

City of St. Charles School District Missouri Preschool Project (MPP) Full Day Preschool



Parent Handbook 2016-2017 School Year



The City of St. Charles R-VI School District

REACH.....TEACH.....EMPOWER

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Superintendent

Dr. Danielle Tormala
Associate Superintendent
Curriculum & Instruction

Dr. Charles Brazeale
Assistant Superintendent
Business & Technology

Dr. Jason Sefrit
Assistant Superintendent
Human Resources

Mrs. Julie McClard
Director of
Special Education
& Student Services

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Dear Parents and Students:

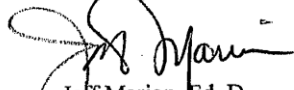
The City of St. Charles School District is committed to providing a positive, meaningful, and safe learning environment for all students. This handbook contains important information about policies and procedures that will help all of us meet that goal.

A wide range of topics are addressed in this handbook, and it is my hope that you will take the time to review the information and save it for future reference. Important contact information, calendar events, procedures, and most importantly, the Student Code of Conduct and statements of parent and student rights are included in this document. Students will be required to sign a form verifying receipt of the handbook and will be responsible for meeting the expectations and standards as described therein. Parents are encouraged to review and discuss the contents of the handbook with their child.

Additional copies of the handbook are available in the principal's office. If you have any questions or concerns regarding any information contained in this handbook, please do not hesitate to contact your child's principal, myself, or any appropriate district administrator.

I wish you and your child a safe, successful, and of course, learning-filled school year. Thank you for allowing us the opportunity to educate your child.

Sincerely,



Jeff Marion, Ed. D.
Superintendent of Schools

All aspects of the St. Charles Public Schools' programs are offered without regard to race, color, national origin, gender or disability. For further information, write Mrs. Julie McClard at 400 North Sixth Street, St. Charles, MO 63301 or call her at 636-443-4000.

FULL DAY

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City of Saint Charles School District

Mission, Vision, Values, and Goals

MISSION

The City of St. Charles School District will REACH, TEACH, and EMPOWER all students by providing a challenging, diverse, and innovative education.

VISION

The City of St. Charles School District will be an educational leader recognized for high performance and academic excellence that prepares students to succeed in an ever-changing global society.

VALUES

We, the City of St. Charles School District community of students, parents, staff, and patrons, value:

- High quality education for all students which includes:
 - Lifelong learning from early childhood through adult education
 - Rigorous learning experiences that challenge all students
 - Instruction that meets the needs of a diverse community
 - Respect for all
 - Real world, critical thinking and problem-solving skills to prepare students for the 21st century
 - Developing caring, productive and responsible citizens
 - Strong engagement of family and community
 - A safe, secure and nurturing school environment
- Achievement through:
 - Celebration of individual success
 - Collaboration with parents and community stakeholders
 - Exploration, innovation and creativity
- High quality staff by:
 - Hiring and retaining highly qualified and invested employees
 - Providing professional development and collaboration focused on increasing student achievement
 - Empowering staff to use innovative resources and practices
- Informed decisions that are:
 - Student-centered
 - Focused on student achievement
 - Data driven
 - Considerate of all points of view
 - Fiscally responsible

GOALS

For planning purposes, five overarching goals have been developed. These goals are statements of the key functions of the school district.

1. Student Performance:

Develop and enhance quality educational/instructional programs to improve student performance and enable students to meet their personal, academic and career goals.

2. Highly Qualified Staff:

Recruit, attract, develop, and retain highly qualified staff to carry out the District's mission, vision, goals, and objectives.

3. Facilities, Support, and Instructional Resources:

Provide and maintain appropriate instructional resources, support services, and functional and safe facilities.

4. Parent and Community Involvement:

Promote, facilitate and enhance parent, student, and community involvement in District educational programs.

5. Governance:

Govern the District in an efficient and effective manner providing leadership and representation to benefit the students, staff, and patrons of the district.

City of Saint Charles School District Early Childhood Vision

It is the vision of the City of St. Charles School District to provide a preschool program that offers individualized learning experiences in all developmental domains. Recognizing the uniqueness of each child and family, we will develop positive partnerships between home and school, working collaboratively to ensure that each child gains confidence and skills to be a successful learner.



Welcome to the City of Saint Charles School District Preschool

Welcome to preschool! We are happy to have your family as a part of our program. The City of St. Charles School District will REACH, TEACH, and EMPOWER all students by providing a challenging, diverse, and innovative education. We recognize that a high-quality education must occur in a safe and nurturing environment.

This environment is most appropriate for young children when it includes parent and community partnerships and allows for exploration, innovation and creativity. Our classrooms will provide learning experiences that challenge all students academically, respect diversity, and involve instruction that meets the needs of each learner.

Play is an essential part of learning for young children. Through play, children explore and learn about their world, learn to work with others, try out new ideas, and become secure enough to embark on new ventures. Our teachers are highly qualified professionals with degrees and certification in Early Childhood who are trained to help your child be prepared for kindergarten and beyond.

Our Philosophy about How Your Child Learns

- The focus is hands-on learning from experiences with a variety of classroom activities. The focus is play.
- The environment will provide experiences that stimulate your child's social, physical, intellectual and language development.
- Each activity is chosen based on the developmental skills of each child. This practice promotes independence and enhances thinking skills.
- Our classrooms are well equipped with materials that are developmentally appropriate for preschoolers.
- Outdoor play opportunities are provided to promote social and physical development. Each site has a playground.
- The preschool classrooms are implementing a curriculum that aligns with the Missouri State Standards for Early Childhood as well as Project Construct, Missouri's recommended framework for Early Childhood.

Why is Play Important?

Play is essential for children to learn. Research indicates that children learn best in an environment which allows them to play, explore and discover. Play is an important part of a developmentally appropriate preschool program. Play enhances language development, thinking skills, social competence, creativity, and imagination. Children need an active environment that is safe and offers choices.

Play provides the opportunity for children to practice new skills. Simple play experiences help children gain knowledge about the world and use their real experiences to organize concepts of how the world works. Children build upon what they know. Through play, children explore their world, find out how to get along with others, test their skills and muscles, try our new ideas and feel secure enough to try different activities. Play is an important part of life!

