

**Festus Early Childhood Tiny Tigers Academy
Parent Handbook
2023-2024**



**821 American Legion Dr.
Festus, MO 63028**

Phone: 636-465-0395

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Dear Parents and Students,

This handbook is intended to help you become familiar with Festus Early Childhood and the Festus R-VI School District. On the following pages you will find information regarding important phone numbers, the goals of the district, and the mission and vision of the Festus Early Childhood Center. In addition, as you refer to the Table of Contents, you will find detailed information about the daily operation of the building.

Our goal at Festus Early Childhood Center is to provide students with a quality education that impacts their lives. We, the staff, are never satisfied with the status quo. We are constantly looking for ways to improve the education provided here at Festus Early Childhood.

The teachers and staff of this building work on a daily basis to ensure that the students of this building feel safe and secure. We work with parents to mold students into caring and responsible citizens who are constantly striving to be the best they can be. The teacher's role in the classroom is to facilitate learning among the children. Teachers ask questions that encourage children to use their minds and words. Teachers also provide hands-on learning experiences to help children make discoveries as they strive to make sense of the world we live in. The teachers will form a partnership with parents/families. This includes communicating regularly about students and their progress. The teacher will be available by phone, email, or Remind and will listen to your concerns, as well as notify you of any concerns that arise with your child.

We look forward to working with you and moving this building forward so all students are provided a quality education and can become lifelong learners.

You are welcome to call or stop by the office at any time.

Sincerely,
The Staff of Festus Early Childhood

Festus R-VI School District Policy of Non-Discrimination

It is the policy of the **Festus R-VI School District** not to discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1965, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990.

Inquiries, related to R-VI programs and to the location of district services, activities, and facilities that are accessible to and usable by persons with disabilities may be directed to the Assistant Superintendent – Civil Rights Compliance (Title VI/Title IX/Section 504/ADA/Age Act): 1500 Mid-Meadow Lane, Festus, MO 63028; Telephone: 636.937.4920; E-mail: McKinnisLucas@festusedu.com.

Inquiries related to the R-VI employment practices may be directed to the Roy Burnside Administrative Building; Festus R-VI School District; 1515 Mid-Meadow Lane, Festus, MO 63028; Telephone: 636.937.4920; E-mail:

EarnhartJonathan@festusedu.com. **Attention:** Assistant Superintendent Jonathan Earnhart.

Anyone attending meetings of the Festus R-VI Board of Education who requires auxiliary aids or services should request such services no later than 48 hours prior to the meeting by contacting:

Dr. Nicki Ruess, Festus R-VI Superintendent
1515 Mid-Meadow Lane, Festus, MO 63028
Phone: 636.937.4920
Fax: 636.937.8925 Email: RuessNicki@festusedu.com.

Inquiries or concerns regarding civil rights compliance may also be directed to the **Office of Civil Rights**, Kansas City Office, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; Telephone: 816.268.0550; Fax: 816.823.1404; TDD: 877.521.2172.

Additional information can be viewed at:
<http://policy.msbanet.org/festus/showpolicy.php?file=AC-C.FES>

Festus R-6 District Information and Phone Numbers

Board of Education Members:

Doug Wendel, President
Michael Wolk, Vice President
Joshua Martin, Member
Brent Abrams, Member
Richard Fadler, Member
Marcus Shepherd, Member
Doreen Berezowski, Member
Barb Womack, Secretary

Central Office Information

Roy D. Burnside Administration Building

1515 Mid-Meadow Lane

636-937-4920

Superintendent: Dr. Nicki Ruess
Assistant Superintendent: Mr. Jonathan Earnhart
Assistant Superintendent: Dr. Lucas McKinnis

Student Services

636-937-8044

Director: Mrs. Cara Pellerin

Festus Transportation Center

636-937-5716

Director: Mrs. Angie Thomas

Technology

Director: Mr. Josh Bauman

Coordinator of Staff and Student Wellness

636-638-2006

Mrs. Lindsey Roth

Early Childhood Center

636-465-0395

Director: Dr. Samantha Mouser

Food Service

636-937-7747

Director: Ms. Brooklyn Ragsdale

Secretary: Mrs. Sarah Tschee

District Website: www.festus.k12.mo.us

Social Media Sites:

Facebook: Festus R-VI School District

Twitter: @FestusR6

District Attendance Centers

Festus High School (Grades 9-12)

501 West Wind Drive

636-937-5410

Principal: Dr. Karl Shininger

Assistant Principal: Mr. Joel Roth

Assistant Principal/Athletic Director:

Mr. Jason Therrell

Festus Middle School (Grades 7-8)

1717 West Main Street

636-937-5417

Principal: Mr. Jacob Munoz

Assistant Principal: Mr. Matt Boyer

Festus Intermediate School (Grades 4-6)

1501 Mid-Meadow Lane

636-937-4750

Principal: Mr. Spencer Kearns

Assistant Principal: Dr. Deana Brown

Festus Elementary School (Grades K-3)

1500 Mid-Meadow Lane

636-937-4750

Principal: Dr. Darin Siefert

Assistant Principal: Mrs. Sandra Benack

Elementary Phone Numbers:

Festus Early Childhood Center: (Prek 3-5)

821 American Legion Dr.

Director: Dr. Samantha Mouser

Main Office: 636-465-0395

Mrs. Kendra Peterson

PAT Office: 636-933-0792

Fax Number: 636-392-4001

Nurse's Office: 636-465-0395 ext 1009

Festus R-6 School District Mission Statement

“Educating All Children to Meet Tomorrow’s Challenges”

Festus Early Childhood Center

Mission Statement

“Shaping children’s social, emotional, and intellectual development through experiences that challenge and encourage a passion for learning through a safe and playful environment.”

