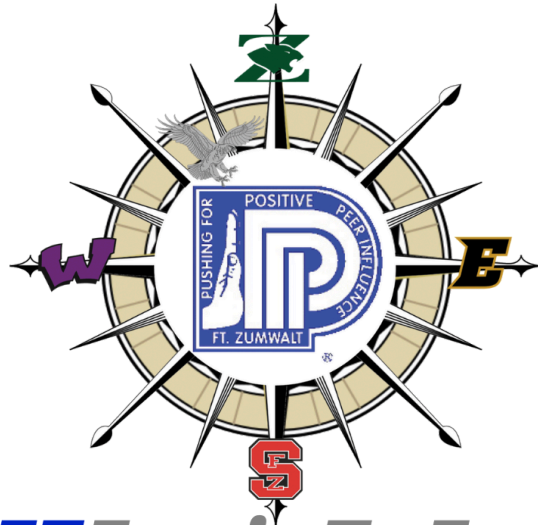


Fort Zumwalt School District



#FZEquipToExcel

Elementary Parent Handbook

2025-26

*This handbook may be amended during the year as required by law or as determined by the Board of Education to be in the best interests of the District.

NOTICE OF NONDISCRIMINATION

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Fort Zumwalt School District are hereby notified that the School District does not discriminate on the basis of race, color, ethnicity, religion, national origin, sex, age, sexual orientation or perceived sexual orientation, disability, or any other characteristic protected by law in admission or access to, or treatment or employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups. Information on additional prohibited behavior is outlined in Board of Education Policy AC.

Any person having inquiries concerning the Fort Zumwalt School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance Coordinator listed below, who oversees the School District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The Fort Zumwalt School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District's Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may also contact the Office for Civil Rights:

One Petticoat Lane
1010 Walnut Street, 3rd floor, Suite 320
Kansas City, MO 64106
Telephone: (816) 268-0550
Facsimile: (816) 268-0559
Email: OCR.KansasCity@ed.gov

COMPLIANCE COORDINATORS

Mr. John Schulte, Deputy Superintendent
Compliance Coordinator for Student Complaints
555 E. Terra Lane, O'Fallon, Missouri 63366
636-272-6620

Erin Williams, Chief Human Resources Officer
Compliance Coordinator for Staff Complaints
555 E. Terra Lane, O'Fallon, Missouri 63366
636-272-6620

Dr. Laura Smith, Assistant Superintendent for Special Services
Compliance Coordinator for 504 Complaints
555 E. Terra Lane, O'Fallon, Missouri 63366
636-272-6620

Public Notice: Sexual Harassment Under Title IX

The Fort Zumwalt School District does not discriminate on the basis of sex in its education programs and activities, including employment and admissions, as required by Title IX of the Education Amendments of 1972 (Title IX). All forms of sex-based discrimination are prohibited in the district, but this policy focuses exclusively on sexual harassment as defined in Title IX that occurs within the education programs and activities of the district. However, the district will respond promptly to investigate and address any report or complaint of sexual harassment.

“Sexual Harassment under Title IX” is conduct on the basis of sex within the scope of the district’s education programs or activities (as defined in this policy) that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit or service of the district on an individual’s participation in unwelcome sexual conduct.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the district’s education program or activity; or
3. “Sexual Assault” as defined in 20 U.S.C. 1092(f)(6)(A), “dating violence” as defined in 34 U.S.C. 12291 (a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8) or “stalking” as defined in 34 U.S.C. 12291(a)(30).

See the “Definitions Applicable to this Policy” section at the end of this document for definitions of other terms applicable to this policy.

In creating this policy, the district does not relieve any person under the district’s jurisdiction from the consequences for violations of other policies and rules of the district meant to establish an environment conducive to teaching, learning, support services, work and the social and emotional well-being and development of the students entrusted to the district.

If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children’s Division (CD) of the Department of Social Services in accordance with state law and district policy. Moreover, nothing in the policy precludes the mandatory or voluntary reporting of any suspected criminal activity to the appropriate law enforcement agency at any time.

