

**John Weldon
Preschool Handbook
2019-2020**

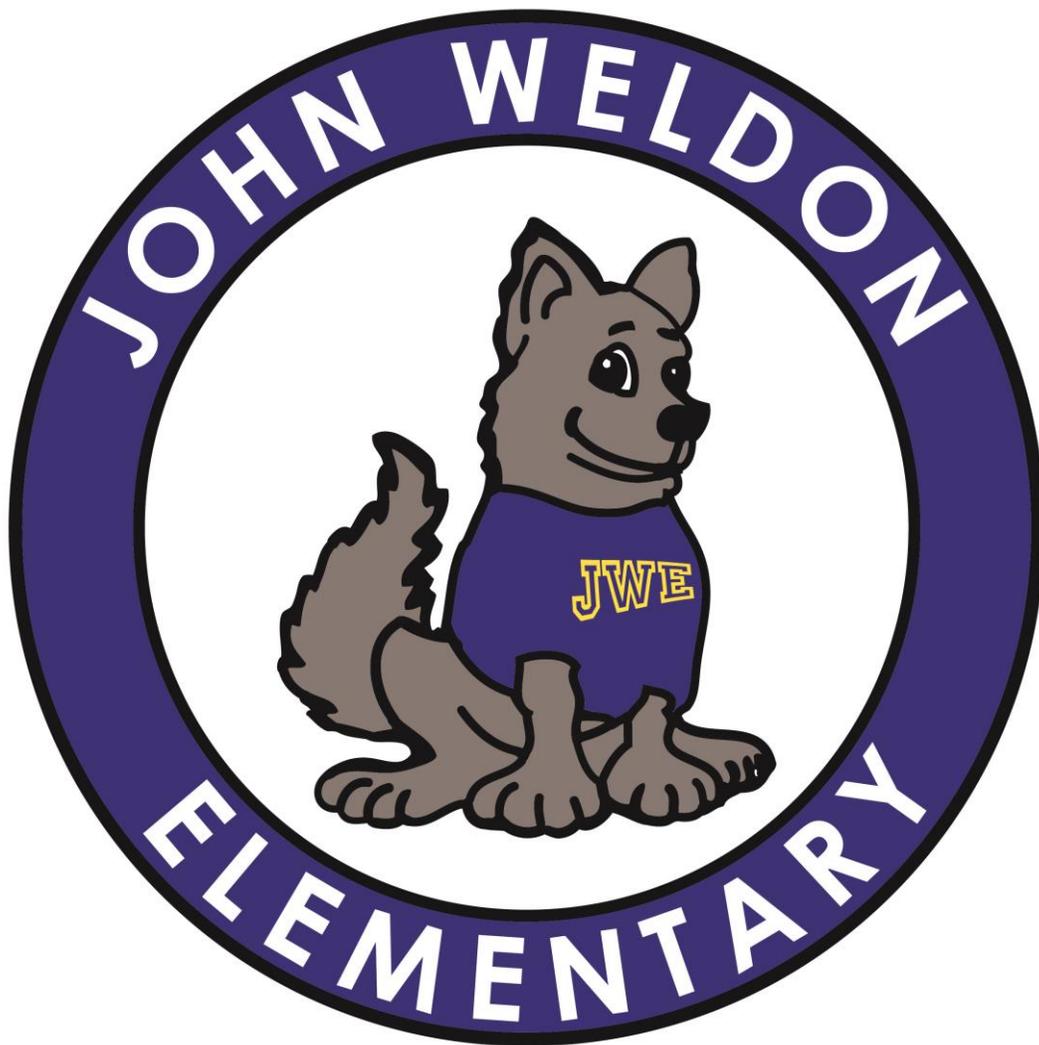


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WELCOME TO PRESCHOOL

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:

- Growing with Mathematics
- Handwriting Without Tears
- Early Childhood English Language Arts Curriculum
- Second Step Social Emotional Learning

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 two times a 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

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.

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 on our websites or in the school office. If you have concerns about your child's development, please speak to your child's teacher.

Before and After Care

Before Care allows morning preschool students to arrive as early as 6:30 am.