Festus Early Childhood Center

Vision Statement

In order to build strong foundations to promote a lifetime of learning, Festus Early Childhood emphasizes the following areas:

Curriculum

Our preschool curriculum is based on the Project Construct Model and a guided curriculum map. This approach to teaching states that children are actively constructing their knowledge about their physical and social worlds. This curriculum paired with our building thematic units will assess learning in the following areas: Communication Art, Mathematics, Fine Motor, and Social/Emotional Behavior.

Enrollment

Enrollment is limited and on a first-come, first-served basis. Festus R-VI residents will be given priority over students in other school districts. Enrollment is for the current school year only. Families must re-enroll each year and placement from year to year cannot be guaranteed.

Attention to Individual Students

◦ Students will receive the required services needed to be successful at their intellectual level.

Personnel

◦ Our teachers are highly qualified professionals who are dually certified in Early Childhood Education/Elementary Education AND Early Childhood Special Education by the Missouri Department of Elementary and Secondary Education.

◦ All staff will work in collaborative teams (Professional Learning Communities) to implement the school’s mission and goals.

◦ All staff will continue to demonstrate life-long learning through the high expectations set by the building and by their commitment to ongoing professional development.

Students

◦ All students will accept responsibility for their learning, decisions, and actions.

◦ Students will give their best effort to academic achievement at their individual levels.

◦ Teachers and staff will instill positive character traits in each individual and will accept and embrace diversity.

Climate

◦ Teachers and staff will establish and maintain a supportive, safe, and nurturing environment.

◦ We will recognize and celebrate individual effort and achievement.

Community Partnerships

◦ Effective partnerships will be strengthened by a mission, vision and values developed through a school and community partnership.

Early Childhood Program Schedule

AM Classrooms: 8:30-11:30 Monday-Thursday

PM Classrooms: 12:30-3:30 Monday-Thursday

Transportation

Parents of regular education students are responsible for transportation to and from school. Please notify your child’s teacher if anyone other than the usual people will be picking up your child. Also, if your child is to ride the bus to an alternate location, please notify the bus garage and the Festus Early Childhood office.

Pick-Up and Drop-Off Procedures

Drop-Off Instructions (8:30 AM & 12:30 PM)

- **Buses and daycare vans have priority.**
- Vehicles dropping off will need to line up in the parking lot. After the buses and daycare vans are unloaded, a staff member will motion the first vehicle in line to move forward with all others following behind. A staff member will get your child out of the car and escort them inside the building.
- You will be motioned to leave once all children are out of the drop-off zone and a new line of cars will pull forward. **There will be no children in the drop-off zone while cars are in motion.**
- If you choose to skip the drop-off line, you will need to park your car and walk your child to the door. You will not be allowed to merge into traffic until all other cars have left. Using the drop-off line is highly encouraged.

Pick-Up Instructions (11:30 AM & 3:30 PM)

- Vehicles picking up will need to line up in the parking lot. After the buses and daycare vans are loaded, a staff member will motion the first vehicle in line to move forward with all others following behind. A staff member will walk your child to your car.
- You will be motioned to leave once all children are out of the drop-off zone and a new line of cars will pull forward.
There will be no children in the drop-off zone while cars are in motion.
- You will be required to present your family card. Anyone picking up your child MUST have this card.

Late Pick-Up Notice

- Children who do not receive bus transportation and attend the Festus Early Childhood Center on a tuition basis need to be picked up promptly at 11:30 AM for the morning session and 3:30 PM for the afternoon session.
- We understand that emergencies happen. In the event of unforeseen circumstances, please call the office promptly to make us aware.
- If your child is picked up later than 11:30 am for the morning session or 3:30 pm for the afternoon session, you will need to come into the building to sign your child out. Staff will not be available to walk your child to your vehicle.
- Children must be picked up no more than 5 minutes after the end of the preschool session. Chronic issues could result in your child's suspension or dismissal from the program.

Early Pick-Up:

If your child needs to be picked up early, the office must be notified by 10:00 am for morning classes and 2:00 pm for afternoon classes. Students will not be released between the times of 11:00 am to 11:20 am or from 3:00 pm to 3:20 pm. Parents must wait in the parent pick-up line. We understand that emergencies happen and will do our best to work with parents.

Late Drop-Off:

If you should arrive at school late, you **must** accompany your child to the office to sign them in.

Students, parents/guardians, bus drivers and school officials must work together to provide for the safe transportation of students. The school buses, bus stops, and all other forms of transportation provided by the district or provided incidental to a school activity are considered school property. Students are subject to district authority and discipline while waiting for, entering and riding district transportation. Students who fail to observe district rules or fail to contribute to a safe transportation environment will be subject to disciplinary action including, but not limited to, suspension of the privilege of riding the bus. (JFCC)

Visitor/Volunteer Procedures

We are happy to have people come and visit our school. However, our first priority is the safety of the students. Because of this, we require anyone coming into the building to register with our school visitor management system, Raptor. Visitors will be required to scan their driver's license or state issued ID which will be screened against the sex offender registry. It will also notify school personnel of any custody orders that are in effect or other situations that are flagged as a security risk. Once registered with Raptor, returning visitors simply scan their ID and print out a visitor's pass upon each visit. This pass notifies school personnel who is permitted to be in the building. Our staff is trained to look for the visitor badge. If a badge is not present, you will be escorted to the office to obtain a badge. We further ask that anyone visiting do so in a manner which respects the learning environment of the building.

