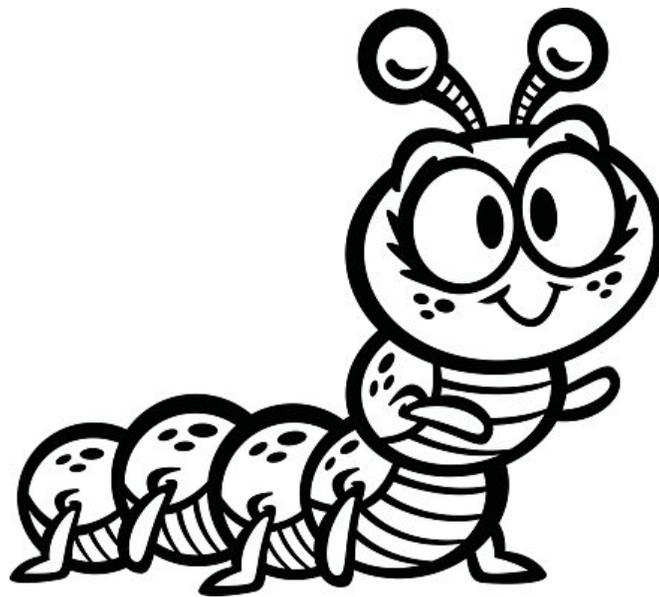




**Early Childhood
Family Education Center
Central School Road
Handbook
2020-2021**



Home of the Caterpillars

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WELCOME TO PRESCHOOL

Our Learning Philosophy

Francis Howell Preschool operates under the philosophy that children of all abilities can learn. Together they will develop a strong educational foundation built on good character that promotes independence, appreciation for diversity, a healthy self-concept, and positive socialization skills. All learning is child-centered, process oriented, and choice driven. Learning is guided by setting clear limits, redirecting, modeling, providing positive praise, and encouragement.

Our Curriculum

Francis Howell Preschool is guided by the Missouri State Standards for pre-kindergarten education in conjunction with research and best practices on a child's ability to learn. The Francis Howell Preschool provides instruction and assessment of a child's growth in the following learning domains:

- Personal-Social Development
- Language and Literacy
- Mathematical Thinking
- Scientific Thinking
- Social Studies
- The Arts
- Physical Health and Development

Our Preschool programming is aligned with the elementary level and follows curriculum that is tailored to meet the needs of each child.

We utilize the following curriculums:

- Bridges Math
- Handwriting Without Tears
- Early Childhood English Language Arts Curriculum

All lessons and activities are crafted into theme based units that encompass all aspects of learning to best ensure success for each child at their appropriate level of development.

Our Assessment

All students participate in a district-written assessment in order to monitor student learning. Parents receive a written report of student progress at regularly scheduled intervals during the school year. The Early Childhood Assessment addresses:

- Early Literacy
- Math
- Language
- Social Skills

Students participating in our Early Childhood Special Education program will participate in alternate assessments as determined by a student's Individualized Education Program (IEP) team. The administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered 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.

Our Staff

The Francis Howell Preschool employs teachers certified in Early Childhood and/or Early Childhood Special Education, Speech and Language Pathologists, Occupational Therapists, Physical Therapists, and Educational Support Counselors. We also employ Classroom Assistants and Para-Educators to support students in the classrooms.

PRESCHOOL PROGRAM OFFERINGS

Minds in Motion

Minds in Motion is an age specific classroom designed to provide educational experiences for students who turn 3 years old on or after August 1st. Students learn foundational skills to prepare them for the multi-age preschool program. The curriculum includes instruction in Language and Early Literacy, Mathematical Thinking, Pre-Handwriting skills, and Personal-Social Development. Students can enroll at 2 years 5 months to reserve a spot in the classroom and begin class at age 2 years 6 months.

Multi-Age Classrooms

Learning and instruction is individualized as children progress at their own rate and experience success. Children engage in real, meaningful activities at their own level of development. Research shows that when the classroom is composed of a community of learners with a range of abilities and gifts, there are measurable gains in socialization, independence, and interaction with peers. Younger children will be nurtured by older children and benefit from collaborative learning. Older children will show increased levels of competence and leadership.

Off to Kindergarten (O2K)

Off to Kindergarten is an age specific classroom designed for the student who will be going to Kindergarten the following school year. This class is available to children who are 4 years old **before** August 1st. This classroom has a more comprehensive literacy component that provides greater depth in pre-reading and pre-math skills. The 'O2K' class will include: *Bridges Mathematics*, *Handwriting Without Tears*, and *Early Childhood English Language Arts*.

Early Childhood Special Education (ECSE)

ECSE services are provided for preschoolers with disabilities. A variety of settings are available in order to provide the Least Restrictive Environment. Early Childhood Special Education eligibility criteria are used for initial eligibility determination for students who are identified as disabled. All children have much to contribute in an inclusive setting where learning is enriched by diversity among students. Further information is available in the school office.

If you have concerns about your child's development, please speak to your child's teacher and/or call one of our early childhood offices to schedule a DIAL - 4 Developmental Screening.

Intersession Program

This program will be available to all students during school calendar breaks and certain holidays, as well as Teacher Professional Development Days. Our Intersession program is designed to provide care for our students on the days that fall outside of the school calendar. Facilitators design learning activities which enrich the preschool curriculum. Intersession is a separate enrollment from the Preschool program. Excused days provided to Full Day Preschool are not applicable to Intersession.

- *During low enrollment periods such as Christmas break, the Intersession program is held at a consolidated site. Please see the Intersession calendars for specific dates the program is closed or at a consolidated site.*

Please note: Minds in Motion (half day) students are not eligible for Intersession. Once enrolled in a Multi-age classroom, students can participate in Intersession the summer prior to school starting. Enrollment in Intersession is subject to available slots.

Program Hours

Full Day Preschool: 6:30 am to 6:00 pm

Half Day Preschool: 8:40 am to 11:43 am and 12:43 pm to 3:45 pm*

Minds in Motion: 8:40 am to 11:43 am

*Continuous care for students enrolled in both morning and afternoon sessions of our Half Day Preschool programming will be provided. Available at select locations.