Play With Me

I teach my child from books;
He gave me only puzzled looks.
I tried to teach my child with words;
They passed him by, oft unheard.
Despairingly I turned aside;
“How shall I teach this child?”
I cried.
Into my hand he put the key;
“Come” he said, “Play with me.”
- Author unknown



Preschool Program Information

District Office: St. Charles School District
400 North Sixth Street
St. Charles, MO 63301
636-443-4087

Associate Superintendent: Dr. Danielle Tormala

Coordinator of Early Childhood: Mrs. Kerry Maltzman
636-443-4057

Program Administrative Assistant: Mrs. Jeanie Mohrman
636-443-4087

Preschool Classroom Information

Location: **Blackhurst Elementary School**

2000 Elm Street

St. Charles, MO 63301

636-443-4500

Principal: Mr. Stephen Wilson

Administrative Assistant: Mrs. Susan Orio

Teacher: Mrs. Katy Smith

Nurse: Mrs. Robin Jones

Class Times: 8:30 AM – 3:30 PM

Monday - Friday

Location: **Coverdell Elementary School**

2475 West Randolph St.

St. Charles, MO 63301

636-443-4600

Principal: Ms. Annette Hill

Administrative Assistant: Ms. Kelley Wilkinson

Teacher: Mrs. Rachel Lemkemann

Nurse: Ms. JoAnn Topham

Class Times: 8:30 AM – 3:30 PM

Monday – Friday

The School District of the City of St. Charles
2016 - 2017
Preschool Student Calendar
MPP Classrooms

Important Dates:

August 11	Grades Pre K-12: First Day of School
Sept 2	Early Release Day (ERD)*
Sept 5	NO SCHOOL: Labor Day
Sept 16	Constitution Day – All schools will conduct Constitution Day Activities
Sept 23	Early Release Day (ERD)*
Oct 5	Evening Parent Teacher Conferences
Oct 6	NO SCHOOL Day/Evening Parent Teacher Conferences
Oct 7 & 10	NO SCHOOL
Oct 21	Early Release Day (ERD)*
Nov 4	End of Trimester
Nov 11	Early Release Day (ERD)* Veteran’s Day: All schools conduct Veteran’s Day Activities
Nov 23-25	NO SCHOOL: Thanksgiving Break
Dec 9	Early Release Day (ERD)*
Dec 20	Early Release Day (ERD)*
Dec 21-Jan 4	NO SCHOOL: Semester Break
Jan 5	Classes Resume
Jan 13	NO SCHOOL
Jan 16	NO SCHOOL: Martin Luther King Day
Feb 3	Early Release Day (ERD)*
Feb 16	End of Trimester
Feb 17	Early Release Day (ERD)*
Feb 20	NO SCHOOL: President’s Day
Feb 22	Evening Parent Teacher Conferences
Feb 23	Early Release Day (ERD)* Day/Evening Parent Teacher Conferences
Feb 24	NO SCHOOL
Mar 17	Early Release Day (ERD)*
Mar 20-24	NO SCHOOL: Spring Break
Mar 27	Classes Resume
Apr 14	Early Release Day (ERD)*
Apr 17	NO SCHOOL: Easter Monday
May 5	Early Release Day (ERD)*
May 19	Early Release Day (ERD)*: Last Day of School; End of semester/trimester
May 22-30	SNOW MAKE UP DAYS

*School dismisses 3 hours early on Early Release Days

For a full preschool calendar, please contact the school office or visit the District website at www.stcharles.k12.mo.us and look under the District link.

Participant Expectations

Teacher

Our teachers are highly qualified professionals who are certified in Early Childhood Education and Early Childhood Special Education by the Missouri Department of Elementary and Secondary Education. Teachers are well-prepared to take your students on a fun journey in learning and participate regularly in on-going professional development. Teachers will provide a variety of learning activities for students through hands-on learning experiences. Activities are designed to be developmentally appropriate to the students' ages and skills.

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 via phone, letter, or email and will listen to your concerns, as well as notify you of any concerns that arise with your child.

Parent

It is important that your child is prepared for school each day. As a parent, you can help to ensure your child's success in school by:

- Making sure your child gets plenty of rest each night and a healthy breakfast each morning
- Talking with your child's teacher regularly, especially if something new is happening in your child's life
- Attending events at your child's school
- Checking your child's backpack daily for notifications from school and work which shows your child's progress
- Helping in your child's classroom, if time allows

Parents also need to address any concerns that you may have with your classroom teacher or your elementary school administrator. Sometimes differences and difficulties need to be worked out between the preschool program and the parents. If problems cannot be resolved easily, we use the following "Six Step Problem Solving Method" to assist us in resolving any differences that require extra time for resolution.

- Step 1: Identify the problem
- Step 2: List the possible solutions or courses of action
- Step 3: Weigh possible solutions
- Step 4: Choose a solution to try
- Step 5: Put the solution into practice
- Step 6: Evaluate the solution

Student

Children can expect to learn

- in a safe, supportive and nurturing environment
- in a classroom where everyone is treated with respect
- through developmentally-appropriate and engaging activities
- by highly qualified and caring professionals
- through a fun curriculum that allows play as the foundation for learning

Registration and Enrollment

St. Charles School District Early Childhood Preschool program serves district preschool children who are at least three years of age before August 1st of the current school year.

The preschool is an integrated program that meets children's educational needs and is developmentally appropriate for all children. Experiences are provided to stimulate learning in the physical, social, emotional, cognitive, adaptive, and communication developmental areas so that all children may reach their potential through developmentally appropriate activities. Each child is viewed as a unique person with an individual pattern and timing of growth and development.

Who is working with your child?

The St. Charles School District Early Childhood Preschool program employs certified teachers with degrees in Early Childhood Education and Early Childhood Special Education to work with your child on a daily basis. Specialty area teachers such as art, music, P.E., library and computer may also work with your child. We also provide well-trained teacher assistants who help prepare the environment for children and their interaction with peers and adults.



What is our philosophy?

The St. Charles School District Early Childhood Preschool program operates under the philosophy that learning is child-centered, process oriented and choice driven. A variety of learning opportunities are provided, such as language and literacy, dramatic play, blocks, science, math, games, puzzles, books, art, music and motor skill development. Instruction is organized in thematic units. Children learn through play in a safe environment that fosters discovery while building on each child's strengths. Teachers facilitate the development of self-control in children by using positive guidance techniques such as modeling and encouraging appropriate behaviors, redirecting, and setting clear limits.

What is our curriculum?

The St. Charles School District Early Childhood Preschool program implements a developmentally appropriate practices curriculum. The focus is hands-on learning from experiencing a variety of classroom activities. Each activity is chosen based on the developmental skills of the children. This practice promotes independence and enhances thinking skills. All classrooms are well equipped with developmentally appropriate materials. All preschool sites have outdoor play areas designed for young children as well as access to technology. The early childhood preschool implements the Project Construct Framework, and the student's developmental progress is assessed using a variety of methods.

Program Information

The St. Charles School District MPP Preschool offers a full day program that holds classes Monday through Friday 8:30 am – 3:30 pm. The MPP class has 176 preschool class sessions per school year and follows the district's calendar.

Parents are responsible for providing transportation to and from school.

The early childhood preschool offers classes that are multi-age groupings of 3 year through 5 year old pre-k children. Learning and instruction is individualized as children progress at their own rate and experience success. Research shows that when the classroom is composed of a community of learners with a range of abilities and ages, there are measurable gains in socialization, independence, and interaction with peers. Younger children will be nurtured by older children and benefit from collaborative learning. Older children will show increased levels of competence and leadership. Consideration will be given to the balancing of ages in each classroom.

Classes will employ one teacher for a class of 10 students. A teacher and teacher assistant will be employed for each class of 11-20 students.