Parent Portal

Parents are able to access their child's information, grades, and attendance records through the parent portal on Infinite Campus. If there are any questions or concerns, please notify your child's teacher.

Attendance—PreK 3-5

Regular attendance is very important to your child's education and will be expected of all students enrolled. Students should strive to maintain a good attendance record because there is a direct relationship between school attendance, grades, citizenship, and success in school. We understand that absences may be necessary under certain circumstances. However, every effort should be made to keep absences and tardiness to a minimum.

If your child needs to miss school, please contact your child's teacher or the office secretary. Students who are excessively tardy and/or students who miss **five days** in a quarter without parent notification will be contacted by the director. If attendance fails to improve the early childhood director will request a meeting with the parents to discuss an improvement plan. Failure to comply may result in the child being removed from the program.

An absence for any reason will be counted as an absence whether excused or unexcused. When students must be absent the office should be notified by **10:00 a.m.** Calls/contacts from parents regarding the absence will be marked as verified. Absences will be considered excused upon the receipt of an official note such as a doctor's note, funeral note, etc.

Student Information

Student directory information (i.e. address, phone number, parents' names, etc.) may be released by the district (See District Policy File: JO). Should there be any changes to a student's directory information, it is absolutely necessary to update these changes with the office. Since student safety is our number one concern, we need to be able to contact parents and/or emergency contacts as quickly as possible.

Family Education Act and Privacy Act

(FERPA) affords parents and students over 18 years of age ("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 of the day the School receives a request for access.
- 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 a student's privacy rights.
- 3) The right to consent to disclosures of personally identifiable information contained in 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.
- 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, SE; Washington, DC 20202-4605.

Acceptable Use Policy (AUP)

Technology enhances students' educational experiences. The Festus R-VI School District's AUP outlines the use of a technological device in the school setting. In order to meet the educational needs, both parents and students need to read and sign the AUP (provided during online registration or enrollment).

School Closures- Weather/Emergencies

During periods of inclement weather or school emergencies, school may be canceled. When school officials cancel school, radio and TV stations are notified. All local TV stations will carry this information live in addition to our respective social media sites and websites. The district also utilizes an emergency calling system. To be a part of this system, please contact the office. Additionally, social media and email will be used to contact and update parents.

IMPORTANT

Student Safety and Helpful Tips:

Child safety is of the utmost importance to our staff and the Festus R-VI School District. Please see the following information on child safety.

Please have a pre-arranged place for your child to go in case school is unexpectedly dismissed and you will not be home.

Emergency Drills

To help prepare students for emergencies, periodic tornado, fire, earthquake, and intruder drills will be conducted to ensure students' knowledge of appropriate procedures. These drills are conducted to help ensure the safety of our students.

Custodial Parents:

To ensure the safety of all of our students, please be sure that we have copies of any legal papers regarding custody matters.

Confidentiality:

Confidentiality is practiced at all times. Information about children in the classroom will not be discussed among staff or other parents, or in classrooms in front of children. Transmitting information about children, parents, and other staff members is to be done in a private, professional manner.

Treats from home:

It is program policy that all treats provided from home for parties or other special events **MUST** be store-bought. Homemade goods are not allowed.

Student Dress Code

The Festus R-VI School District expects students' dress and grooming to be neat, clean and in good taste so each student may share in promoting a positive, healthy and safe atmosphere in the school district. Please dress children appropriately for the weather and outdoor play. It is strongly recommended that athletic shoes be worn to school for safe play on the playground and in the gym. No flip-flops, please. Your child's play may be limited if they do not wear appropriate shoes/clothes for outdoor play.

Outdoor Play

We go outside every day, weather permitting, so please dress your child accordingly. Outdoor play offers fresh air, exercise, and large spaces to move around in providing many health benefits for children. We use guidelines from the St. Louis Children's Hospital for weather restrictions on taking the children outside.

Winter

Temperature includes wind chill.

32 degrees to 90 degrees-children can stay out for an unlimited amount of time.

20 degrees to 32 degrees-children can stay out 10-15 minutes.

10 degrees to 20 degrees-children can stay out 5 minutes.

10 degrees or below-children should not go outside.

Summer

Temperatures include heat index.

Up to 90 degrees-children can stay outside indefinitely.

90-100 degrees-children can stay out with sunscreen and plenty of water.

100 degrees or above-children should not go out.

Toilet Training:

Children enrolled in our program will be working on toilet training depending on their level of ability. Please make sure to provide an extra set of clothing to be kept at school (season appropriate). Follow through at home is a crucial part of successful toilet training.

Label Belongings:

Please put your child's first and last name on all preschool belongings such as coats, gloves, change of clothes, water bottles, etc. **NOTE:** Please **DO**

NOT allow your child to bring toys from home, **we will not be responsible for items broken, lost, or stolen.**

Specific Academic Information

Students at each grade level are taught the Missouri Early Learning Standards (MELS). These can be accessed on the Missouri Department of Education website at www.dese.mo.gov.