EARLY CHILDHOOD PROGRAM OFFERINGS

Parents as Teachers

Our district's Parents as Teachers program offers resources for families with children prenatal through pre-kindergarten. There are personal home visits that provide an opportunity to discuss child development and parenting issues. A variety of parent meetings are available to address topics of child development.

3-5 year Developmental Screenings

Free developmental screenings are available to all children prior to Kindergarten entry. These screenings provide insights into the child's development according to standardized measures. It is recommended that children are screened each school year prior to Kindergarten entry. Developmental screenings are offered during the school day for children enrolled in our preschool program. Screenings are also offered in the district by appointment. To schedule an appointment for screenings, call 636-851-6084.



Developmental Disabilities Resource Board (D.D.R.B.)

Early Childhood has obtained a grant from the Developmental Disabilities Resource Board to help fund appropriate staffing for the inclusion of children with disabilities in the regular education environment. First Steps or a St. Louis Regional Center client service number must be provided for children that receive services through the Developmental Disabilities Resource Board grant. If special staffing is required, there may be a delay in the start date to allow us to provide your child with the appropriate care that he or she deserves.

English Language Learners (ELL)

Early Childhood programming provides connections for families who speak other languages through preschool opportunities, Parents as Teachers, and group meetings. Interpreters are provided if necessary and families are connected with the Elementary ELL program before their child enters Kindergarten.

HOW TO ENROLL

Enrollment Procedures

The preschool program is supported through tuition payments. All payments and registration fees support salaries, building expenses, equipment, supplies, and other expenditures to provide a quality, safe, fun-filled educational program. A non-refundable activity/supply fee is due at the time of enrollment. Enrollment begins in January each year for the next school year following Board of Education approval of tuition rates. Families re-enrolling for the next school year must be current with all tuition payments.

- **Minds in Motion Enrollment** is open to all children who are 2 years 6 months, before August 1 of the school year. Beginning in August, students who are 2 years 5 months can enroll to begin school the month they are 2 years, 6 months.
- **Multi –Age Enrollment** is open to all children who are at least 3 years of age before August 1 of the school year.
- **O2K Enrollment** is open to all children who are 4 years old before August 1 of the school year.

Required Forms for Enrollment

All parents must complete and return the following forms:

- **Preschool Registration Form:** Families new to preschool must complete the online registration prior to requesting a specific class placement. Access is located on the district website.
- **Student Information Form:** Provides your child's teacher valuable information to get to know your child.
- **Student Health/Emergency Information Form:** Informs the nurse of any health issues and allergy concerns. This form also gives us permission to treat your child for accident or illness.

Additional Enrollment Records

In addition to the required district forms, the following items are required at enrollment:

- Copy of the student's **Birth Certificate**.
- Copy of the guardian's **driver license**.
- **Immunization Record:** Provides the school nurse information regarding your child's immunizations. The school nurse will examine all records to be sure all children are current on immunizations. If your child is returning for another year of preschool and your immunizations are up to date, you do not need to submit a new immunization record.
 - A current copy of your child's immunization record, verified by a medical authority, must be provided or your doctor can fax a copy of your child's immunization record to the school.
 - Missouri State Law requires all immunizations to be up to date before a child may attend school.

In August, 2015 state law 210.003.1 was passed stating; "Beginning December 1, 2015, all public, private, and parochial day care centers, preschools, and nursery schools shall notify the parent or guardian of each child currently enrolled in or attending the facility that the parent or guardian may request notice of whether there are children currently enrolled in or attending the facility for whom an immunization exemption has been filed." Your child currently meets the above criteria as an enrolled student. Please contact the school office if you are requesting notification.

PAYING FOR PRESCHOOL

Payment Policies and Procedures

Account information is available through MyProcure. Tuition is paid in advance. Full Day Preschool tuition is the first day of the week; Half Day Preschool tuition is due according to the schedule provided.

ONCE PAID, TUITION PAYMENTS ARE NON-REFUNDABLE AFTER THE START OF THE SCHOOL YEAR/INTERSESSION PROGRAMMING.

It is not our responsibility to determine which parent/guardian is responsible for payment of said fees. As a courtesy, invoices will be provided to both parents/guardians upon request and notices of nonpayment or removal from the program will be provided to both parents.

Activity/Supply Fees

Activity/Supply fees are due at the time of enrollment. This payment secures your child's placement in the program. **ALL ACTIVITY/SUPPLY FEES ARE NON-REFUNDABLE.**

Payment Methods

Francis Howell Preschool offer a variety of payment options for your convenience.

- Payments may be paid by debit/credit card through My Procure.
- Check/Cashier's Check payments may be placed in the tuition payment box or placed in an envelope and put in your child's book bag. Please label the envelope, "Tuition". Checks are to be made payable to Francis Howell School District or FHSD.
- Electronic Check payments through your online banking center are accepted. In order for your account to be credited properly you will need to:
 - Request the payment far enough in advance that it will be sent to us by the tuition due date.
 - Make sure that the check is made payable to: Francis Howell School District. Your child's name should be included on the memo line.

You may access a receipt through My Procure or request a copy by contacting the Administrative Assistant at your preschool site.

Incidental Fees

In addition to regular weekly tuition fees, the following incidental fees may apply when appropriate:

- Late Pick-Up Fee (for pick-up of child/children) \$1.00/minute/child
 - Full Day Preschool/Intersession-6:05 PM
 - Half Day Preschool-12:00 PM (morning session)/4:00 PM (afternoon session)
- Schedule Change Fee \$5.00 per occurrence
- Late Payment Fee \$5.00 per late payment
 - Full Day Preschool Programming: applied after 10:00 AM Friday
 - Half Day Preschool Programming: applied after the 1st day of the month

Additional Child Tuition Discounts

Francis Howell Preschool applies a sibling discount when more than one child is enrolled in programming. The discount is applied to the child with the lower tuition rate.

FULL DAY PRESCHOOL

Full Day Tuition:

For families new to the Full Day program: The first week's tuition is due May 1st, prior to the start of the school year. After this payment is received, your child will be assigned to a class.