Reporting Sexual Harassment or Title IX Retaliation

Any person may report sexual harassment regardless of whether the person is the alleged victim (complainant). However, Board members and employees must immediately report to the Title IX coordinator any incident or behavior that could constitute sexual harassment or retaliation in accordance with this policy. Reports may be made at any time, including during non business hours, by using the telephone number, email address or office address listed below.

The Board authorizes the following individual(s) to serve as the Title IX coordinator(s) for the Fort Zumwalt School District and coordinate and implement the district’s efforts to comply with the requirements of Title IX.

Personnel Issues:

Erin Williams
Chief Human Resources Officer
555 East Terra Lane
O’Fallon, MO 63366
Phone: 636-240-2072
Fax: 636-272-1059
ewilliams@fz.k12.mo.us

Student Issues:

Mr. John Schulte
Deputy Superintendent
555 East Terra Lane
O’Fallon, MO 63366
Phone: 636-240-2072
Fax: 636-272-1059
johnschulte@fz.k12.mo.us

In the event the Title IX coordinator is unavailable or is the respondent to the complaint, reports should instead be directed to the compliance officer or alternate compliance officer listed in policy AC.

ABSENCES

STUDENT ABSENCES

Please call before the start of the school day if your child will be absent. When a child is expected to be absent, the school should be notified so that provisions for make-up work can be made. -Regular and punctual attendance is vital to the learning process. While absence from school is unavoidable in cases of illness, parents, teachers and building principals should make every effort to keep the loss of instructional time to a minimum.

CLOTHING & PERSONAL BELONGINGS

LOST AND FOUND

If found, items such as purses, billfolds, and eyeglasses are given to the office staff and may be claimed there. All other lost and found articles (jackets, sweaters, gloves, boots, umbrellas, lunch boxes, etc.) are kept in a "lost and found box."

Items unclaimed at the end of the school year are given to charitable organizations. We recommend that outer clothing and other personal belongings be labeled.

DRESS APPEARANCE

Parents have the basic responsibility for the appropriate dress and grooming of their children. Dress or grooming on the part of the student should not be detrimental to safety and health or distracting or disruptive to the learning environment. Whenever possible, students who dress in an inappropriate manner will be offered the option of borrowing clothing from the clinic or counselor's office before calling parents.

COMPREHENSIVE TESTING PROGRAM

Each year, several standardized tests are administered to the students. These tests are given in order to measure a student's individual progress in the academic subject areas.

<u>Grade Level</u>	<u>Standardized Test</u>	<u>Administration Date</u>
Pre-School	Developmental Indicators for the Assessment of Learning (DIAL)	by appointment
K-5	iReady Reading and Math	throughout the year
3rd, 4th and 5 th	MAP (Missouri Assessment Program), Math and ELA Benchmarks	

Statewide Assessments

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the standards adopted by the Missouri State Board of Education. The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

In order to achieve the purposes of the student assessment program, the district requires all enrolled students to participate in all applicable aspects of the assessment program.

The testing program of any school district serves three basic purposes: It should indicate how well the educational program and the adopted curricula are preparing students academically; it should serve as an indicator of problem areas that need more emphasis in the curriculum; and it should assist in identifying students with special learning needs that cannot be met in the regular curriculum. The testing program in the Fort Zumwalt School District continues to serve all three purposes well.

EARLY DISMISSAL EMERGENCY CLOSING SCHOOL SCHEDULE

In order to assure adequate supervision, all students are requested not to arrive at school more than 10 minutes before classes are scheduled to begin.