Alternative Methods of Instruction (AMI)

The Festus R-6 School District will use Alternative Methods of Instruction (AMI) on days when the district closes school due to exceptional or emergency circumstances (which would include but not limited to: inclement weather days, utility outages, or an outbreak of contagious disease). When the district uses an AMI day, students will complete activities and assignments at home rather than making up instructional days in the classroom. This reduces the need to add instructional days onto the end of the school year.

Special Education

We believe a successful early childhood program represents a wide range of individual student abilities. Our program may have children enrolled who qualify for an Individualized Education Plan (IEP). We will provide a safe, loving, learning-rich environment to all of our students regardless of ability. The Special Education Department takes pride in following all guidelines and timelines outlined by the Department of Elementary and Secondary Education. If at any time you have questions or concerns about your child's ability or the services they are receiving, please contact the Festus Early Childhood office and speak with the director.

Behavior:

As a part of our early childhood curriculum, our students are guided to make positive behavior choices. The Festus Early Childhood program believes that children should learn from their mistakes and be taught how to handle themselves in situations properly. Student misbehavior will be turned into a teaching opportunity whenever possible. Appropriate behavior will be highly praised. Inappropriate behavior such as biting, hitting, scratching, kicking, pinching, spitting, and profanity will not be tolerated. All behavior is a form of communication. Instead of seeing behavior as a sign that a child is inherently bad, we look at it as a sign that the child is missing a skill. Instead of trying to control the situation or control the child, we will work on teaching the child the skill that he or she is missing. Our focus is to help

children reflect on the impact of their choices on themselves and others and take responsibility for their actions. We use the idea of consequences instead of punishment.

We teach responsibility by creating the safety and connection needed for children to take ownership, reflect, and listen to the messages their feelings provide about their impact on the world. Only through this approach can we give consequences that motivate children to change their behavior.

If inappropriate behavior continues, a conference will be held with the teacher and/or director and the child's parents to discuss the inappropriate behavior and provide the best possible resolution. If the child's behavior does not improve after all possible options that have been exhausted or if the behavior creates a concern for the safety and welfare of all children, the severe or repeated misbehavior may result in suspension or removal from the preschool program.

Rules

Please understand that this is not a comprehensive list of rules, and that each teacher has individual classroom rules. Rules can be added/changed as necessary throughout the year. Students/parents will be notified of any rule updates. Parents, students, and visitors are expected to abide by school rules in the classroom, hallways, cafeterias, outdoor athletic areas, buses, and on field trips. Rules are straightforward and are based on the concept of treating others with respect. Students who harass or bully others will be dealt with swiftly. Our first priority is to create an environment where children are safe and feel safe so that our primary goal of learning can take place. A few rules of note are listed below. Please review and discuss all rules, regulations, and codes of conduct with your child.

- 1) Students are to mark all of their personal belongings with their name and grade/class. Any personal item brought to school is the sole responsibility of the student. If any item is lost, misplaced, broken, etc. the student is responsible, not the school.
 - a. Electronic devices such as cell phones, games, MP3 players, etc. are not allowed at school.
 - b. "Heelys" (roller skate shoes) are not allowed at school.
- 2) Students are expected to take pride in school property and treat it with respect. Students who deface, damage, or lose school property will be required to compensate the school for the damage or loss.

- 3) This is a drug and tobacco free campus. Smoking, vaping, and chewing will not be tolerated on any area of school property, either inside or out. Non-prescription drugs of any kind are prohibited.
- 4) Pets are not allowed at school, except under special circumstances and only with the classroom teacher's and/or administrator's permission. The pet's visit should be limited in time to avoid any disruptions to the educational environment. In addition, animals may not be transported on the school bus.
- 5) The Festus R-VI School District expects student dress and grooming to be neat, clean, and in good taste so that each student may share in promoting a positive, healthy, and safe atmosphere. Students should wear clothing that covers the midriff and shorts of an appropriate length. Students may not wear clothing that advertises cigarettes, alcohol, drug paraphernalia, has inappropriate language, or may disrupt the educational process. For safety purposes, flip-flops are not allowed. The dress code applies to activities and events as well as the school and bus.
- 6) Verbal, non-verbal, and/or physical violence will NOT be tolerated.
 - a. Students who have been subjected to bullying, hazing, discrimination, and/or harassment should report these incidents immediately to the office or any staff member.
- 7) Secret organizations and gangs are prohibited. Membership in such organizations is deemed detrimental to good conduct and discipline of the school. (JFCE)

Miscellaneous Information

Communication with Home

Your child's teacher will provide regular communication of class activities and student progress. A newsletter will be provided as well as a progress report. Anytime you would like additional information, you are encouraged to contact your child's teacher via email, phone, or Remind. Our teachers enjoy an open line of communication with families. School-wide updates from the ECC director will be sent by email through the Remind. In order to receive these updates, make sure the office has accurate email addresses on file.

Parent Teacher Conferences

Parent/teacher conferences will be held at the end of the first quarter. You will receive a note from

your child's teacher informing you of details for your conference. If you are unable to attend, please contact the teacher to make arrangements for a conference time that will work for both of you.