Payment Schedule:

- Tuition payments are due on the first day of attendance for the week. Monthly 'pre-pay' payments are accepted.

HOW TO GET INVOLVED?

Parent Involvement

Research has shown that the most successful students in school have had parents who took an active part in their child's education from preschool through high school. Francis Howell School District places a high priority on parent involvement in the education of all children and believes it is a crucial aspect of your child's successful learning experience.

It is important for teachers and parents to work together as a team to foster and support the development of the child. Parents are encouraged to participate in after-school committees and events. **Due to the COVID-19 virus, we are unable to invite parent volunteers in the building until further notice.** If the situation changes to allow volunteers, parents are encouraged to take an active role in the classroom as a classroom helper. Prior to helping in the classroom, volunteers must complete a district required background clearance. Check with your school office for procedures.

Following are some of the ways you can become involved in your child's education:

Parent Involvement Team

The Parent Involvement Team develops strategies that align with the School Improvement Plan to increase parent involvement in children's education and to create partnerships between home, school, and the community. The team consists of parents, teachers, administrators, building staff and community members.

PALS (Parents Actively Lending Support)

PALS is a social, parent involvement group that supports the Early Childhood Education programs of Francis Howell. PALS is a great resource to meet other moms and dads and support your child along his/her early childhood path. There are several ways to be involved and we encourage every family within the Francis Howell Early Childhood Education Program to join. Examples of activities are day trips, social events in the community or at an Early Childhood Family Education Center and play groups.

Classroom Volunteer

During the 2020-2021 school year we are limiting visitors in the building in accordance with health and safety guidelines due to the COVID-19. We encourage you to continue to be a part of the life of the school supporting the classroom in other ways. This could include: donating toys/books to a classroom, "prep work" for future in-class activities or parties, and/or saving Campbell's labels and Box Tops from General Mills products. Please check with your classroom teachers for ways you can assist.

Classroom Parties

At key times of the school year we will have special celebrations. A \$5.00 (cash only) party fee paid to the teacher at the beginning of the year covers the cost of the parties for the school year.

Parent-Teacher Conferences

A parent-teacher conference is an opportunity for you and your child's teacher to discuss how she/he is doing in school – educationally, socially, emotionally, and developmentally. It is a time for you, as a parent/guardian, to ask questions and share any concerns you may have about your child's progress. Since the time scheduled for conferences is limited, it is helpful for both parents and teachers to plan ahead.

GENERAL INFORMATION

Absences

- **Daily Absence:** Please contact the school office if your child will be absent from school. If your child rides the bus, you will also need to contact the Bus Garage. The Bus Garage Phone numbers are found in the appendix at the back of the handbook.
- **Extended Absence:** If the parent knows that the child will be absent for an extended period of time, such as extended vacation or travel plans, the parent must notify the preschool office. The parent has the option to withdraw the child from the program for the days missed. Upon return, the child may continue in preschool, if the spot is still available.
- **Sick days (Full Day Only):** Five sick days are provided to each child attending five days a week in the Full Day program. These days can only be applied during the current school year calendar. Full Day attending less than 5 days, Intersession & Half Day programming do not have a sick day option.

Access to Preschool Records

Both parents/guardians will have access to student preschool records including, but not limited to, registration paperwork, billing statements, attendance records, and incident/accident forms, unless a court order is provided that clearly states that a parent's rights have been terminated.

Accidents/Injuries

If your child is involved in an accident at preschool, the following procedures will be followed:

In cases of severe injury:

- A staff member will stay with the child.
- Another adult will call 911.
- The parent(s)/guardian(s), Principal and/or Administrator of Tuition Based Programs Office will be contacted.
- If the parent is not available when the child is transported to the hospital by ambulance, a staff member will accompany the child. The child's emergency information form will be taken to the hospital with the child. If no one is available to accompany the child, the Principal and/or Administrator of Tuition Based Programs will be contacted to have someone meet the ambulance at the hospital. A staff member will remain with the child until the parents/guardians arrive and are fully informed about the emergency.
- The Francis Howell Incident/Accident/Injury Report will be completed and a copy will be sent to the Administrator of Tuition Based Programs.

In a non-threatening situation or minor injury where the child requires medical attention but does not require immediate transportation to a hospital:

- The Principal and/or Administrator of Tuition Based Programs will be called for assistance as soon as possible.
- The Principal and/or Administrator of Tuition Based Programs will make the necessary phone calls to the parents/guardians and the emergency room if necessary.
- A staff member will care for the injured child.
- The extent and seriousness of the injury will be made clear so that the Principal and/or Administrator of Tuition Based Programs can relay this information to the parents.
- A Teacher Communication Form will be completed and a copy sent home to the parents of the child. A copy will be kept in the preschool office. See copy of the form used in the appendix.

Birthdays

Birthdays are a very special day in the life of a preschooler and we love to celebrate our students. In lieu of an edible snack, we ask parents wishing to send a special treat to the classroom to choose non-edible birthday treats to share with classmates. This could be stickers, pencils or another small party favor item. Be sure to consult your classroom teacher for the number of students in the class.

Breakfast

Students in the Full Day preschool program may need to finish breakfast at school. We ask that no breakfast be brought for children arriving after 8:00 AM. Please provide breakfast items in a disposable bag with necessary utensils.

Child Abuse/Neglect Policies and Procedures

Preschool employees are required by law to report instances of suspected child abuse when the employee has reasonable cause to suspect that a child has been or is likely being abused or neglected.

Preschool staff will not release students to adults who appear to be under the influence of drugs or alcohol, even if the adult is on the child's authorized pick up list. The adult will be privately notified that the child will not be released to them and that another emergency contact will be called to pick up the child.

Classroom Activities

Each classroom has planned activities throughout the school day to keep your child engaged and learning. Listed below are examples of activities. Teachers will provide a daily schedule specific to their classroom.

