will provide a variety of opportunities for parents to be involved in policy design and in the planning, implementation and review of Title I program. Title I teachers and paraprofessionals must meet the qualifications outlined in Regulation 1621.

Pursuant to the provisions of the Every Student Succeeds Act, the District will submit its Federal Title 1 LEA Plan, describing the District's Title I services. Additional information about the Title I program and specific duties can be found in Policy/Regulation 1621.