After Care allows afternoon preschool students to stay as late as 6:00 pm.

This is offered for all of your child's scheduled attendance days at no extra charge.

Planned activities in all areas of development will be provided by Facilitators.

Program Hours

Full Day Preschool Classroom Hours: 8:30 am to 4:00 pm

Before Care: 6:30-8:30 am

After Care: 4:00-6:00 pm

EARLY CHILDHOOD PROGRAM OFFERINGS

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.

- *During low enrollment periods such as Christmas break, the Intersession program is at the Early Childhood Center on Central School Road. Please see the Intersession calendar for specific dates the program is closed or at the consolidated site.*

3-5 year Developmental Screenings

Developmental screenings are administered at the preschool sites. They provide insights into the child's development according to standardized measures. It is recommended that children be screened each school year prior to Kindergarten entry. For preschool students attending John Weldon, families will be contacted to arrange for a developmental screening as part of the preschool day. If you prefer, you can call any preschool office to set up a screening appointment at one of the preschool centers.

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.

Developmental Disabilities Resource Board

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.

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. Current family enrollment begins in January and open enrollment begins in February. Families re-enrolling for the next school year must be current with all tuition payments.

- **Enrollment** is open to all children who are 3 years old before August 1 of the upcoming 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 at https://www.fhdschools.org/parents/online_enrollment
- **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.

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

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 your MyProcure.com account.

Payment Schedule

School Year and Intersession Programs

- Tuition payments are due on the first day of attendance for the week.
- Monthly 'pre-pay' payments are accepted. If you choose to pay monthly, tuition is due on the 1st of the month.

Payment Methods

Tuition payments can be made by cash, check, cashier's check, money order, or debit/credit card through MyProcure. Debit/credit card payments are subject to a processing fee.

- Cash payment should be made with exact cash and personally delivered to the school office. A receipt will be given at time of payment.
- 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- Attn: Preschool/Vacation Station
7370 Weldon Spring Road
Dardenne Prairie, MO 63368
 - Your child's name should be included on the memo line.
- You may request a receipt by contacting the Administrative Assistant at your preschool site or from your Myprocare.com account.

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.

Late Payments

Late payments could result in dismissal from the program. Reinstatement can occur if space is available once all payments have been collected.

Returned Check Policy

If a check is returned by your bank, all tuition payments must be made in the form of cashier's check, money order or cash until the returned check, plus fee, has been paid.

- Returned checks will be subject to a \$15.00 returned check fee.
- The Administrative Assistant-Accounting will notify you by phone and you will have two days to submit payment in the form of money order, cashier's check, or cash.

- If payment is not received within two days, you will receive written notification of the returned check. You will have 3 (three) days from the date on the written notification to pay in the form of money order, cashier's check or cash.
- If the returned check is not received by the 5th day, then the Francis Howell School District Administration office will begin collection procedures on the returned check.
- Once your returned check goes to the Francis Howell School District Administration office, you will receive a written notice and payment can no longer be accepted on site. Preschool services will be suspended until payment is received. Payment in the form of money order, cashier's check or cash must be mailed or paid at the Administration Building located at 4545 Central School Road, Saint Charles, MO 63304.
- If payment is not received by the deadline, you will receive written notice that your returned check will be turned over to the Prosecuting Attorney's office for collection. Once your returned check is turned over to the Prosecuting Attorney's office, payment can no longer be accepted by the Administration Office.
- Financial assistance is available for qualifying families through the Missouri Department of Social Services.

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.

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 |
| ○ Applies to any pick-up after 6:05 PM | |
| • Schedule Change Fee (Part-time Intersession) | \$5.00 per occurrence |
| • Late Payment Fee - Any account with a balance due after 9:00 AM on Friday will receive a late fee charge. | \$5.00 per occurrence |
| • Debit/Credit card processing fee | 2.5 % of the paid amount |

Late Pick-Up

Fees for late pick-up are listed in Incidental Fees (pg. 4). Dismissal from the program may occur after 5 late pick-ups.

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 that is oldest.