The following are required upon admittance into the program:

- Be willing and able to provide transportation for your child to and from school.
- Be responsible for making sure your child attends school every day.
- Agree to automatic withdrawal of funds from a checking or savings account for monthly tuition payments

Child Care Licensing

The St. Charles School District Full Day Preschool Program is a State of Missouri licensed child care facility. This means that our programs have been audited and certified to the rigorous standards as set forth by the State of Missouri, Child Care Center Licensing. As a result of this certification, parents and guardians are assured that the program meets all state licensing regulations for child care centers and is held to the highest standards of operation. The program is truly a safe, fun, experiential learning environment where a child will learn and grow and reach their fullest potential!

All licensing information and documentation is available for your review at each Full Day Preschool site, including the manual of Licensing Rules for Group Child Care Homes and Child Care Centers and fire and sanitation reports. For additional information on child care licensing and requirements, please contact the school office.

MPP Full Day Tuition Preschool Program

Resident and non-resident students pay tuition to attend. The tuition rate is set annually by the Board of Education.

Due to the limited number of preschool enrollment spaces, the following procedure will be followed for available slots for students who submitted application materials prior to the enrollment deadline:

1. If space remains after all residents are placed:
 - a. Applications submitted for non-resident employee children will be considered on a first-come, first-served basis.
2. If space remains after all non-resident employee children are placed:
 - a. Applications submitted for non-resident children will then be considered on a first-come, first-served basis.
3. If space remains after steps 1 and 2 have been exhausted, then any application submitted after the enrollment deadline will be considered on a first-come, first-served basis.
4. A waiting list will be maintained and individuals will be contacted if tuition preschool spaces open up during the school year.

Tuition Information:

The annual cost is \$6,800 per year for the 2016-2017 MPP preschool program which serves children five days a week for 7 hours per day. In 2016-2017, each student will receive a \$1,000 scholarship which reduces the tuition payment to \$5,800 for the year or receives tuition reduction for qualifying families. Payment may be made in full or by 10 monthly installments of \$580 per month (August through May).

Families qualifying for Reduced Lunch will receive reduced tuition rate of \$2,200 for the year. Payment may be made in full or by 10 monthly installments of \$220 per month (August through May).

Payment is accepted by Direct Debit only. A \$100 non-refundable deposit is required to reserve a tuition-paying preschool spot. This fee will be applied to the May tuition bill.

Additional scholarships based upon academic or financial need may be available pending funding.

- *All tuition payments are due and payable on the 1st day of the month PRIOR to the start of the month for which your child will receive services.*
- *The first tuition payment is due by August 1st 2016 for students to start preschool on August 11th, 2016.*
- *Payments not honored by your financial institution will result in suspension of services. Reinstatement can occur only after all fees are paid in full and space is available.*
- *Continued late or non-payment may result in your child's permanent removal from the preschool program.*
- *A \$10.00 late fee will be charged for EACH WEEK the payment is late. Your balance must be paid in full to avoid this late fee.*
- *A \$25.00 fee will be assessed for all unhonored payments by your financial institution.*
- **No adjustments will be made for holidays, sick days or vacations.** *All payments are non-refundable.*

We encourage all families to complete an application through the Child Care Assistance Program by contacting the Department of Social Services at 855-373-4636 or online at dss.mo.gov/cd/childcare or dss.mo.gov and search "child care application".



2016-2017 EXTENDED DAY CHILD CARE

High quality child care for preschool students is offered to compliment the preschool day. The extended day child care will be offered by the District at select locations dependent upon meeting minimum student enrollment numbers.

Extended Day Child Care Locations & Times

The following schedule is offered dependent upon enrollment:

Preschool Locations	AM Extended Day	Preschool Times	PM Extended Day
Blackhurst or Coverdell (Half Day)	7:00 am – 8:30 am	8:30 am – 11:30 am	Not Offered
Blackhurst or Coverdell (Full Day)	7:00 am – 8:30 am	8:30 am – 3:30 pm	3:30 pm – 6:00 pm

Extended Day Child Care Tuition Rates

(Based upon 5 days a week attendance)

Preschool Locations	Monthly Fees August through May (10 payments)
Blackhurst or Coverdell 7:00 am – 8:30 am (1-1/2 hours)	\$80/month
Blackhurst or Coverdell 3:30 pm – 6:00 pm (2-1/2 hours)	\$130/month
Blackhurst or Coverdell Both AM and PM (4 hours)	\$190/month

LATE PICK UP OF YOUR CHILD FROM PM EXTENDED DAY CHILD CARE:

PM Extended Day Child Care ends at 6:00 pm. There will be a \$5 per minute late charge if your child is picked up late starting at 6:05 (5 minute grace period).

For additional information regarding extended day child care options, please contact Jeanie Mohrman at 636-443-4087.

Requirements for Extended Day Child Care

- *Payment via Direct Debit is required.*
- *All tuition payments are due and payable on the 1st day of the month PRIOR to the start of the month for which your child will receive services.*
- *The first tuition payment is due by August 1st 2016 for students to start preschool on August 11th, 2016.*
- *Payments not honored by your financial institution will result in suspension of services. Reinstatement can occur only after all fees are paid in full and space is available.*
- *Continued late or non-payment may result in your child's permanent removal from the preschool program.*
- *A \$10.00 late fee will be charged for EACH WEEK the payment is late. Your balance must be paid in full to avoid this late fee.*
- *A \$25.00 fee will be assessed for all unhonored payments by your financial institution.*
- **No adjustments will be made for holidays, sick days or vacations.** *All payments are non-refundable.*

We encourage all families to complete an application through the Child Care Assistance Program by contacting the Department of Social Services at 855-373-4636 or online at dss.mo.gov/cd/childcare or dss.mo.gov and search "child care application".

The DIAL-4 Screening

Your child will be given the DIAL-4 (Developmental Indicators for the Assessment of Learning – Fourth Edition). This screening instrument is designed to determine whether a child is developing within the average range for his/her age or whether there is some indication of a possible delay in his/her development. The DIAL-4 examines three areas of development: motor, concepts and language.

- In the **Motor** area, we are noting the child's large and small muscle control as well as eye-hand coordination. We want to see how he/she is learning to use his/her body for jumping, hopping, building blocks, cutting, copying and writing.
- In the **Concepts** area, we are looking for the child's beginning understanding of such things as colors, counting, body parts and early opposite concepts.
- In the **Language** area, we are looking for the child's ability in speaking and using language. We will be checking to see that he or she makes the appropriate speech sounds for his/her age. Language includes the child's understanding of words as well as his/her ability to use words for communicating with others.

In addition to screening with the DIAL-4, we check your child's vision, hearing, height and weight and the parents complete a health questionnaire.

Remember your child is not expected to display every skill or perform it perfectly. Tasks are arranged developmentally so that we can determine if your child is performing in the average range according to his/her age.

Upon completion of the screening, the screener reviews the Parent Information Questionnaire and your child's screening performance. This information will be used to determine which students would benefit most from Early Childhood Preschool classes.

Keep in mind that this is only a screening and not an "in depth" diagnostic assessment. If you have questions or concerns about your child's development, please feel free to discuss them with the screener or with your classroom teacher.