SCHOOL HOURS			
Early Childhood Center	8:30-3:30	Mt. Hope	9:00-4:00
Dardenne	9:00-4:00	Ostmann	9:00-4:00
Emge	9:00-4:00	Pheasant Point	9:00-4:00
Flint Hill	8:40-3:40	Progress South	8:20-3:20
Forest Park	9:00-4:00	Rock Creek	8:40-3:40
Hawthorn	8:40-3:40	Twin Chimneys	8:40-3:40
J. L. Mudd	9:00-4:00	St. Peters	9:00-4:00
Lewis & Clark	9:00-4:00	Westhoff	8:20-3:20
Mid Rivers	9:00-4:00		

EMERGENCY CLOSING OF SCHOOL

In the event of an emergency, such as severe weather conditions which may create hazardous road conditions, early closing of schools may be necessary. In such instances, this action will be announced through a district wide notification where all households and parents are contacted and will be posted on the school district's website: www.fz.k12.mo.us.

PLEASE DO NOT CALL THE SCHOOL during these times unless it is necessary. When our telephone is overloaded with calls, we cannot receive important instructional calls from the District Administrative Offices.

Since a parent is not always home, arrangements should be made for any occasion when the child may return home early. Parents should instruct the child accordingly at the beginning of the school year.

RELEASE OF STUDENTS DURING SCHOOL DAY

Except in emergencies, when a student is to be picked up during school hours, a call to the office and/or a note signed by the parent or guardian must be presented to the teacher on the morning of the day the student is to leave early. The parent or person designated in the note to pick up the student must report to the office and present a photo ID. **THE STUDENT WILL BE BROUGHT TO THE PERSON PICKING HIM/HER UP IN THE OFFICE.** This measure provides for the student's safety.

FIELD TRIPS

Field trips may be considered as part of the school program. Instructions and permission slips are sent home prior to the trip. Money and permission slips must be returned to the school at least one day before the scheduled trip. Children who do not return a signed permission slip will be unable to participate in the field trip.

GOOD HABITS

GOOD HABITS ARE IMPORTANT FOR SCHOOL SUCCESS

Success in school is largely a matter of habit, and one of the best ways parents can help their children do well in school is to encourage them in the development of good academic habits. Most students develop a pattern of either success or failure by the third or fourth grade. Students who develop a pattern of success usually do well in school and enjoy school. Those who don't develop this pattern have more difficulty in school and constantly feel that school is a punishment rather than a privilege for them.

Parents and students can contribute to school success by consciously practicing good habits. Some habits which parents and students should emphasize are:

1. Regular School Attendance. Parents must convey the attitude that going to school is as important. Children should not be permitted to miss school except for genuine illness or family emergencies.
2. Meet Deadlines for School Assignments. Students should make every effort to complete all assignments on or before the assigned deadline. This prevents work from "stacking up" and it encourages students to plan their time and activities around their school work. Completing work on time is also an essential job skill and a good habit.
3. Develop Good Study Habits. These include: keeping up with assigned reading, taking good class notes, learning to use reference materials, having a quiet place to study at home and being willing to do more than the minimum assignment. Parents can play a crucial role in the development of student habits by emphasizing these ideas with students as soon as they begin school.
4. Reading. Students can practice the reading skills needed for school work by reading other materials independently. Reading newspapers, magazines and other non-academic material stimulates new interests and helps create desire and enthusiasm for reading. Parents can cultivate a reading enjoyment by reading with the children and by setting an example of reading themselves. Having good books in the home and reading instead of watching television demonstrates that their parents believe reading is important and enjoyable.
5. Active Participation in Learning. Parents should emphasize the attitude that learning is work and that students must be willing to work hard to take advantage of the opportunities provided by school. Students will not learn as much or as quickly if they have the attitude that the teacher must "make them learn" or that they can simply sit in class and, with no effort, absorb everything they need to know.
6. Positive Attitudes Toward Teachers and School. This is an attitude learned at home which parents and students should share. Hopefully, the teacher and the school have earned the respect of the community. When differences arise, parents and students should respect the authority and responsibility of the school. If parents and students will make it a habit to do so, better learning and fewer discipline problems will result.

