

# HARVEST RIDGE ELEMENTARY SCHOOL



## 2018-2019 PARENT HANDBOOK

*"EVERYONE LEARNING EVERY DAY!"*

# **HARVEST RIDGE ELEMENTARY SCHOOL**

1220 Harvest Ridge Drive  
St. Charles, MO 63303

**Office Hours - 8:30 a.m. – 4:30 p.m.**

**Telephone Number – (636)851-5100**

**Fax Number – (636)851- 4128**

**School Hours - 9:05 a.m. - 4:05 p.m.**

Dr. Natalie DeWeese  
Principal

Dr. Angeline O’Neal Hogrefe  
Assistant Principal

Mrs. Kerri Tharp  
Assistant Principal Intern



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## **MISSION**

Everyone Learning Every Day

## **HAWK HABITS**

We will again be implementing our core values, called Hawk Habits. Our Hawk Habits focus on Caring, Perseverance, Respect and Responsibility. Each quarter, we will be reviewing our expectations and working towards achieving great success.

## **SCHOOL PLEDGE**

“We **SOAR** together because I practice **Caring ~ Perseverance Respect & Responsibility** to help everyone in our school succeed.”

## **WELCOME TO HARVEST RIDGE ELEMENTARY SCHOOL**

We’re glad you and your family have chosen to live in the Francis Howell School District. We are especially glad to have you as members of our school community. In this handbook, you will find a wide variety of information regarding your child’s/children’s education. Please keep it for reference throughout the school year. If you have questions that aren’t answered here, please feel free to contact the office or your child’s teacher. Have a great school year!

## **HISTORY**

Harvest Ridge Elementary is one of ten elementary schools in the Francis Howell School District. Harvest Ridge Elementary is a school community in which children develop excellence in character education and academic achievement. Our school colors are blue and white and our mascot is a hawk. We are proud to have frequent visits from our school mascot, Harvey the Hawk during school events. We currently have over 60 classroom teachers and provide various programs such as Art, Music and Physical Education, English as a Second Language (ESOL), Special Education (SPED) as well as gifted education classes (Spectra).

## **Daily Mantra:**

Teacher - What if it is too hard?

Student - I'm going to push through!

Teacher - What if it is too rough?

Student - I'm going to push through!

Teacher - What if it is too tough?

Student - I'm going to push through!

Teacher - What if you are just too young?

Student - That's not true!

Teacher - What if you're not good enough?

Student - That's not true!

Teacher - Why?

Student - Because I can do anything I put my mind to!

Teacher - I believe in you.

Student - Chin up!

Teacher - Believe in yourself.

Student - Head high!

Teacher - Tell me why?

Student - We push through anything we put our minds to!

## SCHOOL HOURS

**FULL DAY** 9:05 a.m. to 4:05 p.m.

**EARLY RELEASE** 9:05 a.m. to 1:10 p.m.

Students should not arrive at school before 8:50 am unless enrolled in Vacation Station as there is no adult supervision until that time.

## BAD WEATHER PROCEDURES

The Francis Howell School District will announce procedures for inclement weather (including school closings, the use of a snow schedule, and early dismissal).

**Radio Stations:** KMOX (1120 AM), KWRE (730 AM), KTRS (550 AM), KFAV (99.9 FM)

**Television Stations:** Channels 2 (KTVI/FOX), 4 (KMOV/CBS), and 5 (KSDK/NBC)

**NOTE:** When it is announced that schools will close due to inclement weather, all schools in the district will close for the day and all evening activities will be cancelled. Parents who work during the day should make arrangements for someone to care for children who arrive home early and should make sure children know where to go if no one is at home when they arrive.

## SNOW MAKE UP DAYS

The Francis Howell School District has designated the following days, in the school calendar, as make up days, for snow or other inclement weather. We ask that families please avoid scheduling vacations or other events on these dates, so that your children will not have to miss school should we need to use these days for makeup. Thank you for your help in this matter.

<b>Snow Day</b>	<b>Make Up Date</b>
1	May 17, 2019
2	May 20, 2019
3	May 21, 2019
4	May 22, 2019
5	May 23, 2019
6	May 24, 2019
7	May 28, 2019
8	May 29, 2019
9	May 30, 2019
10	May 31, 2018



## TRANSPORTATION

Parking is provided in the front of the building. Visitor and handicapped parking are closest to the front entrance. We ask that all visitors enter through the front doors and check in at the office except during dismissal. Please do not park in the bus slots.

There is **NO PARKING** in the bus slots during dismissal. It is a danger to our students to have cars pulling in/out of the visitor spaces during dismissal. Full day – NO PARKING from 3:45-4:15; Early Release – NO PARKING 12:45-1:20.

**Student drop-off and pick-up procedures are listed here.** Parents will pull to the back of the school to drop off in the morning. Our goal for these procedures is to keep all children and adults safe.

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

**Parent pick up will be in the back of the school.** The process is explained as follows:

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

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

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

Bus route information is posted on the Francis Howell School District Website for a limited time at the beginning of the school year.

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

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

It is important that all children ride the bus to school on the first day of school. Students should make note of their bus slot and parking location to avoid confusion in loading for their return home. Changes of assignment to buses will be made only by the principal or transportation supervisor.

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



## **VACATION STATION (BEFORE & AFTER SCHOOL CARE)**

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

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

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

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

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

## **VISITORS**

Harvest Ridge Elementary takes great pride in providing a warm and safe environment for the students to learn and grow. Students are not allowed to bring visitors to school for the day due to classroom and bus capacities, and district liability insurance. Parents are welcome to visit our school and classrooms. To assure that such visits are meaningful and reasonable, per District policy, observations in classrooms must be scheduled at least 72 hours in advance with the teacher **AND** an administrator.

## ATTENDANCE

All parents should review the District Attendance and Earned Credit Policy located on the school's website for detailed information.

### ABSENTEEISM

Please notify the school by:

1. Calling the office before 9:30 am if your child will be absent.
2. Sending a written note to the teacher upon the child's return.