As you prepare for your parent teacher conference, here are some suggestions for making your time together the most productive:

- Before the Conference
 - Make a list of questions and concerns.
 - Arrange for care for your children.
- During the Conference
 - Ask what your child does well at school.
 - Ask how your child gets along with others.
 - Ask about how your child follows classroom directions.
 - Ask if your child is having any trouble at school.
 - Ask how you can help your child at home.
- The teacher may ask you some of the following questions:
 - What does your child like best about school?
 - What does your child do after school?
 - What are his/her interests?
 - Are there any problems that may affect your child's learning?
 - What type of discipline works at home?

Parents as Teachers (PAT) Program

This is a program offering home visits from certified parent educators, group activities, resource referrals and developmental screenings for families of children prenatal to 5 years of age. The extent to which these services are available is dependent upon state funding of the PAT Program. These funds may vary from year to year.

Teacher Assignments

When making class assignments, every effort is made to assign students to a setting that is most beneficial to their education. Festus Early Childhood is fortunate to have an excellent teaching staff. Therefore, your child will benefit from all teachers in our school. Class assignments are made so that each classroom has a wide mix of students. **Festus Early Childhood does not accept specific teacher requests.**

Changes in Student Information

Please keep the school aware of any information changes, such as address, phone numbers, and job information. Should there be a change in marital/guardianship arrangements the school needs to be notified ASAP. All relevant court records identifying custody and visitation rights must be given to the office. We can only honor the most recent court papers on file in the office.

Student Health and Wellness Information

Students will be given temporary care in case of illness or injury during school hours. If your child has a medical problem, please make sure the school nurse is informed. Please notify the nurse if any changes or updates are needed during the school year. It is very important that correct telephone numbers (home, work, cell and emergency) are on file in the main office in case parents or emergency contacts need to be contacted.

Students are to be kept home if they have:

- temperature of 100 degrees or greater
- live head lice
- vomiting
- diarrhea
- red, draining eyes
- sore throat accompanied by fever
- persistent, uncontrollable cough

Students cannot return to school until they have been fever, vomiting, and diarrhea free for 24 hours without the use of medications. In cases of diagnosed pink eye or strep throat, students must be on antibiotics for 24 hours before returning to school. Complying with these stipulations will ensure the protection of your child and all students.

For any communicable disease, control measures and interventions will be implemented as required by law and in accordance with guidelines provided by the Missouri Department of Health and Senior Services, and the local county and state health departments.

Students with a known life-threatening or potentially life-threatening condition are to have an 'Action Plan' completed by their physician and kept on file in the nurse's office. Some examples of these include Allergy Action Plan, Asthma Action Plan, and Seizure Action Plan. The parent must also provide any medications required as part of that plan to the school nurse. It is the parent's responsibility to discuss the child's condition with

the appropriate school staff, including the school nurse.

Vision screenings will be conducted on all students. A notice will be sent out prior to these screenings to reflect the approximate dates that they are to occur. Students will be excused from any screening upon receipt of a written request to the school nurse from the student's parent/guardian.

If a student requires the use of the elevator/lift due to an injury, they will need a written notice from their physician stating how long they will need the service.

No prescription medication will be given to students unless the medicine is in the original container with the prescription label, which must include the child's name, name of the medicine, dosage, time to be given/how often to be given, and doctor's name, along with signed authorization from the parent to administer the medication. We discourage the use of over-the-counter medications at school unless absolutely necessary. No over-the-counter medications will be given to students unless the medicine is in the original bottle or box that clearly states the manufacturer's instructions, along with a signed note from the parent that includes the child's name, name of medication, dosage, time to be given or how often, and length of time the child is to take medicine. All medications are to be stored in and dispensed from the health room. Only package directions will be followed for over-the-counter medications unless a signed note from a physician is provided.

In most instances students will be permitted to transport medications to school. All medications must be immediately brought to and stored in the nurse's office. The nurse will obtain a pill count upon taking possession of the medication and a parent/guardian will be called to verify the count. It is preferred that a parent/guardian pick up medications from the health room when necessary. Any student found with a head lice infestation will be sent home for 24 hours to be treated. (JHC-AP2). Infested students must be picked up and may not ride the bus home. Before the student will be permitted to return to class, he/she must be brought to school by a parent or guardian to be examined by the nurse. If live head lice are found, the student will be sent back home with the parent or guardian for further treatment. The student will have to be brought to school and rechecked by the nurse until approved for return to school. A student who has been identified as having nits but

not a live head lice infestation will be reexamined within 5 days of the initial identification. If nits are still present, parents/guardians will again be instructed on treatment options. The process will repeat until the student is free of nits.

Distribution of Publications

Any printed materials, other than school publications and routine instructional materials, may not be distributed on any school property without approval from the director. Commercial information will not be distributed.

School Telephone

The office may take messages for students when there is an emergency or when it is essential for a student to receive the information. Students are not usually called to the phone. Since office phones are constantly in use for school business, students are asked not to use the office phone unless there is an emergency.

Grading and Reporting to Parents

A progress report will be sent home at the end of each quarter. We encourage and sometimes require parent-teacher conferences to discuss student progress. Parents wishing a conference may either call or email the teacher to make an appointment. The teachers can return the call or email before or after the school day or during their break.

Promotion and Retention

Students will normally progress annually from grade to grade unless, in the judgment of the district's professional staff, it is not in the best educational interest of the student to do so. Parents/Guardians will receive prior notification and explanation if retention is a consideration. The final decision to promote or retain a student rests with the school administration.