GRADES, PARENT-TEACHER CONFERENCES, & REPORT CARDS

GRADING SYSTEMS

The Fort Zumwalt School District student evaluation plan is designed with flexible criteria to encompass individuality. This is helpful in attempting to analyze each student's progress for the student, parent/guardians and teachers. The following guidelines reflect the procedures to be used regarding grading at the district elementary and secondary schools.

Elementary

Report cards are to be completed each quarter for K-5 students. A copy is stored in the student's permanent record at that time.

The purposes of grading at the elementary level are:

1. To keep the student informed of his or her progress.
2. To make the parents/guardians knowledgeable of the level of achievement and the effort of the student.
3. To help the teacher provide a report of individual progress.
4. To aid in assessing the student's readiness for the next grade.

Grading methods used for elementary students are:

Kindergarten, Grades 1 & 2: A standards-based report card which will be issued at the end of each quarter and will provide evaluative information in Reading, Writing, Mathematics, Science, Social Studies, Lifelong Learning Skills and Citizenship. Additionally, evaluative information will be provided for Art, Music, Physical Education and Technology. These report cards will provide appropriate checklists to show individual mastery of skills. Each child's report card may also contain teacher comments to further define the child's development. Progress reports are sent home midway through the quarter for any areas of concern.

The following Student Evaluation Scale will be used for K-2:

K-2

4 = Proficient

3 = Approaching Proficient

2 = Developing

1 = Beginning

■ = Standard not assessed this quarter

N/A = Standard not assessed this quarter

* = Modified

Grades 3-5: The report card will provide evaluative information in Reading, Writing, Mathematics, Science, Social Studies, Lifelong Learning Skills and Citizenship. Additionally, evaluative information will be provided for Art, Music, Physical Education and Technology. Each child's report card may also contain teacher comments to further define the child's development.

In grades three through five, the progress of students is reported in the areas of academic achievement, teacher observation of student effort and related student progress (i.e., cooperation, work habits, listening skills, etc.) Added to these assessments will be teacher comments that provide additional developmental information about your child. Report cards will be issued each quarter. Progress reports are issued midway through the quarter for students with concern.

The following student evaluation scale will be used for Reading, Writing, Mathematics, Science and Social Studies:

95-100 = A	77- 79 = C+	Below 60 = F - Failing
90- 94 = A-	74-76 = C	* = Modified
87- 89 = B+	70-73 = C-	
84- 86 = B	67-69 = D+	
80- 83 = B-	64-66 = D	
	60-63 = D-	

The percentages will relate to the student's mastery of grade level curriculum.

In the areas of Art, Physical Education, Music and Technology, in grades three through five, the following scale will be used to determine achievement and effort:

4 = Proficient	* = Modified
3 = Approaching Proficiency	
2 = Developing	
1 = Beginning	

GRADES K-5

Examine the report card thoroughly. If any area is not completely clear, contact the school for clarification. The value of the reporting process is enhanced if it is truly a two-way communication system. Concerns and questions need to be resolved promptly so that each child's educational program may proceed unhampered.

Please place special emphasis on the effort area of the report card. Effort represents the most significant factor in success both in and out of school. All children may not be capable of achievement at the same rate, but all children can work up to their potential if they put forth the effort.

PARENT - TEACHER CONFERENCES

Parent-teacher conferences are considered to be an integral part of the school program and are strongly encouraged. In addition to the regularly scheduled parent-teacher conferences in the fall, additional conferences may be arranged by calling the school office.

Parents sometimes detect or suspect student problems before we do. These problems of anxieties might be in the area of behavior, interpersonal relations or student progress. Under these conditions, a parent should immediately request a conference with the teacher to discuss their concerns.

If the parents are not satisfied after consultation with the teacher, they are encouraged to bring the matter to the attention of the principal.

In order to assist you in having a successful conference, please keep in mind: 1) conference time is limited; and 2) since you will want to get as much information as possible during that time, if you have a need to discuss a specific problem, the teacher would appreciate knowing in advance so that pertinent data can be gathered.