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

### EARLY DISMISSAL

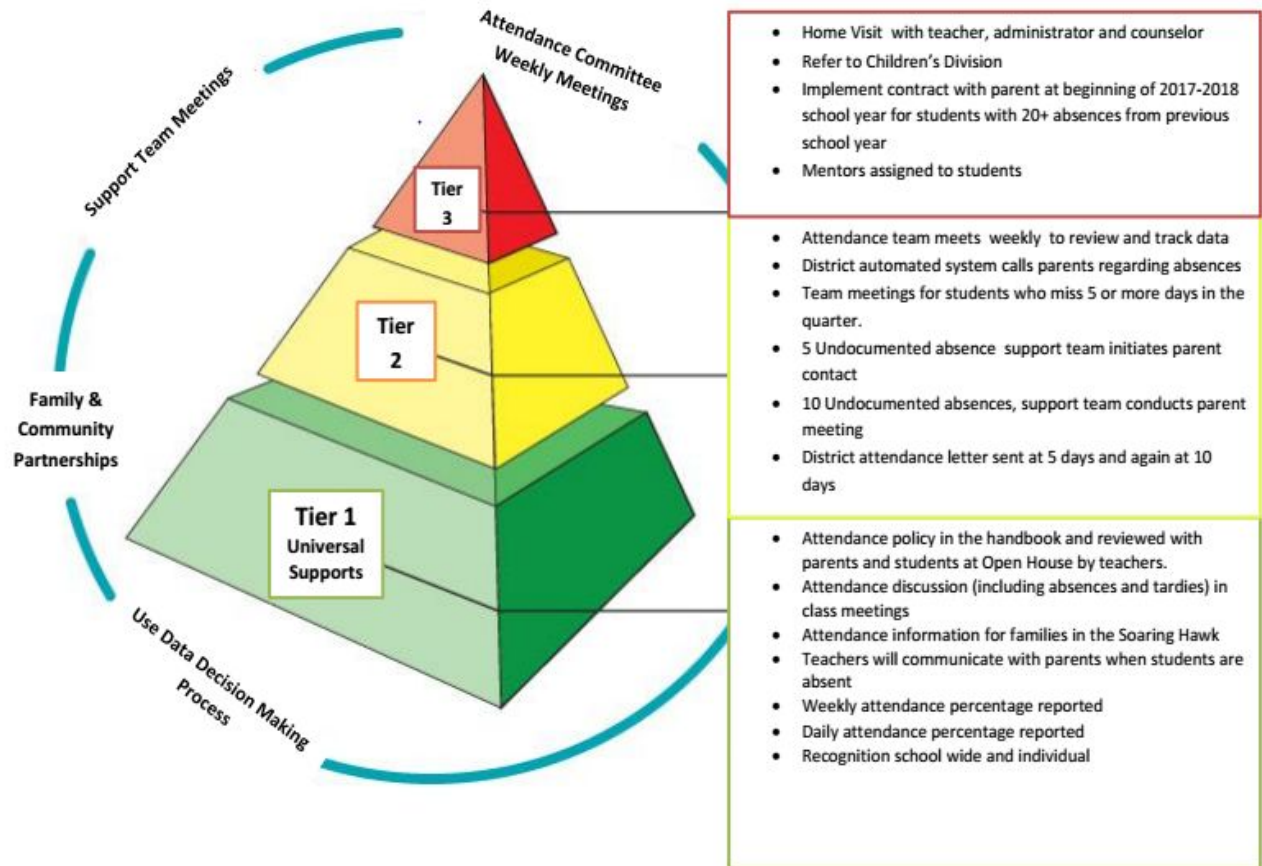
Any changes to your child's normal dismissal procedures must be done via a note or email to the teacher and in the office.

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

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

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

# Attendance Pyramid



# IMPORTANT DATES

**OPEN HOUSE 8/06/18**

**5:30 – 6:30 A - M**

**6:30 - 7:30 N - Z**

**KINDERGARTEN ORIENTATION 8/07/18**

**5:00 - 6:00**

## PARENT TEACHER CONFERENCES

Parent/Teacher Conferences provide an excellent opportunity for each child's parents and classroom teachers to share important information about his/her academic, social, emotional, and cognitive development. This year, conferences are scheduled as listed below:

**Fall:      Tuesday, 10/09/18      5:00 pm – 8:00 pm**  
              **Thursday, 10/11/18      5:00 pm – 8:00 pm**

**Spring: Thursday, 3/07/19      5:00 pm – 8:00 pm**  
              **Tuesday,     3/12/19      5:00 pm – 8:00 pm**

We encourage parents to make every effort to attend their child's scheduled conference time and come prepared to give and receive vital information. Parents will be able to sign up for the fall conferences during

## COMMUNICATION

### eNEWS

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

We encourage you to take the time to sign up by going to the following website: [www.fhdschools.org/](http://www.fhdschools.org/) (Click the heading News, then eNews Subscription in the drop down box.) There is also a quick link box on the FHSD homepage on the right.

You can sign up for any school's eNews that you would like to receive by simply checking the appropriate boxes. You can also sign up for eNews through the School Website below using a quick link box on the lower right on the home page.



**SCHOOL WEBSITE** <http://fhsdhre.sharpschool.net>



Please "Like" our Harvest Ridge Facebook page – Harvest Ridge Elementary  
**http:** [www.facebook.com/harvestridge1220/?fref=ts](http://www.facebook.com/harvestridge1220/?fref=ts)



**TWITTER** @\_HarvestRidge



The FHSD has an electronic flyer communication tool called "Peachjar". We will use Peachjar to send out school approved flyers and other flyers that we typically provide our parents. To view school approved flyers, simple click the Peachjar button on the school's website.

## **CONTACTING A TEACHER**

When calling to speak with a teacher, please understand that a teacher will not be excused from class to speak with a parent/guardian. Parents/guardians may leave a voicemail message for the teacher. When available, the teacher will return the call. Please understand this may be after school or the following day but expect communication within 24 hours. The parent/guardian and teacher should speak when the teacher is at school where information regarding the student is available and a meaningful conversation can take place.