Income Tax Statements

All tax information is available through your Myprocare.com account. The Early Childhood office will also provide record of tuition payments for tax purposes on request. Tax statements will be issued within 7 to 10 business days. **Our Tax ID Number is 43-6004545.**

SNOW DAY INFORMATION

Early Dismissal for Snow (Emergency Release)

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 Program

On snow days, programming will be offered at Central School Road Early Childhood Center. 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)
KWRE/KFAV (730 AM and 99.9 FM)

Television Station

Channel 2 (KTVI/FOX)
Channel 4 (KMOV/CBS)
Channel 5 (KSDK/NBC)
Channel 11 (KPLR/CW)

Other

District Website
Facebook
Twitter
E-News
School Messenger

School closing information can also be found on the District website at <http://fhsd.sharpschool.net> or call the Administrative assistant phone at 636-851-4518 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 the Administrative Assistant phone at 636-851-4518 after 6:00 a.m. to hear a recorded closing announcement before driving to your site.
- Check the Francis Howell District website <http://fhsd.sharpschool.net> for school closure information.

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.

Classroom Volunteer

Volunteering in the classroom provides the opportunity to take an active role in your child's first school experience. Volunteers gain knowledge of the preschool curriculum and have the opportunity to observe learning experiences that are taking place within the classroom.

We always encourage parents to volunteer in the classroom. When you are volunteering in the classroom, we ask that you do not bring siblings, as this is a special time for your preschool child. Other ways that parents can help outside of the classroom include: donating toys/books to a classroom, "prep work" for future in-class activities and/or providing snack for the classroom.

Prior to helping in the classroom, volunteers must complete a district required background clearance.

Classroom Party Helper

Parents are encouraged to help with class parties. A \$5.00 (cash only) party fee paid to the VS/Preschool Accounting Office 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.

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. For more information go to <http://fhsdhrefcc.sharpschool.net/cms/One.aspx?portalId=995972&pageId=2046688>

COMMUNICATION

District Communication & The Early Childhood Newsletter

The Francis Howell School District primarily communicates with families regarding non-urgent topics 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. For urgent topics, parents will be contacted using School Messenger.

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. All John Weldon 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.

Facebook

Both the Francis Howell School District and John Weldon Elementary have Facebook pages. Like us!

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 face to face, by e-mail, voicemail, or sending a note. Please make sure you check your child's backpack daily for notes or papers from your child's teacher or main office.

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, 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 school counselor 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 Early Intervention Team (EIT) 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

HEALTH POLICIES

Health Requirements and Records

All children entering Francis Howell School District for the first time are required to have up-to-date immunization records, and it is recommended to have a complete physical examination. Students are also recommended to have a comprehensive physical examination at the beginning of grades kindergarten, five and nine. No pupil shall attend school while afflicted with any contagious or infectious disease or while liable to transmit such disease after having been exposed to same. Any teacher or nurse, with the consent of the principal, may require a pupil suspected of having a disease or of being able to transmit a disease to be examined by a physician and to provide a written statement of health before re-entering school. Any pupil not complying may be excluded from school.

Notifications

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

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

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.

Elevated Temperatures

Your child will be sent home from school if his/her temperature is 100 degrees or above. The child should not return to school until he/she is fever free for 24 hours without medicine. When the nurse calls for you to pick up your child due to illness or injury, we ask that you be as prompt as possible. The child will need to be signed out at the reception desk.

Medications

- All medicine should be given at home if possible, especially those prescribed three times a day or less.
- A note from both the doctor and parent is required for on-going medications at the beginning of each school year and also all other medications given at school. The only exception is that cough drops do not require a permission note. **A doctor may fax the order to 636.851.4097 Attention—School Nurse.**
- All medicines brought to school must be kept in the nurse's office and administered by the nurse or her designee, with the exception of cough drops. Discuss any special circumstances that your child may need with the nurse. Please note – A parent or guardian may come to school and personally administer medication during the school day as they determine is needed without a doctor's order for the student. The student will be called out of class to meet the parent in the Health room and should return to class promptly.
- Tylenol or ibuprofen can be administered up to 4 times a year per student as specified in the medical information provided on the District website and with parent permission. The District also has standing orders for other over-the-counter medications that may be given without parent permission. Please contact the nurse for questions regarding this.
- Medicines, whether prescription or non-prescription, must be sent to school in the original container. The nurse will not be able to administer medications wrapped in foil or in a baggie, or liquid medicine in an empty juice bottle.
- A note (either a form note, available in the nurse's office, or a handwritten note) containing the following