HEALTH SERVICES & REGULATIONS

The Fort Zumwalt School District will provide a vision screening test to students in grades kindergarten, first, third and fifth. A hearing screening test will be provided to students in grades kindergarten, first, and third. Fifth grade students will receive a hearing screening on an as-needed basis. Screening results will be entered into the student's health records. Parents will be notified if there are any concerns as a result of these screenings and a referral will be sent home for follow-up with their own physician.

State law requires that school age children receive the following series of immunizations: Polio, Measles, Mumps, Rubella, Diphtheria, Tetanus, Pertussis, Hepatitis B, and Varicella (chickenpox). Any medical or religious exemption must

be signed by a physician and/or parent and filed with the school clinic. Students without the required immunizations or proper exemptions will be excluded from school until their immunization record is in compliance with Missouri requirements. Please direct specific questions regarding required vaccinations to the school nurse.

CLINIC

There is a Registered Nurse in each elementary building.

ILLNESS OR INJURY

If a student has a temperature of 100.0°F or above or the school nurse determines that a student has symptoms that are consistent with an acute contagious or infectious disease according to the nurse's assessment and judgment, the nurse will notify a parent/guardian and the student will be sent home.

When ill, a student must remain home until they have been fever free (temperature less than 100.0°F) for 24 hours without the help of fever-reducing medications and symptoms have greatly improved. If a student is diagnosed by a physician with an acute contagious or infectious disease, the student will be excluded from school for the number of days recommended by the Missouri Department of Health or until a physician certifies in writing that the student is no longer liable to transmit the disease.

In the event a child becomes ill or is seriously injured while at school, the clinic will contact the parent by telephone. Parents need to report to the office when arriving at school to pick up their child. If a parent cannot be reached, the nurse will call the emergency numbers listed on the student's contact form. In critical situations, the student will be transported immediately to the nearest hospital.

EMERGENCY INFORMATION

We must have up-to-date emergency information on file for each student. For your child's welfare, please notify the school immediately if there are changes in your address, phone number, diagnosed health conditions or allergies, or with your emergency contact(s).

MEDICINE AND TREATMENT

Administration of prescription medication is the responsibility of the home and when possible, should not be given at school. However, when the appropriate form (Appx. R1) is filed by the parent with the school, approved prescription medication may be taken by the child when administered by school personnel in the clinic. Prescription medication must be secured in a **current, appropriately labeled pharmacy bottle**. It is suggested that medications be brought to school by the parent/guardian. If this is not possible, the medication is to be taken to the nurse's office immediately upon arrival at school. Any remaining prescription medication must be picked up from the clinic by an adult. For administration of over-the-counter medication, please contact the building nurse.

PE (PARENT NOTES / MEDICAL EXCUSES)

A parent note will excuse a student for one week (60 total minutes) of P.E. The student will complete a written assignment for each day missed.

A medical excuse signed by a doctor can excuse a student for longer. These notes should be taken to the school nurse before school. The student will complete a written assignment for each day missed. In some cases a student may be allowed to assist in class and receive credit. A medical excuse for longer than 6 weeks will be referred to the counselor.

PROTOCOL FOR STUDENTS WITH A CAST

To best care for the students of Ft. Zumwalt School District, any student with a cast, brace or boot, will not be allowed to participate in recess, gym or other physical activity, indoor or outdoor, unless a written release for such activity from a doctor **and** a parent/guardian has been received.

STUDENT ACCIDENT INSURANCE

The district purchases accident insurance for all students through Lawrence E. Smith. Parents may opt to purchase student health insurance (Kid Guard) through the district and should contact the building principal with questions related to this.

HOMework

The Board of Education recognizes that homework can be a valuable learning tool when a student clearly understands the assignment and when that assignment is geared to the ability level and learning style of the individual student.

The purposes of homework are:

- to support and strengthen curricular goals
- to provide practice and application of skills
- to check for understanding
- to inform parents of required skills

Teachers will fulfill these purposes by assigning three types of homework:

- **Practice Exercises** – opportunities to apply new knowledge or to reinforce newly acquired skills.
- **Preparatory Work** – requires obtaining background information on a unit of study to be prepared for the following day's class.
- **Extension Assignments** – the pursuit of knowledge individually and imaginatively.