- Math – Pre- Math skills – sorting, categorizing, shapes, numbers.
- Language & Literacy – Letters, Sounds, Phonemic Awareness, Pre-Reading skills.
- Learning Centers - children will have the opportunity to have choices involving writing, blocks, dramatic play and manipulatives, listening centers, computers, etc.
- Group Activities - teachers relate our story or topic to “hands-on” activities to develop relationships between what we already know and what we have just learned.
- Writing – Letter formation – upper case and lower case – simple sentences.
- Snack - Snack is an opportunity for children to socialize with one another and encourages social skills such as independence and manners
- Recess - children safely enjoy sliding, climbing, riding tricycles, and participating in large group games.
- Music and Movement - children express themselves through theme related finger plays and music.

Classroom Observations

The Francis Howell School District welcomes parents who want to observe in our preschool classrooms. Prior to observing, you must contact the Principal to request an appointment and district observation paperwork must be completed prior to the date of the observation. Please refer to the District Board Policy for further information and procedures available on the web site. (Regulation 1430)

Please note: Due to current guidance from the CDC and St. Charles Heath Department, health and safety precautions may be required to participate in an observation.

EARLY CHILDHOOD BEHAVIOR EXPECTATIONS

A very important part of the preschool experience is helping children learn how to interact with peers and follow the direction of an adult, other than the parent. Our teams have been trained in Universal Supports and Active Supervision. These two models encourage positive feedback, pre-correction, redirection, and a variety of other techniques to encourage appropriate behavior.

Our Early Childhood Program has adopted the curriculum, *Second Step* Early Learning Program. The *Second Step* Early Learning Program is a universal classroom-based program designed to increase children’s readiness and social success by building their social-emotional competence and self-regulation skills. It supports skill development in the areas of: empathy and compassion, emotions management, friendship skills and problem solving, and skills for learning. The program is designed around twenty-eight weekly themes.

In addition to the *Second Step* Early Learning Program, which will be used universally in our classrooms, we will also introduce The Zones of Regulation. The Zones may be used as a classroom lesson or individually.

The Zones of Regulation is a self-regulation tool to help children with self-control, self-management and impulse control. This is a tool that helps children identify what zone they are in as well as how to identify strategies that may help them return to the green zone. It’s important to remember that we all experience the different zones throughout the day. As adults, we have developed strategies to help us regulate our emotional responses which enable us to return to the green zone. There is no “bad” zone and we all rotate through the different zones at different times of the day. We will be using the zones to describe emotional states demonstrated by children in books, peers, teachers and individual students. Your support in using the same language will help your child apply the information in different situations throughout the day.

			
Blue	Green	Yellow	Red
sad	happy	excited	out of control
sick	proud	frustrated	
tired	focused	scared	mad
hurt	ready to learn	silly	

At times student behaviors may become unsafe for the school setting. Some examples are:

- Physical aggression towards peers, staff or self.
- Destruction of classroom property.
- Inappropriate language for the classroom setting.
- Excessive refusal to participate in classroom activities.

If unsafe/disruptive behaviors occur consistently, the following steps may be taken:

- Teacher will discuss the behavior with the parent(s).
- Teacher will consult with the Early Childhood Support Counselor and/or Behavior Specialist to develop strategies of support for the student.
- Team meeting and/or phone conference with the parent(s) to discuss strategy implementation and results.
- The building student support process will be initiated to explore further supports for the student.
- If behaviors continue and are considered to cause an unsafe environment for the student or others, suspension or dismissal from the program may be determined necessary.

Communication between home and school is an important component of student success. Families are encouraged to contact your child’s classroom teacher at any time regarding behaviors.

Custody / Special Family Situations

Preschool realizes that parents who are separated or divorced, or who have never been married, may have legally defined responsibilities and/or limitations regarding participation in their child's education. While you are free to provide custody orders and parenting plans to preschool, we are not a party to such court orders. Therefore, preschool cannot be expected to enforce these orders. Furthermore, unless a court order is provided that clearly states that parental rights have been terminated or that a parent cannot have any contact with a student, we cannot deny a parent access to his or her child.

Daily Sign-In/Sign-Out - Full Day Only

All families will utilize a curbside drop off/pick up service. Simply pull up to the front of the building. A staff member will be watching for your arrival. Parents will unbuckle/release the child from the car seat and direct the child towards the waiting staff member to accompany the child inside to the classroom. If there is no staff member in sight when you arrive, please call the site specific phone number to request support. For pick up, please place the car card provided in your window. Staff will bring your child out for you to buckle into the vehicle. A site specific document will provide details for your location. Please allow additional time for drop off and pick up.

District Communication & the Early Childhood Newsletter

The Francis Howell School District communicates with families via E-News. Francis Howell also has a Facebook and Twitter account. See the school district website for Quick Links. Preschool families will also receive the FHSD Early Childhood newsletter electronically.

E-News

E-News is an electronic communication tool that has been implemented to meet the demands of the parents and the school for ease of communication. Activities and meetings can be found weekly on E-News, as well as any special announcements. Visit the district webpage at <http://fhsd.sharpschool.net> to register for E-News. E-News is available at both the district and building level.

E-Mail

E-mail is a fast, convenient form of communication. All teachers and parent educators have district email to allow for electronic communication with families. Please note there may be times that your teacher may be unavailable and a return response may not be immediate.

Dress Code

Children should wear comfortable play clothes for safety when running and playing. Messy activities are part of the preschool curriculum. Preschool will provide protective apparel to minimize the risk of damage to clothing. However, clothing may become dirty during the course of the day.

WARNING: We will have fun. We will get dirty!

Shoes and clothing must meet reasonable safety guidelines for physical play. **Tennis shoes are most appropriate.** We do play outdoors almost every day so remember to send appropriate outerwear with your child.

Please be sure to label **ALL** articles of clothing with your child's first and last name.

Emergencies/Drills

Regular fire, tornado, earthquake, and intruder drills are held to instruct the children on the procedure in case of a real emergency. All staff members, students, and visitors are required to participate in drills and take them seriously. The fire department conducts safety/fire inspections with the school.

In case a tornado "warning" is in effect at the close of school, buses will wait until the "all clear" before departure. Parents who are in the pick-up line are recommended to seek shelter. Students are not released during a tornado warning. Please refer to the school district website for more specifics.