To attend classes, all students enrolled in the preschool program must have the following forms completed:

- Preschool Application/Enrollment Form
- Emergency Contact Information Form
- Student Health Update
- Medication Form (if applicable)
- Permission regarding school photographs, interviews, recordings, etc.
- Physical Exam Form (Doctor to complete)
- Lunch Preference Form
- Parent Agreement Form
- Authorization to Withdraw Funds
- Parent Acknowledgement (Handbook) Form – given to you at orientation

Curriculum and Instruction

How young children learn:

Play is an essential part of learning for young children. Through play children explore and learn how to make sense of the world we live in, how to work with others, try out new ideas, and become secure enough to embark on new ventures. Our teachers are highly qualified professionals who are well-prepared to take their students on a fun journey in learning.

The Early Childhood Curriculum

Math – The preschool implements “*Everyday Math*”, the pre-kindergarten component of the math curriculum that is being taught in our elementary schools. This curriculum provides an excellent foundation for mathematical learning and adds to it a literacy component and social learning that will prepare our preschool children for the elementary schools.

Handwriting – “*Handwriting without Tears*” is a program that introduces school readiness for young children through music, movement, building, coloring and multisensory activities. Children have fun as they develop important skills such as language proficiency, fine and gross motor control, letter and number recognition, counting abilities and social skills. Writing centers also provide students with a variety of activities involving written communication.

Language/Literacy – Our communication arts curriculum is called “*Little Treasures.*” It is aligned with the Missouri State Standards for Early Childhood. These standards focus on the areas of listening, speaking, phonological awareness, reading and writing.

Our classrooms are rich in materials that promote each of these areas. Children are taught to think, understand, analyze and communicate through activities that could include pretend play, music and movement, book use, language activities, following directions, answering questions, reading environmental print and nursery rhymes.

Social/Emotional – Through social learning, our children develop knowledge of themselves as well as others in our world. Children learn how to exhibit self awareness, develop self control, and increase personal responsibility. As they build relationships of mutual trust and respect with others, they learn to work cooperatively with their classmates and with the adults in their lives. “Getting along with others” is a key component of a preschool program as children learn how they are a part of a bigger community.

Creative Arts - A focus on music, art, movement, and dramatic play helps our preschoolers learn about rhythms, songs, instruments, art media and materials, finger plays, and pretend play.

Science - Hands-on learning opportunities will help students gain knowledge of the physical world, as well as life and earth sciences.

Physical Health and Development - Fine and gross motor control is critical to every child's development. Our students will have many opportunities to work on growing strength and dexterity through building, cutting, drawing, stringing beads, painting, manipulating puzzles, etc. Gross motor skills are developed through running, jumping, climbing, hopping, marching, etc.

Multi-Age Grouping

Your child's classroom consists of children who are three and four years of age at the beginning of the school year and becoming four and five year olds as the school year progresses. Learning and instruction are individualized as children progress at their own rate. Research shows that when the classroom is composed of children with a range of abilities and gifts, there are measurable gains in socialization, independence, and interactions with peers. Younger children are nurtured by older children and benefit from collaborative learning, and older children will show increased levels of competence and leadership.

A Typical Day at Preschool

During the regular school day, your child will be engaged in learning with his/her teacher and friends. Part of the day is less structured, and children engage in free choices. Other times are more structured, and children are working individually or in small groups. Large group activities provide students an opportunity to work together as a class. Healthy snacks, lunch and outdoor play are essential parts of each day. All portions of the preschool day are developmentally appropriate for young children. Classrooms are divided into centers which provide a variety of learning activities for the children to enjoy.

A sample classroom schedule might look like this:

- *Arrival time* – the children learn responsibility by finding their classroom, hanging up backpacks, and coats. Usually when the children first arrive in the classroom, they participate in free choice activities as they become acclimated to the classroom.
- *Learning centers* – children will have the opportunity to have choices involving writing, blocks, dramatic play, manipulatives, listening centers, etc.
- *Group activities* – sometimes the children are in small groups of four or five learners who are working on an activity together. At other times, a group activity may be for the whole class to come together in a circle and enjoy a story time, calendar activity, singing, etc.
- *Snack* – children can socialize while eating a healthy snack (mid morning and mid afternoon). This is an opportunity to learn about manners and independence as they serve and clean up after themselves.
- *Recess (morning and afternoon)* - children enjoy playground activities such as sliding, riding tricycles, climbing, running and participating in group games.

- *Music and Movement* – children express themselves through theme related finger plays, music and rhythm.
- *Lunch*
- *Rest Time/Quiet Play*
- *Specialty Area Class* – such as: music, P.E., library, art, computer or counselor, as staffing allows.
- *Dismissal* – All children are expected to be picked up at the end of the preschool session. Chronic issues could result in your child’s suspension or dismissal from the program.



Attendance/Absences

Regular attendance will support your child's preschool experience. If your child will be absent, please call the school office no later than one hour after classes begin on the day of an absence. If you do not call the office, the absence is considered unexcused.

Because space is limited, It is also important to remember that ten (10) unexcused absences from school may result in your child's dismissal from this program.

If your child will be out for illness, it is our health care department and school district's requirement that you **not allow them to return to school until they are fever/vomit/diarrhea-free for 24 hours.**

It is important that children are in class the entire class time. Children who arrive late or leave early miss out on important parts of the day and then lack continuity in their preschool time. We understand that children occasionally need to be late or leave early, but please make every effort to assure your child is in attendance. **When asking for a child to be released from school, the parent should first go to the school office rather than going directly to the classroom. When a child is late to school or returns after an appointment, the parent must sign the child in at the office.**

Each school will have a specific process for dropping your child off for school and picking your child up from school. Parents/Guardians must sign their child in and out from school with the classroom teacher. Additional information on specific arrival and dismissal procedures will be provided by the school and discussed at the Open House.

IMPORTANT NOTE: *If someone other than the parent is to pick up a child during school hours, the parent must notify the school office. Written or verbal notification from the parent or guardian must be provided to the school if a child is to do something other than his or her normal procedure at dismissal. Those approved to pick up the child must be a legal adult.*

Children are expected to be picked up at the end of the preschool session. Chronic issues could result in your child's suspension or dismissal from the program.

Withdrawing from the Program

If circumstances arise where you need to withdraw your child from the preschool program, please notify us in writing as soon as possible and submit it to the school office.

Dressing for school

Please be sure your child is dressed each day in comfortable clothing that allows for freedom of movement and safety. The students are involved in activities that keep them moving much of the day. Also keep in mind that our students may play outside so send your child to school in appropriate outerwear as well. Playground play requires closed-toe, sturdy shoes rather than flip-flops or sandals. Tennis shoes are required for PE class.

Always provide a change of clothing in your child's book bag or tote in case of accidents. Please be sure the change is seasonably appropriate and the correct sizes. This includes shirts, pants, underwear or pull-ups, socks and shoes. This change can remain in the book bag or tote throughout the school year. Remember to label all items of your child's clothing.

Other considerations when selecting clothing for school:

Board Policy JFCA directs that all pupils should maintain a neat appearance at all times.

Students are asked to avoid extremes in selecting clothing to be worn to school. If a student wears clothing that is disruptive to good classroom behavior or creates a safety problem, it may be necessary to call the parents and ask that the student be picked up and returned properly dressed.