SAFE SCHOOLS ACTS HOUSE BILL 1301 & 1298 EFFECTIVE AS OF AUGUST 1996

School Discipline Policies

This legislation outlines several policy requirements focusing on promoting safe school environments. Local boards of education in each school district are required to establish a written discipline policy, including specifying the district's policy in which punishment will be applied. Pupils and their parent or legal guardian must be provided a copy of the disciplinary policy. All employees of the district are to receive annual

instruction on the content of the disciplinary policy.

Reporting Requirements

District administrators are required to report acts of school violence to teachers and other school employees who have direct responsibility for the child's education or interact with the student on a professional basis. The section defines "acts of school violence" and "violent behavior" including a list of felonies that are required to be reported. Any portion of a child's IEP relating to demonstrated or potentially violent behavior must be reported to any teacher or district employee directly responsible for the child's education or who interacts with the student within the scope of their duties.

Student Suspension

Current law requires a minimum of a one-year suspension for a student bringing a weapon to school. This amendment allows the suspension to be either one year or an expulsion and expands the definition of weapon. Civil war era weapons, when used for a civil war reenactment on school property, may be exempted when approved in advance.

Discipline Records

Districts are required to compile and maintain records of any "serious violation" of district policy. Records will be made available to district personnel with the need to know based upon their assigned duties and shall also be sent to any district a student subsequently attends.

Abuse investigations

This section outlines investigations of alleged abuse based upon the use of corporal punishment within the district. The amendment would authorize the juvenile officer to designate another law enforcement officer to investigate these allegations in conjunction with school personnel. School personnel are considered mandated reporters and are required by law to report all suspected incidents of abuse to the proper authorities.

Children with Disabilities

Section 162.680.RSMO, contains the state prohibition on denial of educational services based upon a child's disability. This section is amended to provide that if violent behavior by a child with a disability causes substantial likelihood of injury the school shall initiate procedures to change the student's educational placement.

Residency Issues

Prior to registration, a pupil, the parent or legal guardian must establish proof of residency, or must have requested a waiver of the proof of residency. A process is defined for requesting a waiver of proof of residency, including authorizing a hearing before the local board of education. Athletic ability is prohibited as a basis for the issuance of the waiver. Submitting false information relating to residency is defined as a Class A misdemeanor. School districts are authorized to file a civil action for recovery of educational costs based upon submitted false information relating to a student's residency.

Transfer of Documents

School officials enrolling the pupil must request, within 2 business days, a transfer of documents from all school districts the pupil attended within the previous twelve (12) months. Any school district receiving that request shall respond within five (5) business days of receipt of that request. The request must include the disciplinary records required under this legislation. Transfer of school records is prohibited to persons not employed by the school district or another school district or to any governmental entity other than a school district, juvenile or family court, unless written permission is granted by the parent, guardian or student, if the student is eighteen (18) years of age or older. Violation of this subsection is a Class B misdemeanor and a civil action is authorized based on a district's failure to comply. The State Board of Education is authorized to establish rules relating to the enforcement of this section.

Removal of Students

Districts are authorized to immediately remove a pupil posing a threat to themselves or others. Prior disciplinary action may not be the sole basis for such removal. Removal of a pupil with a disability is subject to state and federal procedural rights. Boards are required to make a good-faith effort to have the parent or other custodian present at suspension or expulsion hearings.

Re-admission Conference

Section 167.171 outlines the procedural requirements relating to the suspension or expulsion of students. A new subsection requires a conference prior to re-admission of a student suspended for more than ten (10) days for an act of school violence, or where the pupil poses a threat or harm to themselves or others. Written notice of the conference shall go to the parent or guardian. The section specifically prohibits

re-admission of a student convicted or indicted of specific criminal acts. An exception is provided for children with disabilities as identified under state eligibility. A conference is required if a student attempts to enroll in a district during a suspension or expulsion from another district. The school district may recognize the disciplinary action if it is determined that the behavior would be subject to suspension or expulsion in that district.

Communication with Juvenile Officers

Juvenile officers must notify school officials when students have committed certain specified criminal acts. The notification must include a description of the conduct and the dates when the conduct occurred, but shall not include the name of the victim. This report shall be shared with teachers or other district employees with a need to know based upon the scope of their assigned duties. The superintendent is required to notify the appropriate juvenile or family court upon the suspension of any student within the jurisdiction of the court when the suspension is in excess of ten (10) days.

Notice of Violent Acts

Principals are required to notify the superintendent and law enforcement if any person is believed to have committed first, second or third degree sexual assault or deviant sexual assault against a pupil or school employee while on school property, on a school bus, or while involved in a school activity. The principal must also report possession of a controlled substance or a weapon by people in a school. A teacher must immediately report to the principal knowledge of an assault or possession of a weapon or controlled substance. This section grants good-faith civil immunity for school employees providing information to law enforcement. Refusal by a school official relating to their reporting requirements under this section and Section 160.261 is defined as a misdemeanor punishable by a fine of up to \$500 and imprisonment in a county jail not to exceed one year.

Violence Prevention Programs

The Department of Elementary and Secondary Education is authorized to identify programs relating to violence prevention to be administered by the public schools. The State Board of Education is authorized to adopt rules approving such programs. Academic credit may not be offered for participation in these programs. School districts are authorized to administer violence prevention programs for kindergarten

through twelfth grade. The Department of Elementary and Secondary Education is authorized to fund programs relating to violence prevention.