information must accompany all medications: the child's name; name of medication; dosage; time to give; whether to keep at school or bring home daily; parent or guardian signature; physician's signature; child's teacher. These requests will be kept in your child's health folder, so should not be permanently attached to the medicine container.

IF THESE STEPS ARE NOT FOLLOWED, THE MEDICATION WILL NOT BE GIVEN AND WILL BE SENT HOME WITH THE CHILD AT THE END OF THE DAY

- Medicines may be picked up daily after 3:30 p.m. if your child is to bring the remainder home. The student is responsible for getting the medicine from the nurse's office. The nurse will assist in seeing that medicines are picked up unless she is unavailable due to an emergency. You may choose to send only enough pills/liquid medicine to last for a few days at school and keep the rest at home in a marked container. When a student has liquid medicine (e.g. antibiotics) that are to be given 4 times a day, ask your pharmacist for a very small bottle just to be kept at school for the mid-day dose.
- It is the right and obligation of the nurse to question medication orders the nurse deems potentially inappropriate and the validity of any medication order. It is the right of the nurse to refuse to give any medication that does not meet the criteria established in Board Policy for giving medications.

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)
- Tetrahydrazaline 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 (Ambesol/Oragel)
- 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

Crutches

If your child needs to use crutches at school we request a physician's statement regarding limitations and duration of their use. We feel this will help us in providing a safe environment for your child while at school. The school district will not be responsible for any injury that occurs as a result of the use of crutches without your physician's written order. The parent will be asked to sign "The Crutch Policy" form in the Nurses Office. The school does not provide medical supplies/equipment for injuries/accidents.

GENERAL INFORMATION

Absences

- **Daily Absence:** Please contact the Vacation Station office at 636-851-4283 if your child will be absent from school.
- **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:** 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 and Intersession 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 a non-threatening situation or minor injury where the child requires medical attention but does not require immediate transportation to a hospital:

- The Program Coordinator and/or a building administrator will be called for assistance as soon as possible.
- During regular school hours the child will be sent to the nurse for care.
- A staff member will care for the injured child during before/after school times.
- A Teacher Communication Form will be completed and a copy sent home to the parents of the child. See copy of the form used in the appendix.

In the rare case of severe injury:

- A staff member will stay with the child.
- Another adult will call 911.
- During regular school hours the nurse will provide immediate care.
- The parent(s)/guardian(s), Program Coordinator, and Principal 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 and will remain with the child until the parents/guardians arrive and are fully informed about the emergency. The child's emergency information form will be taken to the hospital with the child.
- The Francis Howell Incident/Accident/Injury Report will be completed and a copy will be sent to the Principal and Administrator of Tuition Based Programs.

Child Abuse/Neglect Policy 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

The 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 the story or topic to “hands-on” activities to develop relationships between what is already known and what was just learned.
- Writing – formation of upper case and lower case letters, simple sentences
- Snack – provides 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)

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 – O2K Only

Parents, guardians or authorized individuals must accompany the student into the school building, sign the child IN and OUT each day using a unique code. The computers used to sign in/out are located in the bus entrance during AM & PM care. Once your child is signed in/out, you must put on a visitor badge to walk them to or from their specific area within the school. In order for our staff to quickly identify authorized visitors to our school, **all badges or stickers must be easily viewed by wearing the lanyard around the neck or affixing the sticker to the upper chest area.**

Only people designated on the Emergency Contact form or designated in written form by the parent will have permission to pick up a child. Anyone picking up a child at preschool must be at least 18 years of age. Anyone picking up your child at preschool should have their photo ID with them. Any staff member may ask to see your ID at any time if he or she is unsure of your identity. This policy is strictly enforced for your child’s safety.