<http://www.fhdschools.org/cms/One.aspx?portalId=995782&pageId=18545658>

If you arrive at the preschool to pick up your child and the doors are locked and there is no response from the buzz in system, this means we are in lock down mode. During this time, your child's safety is of the utmost importance and we will not be allowed to let anyone in or out of the building.

Pick-Up Protocol

Every child will have a car card for pick-up of their child from program. Possession of this car card is your permission for the adult to pick up your child.

In case of an emergency where the adult may not have possession of the car card, parent permission must be provided for us to release your child to an authorized adult. Either parent may authorize another adult to pick up his or her child.

- If adults, other than those listed on On Line Registration will be picking up your child, verification will be made with the parent/guardian.
- To ensure the safety of all children, please have the authorized person be prepared to show a photo ID when picking up your child.

Illness

Any known medical condition must be reported to the School Nurse or Principal in writing with information on caring for your child should a medical emergency arise. Necessary medication must be available and the appropriate forms completed.

In our preschool program, we generally adhere to the district guidelines for illness. However, there are sometimes discretionary decisions made by the school nurse due to the unique needs of the preschool child. Multiple factors are taken into consideration as we consider the health of the young child. To help prevent children from contracting or spreading an illness while at preschool, we ask that you adhere to the following guidelines.

Parents are responsible to assess their child's and family health daily before coming to preschool. If your child or another family member is exhibiting any of the following symptoms or exposure to COVID-19, keep them at home.

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Exposure to an individual with a confirmed diagnosis of COVID-19
 - Symptoms may occur anywhere from 2-14 days after exposure to the virus

Children with the above symptoms will not be permitted to stay in program.

A child should not return to school within the first 24 hours of taking antibiotics.

In general, children should stay home whenever they do not feel well enough to participate in the normal activities in a school day. If your child is feeling sick at school, then not much learning is taking place. In order to control communicable disease in school, it is important to keep your child home if exhibiting any of the symptoms listed above.

If a child contracts or is exposed to a contagious disease, you must report this information to the School Nurse or Principal immediately. Such notification will be handled according to the school district's guidelines and policies.

Illness During Program Hours

If a child becomes ill during the school day, the parent will be contacted to pick up the child immediately. The school nurse can make discretionary decisions, therefore the decision to send a child home may vary based on symptoms.

Medication During Program Hours

The administration of medication at school should be limited to necessary medication that cannot be given on an alternate schedule.

Whenever a child is to be given medication (including over-the-counter medication), the parent must complete or do the following:

- Complete a "Medication Authorization" form.
- Provide a doctor's written instructions. This information can be faxed from the doctor's office to the school office.
- The dosage and times the medication is to be given must be on the label.
- All medication must be given to a preschool employee when your child arrives at school. **Please do not leave medication in your child's book bag or lunch.**

Preschool is in compliance with the Francis Howell School District's medication policy; therefore, over-the-counter medication can only be given with a doctor's written instructions. This includes Tylenol, aspirin and cough medications. In compliance with Francis Howell School District's medication policy, preschool can provide the following over-the-counter medications in accordance with the medical orders provided by the consulting physician for the Francis Howell School District:

- Triple antibiotic ointment
- Hydrocortisone cream 1%
- Caladryl lotion
- Anti-itch spray/cream (diphenhydramine HCL 2 %)
- Cough Drops (menthol, eucalyptus, other over the counter types)
- Tetrahydrozoline HCL Eye Drops
- Zaditor Antihistamine Eye Drops
- Naphcon-A Eye Drops
- Buffered Isotonic Eye Irrigating Solution
- Sore throat spray (phenol 1.4%)
- Oral anesthetic/antiseptic (Anbesol/Orajel)
- Lip Ointments
- Burn spray/ointment (American)
- Zinc Oxide
- Saline or Multi-purpose solution for hard or soft contact lenses
- Campho-Phenique
- Peroxide 3%
- Isopropyl Alcohol 70%
- Baking Soda
- Calcium Carbonate tablets (Tums, Mylanta)
- Vaseline/Petroleum Jelly

Lost and Found

Lost items that are found will be located in an area that is building specific. Articles not claimed at the end of each quarter will be donated to a charity. To help relocate lost items, the school strongly encourages parents to **label all clothing and items brought to school with child's first and last name.**

Lunches (Full Day, Intersession)

- The children are to bring their own lunch each day. Milk or water will be provided with the lunch in the full day classroom. Parents are asked to provide a healthy lunch for their child – remembering the four major food groups and providing them for your child’s lunch on a daily basis. **We cannot microwave any lunches.** Parents may provide an insulated container for foods that need to be kept warm.
- Depending upon individual elementary school schedules, our students enrolled in a full day preschool program in the elementary school may be able to purchase lunch in the cafeteria on the days school is in session.
- We ask that all families are *Allergy Aware* as they are packing lunches for their child. There are a growing number of allergy concerns among our students. It is important to talk to your child informing them not to share their lunch items with a friend. Children who bring items for lunch that may cause an allergy risk for a peer, such as peanuts or peanut butter, will be provided a ‘placemat’ and seated away from a peer with the allergy risk.

Meal Debt (Full Day in the Elementary Schools)

Francis Howell has a meal debt policy in order to maintain consistent meal account procedures throughout the District. Unpaid charges place a financial strain on District finances. The District’s contracted food service vendor is responsible for maintaining food charge records and for notifying the District’s accounting department of outstanding balances. Our Full Day Early Childhood students in the elementary schools are subject to adhering to this policy.

- Early Childhood students will be allowed to charge a maximum of fifteen dollars (\$15.00). These meals will include only the menu items of the reimbursable meal.
- After the balance exceeds fifteen dollars (\$15.00), the student may be given a designated menu alternate.
- Early Childhood students will be allowed to charge up to one dollar (\$1.00) for à la carte foods and beverages.
- Parents/guardians will be notified of negative balances via electronic, written or verbal communication.
- If there is a financial hardship; families are encouraged to notify the school for support.

Please refer to Francis Howell Policy 5550 for further information.