- All students must wear shoes, boots, or other type of appropriate footwear.
- Clothing that will cause disruption or undue attention to an individual (girl or boy) shall not be worn. This includes logos, designs and messages considered to be obscene or inappropriate, such as tobacco and alcohol related logos, designs, and messages.
- Sexually explicit T-shirts or apparel and oversized clothing such as sagging pants shall not be worn.
- Shirts must be worn at all times. Midriff tops will not be permitted for either girls or boys. Shirts with sides cut out are not permitted.
- Hats, caps, and other head coverings (at the discretion of the principal) will not be worn or carried in the building during school hours.
- Sunglasses cannot be worn indoors.
- Certain "gang related" fashions or styles of wearing apparel are prohibited.
- Pant legs, sleeves, or any garment must be worn without orientation to the left or right. In addition, chains used with men's wallets are also inappropriate due to their use as potential weapons.
- Additional dress related regulations may be imposed upon students participating in certain extra-curricular activities.
- Class activities which present a concern for student safety may require the student to adjust his/her hair and/or clothing during the class period in the interest of maintaining safety standards.

Book bags

Please remember to check your child's book bag or tote bag EVERY night. The book bag or tote bag must be large enough to hold a regular folder, as well as a change of clothes. No wheeled bags will be allowed. A communication folder will be provided for each child. Your child's teacher will include important communication about your child's progress and school activities in their folder. Newsletters from the classroom will also come home each week to keep you informed of what the students are learning. The folder is the daily

communication between home and school, so it is important that teachers and parents check and empty it daily.

Snacks

A healthy snack will be served for your child each school day. Parents are asked to donate pre-packaged, healthy snacks for the class at intervals throughout the school year. If the snack requires the use of a spoon, parents are also asked to send those along for the class. There are occasionally children in our program with allergies. You will receive notice if this impacts your child's class. Recommended pre-packaged healthy snacks may include:

vegetables
yogurt
granola bars
fruit

cheese
cottage cheese
snack crackers
nutra-grain bars

graham crackers
pretzels
pudding
100% fruit juice

Do not send products that contain nuts!

Rest/Nap Time

Rest is an important component to the health and well being of the preschooler. We will provide rest mats for each child. Parents should provide a sheet and blanket, which will go home each Friday for laundering and should be returned each Monday.

Recess/Outdoor play

If weather permits, students will spend their recess times outdoors. Preschool will follow the district's guidelines for having outdoor recess during cold and hot weather. If your child needs to be excused from recess, please inform his/her teacher in writing.



Other Policies and Guidelines

Inclement Weather

Snow: Parents should listen to the radio for information about the school closings during snowy weather. If the City of St. Charles Public Schools are affected, announcements will be made beginning at approximately 5:30 A.M. on KMOX 1120 (AM); WIL 92.3 (FM); KTRS 550 (AM); Y 98 (FM) Radio, KSDK (5), KMOV (4), KTVI (2) television and several other stations. A written reminder will be sent home advising parents of the radio stations that will carry the weather announcements.

One of these announcements will be made:

- 1) School District of the City of St. Charles Schools are closed.
- 2) City of St. Charles Schools open, but on snow schedule.
- 3) St. Charles R6 schools closed

Tornado: When the weather warning sirens are sounded, children will be kept at school and cared for until the all clear signal. Definite emergency procedures are followed. PLEASE DO NOT CALL THE SCHOOL OFFICE DURING THIS TIME. PHONE LINES MUST BE KEPT OPEN TO RECEIVE INFORMATION CONCERNING THE STORM.

Emergency or early dismissal: Each child should be instructed about where he/she is to go if an early dismissal is necessary. Parents will be notified and asked to pick up their children if an early closing of school occurs.

In-House Field Trips

We will not be taking off-campus field trips. Instead, we will host In-House field trips in our classrooms.

Birthdays

The teachers will inform parents about how birthdays will be celebrated in your child's classroom. Due to increased food allergies, food or other sweet treats may not be provided outside those offered by the school's food service provider, Chartwells. We encourage parents to provide a non-edible trinket (i.e. pencil, stickers, etc.) or purchase birthday treats through Chartwells as part of their child's birthday celebration.

Holidays/Parties

Parties will be held for fall, winter, and Valentine's Day. Room Parents will be obtained by the Room Parent Chairman.

The PTO will provide each child with a snack and drink during the party. Due to increased food allergies, no other food items will be allowed to be distributed. Non-edible trinkets are allowed.

Students should not deliver invitations to home parties at school unless all students in the class are invited to the party.

Toilet training

Toilet training is a big milestone in a child's life. Each child is different in WHEN they become potty-trained, but research shows that EVERY child needs to be supported with a consistent routine to help them become independent. Our preschool is a developmentally appropriate program for all children, and we are willing to work with children on toilet training. Our goal is that children are toilet trained by the time they are 4 years old.

We ask that children who are not toilet trained come to school in pull-ups or underwear. NO diapers. We will be sending your child home from preschool in pull-ups or underwear...not diapers.

It is also very important that in the child's book bag there are 3-6 extra pull-ups or underwear with a change of pants, socks and shoes. Part of toilet training involves kids having the occasional "accident," that is how they learn to listen to their body.

Our goal is to help your child become independent, especially in their personal care. Every effort will be made to support what parents are doing at home to help their children be toilet trained. However, every effort on the part of the parent to support the teachers in toilet training at school must be made as well.

Toys

All personal toys should be left at home or in your car. If there is a special event for children to bring personal items, you will be notified in advance.

Health Issues

General School Health Guidelines

- Never send an obviously sick child to school.
- A child with a sore throat, severe cough, earache, vomiting, or a fever over 100 degrees within the past 24 hours, should not be sent to school.
- A child with a contagious disease may not come to school until completely well. Proof of treatment may be required.
- A child with head lice may not attend school. The child must be examined by the nurse/clerk before he/she is allowed to return to the classroom. Proof of treatment may be required. Please notify the school immediately if your child has head lice.
- If your child has been ill, please use common sense and good judgment as to whether or not to send him/her back to school.
- Any child with a temperature of 100 degrees or higher will be sent home. He/she must be fever free for 24 hours without the use of fever reducing medication (ibuprofen, Tylenol) before returning to school.
- The clinic must have a way to contact the family during school hours at all times.
- Students are not allowed to keep prescription or non-prescription medications with them while at school.
- Inform the clinic immediately of any new health information that may affect your child at school; for example, diabetes, seizure disorder, asthma, contagious disease, new or change in medications.
- All food treats must be commercially packaged. Homemade treats will not be given to students.
- The teacher and student must be responsible to go to the clinic for medication at the prescribed time.

Guidance and Counseling Program

The elementary schools are staffed with credentialed counselors. They work with individual students, groups of students and with parents. Parents who wish to talk with a counselor can do so by contacting the elementary school office.

Health Services

The health of a child has a direct bearing on the ability to benefit from educational experiences. The St. Charles School District has an active and comprehensive health services program, including vision and hearing screening, programs on wellness and disease prevention, and basic first aid. Every school has a nurse/health clerk on staff to help ensure the health and safety of your child. Please see board policy for more information on injury and accident procedures.