Email is another method of communicating with teachers. Please allow teachers ample time to respond to your email since they are teaching classes and supervising students the majority of each day.

## **TELEPHONE USE AND MESSAGES TO STUDENTS**

The telephone may be used in emergencies by students with the permission of the teacher. Phone calls and messages should be limited to those of extreme importance to avoid unnecessary interruption of classroom instruction. After-school plans should be made before school hours. Parent phone calls to students will not be allowed except in case of extreme emergency.

## **CELLPHONES**

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

## FOOD

Breakfast is available daily for \$1.60  
Lunch is \$2.55, includes milk  
Milk .65



Francis Howell School District *Policy 5550* states elementary students will be allowed to charge a maximum of fifteen (\$15.00) dollars. a) These meals will include only the menu items of the reimbursable meal. b) After the balance exceeds fifteen (\$15.00) dollars, the student may be given a designated menu alternate such as a sandwich and a drink. Breakfast and lunch are available every day. Breakfast is considered “grab and go” where students take a sack breakfast to their classroom during arrival between 8:50-9:00 a.m. ***Parents are NOT allowed to provide lunch to students other than their own.***

NOTE: Children from families who cannot afford school lunches may be eligible for free or reduced cost lunches. If you would like more information, contact the school office.

## PAYMENT

[https://www.fhsdschools.org/departments/food\\_services/school\\_dining\\_-\\_online\\_meal\\_payments/](https://www.fhsdschools.org/departments/food_services/school_dining_-_online_meal_payments/)

All checks should be made payable to the FRANCIS HOWELL SCHOOL DISTRICT

## MENUS

Menus will be posted on the Harvest Ridge Website. Scroll to the bottom of the website and click on Food Service tab.

## HAVING LUNCH WITH YOUR CHILD

We encourage parents to have lunch with their child. Please check in at the office, show your I.D. and obtain a visitor’s badge. You and your child may eat at the Family Table located in the front of the café. Adult lunch price is \$3.30. **Parents and guests are prohibited from going to recess due to security and liability issues.**

## PEANUT FREE / TREE NUT FREE SNACK LIST

Please avoid snacks that contain **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.

Please note: **Food labels/ingredients may change over time**, so it is always recommended that you read the label before purchasing snacks. Please read labels carefully to ensure the products are nut-free. This includes labels that read “may contain traces of peanuts/nuts”.

Quick check brands: Kellogg’s®, Keebler®, General Mills®, Betty Crocker®, and Quaker Oats® brands are excellent at calling out allergies on a box.

**EXAMPLE: CONTAINS PEANUT AND EGG INGREDIENTS**

**Thank you for your consideration and support in keeping the food-allergic child safe from having a life-threatening allergic reaction at school. If you have any questions, please contact our school nurse.**

**BIRTHDAY TREATS / FOOD BROUGHT TO SCHOOL**

Children have the opportunity to bring treats on their birthday to share with their class. The teacher needs to be notified in advance. When treats are planned, please include one treat per student in the child’s homeroom only and include all necessary supplies (napkins, etc.). **Please do not send party invitations to school to be distributed. Parents are not allowed to go down to individual classrooms during the snack. Treats should be brought to the main office.**



The following guidelines and recommendations are presented to reduce the risk of transmission of Hepatitis A in Francis Howell School District schools:

All treats should be prepackaged. (All treats **MUST** have ingredients on the box). Homemade treats are not allowed.

**Ingredients must be printed on all treats including store bought cupcakes and pizza!**

Careful attention should be paid to thoroughly washing hands with soap and warm water immediately prior to eating or distributing of foods.

Children may not distribute food. Distribution of food should be done by the teacher or a responsible adult.

The sharing of lunches, snacks, or treats by students should be monitored.

Plastic or latex gloves will be made available when appropriate for food distribution.



## **MEDICATION**

Any student found to be carrying his/her medication on his/her person without the knowledge of the nurse may be subject to disciplinary action per the guidelines stated in the Missouri Safe School Act, 1996. All medications shall be kept in a locked cabinet in the nurse's office. **A parent/guardian or other responsible party designated by parent/guardian will deliver all medication to be administered at school to the school nurse or designee.**

Please download and complete medication permission form from the FHSD website at <http://fhds.sharpschool.net/cms/One.aspx?portalId=995782&pageId=2423354> . All parent requests and physician orders must be renewed annually. PLEASE CHECK THE EXPIRATION DATE ON ALL INHALERS AND EPI-PENS BEFORE SENDING TO THE NURSE. ALL EXPIRED MEDICATIONS WILL BE SENT HOME.

Your physician may fax the order to the Health Office (636-851-4128). Please read the following Medication Administration Policy and Procedure. If you have questions regarding this policy, please contact the Harvest Ridge Elementary Nurse's office at, 636-851-5163.

## **ADMINISTRATION OF MEDICATION**

### **STUDENTS MAY NO LONGER BRING ANY MEDICATIONS.**

The District shall provide secure, locked storage for medication to prevent diversion, misuse, or ingestion by another individual. The nurse is also empowered to contact the prescriber or pharmacist filling the prescription to discuss the prescription if the nurse has questions regarding the administration of such medication.

It shall be the policy of the Board of Education that the giving of medicine to students during school hours is discouraged and restricted to medication that cannot be given on an alternative schedule. The Board of Education recognizes that some students may require medication for chronic or short-term illness/injury during the school day to enable them to remain in school and participate in their education.

### **Prescription Medication**

The student's authorized prescriber (Physician or Advance Practice Registered Nurse) shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication of use for the medicine shall be provided. When possible, the prescriber should state the adverse effects and applicable emergency instructions.

The District requires a prescription label properly affixed to the medication in question. Said label must contain the name of the student, name of the drug, dosage, frequency of administration, route of administration, and the prescriber's name.

A parent/guardian must request in writing that the School District comply with the authorized prescriber's request to give medication. (The District will not administer the initial dose of any new prescription except in an emergency).