Parent Concern Process

A positive home/school relationship is critical to each student’s success. However, should a concern arise, please follow this procedure:

1. Contact the teacher directly to ask about the situation. Usually a phone conversation is all that is necessary.
2. If you prefer to meet with the teacher, send a note or call to set up an appointment. The teacher reserves the right to have an administrator present.
3. When meeting or talking with the teacher, clearly explain your concerns and work with the teacher to find a solution which meets the needs of home and school.
4. If you and the teacher are not able to find a solution, the Principal will be contacted to assist in finding a workable solution.

Parent/Teacher Communication

Communication is an important tool for both parents and teachers. Communication should be two-way and is designed to provide information on upcoming activities, what is happening within the classroom, and provide developmental information about children and give you the opportunity to provide input and perspective. Teachers communicate with parents in a variety of ways: newsletters, web sites, and blogs. You may contact your child’s teacher by e-mail, voicemail, or a note. **Please make sure you check your child’s backpack daily for notes or papers from your child’s teacher or main office.**

Recess Guidelines

Students will have a scheduled 20 minute outdoor play and activity each day, weather permitting. We follow the temperature guidelines given by the School District. It is important that you check the weather for the entire day to ensure your child is dressed appropriately to go outside for recess. In the event your child needs to be excused from recess, please provide a written note.

Wind Chill Policy

If the air temperature and/or wind chill is:

15 to 20 degrees	Shortened Recess (10 minutes)
Below 15 degrees	Inside Recess

Heat Index Policy

95 to 100 Heat Index	Shortened Recess (10 minutes)
Heat index above 100	Inside Recess

Safety

During the current pandemic, we are limiting access to buildings to visitors. All non-building staff who must access the building for a meeting, will require advance approval by the building principal to enter the building. Health and safety protocols will be observed. In the instance of an approved visit for a meeting, to enter the building, all patrons must use the Entry System. Please press the buzzer and face the Entry System for identification. State the reason for your visit. The orange light above the door will indicate the left door is unlocked. Upon entry into the building, please sign in at the office.

Snacks

In our Full Day preschool programming, snacks and drinks will be provided by the preschool. The preschool follows the Francis Howell School District nutrition guidelines for snacks. Parents will provide individual daily snacks for their child in the half-day preschool programming. Healthy choices such as cheese, fresh fruits and vegetables are encouraged as options for snacks. All prepackaged snacks must have a complete listing of ingredients.

Parents may want to provide special birthday treats. Due to the growing number of allergies and health concerns for our students, our Board policy prohibits outside treats to be shared with the class. Parents may consider non-edible birthday treats to share with classmates such as stickers, pencils or another small party favor item. Contact the teacher to determine the number of children to be served and the date.

Snack Allergies

We ask that all families are *Allergy Aware* as they are packing snacks for their child. There are a growing number of allergy concerns among our students. It is important to talk to your child informing them not to share their snack items with a friend. Specific classrooms may prohibit a particular snack due to allergy concerns. You will be notified by your classroom teacher if this is applicable to your child's classroom placement.

- If this is the case, please avoid sending snacks that contain the identified allergen.
- If the allergen is nuts, this will include peanuts, peanut flour, peanut oil or peanut butter or other nuts. This includes snacks with almonds, coconuts, filberts, Brazil nuts, cashews, hazelnuts, macadamia nuts, pecans, pine nuts, pistachios and walnuts.
- Full Day Preschool programming provides a daily snack. If your child requires special snacks due to dietary restrictions, parents may be responsible to provide an appropriate snack. Please contact the teacher or Principal to determine the procedure.

Snow Days

Snow Days-Early Dismissal for Snow (Emergency Release) - ALL PROGRAMS

On days that schools are dismissed early due to threatening or severe weather conditions, radio stations and television stations will be asked to announce dismissal times. An email will be sent to all E-News subscribers alerting parents of the time of early dismissal for that day. This will be an indication to parents that all students will arrive home earlier than usual. If there is early dismissal for snow, Full Day Preschool does not remain open, programming is not provided and arrangements must be made for children to be picked up at the release time.

Snow Day School Closure-Half Day Preschool Program Only

When it is announced that the Francis Howell School District will be closed due to inclement weather, all schools and Early Childhood Centers in the district will close for that day. The district makes every attempt to reach a decision regarding school closing by 5:00 a.m.

Snow Day Program – Full Day Preschool Program Only

On snow days, programming will be offered at select sites which may not necessarily be your Full Day Preschool site. If weather is significantly severe and the administration building is closed, all snow day sites will be closed.

- Participation in the Snow Day program is optional.
- Snow Day Packets will be given to families in October each year.
- Families wishing to take advantage of the Snow Day program must submit their response form to the office by the deadline date listed.
- Only those families that have signed up for the Snow Day program will be allowed to attend.
- Families registered for Snow Day programming will be billed for snow day attendance.
- Families not registered for Snow Day programming will not be billed for this day.
- The snow day sites will open at **7:00 a.m.** and close at **6:00 p.m.** Every effort will be made to open at **7:00 a.m.**, providing safe arrival of staff.
- It is the responsibility of the parent to bring necessary medication, diapering supplies and nap time items on snow days.

Notification of Snow Days – ALL PROGRAMS

The Francis Howell School District will announce procedures for inclement weather, including school closings, the use of a snow schedule and early dismissal via the following media:

Radio Stations

KMOX (1120 AM)
KTRS (550 AM)
KWRE/KFAV (730 AM and 99.9 FM)
KSLO/KWMO (104.5 FM and 1350 AM)

Television Station

Channel 2 (KTVI/FOX)
Channel 4 (KMOV/CBS)
Channel 5 (KSDK/NBC)

Other

District Webpage
Facebook
Twitter
E-News
School Messenger

School closing information can also be found on the District web page at <http://fhsd.sharpschool.net> or call your Early Childhood Family Education Center office after 6:00 a.m. to hear a recorded closing announcement before driving to your site.

Intersession Snow Day Notification

In the event we have a snow day during intersession, information regarding care will be available through the following:

- Please call your child's school and listen to the building message.
- Check the Francis Howell District website <http://fhsd.sharpschool.net> for school closure information.