Immunizations

Missouri state law requires all students to be fully immunized. It is the parent's responsibility to make sure their child has all required immunizations before the first day of school. All immunization forms must be signed by clinic/physician. Immunization forms are available at your child's school, doctor, or St. Charles County Health Department located at 1650 Boonslick Road, phone number 636-949-7400.

In accordance with state law, a parent or guardian may request notification from the district if there is a child currently enrolled in, or attending the facility at which the district's preschool is located who has received an exemption from immunization. Please make your request to the school principal.

Student Physicals

A recent student physical must be on file within 30 days of the first day of school for attendance in our MPP classrooms. This must be signed by the child's health care provider and have been performed within the last 12 months.

Medications

Parents are encouraged to give their child's medication at home whenever possible. If a child must take prescription medicine at school, the medicine must be in the original container (no baggies, foil, etc.) and must be labeled with the original prescription. This includes name of child, name of doctor, name and dosage of medicine, and instructions on when and how to take the medication. A **district medication form** must also be completed and signed by the parent and doctor, and medicine must be in the original container. Medication forms may be obtained in the clinic. All medication must be kept in the clinic. Medication orders must be renewed yearly. Medication not picked up by the parent at the end of the school year will be discarded.

Arrival/Dismissal - Car Safety

- Current national car seat guidelines can be found at the National Highway Traffic Safety Administration's website. <http://www.nhtsa.gov/Safety/CPS>
- Each school will have a specific process for dropping your child off for school and picking your child up from school. Parents/Guardians must sign their child in and out from school with the classroom teacher. Additional information on specific arrival and dismissal procedures will be provided by the school and discussed at Open House.

Custody Situations

In the case of custody or special family situations, please note the following:

- For tuition paying students, the parent/person registering the child is responsible for the payment of tuition.
- For tuition paying students, if payments are divided between two parents, the responsible parent will be the primary contact and will receive all statements,

calendars and correspondence, unless it is indicated that both households must receive all of this information. Please contact your teacher if this is the case.

- We must have a copy of any legal documents on file with the directions clearly stated to be able to refuse a parent or a designee of a parent from picking up a child.
- It is very important that your classroom teacher be aware of any concerns regarding custody as the safety of the child is our main concern.

Child Abuse & Neglect (Missouri Public Laws, Sections 210.110 to 210.189)

When school officials, including teachers, school nurses and principals, and other persons with the responsibility for the care of children, have reasonable cause to believe that a child has been or may be subject to abuse or neglect, he or she is required by law to report such suspicions to the Missouri Division of Family and Children's Services immediately.

Discipline

No form of physical punishment or verbal abuse is allowed by any adult in our school. As caring adults, we set limits and maintain a calm, consistent approach to guiding children's behavior. The promise of order, routines, structure and an interesting day helps to reduce the number of discipline problems. Predictable routines help children feel secure and safe.

Recognition and positive feedback on good behavior are also to encourage self control and positive interaction with other children and adults. We tell children what we do want them to do rather than what we don't want them to do. For example, we say "Walk" rather than "Don't run."

Our teachers facilitate positive interactions with one another throughout the school day. They help children learn to "use their words" rather than using inappropriate methods of communication with their peers and adults.

Code of Conduct

The St. Charles School District Preschool believes that every child 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. A time-out / thinking time is a discipline approach that involves placing the child away from the group to give them time to think about their choices and calm down before re-joining the group. Behavior contracts and other strategies may be used as necessary to redirect student behavior.

If inappropriate behavior continues, a conference will be held with the teacher and/or principal 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 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.

PRESCHOOL PARENT-STUDENT-SCHOOL COMPACT
LEARNING AND WORKING TOGETHER
WE PLEDGE . . .

We all realize that an education is important for success. We therefore each agree to do our part in helping every child achieve the Show Me Standards.

As a preschool student, it is my responsibility to:

- Be kind toward my classmates, teachers and parents.
- Read with my parent.
- Attend school every day possible.

As a parent of a preschool student, it is my responsibility to:

- Praise my child for good work and behavior
- Read with my child regularly
- Attend parent conferences and school functions

The staff of the St. Charles School District Preschool accepts the responsibility to:

- Provide instruction, materials, and high quality professional development for staff.
- Maintain a safe and positive school climate while treating each child with kindness and respect.
- Hold biannual parent-teacher conferences.
- Communicate with and be accessible to parents.
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.

Signed by: Teacher: _____ **Date:** _____

Parent: _____ **Date:** _____

Student: _____

Parent Involvement

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 letter. Our teachers enjoy an open line of communication with families.

Classroom Observations/Visits

Parents are welcome to plan school visits. Prior to the observation/visit, parents are required to complete the district's volunteer background check process. Contact your school's office for information.

Addresses and Phone Numbers

A current telephone number and emergency contact number is needed at all times. If you have changes to any of your child's information, please let the teacher know immediately.

Parent Teacher Conferences

Parent/Teacher conferences are held two times during the school year. This conference will give two of the most important people in a child's life the opportunity to discuss how he/she is doing in school. 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 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, too, 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

This is a program offering home visits, group activities and screening 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. To find out more about PAT, call the PAT office at Harris Elementary School at 636-443-4056.



Notices and Policies

On the following pages, the City of St. Charles School District provides parents, students, staff, and community members with important information about federal and state regulations, as well as district policies and procedures.

A complete list of St. Charles' board policies and procedures may be found on its Web site: <http://policy.msbanet.org/stcharles/>.

For more information, call our District office at 636-443-4000 or refer to our District website at www.stcharles.k12.mo.us

District and building report cards are available on our District website via the link for State Report Card in the District tab in the left-hand column.

District Mission: The City of St. Charles School District will REACH, TEACH, and EMPOWER all students by providing a challenging, diverse, and innovative education.



Annual Notification of FERPA Rights and Designation of Directory Information

The St. Charles R-VI School District complies fully with the Family Educational Rights and Privacy Act ("FERPA"). FERPA is a federal law that affords parents and students 18 years of age or older ("eligible students") certain rights with respect to the student's educational records. These rights are:

RIGHT TO INSPECT: Parents or eligible students have the right to inspect and review substantially all the student's educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school Principal a written request identifying the records to be inspected.

RIGHT TO PREVENT DISCLOSURES: Parents or eligible students have the right to prevent disclosure of educational records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in educational records to those instances when prior written consent has been given to the disclosure. However, upon request the District will disclose information to officials of other schools in which a student seeks or intends to enroll. The District may also disclose information under the provisions of FERPA which allow disclosure without prior written consent, or items of directory information of which you have not refused to permit disclosure.

The District will disclose information to school officials who have a legitimate educational interest in the records. School officials include: persons employed by the District, whether paid or unpaid, as an administrator, supervisor, instructor, or support staff member, including health or medical staff; persons elected to the School Board; person employed by or under contract to the District to perform a special task, such as an attorney, auditor, etc.; or persons who are employed by the District's law enforcement unit. School officials have a legitimate educational interest if the officials are: performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid; or maintaining the safety and security of the campus.