### **Over-the-Counter Medication**

The student's authorized prescriber (Physician or Advance Practice Registered Nurse) shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication of use for the medicine shall be provided. When possible, the prescriber should state the adverse effects and applicable emergency instructions.

A parent/guardian must request in writing that the School District comply with the authorized prescriber's request to give medication.

### **Emergency Medication**

Written standing orders will be obtained annually for the administration of emergency medication. Benadryl, Epi-Pen, Albuterol Metered Dose, Inhaler and Nebulizer.

### **Parent/Guardian Administration**

In situations where the parent/guardian chooses, the parent/guardian may come to school to administer the medication to his/her child in the nurse's office.

### **Security**

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

### **Medications on Field Trips**

Medications that **must** be given during the time a student is off campus (seizure meds, inhalers, sting allergy meds) may only be given by a responsible adult employed by the district and trained by the nurse on the "5 R's" of medication administration or the child's parent.

The Right Medication

The Right Patient

The Right Dosage

The Right Time

The Right Route

All medications must be in the prescription bottle or box with the pharmacy label attached. Only inhalers may be self-administered. All other medications must be carried and administered by the delegated, trained adult or the child's parent.

Any student found to be carrying his/her medication on his/her person while on a school sponsored trip off campus, without the knowledge of the nurse, may be subject to disciplinary action.

Students with severe sting allergies may carry an Epi-Pen auto injector with them while on outdoor trips. If the student is not responsible because of age or other factors and cannot assume the duties of using the Epi-Pen auto injector, the auto-injector may be carried by the teacher, after the teacher has been trained by the R.N. and has proven proficient in its use.

The Francis Howell School District Nurses may administer several over-the-counter medications to students in accordance with our "Standing Orders". These medications are used in the care of minor illnesses or injuries and will be used at the discretion of the nurse. If you do not want your child to receive any of the listed medications, please contact the nurse.

Standing orders for the administration of over-the-counter topical medication, such as ointments and non-prescription solutions, are on file in the Nurse's office Harvest Ridge Elementary School. Standing orders for the present school year include:

**Albuterol MDI**

**Albuterol NEB**

**Epi-Pen Junior**

Children < 65 lbs: 0.15 MG

**Epi-Pen**

Children > 65 lbs: 0.30 MG

**Benadryl for Allergic Reactions**

K-5<sup>th</sup> grade: Diphenhydramine Hydrochloride liquid 1 or 2 tsp. (12.5 mg or 25 mg) x 1 for allergic reaction without signs of anaphylaxis if parents cannot be reached.

All over-the-counter medications will be given and used according to package directions:

- Triple antibiotic ointment
- Hydrocortisone cream ½%
- Caladryl lotion
- Anti-itch spray (diphenhydramine HCL 2%)
- Anti-itch cream (diphenhydramine HCL 2%)
- Cough drops
- Eye drops (tetrahydrozoline HCL)
- Oral anesthetic/antiseptic (Anbesol)
- Lip ointment
- Burn spray/ointment (Americain, etc.)
- Zinc oxide
- Buffered isotonic eye irrigating solution
- Prame gel
- Saline solution for hard and soft contacts
- Champho-phenique
- Peroxide 3%
- Isopropyl alcohol 70%
- Baking soda
- Calcium Carbonate tabs (Tums)
- Petroleum jelly
- Zatador allergy eye drops/Naphcon A eye drops



Francis Howell nurses may administer acetaminophen and/or ibuprofen to students in a dosage prescribed by the Francis Howell School District physician and per package directions. This courtesy is limited to four (4) times per school year and parental permission is needed.

## **HEALTH AND EMERGENCY CONTACT INFORMATION**

Please provide accurate and complete up-to-date health information for our Health Verification forms completed at the beginning of the year. Included and imperative with this request is the need to inform the office of any phone number changes (home, office, or cell). **All emergency contact phone numbers (minimum of two) need to be current in order to assist us with contacting you if your child becomes ill.** Please make arrangements for transportation to be available should your child need to leave school early.

Please keep the nurse's office informed of any health problems, significant illnesses or communicable disease, i.e. strep throat, pink eye, chicken pox, etc. In addition, please notify the nurse's office of any special health condition pertinent to the student's well-being.

Children with any of the following symptoms should be kept home from school: swollen glands, nausea, vomiting or diarrhea, abnormal nasal drainage, rash of unknown origin, skin eruptions or rashes, red or discharging eyes, acute cold, signs of weakness, drowsiness, flushed skin, chills, oral temperature over 100, chronic cough. Children must be fever free for 24 hours before returning to school.

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

## **SAFETY / SECURITY MEASURES**

### **EMERGENCY DRILLS**

During emergency situations it is our responsibility to ensure the safety and welfare of all Harvest Ridge students and staff members. Therefore, we will ask all parents/guardians who want to pick up students to act in a responsible manner that would not compromise or interfere with school safety procedures.

### **FIRE DRILLS**

The Fire Department conducts safety/fire inspections and surprise fire drills throughout the school year. Drills are held to instruct the children on the procedure in case of a real fire. We evacuate the building through the nearest exit and move as far away from the building as possible.

### **TORNADO DRILLS**

Regular tornado drills are held to instruct the children on the procedure in case of a real tornado. In case a tornado warning is in effect at the close of a school day, dismissal will wait until the “all clear” is given. This procedure does not apply when there is a tornado or severe weather watch. **During an active tornado warning all students and staff will be following safety procedures. Therefore, no staff will be opening the main doors during a tornado warning as everyone will be in duck and cover positions.**

### **EARTHQUAKE DRILLS**

Regular earthquake drills are held to instruct the children on the procedure in case of an earthquake.

### **LOCKDOWN DRILLS AND ACTIVE SHOOTER DRILLS**

These drills will be practiced so students will know what to do in the event of an unwanted intruder or emergency situation which would warrant locking the entire building for student and staff safety. There will be two scheduled drills and one unscheduled drill with the police department. Parents will be notified through enews when this occurs.