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. At those times, our phones will not be answered. 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.fhsdschools.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.

Identification Badges

To ensure safety and security in our building, all staff members, substitute teachers, visitors, and parent volunteers are required to wear identification badges every day. Parent volunteers and visitors may obtain an identification badge from the office. In order for our staff to quickly identify authorized volunteers and visitors to our school, **all badges or stickers must be easily viewed by wearing the lanyard around the neck or affixing the sticker to the upper chest area.**

Lost and Found

Lost items that are found will be located in the cubbies across from the cafeteria. 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.**

Lunch and Recess

Lunches

- The children are to provide their own lunch each day school is not in session. 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 can microwave lunches during intersession only.** Parents may provide an insulated container for foods that need to be kept warm.
- Students are able to purchase lunch in the cafeteria on the days school is in session.

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

Meal Debt

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 (\$15.00) dollars. These meals will include only the menu items of the reimbursable meal.
- After the balance exceeds fifteen (\$15.00) dollars, 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.

Snacks/Birthdays

Daily Snacks

- Preschool follows the Francis Howell School District nutritional guidelines.
- Preschool is not a peanut/nut free program. While we do not serve peanut or tree nuts products directly, there may be the possibility of cross-contamination from snacks produced in factories that also process peanuts/tree nuts. If your child/children have a peanut/tree nut allergy, please inform your site's Program Coordinator. A peanut free table is accessible for every meal period.
- If your child/children require special snacks due to dietary restrictions, you may be asked to provide snacks for your child or children. Please contact the site Program Coordinator if you have dietary concerns.

Birthday/Holiday Treats

- A special birthday treat may be purchased through the school district's food service to share with the class as the snack for the day. Due to the growing number of allergies and health concerns for our students, outside treats are not allowed to be shared with other students. Please check with the school office for more information on purchasing class treats from our food service provider.
- In lieu of a special treat, parents may also consider non-edible birthday treats to share with classmates such as stickers, pencils or another small party favor item.
- Be sure to consult your classroom teacher for the number of students in the class.

Student Pick-Up Protocol

A child shall be released only to the child's custodial parents or guardian unless permission has been given, in writing, 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 in Procure 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.

Supplies – All Programs

Supplies Needed

- A complete change of clothes, including socks and shoes
- Diapering supplies as necessary
- 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.

Withdrawing from the Program

Two weeks’ notice must be given, in writing, to the preschool office before withdrawing from the preschool program.

APPENDIX

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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

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: _____

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 of school receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the [School] to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school districts 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

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 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 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.

Revised 2017

2, Title IV.A, Title VI, Title VII.C Revised 7/15 2 In compliance with NCLB Title IX Part C. Sec. 9304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding NCLB complaint procedures to parents of students and appropriate private school officials or representatives.

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

Becky-David Elementary Early Childhood

2555 Hackmann Rd.
St. Charles, MO 63303
636.851.6200 Fax: 636.851.6202
After Hours phone: 636.851.6169

Early Childhood Principal

Jane McKinney 636.851.6113

Special Education Program Coordinator

Judith Wind 636-851-6135

Administrative Assistants

Sue Brown 636.851.6085

Liz Robertson 636.851.6084

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

Marcia Birk 636.851.4452

Special Education Program Coordinator

Teresa Bauer 636.851.5070

Administrative Assistants

Pam Niebrzydowski 636.851.4458

Margie Dieckman 636.851.4455

Mary Shadrach 636.851.4461

Nurse

Rose Cantrell/Lisa Rolfes 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 636.851.5070

Administrative Assistants

Mary Barlos 636.851.6334

Marjorie Harkins 636.851.6067

Denise Daab 636.851.6053

Nurse Lisa Rolfes 636.851.6042

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



John Weldon Elementary Early Childhood

7370 Weldon Spring Rd.
Dardenne Prairie, MO 63368
636.851.5500 Fax 636.851.4136
After Hours Phone: 636.851.6444

Principal/Vacation Station Coordinator

Bryan Howse 636.851.5500

Nancy Trickey 636.851.5431

Administrative Assistant

Susan Hoffman 636.851.5637

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.