The St. Charles R-VI School District has designated certain information contained in the educational records of its students as directory information for purposes of FERPA. The following information regarding students is considered **directory information**:

- the student's name
- photograph or other likeness
- age
- dates of attendance
- grade level
- enrollment status
- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- honors and awards received

The District may disclose directory information for any purpose in its discretion without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, the information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA.

Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal of the school which the student attends.

In the event a notification of refusal is not filed, the District assumes that neither a parent of a student or an eligible student objects to the release of the directory information designated.

RIGHT TO REQUEST AMENDMENT: Parents or eligible students have the right to request that the District correct any parts of an educational record which you believe to be inaccurate, misleading or otherwise in violation of your rights. Parents or eligible students should clearly identify, in writing directed to the school principal, the part of the record sought to be corrected and specify why it is inaccurate or misleading. If the District decides not to amend the record, it will notify the parents or eligible student and provide information on the right to a hearing to present evidence that the record should be changed.

RIGHT TO COMPLAIN TO FERPA OFFICE: Parents or eligible students have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., 20202-4605, concerning any alleged failure by the District to comply with FERPA.

MILITARY RECRUITER ACCESS TO STUDENTS AND STUDENT RECRUITING INFORMATION: Upon request of military recruiters, the District is required to provide access to secondary students' names, addresses, and telephone listings. However, any secondary student or parent of a secondary student may request that the student's name, address, and telephone listing not be released without prior written consent of the parent. Requests that a student's name, address, and telephone listing not be released to military recruiters must be submitted, in writing, to the school Principal. The District is also required to provide military recruiters with the same access to secondary school students as is provided generally to post secondary educational institutions or to prospective employers of the students.

(Board Policies JO-R, KI, and JHDA.)

Student Records

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.

The superintendent or designee will provide for the proper administration of student records in accordance with law, will develop appropriate procedures for maintaining student records and will standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The building principal shall assist the superintendent in developing the student records system, maintaining and protecting the records in his or her building and developing protocols for releasing student education records. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

Health Information

Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage.

Directory Information

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as directory information:

Students in kindergarten through high school and vocational school -- Student's name; parent's name; grade level; participation in school-based activities and sports; weight and height of members of athletic teams; honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

Parent and Eligible Student Access

All parents will have the right to inspect their child's education records as allowed by law. As used in this policy, a "parent" includes a biological or adoptive parent, a guardian or an individual acting as a parent in the absence of a natural parent or guardian. The district will extend the same rights to either parent, regardless of divorce, custody or visitation rights, unless the district is provided

with evidence that the parent's rights to inspect records have been legally revoked. The rights of the parent transfer to the student once the student turns 18, or attends an institution of postsecondary education, in accordance with law.

If a parent or eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student's privacy, he or she may ask the district to amend the record by following the appeals procedures created by the superintendent or designee.

The district will annually notify parents and eligible students of their rights in accordance with law.

Law Enforcement Access

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in 20 U.S.C. § 1232g (b)(1)(E).

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime.

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

Children's Division Access

The district may disclose education records to representatives of the Children's Division (CD) of the Department of Social Services when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 10/14/1993

Revised: 01/14/1999; 01/10/2002; 08/11/2005; 09/13/2007

Cross Refs: BBFA, Board Member Conflict of Interest and Financial Disclosure
EFB, Free and Reduced-Cost Food Services
EHB, Technology Usage
GBCB, Staff Conduct
IGBA, Programs for Students with Disabilities
IGDB, Student Publications
IIAC, Instructional Media Centers/School Libraries
IL, Assessment Program
KB, Public Information Program
KBA, Public's Right to Know
KDA, Custodial and Noncustodial Parents
KI, Public Solicitations/Advertising in District Facilities
KNAJ, Relations with Law Enforcement Authorities

Legal Refs: §§ 167.020, .022, .115, .122, .123, 210.115, .865, 452.375, .376, 610.010 - .028, RSMo.
Americans with Disabilities Act, 42 U.S.C. §§ 12101 - 12213
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g
Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h
Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 - 1487
No Child Left Behind Act of 2001, 20 U.S.C. §§ 6301 - 7941
The Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794

St. Charles School District, St. Charles, Missouri

Annual Notification of Rights Under the Protection of Pupil Rights Amendment Act (PPRA)

PPRA affords parents certain rights regarding the District's conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

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

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

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

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

St. Charles R-VI School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys covered by this policy and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

(Board Policies JO-R, KI, and JHDA.)

Information Under the No Child Left Behind (NCLB) Act of 2001

1. Parents have the right to request to know the professional qualifications of their child's instructor.
2. Parents must be given timely notification if their child is being taught for four or more weeks by a teacher who is not properly certified.
3. Parents must be given a variety of data concerning disaggregated test scores and teacher certification through the District's Annual Report.

No Child Left Behind (NCLB) Complaint Resolution Procedures

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB). A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Elementary and Secondary (DESE) personnel. Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with any activity, program, or project operated under the general supervision of DESE may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted. The written, signed complaint must be filed and the resolution pursued in accordance with local district policy. The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the District. Such concerns are best resolved through communication with the appropriate staff members and officers of the District, such as the faculty, the principals, the Superintendent, or the Board. For a complaint under this section, the following procedure should be followed:

1. Complaints concerning individual students should first be addressed to the teacher.
2. Unresolved complaints from (1), or complaints concerning individual schools, should be directed to the principal of the school.
3. Unresolved complaints from (2), or complaints concerning individual schools, should be directed to the Associate Superintendent for Curriculum and Instruction.
4. In the event the Associate Superintendent of Curriculum and Instruction is unavailable, or the complaint is not settled satisfactorily by the Associate Superintendent of Curriculum and Instruction, reports should instead be directed to the Superintendent.
5. If the complaint is not settled satisfactorily by the Superintendent, it may be brought to the Board of Education. The complaint must be submitted to the secretary to the Board in writing. The complaint will be brought to the attention of the Board, and, if necessary, a hearing will be scheduled to resolve the complaint. The decision of the Board of Education shall be final.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Elementary and Secondary Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, DESE may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of DESE may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by DESE itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or DESE personnel.

Electronic Communication

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

1. When communicating electronically with students for educational purposes, staff members must use district-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district-sponsored web pages or social networking sites), when available. If district-provided devices,

accounts and forms of communication are unavailable, staff members communicating electronically with students must do so in accordance with number two below. Staff members may communicate with students using district-provided forms of communication without first obtaining supervisor approval. These communications may be monitored. With district permission, staff members may establish websites or other accounts on behalf of the district that enable communications between staff members and students or parents/guardians. Any such website or account is considered district sponsored and must be professional and conform to all district policies, regulations and procedures.

2. A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, web pages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district-sponsored class or activity if the communication is determined necessary or beneficial, if a district-sponsored form of communication is not available, and if the communication is related to the class or activity. The district will provide notification to the parents/guardians of students participating in classes or activities for which personal electronic communications have been approved. Staff members may be required to send the communications simultaneously to the supervisor if directed to do so. Staff members are required to provide their supervisors with all education-related communications with district students upon request.
3. Staff use of any electronic communication is subject to the district's policies, regulations and procedures including, but not limited to, policies, regulations, procedures and legal requirements governing the confidentiality and release of information about identifiable students. Employees who obtain pictures or other information about identifiable students through their connections with the district are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor.
4. The district discourages staff members from communicating with students electronically for reasons other than educational purposes. When an electronic communication is not for educational purposes, the section of this policy titled "Exceptions to This Policy" applies, and if concerns are raised, the staff member must be prepared to demonstrate that the communications are appropriate. This policy does not limit staff members from communicating with their children, stepchildren or other persons living within the staff member's home who happen to be students of the district.