### **CONTACT INFORMATION**

Please inform the office of any phone number changes (home, office, cell). ***All emergency contact phone numbers (minimum of two) need to be current in order to assist us with contacting you in case of an emergency with your child.***

## **CURRICULUM & INSTRUCTIONAL INFORMATION**

### **COUNSELING**

The intent of the counseling program is to provide a comprehensive guidance curriculum for all students. The counselors are involved in implementing small group and classroom guidance activities aimed at promoting positive social and emotional growth. The activities relate to self-concept, decision making, problem solving, dealing with peer pressure, responsibility, stress, and understanding yourself and others.

### **INTERVENTIONS/EXTENSIONS**

While elementary teachers intervene and differentiate independently with students throughout the school day, it is more difficult to implement a structured intervention/extensions system. Harvest Ridge Elementary teachers and administrators have developed a plan that allows for data based interventions/extensions to take place on a regular basis. For 150 minutes per week, all classes have scheduled intervention/extension time. The purpose of this intervention time is not to remediate, but to give extra time and support to all students on the skills and concepts currently being taught in the classroom. During this time, faculty (classroom teachers, interventionists, reading specialists etc.) work with students to either fill learning gaps or provide extension activities to those students who have already mastered the currently taught skills and concepts. These groups of students are formed by the building Data Team which will be analyzing data and finding strategies that meet the student's needs. Student success is monitored by using data and observation. These groups are flexible, meaning students may move in and out of intervention groups based on their needs. If your student will be participating in an intervention group you should receive communication from your child's teacher.

### **FIELD TRIPS**

The purpose of a field trip is to extend and enrich student learning. Siblings and students not involved in the class are not permitted on field trips. Student permission forms must be signed by parents. There is a student fee for transportation for educational field trips. Field trips are a school activity. Students are expected to ride to and from the field trip on the bus. All chaperones must have a completed background check through the school district. Most field trips have a minimum and maximum number of adults who can attend.

### **HOMEBOUND**

Homebound instruction is available to students who, because of the nature of their condition, are unable to attend school. When a student will be out of school for more than three weeks, the parent should contact Alternative Learning at the Administration Building, 851-4007, to request a Homebound Application form, eligibility information and guidelines.

Once a Homebound Application has been completed, a homebound consideration meeting is held with the student's educational team and parent. Communication between the classroom teacher and the homebound teacher is essential that the student is progressing satisfactorily with their studies.

Please refer to the District Website for more detailed information regarding Homebound.

## **HOMEWORK**

Homework may include the following: After a child's absence there may be work, which can be done at school or at home, to provide learning experiences which were missed at school. Sometimes it is necessary for children to finish work at home that they failed to complete during the school day. Occasionally children can benefit from activities, which cannot be done at school, such as finding appropriate pictures to accompany a topic being studied or interviewing a person about a topic, etc. Home study can often enrich the school program such as watching selected TV programs, researching a topic, etc. At times, extra practice is needed on routine fundamentals.

When children are assigned homework, parents can help by doing the following: Provide a quiet place with the necessary supplies; Set a time for doing the work; See that it is completed in a neat and conscientious manner; Help out when necessary, but do not take over.

The following guidelines should assist in determining the amount of time your child spends on homework each evening:

Kindergarten: 5-10 min.  
1st Grade: 10-15 min.  
2nd Grade: 15-20 min.

3rd Grade: 20-30 min.  
4th Grade: 30-40 min.  
5th Grade: 30-45 min.



## **HOMEWORK FOR ABSENT STUDENTS**

If a child is absent, homework will be given to the child when he/she returns. If a child is going to be absent for more than one day, you may call the teacher's extension and leave a message that you would be willing to pick up any homework in the office at the end of the day. Please do not expect to pick up homework unless you receive confirmation from the teacher that there is homework to pick up and that they have had time to prepare it. If a parent wishes to have homework sent home to the child via another student or wishes to pick the homework up at our office, please contact the office by 10:30 a.m. to be picked up at 4:10 p.m. In accordance with the Francis Howell School District Attendance Policy students are allowed one day for each day absent to complete the missed work when they return. Please try to keep absences at a minimum because they are detrimental to a child's learning.

## **LEARNING COMMONS**

Library books and magazines may be borrowed from the school library. The library has been very valuable in improving the variety and levels of reading materials made available to our students for both educational and recreational reading. Lost or damaged books will be charged to the student.



## **PHYSICAL EDUCATION**

Children should have a pair of non-marking rubber soled shoes for P.E. days. Girls should wear shorts underneath their dresses. If your child needs to be excused from one P.E. class, please send a note to the P.E. teacher. If your child needs to be excused for more than one P.E. class, a doctor's excuse is required.

## **SPECIAL SERVICE PROGRAMS**

The District provides an appropriate educational program for students with disabilities of school age. Special services programs are offered to students who qualify under IDEA (Individuals with Disabilities Act).

Assignments to special services programs are based on evaluation results and educational recommendations. The student's parents or guardians have access to the results of the evaluation and participate in the determination of the educational plan.

## **SPECTRA**

This program was initiated to help meet the needs of our intellectually gifted children who range in the top five percent of the District's student population. Students qualify when the scores on normed intelligence tests, abstract reasoning, divergent thinking, and learning characteristics are within the mentioned range. The program provides differentiated instruction through the cultivation of higher level thinking skills and has the student becoming an autonomous learner as a goal. Students may be referred for a Spectra evaluation by the classroom teacher or a parent.