Statement of Disciplinary History

School districts may require parent, guardian, or other custodian to provide a statement indicating whether a student was previously expelled, violated policy on weapons, alcohol or drugs, or willfully inflicted injury on another. Persons making a false statement would be guilty of a Class B misdemeanor. The Statement would be maintained as a part of the student's record.

PUBLIC NOTICE OF SECTION 504 OF THE REHABILITATION ACT OF 1973

504 PUBLIC NOTICE The Festus R-6 School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The Festus R-6 School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Festus R-6 School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed at the *Roy Burnside Administrative Building; 1515 Mid-Meadow Lane; Festus, MO 63028. Monday thru Friday 8:15 a.m. – 3:30 p.m.* The manual can also be viewed at the R-VI District Website [www.festus.k12.mo.us]

This notice will be provided in native languages as appropriate.

BILL OF RIGHTS FOR PARENTS OF STUDENTS WITH DISABILITIES

As a parent of a child with a disability, you have the right to:

1. Attend individualized education program (IEP) meetings and represent your child's interests.
2. Have an advocate or expert present at individualized education program (IEP) meetings.
3. Receive a copy of your child's evaluation, disagree with it, and request one independent educational evaluation at public expense.
4. Provide a written report from outside sources as part of the evaluation process.
5. Examine all education records pertaining to your child and be provided with a copy of the individualized education program.
6. Disagree with the decision of the individualized education program (IEP) team and pursue complaint procedures, including: filing a child complaint with the Department of Elementary and Secondary Education, state paid mediation, have an impartial due process hearing, and appeal the due process decision to the court.
7. Participate in reviews of the individualized education programs (IEPs) and in any decision to change any aspects of the IEP, as well as receive a written notice of action before a change in your child's educational placement or the provision of a free and appropriate public education.
8. Have your child placed in the least restrictive environment and in a general education classroom to the greatest extent appropriate.
9. Request an accommodation to provide effective communications if you have limited English language proficiency.
10. A free appropriate public education for your child with an individualized education program designed to meet your child's unique needs, which may include, but not be limited to, special education and related services, such as assistive technology devices and services; transportation; speech pathology services; audiology services; interpreting services; psychological services, including behavioral interventions; physical therapy; occupational therapy; recreation, including therapeutic recreation; counseling services, including rehabilitation counseling; orientation and mobility services; school health services; school nurse services; social work services; parent counseling and training; and, medical services for diagnostic or evaluation purposes.

This document does not confer any right or rights beyond those conferred by federal or state law, and is intended for informational purposes only.

For additional information, contact the Department of Elementary and Secondary Education, Division of Special Education at (573) 751-0699 or webrepliespeco@dese.mo.gov.
January 1, 2010

STUDENTS WITH LIMITED ENGLISH PROFICIENCY

Services for ELL Students

The Board of Education per **Board Policy IGBH** recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Identifying students who are English language learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels.

It is the policy of the Festus R-VI School District to comply with all federal and state laws prohibiting discrimination against students on the basis of all civil categories. All inquiries may be directed to the Director of Student Services at 636-937-8044.

A Language Assessment Committee that will consist of an administrator, classroom teacher, ESL teacher, and a parent or guardian if possible. Appropriate support staff, such as a guidance counselor, will be included when they are involved in the student's program.

The responsibilities of the **Language Assessment Committee** include:

1. Identify English Language Learners (ELL).
2. Develop an appropriate and effective language support program that assures ELL students will achieve the Grade Level Expectations.
3. Monitor student progress on an on-going basis.
4. Notify parents or guardians of all decisions (in a language they comprehend) and their right to appeal their child's participation in an ESL program.
5. Determine when the ELL student meets exit requirements from ESL.
6. Make recommendations for programming for the next school year.

Screening: all newly enrolled students (including transfers) will be initially screened for subsequent

assessment through the Home Language Survey during the enrollment process. If a student has been previously identified as Limited English Proficient, screening is not required, although English Proficiency assessment is required annually in all communicative domains.

Assessment of English Language Proficiency and Academic Skills

Within ten school days of initial screening by the Home Language Survey, possible ELL students will be assessed for level of English Language Proficiency:

1. Consultation with classroom teacher where appropriate.
2. Anecdotal information from student, family and/or sponsors.
3. Oral and written assessment of English.
4. One or more of the following will be used:
 - LAS-Links Placement Screener Interview
 - Informal Reading Inventory
 - Writing sample

Graduation and Credits

The Festus R-VI School District will follow the Missouri State Plan for graduation and allow credit to students who transfer in from another state, country, or home school environment per policy or statute. This policy states:

Transfer students from another state or country or home school may graduate upon successful completion of an individualized program of studies which school officials, parents, and students agree will prepare the student for post-high school goals, even though the program of studies may not include 24 units of credit as defined in Missouri. Seniors transferring from other state or countries may be graduated without meeting the requirements of Section 170.011 (DESE 3341-53 1/07)

Programs

All students will be enrolled in mainstream programs to the maximum extent possible and integrated into regular activities. The regular education teacher will share in the responsibility of programming for ESL students in collaboration with the ESL teacher. Appropriate instructional material along with modification in the regular classroom setting will be afforded to each ESL student. The Festus R-VI School District will follow as closely as possible the recommended student/teacher ratios and suggested instructional minutes provided by the Missouri Migrant Education and English Language learning (MELL)

Program instructional specialists. These are not mandated by state or federal regulations.