Supplies –All Programs

Supplies Needed (supplies needed may vary by site)

- A complete change of clothes, including socks and shoes
- Diapering supplies as necessary
- Daily Snack for your child in Half Day programming (see page 15)

Additional Full Day Preschool Supplies Needed

- A kindergarten mat
- A small cover for quiet time
- A small pillow
- One small stuffed animal
- Quiet time items should be small enough to fit in your child's cubby

Please label all items with child's first and last name such as jackets, coats, hats, gloves, etc. We ask that no other toys be brought from home. The preschool program is not responsible for non-essential items that children bring from home.

Francis Howell Preschool
Teacher Communication Form

Date: _____

Dear _____

We are sorry to report that there was an ACCIDENT INCIDENT ILLNESS involving
_____ at school today.

Description of occurrence:

Time of occurrence: _____ AM PM

Was there any bodily injury? YES NO

If yes, was the child evaluated by the school nurse? YES NO

(If your child was seen by the school nurse an additional note from her may be sent home)

Adult's response to this occurrence:

A telephone call related to this incident was required with a parent or guardian? YES NO Date: _____

Person Called: _____ Number Called: _____ Time of Call: _____

Parent Response:

If you have any questions or need additional information, please contact the teacher at your preschool site.

Teacher or Classroom Assistant Signature: _____ Date: _____

Coordinator Signature (not required): _____ Date: _____

Immunization Requirements for Children Enrolled In Missouri Child Care and Preschool Facilities*

In August 2015, state law 210.003.1 was passed stating: "Beginning December 1, 2015, all public, private, and parochial day care centers, preschools, and nursery schools shall notify the parent or guardian of each child currently enrolled in or attending the facility that the parent or guardian may request notice of whether there are children currently enrolled in or attending the facility for whom an immunization exemption has been filed." Your child currently meets the above criteria as an enrolled student. Please contact your child's school if you are requesting notification.

Young children are more susceptible to serious complications associated with certain diseases and have different immunization requirements than older children.

The following table indicates immunizations required for children attending child care and preschool facilities. This table is for use in completing the day survey and is NOT a recommended schedule. It should only be used to determine whether a child is in compliance with Missouri child care regulations.

See the Advisory Committee on Immunization Practices (ACIP) Recommended Childhood Adolescent Immunization Schedule- United States July-December 2004.

Age Groups	By the time the child is:	Immunizations
16-59 months	16 months, they should have:	4 DTaP/DT, 3 Polio, 1 MMR, 3 Hepatitis B, 1 Varicella or A doctor's verification of disease, At least 1 Hib after 12mo. 4 PCV-Pneumococcal Vaccines
60 months to Kindergarten	60 months, they should have:	4 DTaP/DT, 3 Polio, 1 MMR, 3 Hepatitis B, 1 Varicella or A doctor's verification of disease 4 PCV-Pneumococcal Vaccines

*The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period, so child care and preschool attendees may receive immunizations up to 4 days before they are due.

Use this form, along with a doctor's note, to let us know that your child needs medication.

Medication Authorization

Program policy requires that we have a *Medication Authorization Form* **and** a *doctor's note* on file to administer any prescription or over the counter medication to a child (except those medications listed on our standing orders).

Medications must adhere to the following guidelines:

- Medications must be accompanied by a *Medication Authorization Form* **and** *Doctor's note* (the doctor may fax a note to Preschool.)
- Medication must be in the original prescription or over the counter bottle.
- Medication must be labeled with the child's name and dosage instructions.
- Medication will not be released to a child.
- We cannot get medication from the school nurse.

Please complete the information below and give to the Principal/On Site Coordinator.

Child's Name: _____

Name of medication: _____

Amount of medication to be given (this must match the doctor's note): _____

Time Medication is to be given: _____

Date(s) to be given: _____

Number of doses per day _____

Use this form to make changes in your Contact Information or Authorized Pick Ups

Parent Information Change Form

School: _____ Child's Name: _____

New Home Phone Number: () _____

New Work Numbers: Dad's Work () _____

Mom's Work () _____

New Cell Phone Numbers: Dad's Cell () _____

Mom's Cell () _____

Dad's New E-Mail Address: _____

Mom's New E-Mail Address: _____

New Address: _____

**MO Health Net for Kids
Healthy Children and Youth Program**

Infants, children and youth can get check-ups and health care that helps them to stay well. The Healthy Children and Youth (HCY) program covers the health care needed to treat medical and behavioral problems. MO Health Net is a health insurance program for families who do not have access to affordable health insurance.

Who is eligible?

A child:

- Who is under 19 years of age;
- Who applies for a social security number;
- Who lives in Missouri and intends to remain;
- Who is a United States citizen or an eligible qualified non-citizen;
- The parent must cooperate with Child Support Enforcement (CSE) in the pursuit of medical support; and
- Whose countable family income meets the income guidelines

Where do I Go to Get Health Care?

Children in some parts of Missouri get care from a MO Health Net Managed Care Health Plan. The health plan takes care of the child's health care needs. The parent must pick a Primary Care Provider (PCP). The health plan's Member handbook tells what care they cover and how to get the care. If you are not in a health plan you can make an appointment with any doctor, clinic, nurse practitioner, dentist or other health care provider who is an approved MO Health Net provider.

Can My Child Get a Ride to Health Care Appointments?

Most children can get a ride to health care appointments. If you are in a health plan call the health plan for a ride. Other children may get a ride through the state's non-emergency medical transportation program. Call 1-888-269-5927 to find out more, or to get a ride.

Can I Get Help to Pay for Other Health Insurance?

MO Health Net for Kids has a program that pays the cost of health insurance. It also pays the amounts the insurance says you should pay for the service. You may contact the HIPP Section by calling (573) 751-2005, or by writing to P.O. Box 6500, Jefferson City, MO 65102-6500.

What Medical Care Can My Child Get?