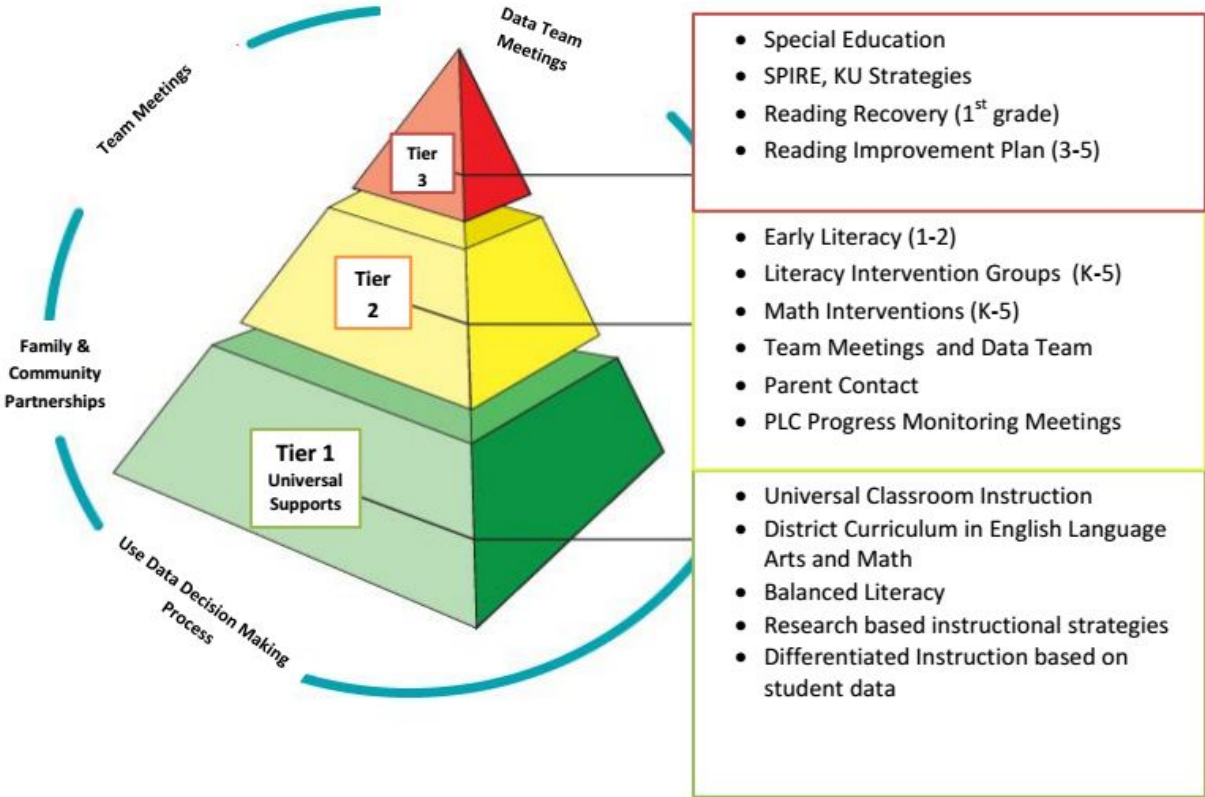
## **STANDARDIZED TESTING**

Standardized testing is scheduled to take place each year. These tests are administered for the purpose of having additional information by which to measure your child's achievement for the year. The MAP (Missouri Assessment Program) for grades 3-5 will be administered in April/May. Francis Howell School District *Board Policy 6440* states that all students will participate in statewide assessments or alternative assessments as determined by a students' Individualized Education Program (IEP) team. The 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.

### ACADEMIC PYRAMID



## **AMERICANS WITH DISABILITIES ACT (ADA)**

Francis Howell School District fully complies with the requirements of the Americans with Disabilities Act (ADA). If you need a specific accommodation, please contact the Harvest Ridge office at 636-851-5100 prior to an event to ensure that the necessary accommodations have been made.

## **BULLYING**

FHSD is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context as stated in Francis Howell School District *Bullying Policy 2655* of the District Board Policy and Regulations document.

The safety of students and staff in our schools and community is of primary importance. If you suspect that a student is being bullied please contact your school's principal, counselor at 636-851-5100. More information and resources can be found at <https://www.fhsdschools.org/cms/One.aspx?portalId=995782&pageId=2059012>

## **CODE OF CONDUCT**

Please review the Francis Howell School District Code of Conduct. It can be found at <https://www.fhsdschools.org/cms/One.aspx?portalId=995782&pageId=2962358>

## **DISCIPLINE**

Children are made keenly aware of rules and expectations while on the bus and at school. Parents are encouraged to become aware of and supportive of the school's expectations.