HOMework TIME GUIDELINES

The following time guidelines are maximum nightly guidelines. Homework is not required on a nightly basis nor should teachers interpret the guidelines to mean that it is appropriate to skip one day and assign twice as much the following. Teachers should avoid assigning homework on weekends and holidays, except for long-term projects and tests.

I. Elementary

Homework assignments should involve mainly the mastery of skills taught in the classroom. Specific guidelines should be given to the parents regarding the school's expectations for time required for homework and the need for a specific time and quiet place for the child to work.

The completion of and/or the lack of satisfactory completion of homework should be called to the attention of the parents.

General time guidelines:

Grade Recommended Maximum Amount of Time

<u>Grade</u>	<u>Recommended Maximum Amount of Time</u>
K-1	5 to 10 Minutes
2-3	10 to 30 Minutes
4-5	30 to 50 Minutes

HOMework GRADING GUIDELINES

To ensure that students are receiving benefit for their efforts in homework, feedback on the accuracy of all homework assignments should be provided promptly. As the purpose of homework is skill development and formative assessment, it should not be used as a primary determiner of student progress and should be limited to no more than 25% of a student's grade.

SAFETY

DRILLS - FIRE, EARTHQUAKE, TORNADO AND SCHOOL LOCKDOWN DRILLS

All students are taught to take proper precautions should an emergency develop. Drills are practiced at intervals during the school year. If you have any questions concerning emergency procedures, please discuss it with your child's teacher or the building principal.

EARTHQUAKE INFORMATION

FEMA: REFERENCE GUIDE FOR MISSOURI'S SCHOOL DISTRICTS TO ACCESS EARTHQUAKE-RELATED INFORMATION

Missouri Revised Statutes

Chapter 160: Schools – General Provisions Section 160.455 Distribution to each student certain materials on earthquake safety – duties of the school district.

160.455. At the beginning of each school year, each school district in the state shall distribute to each student such materials that have been prepared by the Federal Emergency Management Agency, the state emergency management agency or by agencies that are authorities in the area of earthquake safety and that provide the following objectives:

- (1) Developing public awareness regarding the causes of earthquakes, the forces and effects of earthquakes, and the need for school and community action in coping with earthquake hazards; (2) Promoting understanding of the impact of earthquakes on natural features and manmade structures; and
- (3) Explaining what safety measures should be taken by individuals and households prior to, during and following an earthquake.

CONTACTS FOR EARTHQUAKE-RELATED INFORMATION

Federal Emergency Management Agency Region VII 2323 Grand Boulevard, Suite 900 Kansas City, MO 64108-2670 Tel: (816) 283-7061 FEMA Earthquake Program: <https://www.fema.gov/national-earthquake-hazards-reduction-program>

Missouri State Emergency Management Agency 2302 Militia Drive, Jefferson City, MO 65101 Tel: (573) 526-9232 SEMA Earthquake Program: <http://sema.dps.mo.gov/EQ.htm>

Missouri Department of Public Safety 1101 Riverside Drive, Lewis and Clark Building, 4th Floor West, P.O. Box 749 Jefferson City, MO 65102 Tel: (573) 522 4905-4905
<https://dps.mo.gov/dir/programs/ohs/mo-school-safety-resources.php>

Missouri Department of Natural Resources Division of Geology and Land Survey, 111 Fairgrounds Road, Rolla, MO 65402 Tel: (573) 368-3625 or toll free 1-800-361-4827 DGLS Homepage: <http://www.dnr.mo.gov/geology/geosrv/geores/GeoHazhp.htm>

For Additional Information:

United States Geological Survey: <http://www.usgs.gov/>

Central United States Earthquake Consortium: <http://www.cusec.org/>

Saint Louis University Earthquake Center: http://www.eas.slu.edu/Earthquake_Center/

Kansas Geology Survey (concerning Nemaha uplift): <http://www.kgs.ku.edu/>

Ready.gov: <http://www.ready.gov/>

Prepare a Home Earthquake Plan

Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you. Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm. Choose an out-of-town family contact. Take a first aid class from your local Red Cross chapter. Keep your training current. Get training in how to use a fire extinguisher from your local fire department. Inform babysitters and caregivers of your plan.