Infants, children and youth should get regular health checks (screens) to make sure they are healthy. HCY pays for these screens. The HCY program covers medically necessary care if the doctor finds a problem during the health screen. Dental check-ups and care can begin at age 6-12 months. Children between 6 and 72 months should get a check-up for lead poisoning. Get your child a health check-up at these ages:

Newborn (2-3 days)	6-8 months	18-23 months	5 years	12-13 years
By one month	9-11 months	24 months	6-7 years	14-15 years
2-3 months	12-14 months	3 years	8-9 years	16-17 years
4-5 months	15-17 months	4 years	10-11 years	18-19 years

How to apply for MO Health Net for Kids

The MO Health Net for Kids application is not complicated. Everything can be handled through the mail or by phone.

Here's how you can get an application:

- Apply online: <https://mydss.mo.gov/>
- Download and print an application to fill in and mail
- Call toll free at 1-855-373-4636 to request an application
- Visit your local Family Support Division office to apply.

Who Can I Call if I Have Questions?

Call the state's Participant Services Agent at: 1-800-392-2161.

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

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

These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
 1. Political affiliations or beliefs of the student or student's parent(s)/guardian(s);
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parent(s)/guardian(s); or
 8. Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

Francis Howell School District will develop policies, in consultation with parents/guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Francis Howell School District will directly notify parents/guardians and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Francis Howell School District will also directly notify parents/guardians and eligible students, such as through U. S. mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/guardians or eligible students who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605**

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

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

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing process will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

The Francis Howell School District has designated certain information contained in the educational records of its students as directory information for the purposes of FERPA. The following information regarding students is considered directory information: the student's name, student's address, student's phone number, photograph, grade point average, dates of attendance, grade level, participation in officially recognized activities and sports, height and weight of members of athletic teams, diplomas and awards received and the most previous school attended by the student.

See the list below of the disclosures that elementary and secondary schools may make without consent. FERPA permits the disclosure of PII from students' education records without the consent of the parent or eligible student if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that conditions listed in §99.31 (a)(1)(i)(B)(1) – (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

DISTRICT PROCEDURES FOR ADDRESSING DISCRIMINATION / HARASSMENT

TITLE IX OF THE EDUCATIONAL AMENDMENTS OF 1972

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

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

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

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

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

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

FRANCIS HOWELL CODE OF STUDENT CONDUCT

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

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

**District Section 504 Coordinator:
Director, Student Services and Operations
Francis Howell School District
4545 Central School Road
St. Charles, MO 63304-7113
636-851-4000 Fax 636-851-4093**

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

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

This guide explains how to file a complaint about any of the programs ¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

**Missouri Department of Elementary and Secondary Education
Complaint Procedures for ESSA Programs
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Complaints filed with LEA

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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 handle differently?*

Appeals

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

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

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

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

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of fifty calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within forty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within ten days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. The investigation may be continued beyond the thirty-day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if the complaint is not resolved at the state level (the Department)?

The complainant or LEA may appeal the decision of the Department to the United States Department of Education.

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.

PUBLIC NOTICE

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

The District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Francis Howell School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Francis Howell School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Francis Howell School District Alternative Education Department from 8:00 – 4:30 p.m. each school day.

This notice will be provided in native languages as appropriate.

Director of Alternative Learning
Francis Howell School District
4545 Central School Road
Saint Charles, MO 63304
Phone: 636-851-4060 Fax: 636-851-4094

NORTH AREA

Hackmann Early Childhood

2555 Hackmann Road
St. Charles, MO 63303
636.851.6200 Fax: 636.851.6202
After Hours Phone: 636.851.6169

Early Childhood Principal

Mendi McDowell-Hopper 636.851.6113

Special Education Program Coordinator

Amanda Lubiewski 636.851.6135

Administrative Assistants

Sue Brown 636.851.6085

Ashley Rodgers 636.851.6137

Nurse

Rose Cantrell 636.851.6087

CENTRAL AREA

Central School Road Early Childhood

4535 Central School Road
St. Charles, MO 63304
636.851.6400 Fax: 636.851.4106
After Hours Phone: 636.851.5275

Early Childhood Principal

Marlo Scholle 636.851.4452

Special Education Program Coordinator

Teresa Bauer 636.851.5070

Administrative Assistants

Pam Niebrzdoski 636.851.4458

Mary Shadrach 636.851.4461

Nurse

Rose Cantrell/Lindsey LaBeau 636.851.4453

SOUTH AREA

Meadows Parkway Early Childhood Center

4810 Meadows Parkway
St. Charles, MO 63304
636.851.6000 Fax: 636.851.6198
After Hours Phone: 636.851.6043

Early Childhood Principal

Mary Calkins 636.851.6064

Special Education Program Coordinator

Teresa Bauer 636.851.5970

Administrative Assistants

Mary Barlos 636.851.6334

Densie Daab 636.851.6053

Nurse

Lindsey LaBeau 636.851.6042

Parents as Teachers

1400 Gettysberg Landing
St. Charles, MO 63304

Administrator

Susan Lane 636.851.4031

Administrative Assistant

Denise Martin 636.851.4045

Becky-David Elementary Early Childhood

1155 Jungs Station Road
St. Charles, MO 63303
636.851.4200 Fax: 636.851.4097
After Hours Phone: 636.851.4269

Principal/Vacation Station Coordinator

Jill Oetting 636.851.4200

Sarah Pipes 636.851.4282

Administrative Assistant

Lora Carroll 636.851.4283



FHSD Bus Garage Information

Please call the bus garage in the event your child will be absent and/or does not need bus service. 636.851.4220

John Weldon Elementary Early Childhood

7370 Weldon Spring Rd.
Dardenne Prairie, MO 63368
636.851.5500 Fax 636.851.4136
After Hours Phone: 636.851.5404

Assistant Principal/Vacation Station Coordinator

Joe Shaw 636.851.5500

Nancy Trickey 636.851.5431

Administrative Assistant

Susan Hoffman 636.851.5432

Early Childhood office hours are 7:30 AM – 4:30 PM
Elementary office hours are 8:00 AM-4:30 PM
If you need to contact a staff member outside of these hours, please use the 'After Hours' phone number provided.