**Caring:** Be kind!

**Perseverance:** Always try your best, even when things get tough!

**Respect:** Treat others the way you want to be treated.

**Responsibility:** Do what you are supposed to do even if no one is watching.

# BEHAVIOR MATRIX

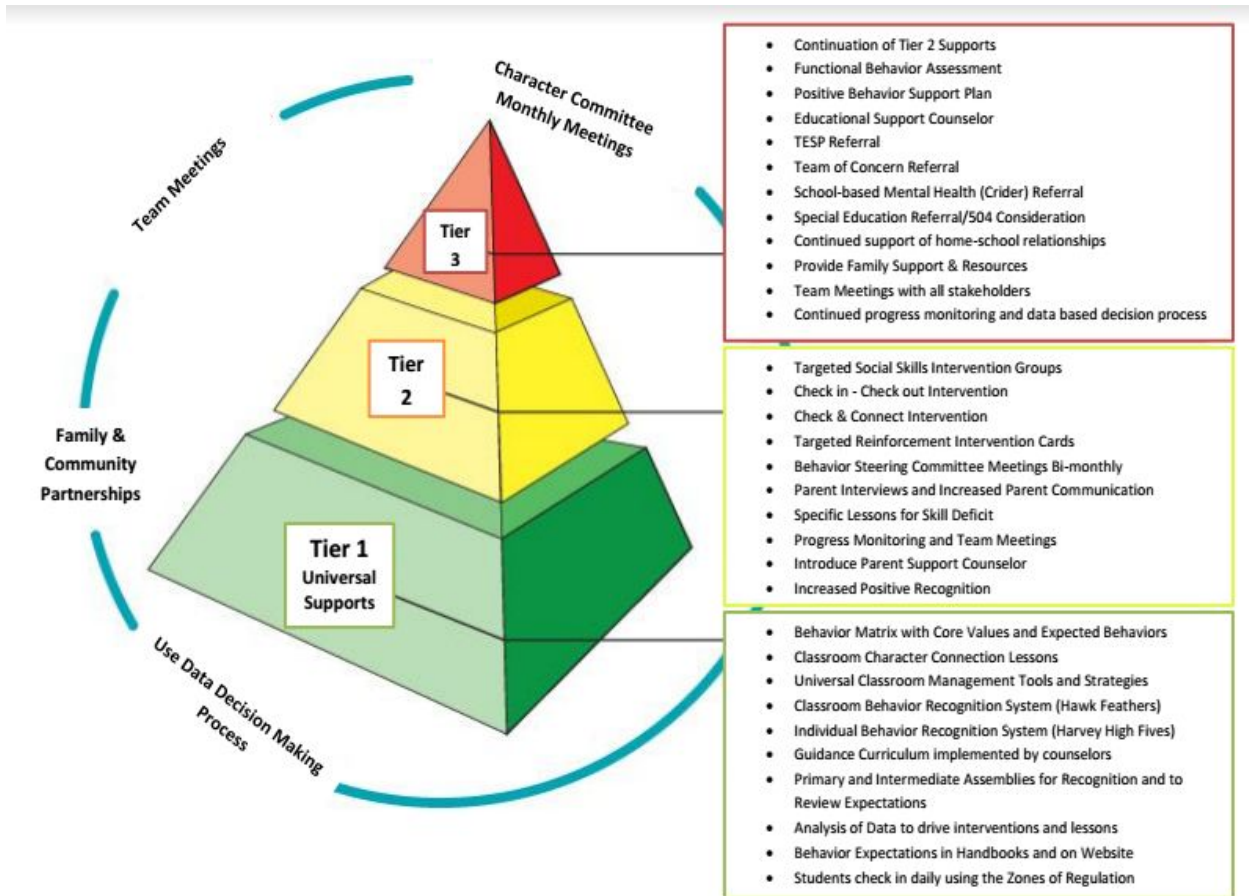
Our Staff will Model, Monitor, and Reinforce Expectations

By giving your best effort, our result will be a safe orderly environment where everyone can learn.

## What Does It Look Like At Harvest Ridge Elementary?

The Hawk Habits		<b>Caring and Respectful</b>	<b>Responsible</b>
	<b>Classroom</b>	<ul style="list-style-type: none"> <li>• KAHFOOTY</li> <li>• Be courteous and polite to others</li> <li>• Use materials appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Ask for permission to leave the classroom</li> <li>• Actively participate</li> <li>• Follow directions the first time</li> <li>• Bring required materials</li> <li>• Whole Body Listening</li> </ul>
	<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>• KAHFOOTY</li> <li>• Voice Level 0-2</li> <li>• Wait patiently in line</li> <li>• Walk quietly to your area and stay seated.</li> <li>• Report messes</li> </ul>	<ul style="list-style-type: none"> <li>• Raise your hand for assistance</li> <li>• Clean up your area</li> <li>• Wait to be dismissed to recess</li> </ul>
	<b>Hallway</b>	<ul style="list-style-type: none"> <li>• KAHFOOTY</li> <li>• Voice Level: 0</li> </ul>	<ul style="list-style-type: none"> <li>• Harvey's High Five's™ in the Hallway</li> <li>• Stay on the right, Short, Safe, Silent, Straight</li> </ul>
	<b>Recess</b>	<ul style="list-style-type: none"> <li>• KAHFOOTY</li> <li>• Voice Level: 4</li> </ul>	<ul style="list-style-type: none"> <li>• Play safely</li> <li>• Line up quickly when the whistle blows</li> </ul>
	<b>Assembly</b>	<ul style="list-style-type: none"> <li>• KAHFOOTY</li> <li>• Voice Level: 0-4</li> <li>• Sit on your bottom</li> </ul>	<ul style="list-style-type: none"> <li>• Laugh and clap appropriately</li> <li>• Whole Body Listening</li> </ul>
	<b>Bathroom</b>	<ul style="list-style-type: none"> <li>• KAHFOOTY</li> <li>• Voice Level: 0</li> <li>• Allow privacy of others</li> </ul>	<ul style="list-style-type: none"> <li>• Hush, Flush, Wash, and Rush</li> <li>• Throw away trash</li> </ul>
	<b>Bus</b>	<ul style="list-style-type: none"> <li>• KAHFOOTY</li> <li>• Voice Level: 1-2</li> </ul>	<ul style="list-style-type: none"> <li>• Stay seated- Seat to Seat, Back to Back, Feet on the Floor</li> <li>• Face forward in your seat</li> <li>• Keep the aisle clear at all times</li> </ul>
<b>Perseverance-What Does It Look Like At Harvest Ridge?</b>			
<ul style="list-style-type: none"> <li>• Try your best, even when it's challenging</li> <li>• Mistakes are proof that you're trying</li> </ul>		<ul style="list-style-type: none"> <li>• Follow expectations, even when it's difficult</li> <li>• Effort leads to success</li> </ul>	
*KAHFOOTY means to Keep All Hands, Feet, & Other Objects To Yourself			

# BEHAVIOR PYRAMID



## PLAYGROUND RULES

### Playground Etiquette 101

Tag should be avoided.  
Use equipment appropriately.  
Go down the slides on your bottom.  
Take turns and share.  
Include others.  
Use kind words and good manners.  
Monkey bars are only used for going across while moving from bar to bar.  
Line up when the whistle blows.

When disciplinary actions are required, children are made aware of the unacceptable behavior and what consequence will follow. Depending upon the severity and frequency of inappropriate behavior, you may be contacted by an administrator. Please refer to the District Student Code of Conduct Guidelines. Also, each teacher has a discipline plan with specific rules and consequences for his/her classroom.