Eliminate Hazards

Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation

and other structural mitigation techniques.

Bolt bookcases, china cabinets and other tall furniture to wall studs.

Install strong latches on cupboards.

Strap the water heater to wall studs.

Prepare a Disaster Supplies Kit for Home and Car

First aid kit and essential medications.

Canned food and can opener.

At least three gallons of water per person.

Protective clothing, rainwear, and bedding or sleeping bags.

Battery-powered radio, flashlight, and extra batteries.

Special items for infant, elderly, or disabled family members.

Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so. (Remember, you'll need a professional to turn natural gas service back on.)

Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

Know What to Do When the Shaking BEGINS

DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.

In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.

If you are in bed, hold on and stay there, protecting your head with a pillow.

If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.

If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

Know What to Do AFTER the Shaking Stops

Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.

Check others for injuries. Give first aid for serious injuries.

Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. (Remember, only a professional should turn it back on.)

Listen to the radio for instructions

Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!

Inspect your home for damage. Get everyone out if your home is unsafe.

Use the telephone only to report life-threatening emergencies.

SPECIAL EDUCATION PROGRAM

Students meet eligibility for special education supports and services by meeting criteria set forth by the Department of Elementary and Secondary Education for Missouri. All decisions regarding a student's Individualized Education Program (IEP) are to be determined by the student's IEP team, including the parent.

When the IEP team determines significant modifications are needed to general education course expectations delivered in the general education setting, modified grades can be assigned. This is an IEP team decision. If you have questions regarding modified grading for your student with an IEP, please contact the student's case manager.

STUDENT NUTRITION SERVICES

National School Lunch and Breakfast Program

All meals served meet or exceed USDA standards for school meals and they comply with the Health, Hungry Free Act and 2010 Dietary Guidelines for Americans. Elementary students are able to choose from a variety of fruits and vegetables, whole rich grains, low-fat or fat-free milk and high quality proteins. The menu and links to food items for nutritional and ingredient information can be found on the district website www.fz.k12.mo.us.

Free and Reduced Program

Families needing financial assistance may apply for the free and reduced program either on-line or paper version at any of the district schools. Families may automatically qualify for free if they participate in the Supplemental Nutrition Assistance Program (SNAP), homeless, migrant and foster children. All questions about the program and eligibility should be directed to the Student Nutrition Services department.

PURCHASE OF A LA CARTE ITEMS

Students have the opportunity to purchase a la carte items such as juice, water, milk and other snack items during breakfast and lunch. To streamline this process, each student is assigned a unique 5-digit PIN and provided with a pre-paid meal account.

Funds can be added to your child's meal account in two ways:

1. **At School** – Cash or check can be sent to the school and will be deposited into your child's account.
2. **Online** – Deposits can be made through the **Parent Portal** using a credit or debit card. Please note: A nominal convenience fee applies. All online transactions are securely processed via **PayPal**, ensuring the District does not have access to your personal financial information.

The District allows students to charge up to **negative \$5.00 (-\$5.00)** for a la carte items. Once this limit is reached, no further charges can be made until the account balance becomes positive. **All negative balances must be paid in full by the last day of the school year.**

Meal account balances—positive or negative—**will carry over into the next school year.**

TELEPHONE USAGE

Students are prohibited from displaying or using personal communication devices during the school day. Telephone calls to and from students during the school day are not encouraged. Important messages are taken by the office staff and delivered to the child or the teacher. Only in an emergency will a teacher or student be called to the telephone during school hours. Students may use the office phone to call home in an emergency or at the teacher's request.