Criteria for exiting students from ELL Programs/Services

The Festus R-VI School District will use a multiple-criterion approach to exiting students from ESL Programs/Services. This determination, also known as “reclassification” will be made by assessing proficiency in not only in the English language, but also by the student’s mastery of grade level content material. The LAS Links Screener and Assessment will be used to assess Language Proficiency. At the elementary level, the program Language for Learning will also provide information to address Language Proficiency. A student’s grade level content mastery will be assessed using a variety of instructional data. These include but are not limited to: 1) Grades, 2) MAP and WIDA Test Scores, 3) Standardized test scores, 4) Teacher observation and input, and 5) Parent input.

School Calendar

FESTUS R-VI 2023/2024 DISTRICT CALENDAR
Educating all children to meet tomorrow's challenges

The calendar displays monthly grids from July 2023 to June 2024. Key events include:

- July 2023:** July 3-7 (Arithmetic: About Work), July 10-14 (Arithmetic: About Work), July 17-19 (New Teacher Orientation), August 13-17 (Teacher Work Days), August 21-25 (First Quarter: August 21 - October 30, 1st day), August 27 (End of 1st Quarter), September 4 (No School - Labor Day), September 9 (No School - Teacher PD Day), September 10 (End of 1st Quarter), September 18-20 (Second Quarter: October 18 - December 20, 2nd day), September 21 (No School - Teacher PD Day), September 22-24 (No School - Thanksgiving Break), September 25-27 (End of 2nd Quarter: November 1 - Early Release), September 28-29 (No School/Winter Break), October 1-2 (End of 2nd Quarter), October 3-7 (Third Quarter: January 2 - March 8, 3rd day), October 10 (No School/Teacher Work Day), October 11 (Student Return), October 12 (No School/Teacher PD Day), October 13 (No School/Presidents Day), October 16 (End of 3rd Quarter), October 17-19 (Fourth Quarter: March 7 - May 23, 4th day), October 20 (No School - Spring Break), October 21 (No School - Easter Monday), October 22-24 (Teacher Work Days), October 25-27 (End of 3rd Quarter: May 1 - Early Release), October 28-29 (Teacher Work Days: Only if flu shots are needed), November 1 (Memorial Day), November 2 (Teacher Orientation), November 3 (Student Orientation Day), November 4-6 (Professional Learning Conference: 8:30 a.m. - 1:30 p.m., 1:30 p.m. - 3:30 p.m., 3:30 p.m. - 5:30 p.m.), November 7-9 (Winter Break: 8:30 a.m. - 1:30 p.m., 1:30 p.m. - 3:30 p.m., 3:30 p.m. - 5:30 p.m.), November 10-12 (Winter Break: 8:30 a.m. - 1:30 p.m., 1:30 p.m. - 3:30 p.m., 3:30 p.m. - 5:30 p.m.), November 13-15 (Winter Break: 8:30 a.m. - 1:30 p.m., 1:30 p.m. - 3:30 p.m., 3:30 p.m. - 5:30 p.m.), November 16-18 (Winter Break: 8:30 a.m. - 1:30 p.m., 1:30 p.m. - 3:30 p.m., 3:30 p.m. - 5:30 p.m.), November 19-21 (Winter Break: 8:30 a.m. - 1:30 p.m., 1:30 p.m. - 3:30 p.m., 3:30 p.m. - 5:30 p.m.), November 22-24 (Winter Break: 8:30 a.m. - 1:30 p.m., 1:30 p.m. - 3:30 p.m., 3:30 p.m. - 5:30 p.m.), November 25-27 (Winter Break: 8:30 a.m. - 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5:30 p.m.), July 7-9 (Summer Break: 8:30 a.m. - 1:30 p.m., 1:30 p.m. - 3:30 p.m., 3:30 p.m. - 5:30 p.m.), July 10-12 (Summer Break: 8:30 a.m. - 1:30 p.m., 1:30 p.m. - 3:30 p.m., 3:30 p.m. - 5:30 p.m.), July 13-15 (Summer Break: 8:30 a.m. - 1:30 p.m., 1:30 p.m. - 3:30 p.m., 3:30 p.m. - 5:30 p.m.), July 16-18 (Summer Break: 8:30 a.m. - 1:30 p.m., 1:30 p.m. - 3:30 p.m., 3:30 p.m. - 5:30 p.m.), July 19-21 (Summer Break: 8:30 a.m. - 1:30 p.m., 1:30 p.m. - 3:30 p.m., 3:30 p.m. - 5:30 p.m.), July 22-24 (Summer Break: 8:30 a.m. - 1:30 p.m., 1:30 p.m. - 3:30 p.m., 3:30 p.m. - 5:30 p.m.), July 25-27 (Summer Break: 8:30 a.m. - 1:30 p.m., 1:30 p.m. - 3:30 p.m., 3:30 p.m. - 5:30 p.m.), July 28-30 (Summer Break: 8:30 a.m. - 1:30 p.m., 1:30 p.m. - 3:30 p.m., 3:30 p.m. - 5:30 p.m.), August 1-3 (Summer Break: 8:30 a.m. - 1:30 p.m., 1:30 p.m. - 3:30 p.m., 3:30 p.m. - 5:30 p.m.), August 4-6 (Summer Break: 8:30 a.m. - 1:30 p.m., 1:30 p.m. - 3:30 p.m., 3:30 p.m. - 5:30 p.m.), August 7-9 (Summer Break: 8:30 a.m. - 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