### **Heat Related Guidelines**

Temperature/Heat Index less than 95 degrees, normal recess  
Temperature/Heat Index 95-100 degrees, limit outdoor recess to 10 minutes  
Temperature/Heat Index 101-104 degrees indoor recess/offer students water before sending home on school buses  
Temperature/Heat Index 105 degrees or greater, initiate **heat dismissal procedures**.

### **Cold Related Guidelines**

15-20 degrees or Wind Chill: Limit to 10 minute recess  
Less than 15 degrees or Wind Chill: Indoor recess



## STUDENT ATTIRE

Children are encouraged to dress neatly and appropriately for school. Students are not permitted to wear distracting clothing such as the following: clothing that has inappropriate messages, sleeveless shirts that have large gapping arm openings, any clothing that displays the midriff area or mesh tops or shorts that are excessively short. Parents are asked to use discretion in allowing their child to wear tops with spaghetti straps. Please take into account the age of your child and the body parts that might be exposed when wearing tops or shorts.

Children who are dressed inappropriately will be sent to the office and their parents will be contacted. Please consider the types of shoes your child wears to school. Shoes with heels and certain flip flops\* can increase the likelihood of injuries at recess.

**Hats are not allowed to be worn** in school except on special hat days. Please refer to the District Student Code of Conduct Guidelines at <https://www.fhsdschools.org/cms/One.aspx?portalId=995782&pageId=2962358>

*\*We strongly suggest not wearing flip flops to school. If your child does wear them, please consider putting another pair of shoes in their book bag.*

### **DRESSING APPROPRIATELY FOR WEATHER CONDITIONS**

All students will be expected to participate in some outdoor activities each day, weather permitting. If a child is too ill to participate in recess, it may be best to keep the child at home to avoid infecting other students with an illness. Students are urged to be dressed for the weather conditions of the season, as cold weather alone will not excuse a child from participating in outdoor activities. School Board guidelines for recess are as follows:

### **LOST AND FOUND**

There is a lost and found area located across from the gym. Children or parents may check for lost items upon request. At the end of each quarter, items not labeled will be donated to a local charity organization. To help relocate lost items, the school strongly encourages parents to label all clothing and items brought to school with the student's FULL NAME.

## **PARENT INFORMATION**

### **PARENT CONCERN PROCESS**

A positive home/school relationship is critical to each student's success. However, there may be times when as a parent you may have a building or classroom concern. When such a concern arises, please refer to the following:

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.
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, either one may contact the principal for assistance. The principal will work to understand the situation and help find a workable solution.

### **PARENT/TEACHER ORGANIZATION (PTO)**

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

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

Join their Facebook PTO Page. <https://www.facebook.com/groups/HarvestRidgePTO/>

The Harvest Ridge PTO is a volunteer organization, and can always use your help! Meetings are held monthly in the Learning Commons @ 6:00 p.m. Childcare is provided.

#### **PTO Board Members**

President – Brittany Woods  
Vice President – Susan Fajatin  
Treasurer – Darcie Brady  
Recording Secretary – Sarah Files  
Communications – Beth Castle

#### **PTO Meetings Dates**

09/11  
10/02  
11/13  
12/11  
01/15  
02/12  
03/05  
04/09  
05/14

## **PARENT VOLUNTEERS**

Volunteers perform a variety of services, such as library aides, teacher aides, tutors, and field trips. If you have time to spare, Harvest Ridge can use your help. Please call or let your child's teacher know you are interested. Any adult who supervises children must have a background check and complete a confidentiality agreement. Click on link for volunteer forms. <https://www.fhdschools.org/cms/One.aspx?portalId=995782&pageId=2113077>

## **PERSONAL/PHYSICAL PROBLEMS**

If your child is having a personal or physical problem, please inform the teacher that there is a problem. After discussing the problem, the parent and teacher may agree that a referral to the counselor, school nurse, or other resource is helpful to the child.

## **ROOM PARENTS**

The basic role of room parents is to plan and prepare two parties for the year. Classroom teachers will send home an invitation for you to fill out and return prior to the party.

## **SOLICITATIONS**

Although the Harvest Ridge Elementary staff supports fund-raising activities, the sale of cookies, candies, and other solicitation will not be permitted during the school day. All community flyers must be approved by the District office.

## **TECHNOLOGY DEVICES BROUGHT TO SCHOOL**

iPods, iPads, mp3 players, electronic games, e-readers and other electronics and valuable items should not be brought to school, except by written request of the classroom teacher. Technology devices are the responsibility of the student and should only be used under the supervision of the teacher. The school is not responsible for loss, damage or theft.



## **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))

# Missouri Department of Elementary & Secondary Education No Child Left Behind Act of 2001 (NCLB) 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 No Child Left Behind Act of 2001 (NCLB)2 .

Missouri Department of Elementary and Secondary Education Complaint Procedures for NCLB Programs Table of Contents	
<b>General Information</b>	
<ol style="list-style-type: none"> <li>1. What is a complaint under NCLB?</li> <li>2. Who may file a complaint?</li> <li>3. How can a complaint be filed?</li> </ol>	
<b>Complaints filed with LEA</b> <ol style="list-style-type: none"> <li>4. How will a complaint filed with the LEA be investigated?</li> <li>5. What happens if a complaint is not resolved at the local level (LEA)?</li> </ol>	<b>Complaints filed with the Department</b> <ol style="list-style-type: none"> <li>6. How can a complaint be filed with the Department?</li> <li>7. How will a complaint filed with the Department be investigated?</li> <li>8. How are complaints related to equitable services to private school children handle differently?</li> </ol>
<b>Appeals</b>	
<ol style="list-style-type: none"> <li>9. How will appeals to the Department be investigated?</li> <li>10. What happens if the complaint is not resolved at the state level (the Department)?</li> </ol>	

1. What is a complaint under NCLB? 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 NCLB.

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)? Complaints filed with the Department 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. 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.

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 private 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. An independent on-site investigation may be conducted if the Department determines that it is necessary. 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.

## **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.

**Francis Howell School District / 4545 Central School Road / St. Charles, MO 63304 / 636-851-4000**

## **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**

## **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**

## Francis Howell Board of Education

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