TRANSPORTATION

Bus students must ride the bus at all times. Notes from parents stating that their child may walk home will be honored, but we discourage this practice in an effort to insure the child's safety. The note should be brought to school the day the student will not be riding the bus. A kindergarten student may only be released from the bus if escorted by a sibling riding the bus who is a 3rd grader or older. All other kindergarten students must have a responsible party at the bus stop to receive the student. Once established, any changes to transportation routes or bus assignments will be severely limited. The District's primary responsibility in transportation is to transport students from their home to school and back home.

In emergency situations only, students may be permitted to ride a different bus on a case by case basis. To arrange for a temporary emergency bus change, parents must call the Transportation Office at (636)-240-3138. Notes should NOT be sent to the bus driver or the child's teacher. For safety and planning purposes, all changes must be requested at least one (1) day before they are needed to ensure the proper changes are made. For example, for a Wednesday change, parents must call on Tuesday by 2:00 P.M. The call center is available from 9:00 to 2:00. However, if a change is an existing stop on the same bus, this will be accepted up until noon the same day.

Changes to different buses are not allowed unless they are to an approved daycare or sitter or joint custody situations. Any changes in the bus schedule of students must be handled through the Transportation Department. We have no authority at the school to make these changes. Contact the Transportation Department (636-240-3138) between the hours of 9 a.m. - 2 p.m. **the day before the change is needed.** Advance notice is essential to reduce confusion and minimize last minute changes that lead to safety concerns. Changes will not be made in order that one child may visit another child.

BICYCLE RIDERS

Depending on safety and location, some elementary schools may permit children to ride bicycles to and from school, but not on school grounds. They must be parked in the bike rack. Each student should have a lock for his/her bicycle as the school cannot be responsible for theft or damage to bicycles.

PETS

Parents should make sure that pets do not follow children to school. Safety precautions require that the police department be called to pick up stray animals on the school grounds. The school prohibits having any personal pets on school property during school hours with the exception of service animals.

VISITS & MESSAGES

SCHOOL VISITORS

All visitors must report to the office when entering the building and will follow screening procedures. If you wish to deliver something to your child (a lunch box, for instance), please follow the building procedures for dropping off items and school personnel will notify your child. This practice ensures the children's safety and allows the principal to be aware of visitors in the building. The classroom instructional environment must be maintained with few interruptions so that children receive the maximum benefit from each lesson.

VOLUNTEER PROGRAM

Volunteers may be considered as part of the regular school program. The Board of Education recognizes that community and parent volunteers make valuable contributions to the district's schools and encourages volunteer participation in district programs. Further, parent and community involvement are essential components of high student achievement. The

Board endorses a volunteer program and expects its professional staff to encourage and strengthen community and parent involvement in the schools.

All school volunteers must follow an appropriate background check process as outlined on the district website. The depth of the check is dependent on the extent of the volunteer work. Parents are encouraged to contact the principal if interested in volunteering in any aspect of the school program. Please be aware that some background checks will require significant lead time and advanced prior planning will be necessary to meet requirements. Any costs associated with the required background check will be incurred by the parent/volunteer.

REQUIRED ANNUAL PARENT NOTIFICATIONS

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

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

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

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

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

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 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 the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) 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 (SEA) in the parent or eligible student's State. 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, if applicable requirements are met. (§§ 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 for such purposes as 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, if applicable requirements are met. (§ 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 if applicable requirements are met. (§ 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” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

Revision 2017

**Every Student Succeeds Act of 2015 (ESSA)
Complaint Procedures
Missouri Department of Elementary and Secondary Education**

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

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1. What is a complaint?

For these purposes, a complaint is a written 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 the locally developed and adopted procedures.

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

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

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

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

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

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 forty-five 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 thirty-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 five 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, 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?

In addition to the procedures listed in number 7 above, complaints related to equitable services 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 Department's 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. This 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 a complaint is not resolved at the state level (the Department)?

The complainant or the 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, Title IV.A, Title V

Revised: 4/2017

2 In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

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