Consequences

Staff members who violate this policy will be disciplined, up to and including termination of employment. Depending on the circumstances, the district may report staff members to law enforcement and the Children's Division (CD) of the Department of Social Services for further investigation, and the district may seek revocation of a staff member's license(s) with the Department of Elementary and Secondary Education (DESE).

Further information about Staff-Student Relations may be found on the District website in the Board Policies *(Board Policy GBH)*

Notice of Non-Discrimination

The St. Charles School District does not discriminate on the basis of race, color, national origin, sex, religion, disability, or age in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies and the district's grievance procedures.

Students Title IX

Assistant Superintendant of Human Resources

St. Charles R-VI School District
400 North Sixth Street
St. Charles, MO 63301

Phone: 636-443-4005

Students- Americans with Disabilities Act/504

Director of Special Education

St. Charles R-VI School District
400 North Sixth Street
St. Charles, MO 63301

Phone: 636-443-4086

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the Superintendent.

Special Education/Early Childhood Special Education (Public Notice)

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

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

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

The St. Charles School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the District's Administration Center, 400 North Sixth St., St. Charles MO, 63301, Monday thru Friday between the hours of 7:30 am to 4:00 pm.
(Board Policy JHDA: Critical)

District and Statewide Assessment Program

The district will use assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the Superintendent or designee to create procedures governing assessments consistent with law and Board policy.

In cooperation with the administrative and instructional staff, the Board will annually review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.

The St. Charles School 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).

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 Show-Me Standards, as set forth by the Missouri State Board of Education.

The School Board authorizes the Superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

The district's policy on student participation in statewide assessments shall be provided at the beginning of the school year to each student and the parent, guardian or other person responsible for every student under 18 years of age. The policy will also be kept in the district office and be available for viewing by the public during business hours of the district office.

National Assessment of Educational Progress

If chosen, the district will participate in the National Assessment of Educational Progress (NAEP) as required by law.

(Board Policy IL: critical)

Notification of Human Sexuality Curriculum

The district is required to notify the parent/guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and of the parent's/guardian's right to remove the student from any part of the district's human sexuality instruction. The district is required to make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction.

(Board Policy IGAEB: critical)

Rights of Homeless Children

The McKinney-Vento Homeless Assistance Act and subsequent amendments in 1990, 1994, 2001 and 2004 provide considerable protection for the educational needs of homeless children and youth in the United States. Subtitle B of Title VIII states that it is the policy of Congress that:

1. Homeless children and youth have equal access to the same free, appropriate public education as provided to other children and youth.
2. Residency requirements, practices or policies that may act as a barrier to enrollment will be revised to ensure that homeless children and youth are afforded the same free, appropriate public education as provided to other children and youth.
3. Homelessness alone should not be sufficient reason to separate students from the mainstream school environment.
4. Homeless children and youth should have access to the education and other services that such children and youth need to ensure that such children and youth have an opportunity to meet the same challenging state student performance standards to which all students are held.

School districts of each homeless child and youth are required to determine the child's best interest by either:

Continuing the child's education in the school of origin:

1. For the remainder of the academic year; or
2. In any case in which a family becomes homeless between academic years, for the following academic year; or
3. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth resides are eligible to attend.

(Board Policy IGBCA: Critical)

Programs for English Language Learners (ELL) and Migrant Students

English Language Learners

The Board of Education 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.

The Board directs the district ELL coordinator to develop and implement language instruction programs that:

1. Identify language minority students through the use of a Student Home Language Survey (policy IGBH-AF1).
2. Identify language minority students who are also English language learners. Any student who indicates the use of a language other than English will be assessed for English proficiency using the state provided assessment instrument.
3. Determine the appropriate instructional environment for ELL students.
4. Annually assess the English proficiency of ELL students and monitor the progress of students receiving ESOL or bilingual instruction in order to determine their readiness for the mainstream classroom environment.
5. Provide parents with notice of and information regarding the instructional program as required by law. Parental involvement will be encouraged and parents will be regularly apprised of their child's progress.

(Board Policy IGBH: critical)

Migrant Services (Title IC)

The Title IC program focuses on helping migrant children overcome the educational barriers that result from repeated moves, allowing them the opportunity to succeed in regular school programs.

When the district receives the "Certificate of Eligibility Form" from the Migrant Center, the district Executive Secretary for grants notifies the building principal, building counselor, ELL teacher, classroom teacher, and Food Services Director of the student's migrant status.

In the fall, each building receives a list of their current migrant students. When a building receives notification of a new migrant student, the name should be added to the building's migrant list that was sent in the fall. The district encourages migrant parents to play an enthusiastic role and have a voice in all aspects of their children's education through participation and increased understanding of school regulations and activities. *(Board Policy IGBCB)*

Programs for the Disadvantaged

In order to meet its goal of providing appropriate educational opportunities for all students in the St. Charles School District, the Board of Education shall participate in the federal Title I program.

The board recognizes that when schools work together with families to support learning, children are inclined to succeed not just in school, but throughout life. It is the board's intent to establish partnerships that will increase parental involvement and participation in promoting the social, emotional and academic growth of children.

The district will encourage Title I parents to be involved in supporting the education of their children in at least the following ways:

- Parents will be involved in the joint development of the Title I program plan and in the process of reviewing the implementation of the plan and suggesting improvements.
- The district will provide coordination, technical assistance and other support necessary to assist participating schools in planning and implementing parental involvement.
- The district will build the schools' and parents' capacity for strong parental involvement.
- The district will support the coordination and integration of Title I parental involvement strategies with those of other programs that include parent involvement by meeting with appropriate program coordinators at least once each year to plan such coordination and integration of parent involvement activities.
- The district will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy to determine whether there has been increased participation and whether there are barriers to greater participation, particularly by parents who are disabled, who have limited English proficiency, limited literacy or are of any racial or ethnic minority background.
- The district will use the evaluation findings in designing strategies for school improvement and in revising parental involvement policies and procedures at the district and building levels. *(Board Policy IGBC)*

Free and Reduced Lunch Eligibility Guides

Information on free and reduced lunch eligibility guidelines is distributed to all students at the beginning of the year. Further information may be obtained by contacting your school office.

MO HealthNet for Kids Program

MO HealthNet for Kids provides healthcare coverage for children under age 19 whose family income falls within certain guidelines. Further information about eligibility, contact information, and application procedures may be obtained at:

<http://dese.mo.gov/sites/default/files/FreeandReduced-DirectCertbooklet2014-2015.doc>

Emergency Medications

All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes and asthma-related rescue medications that can be administered in the event of severe allergic reaction causing anaphylaxis or a life-threatening asthma episode. These medications will only be administered in accordance with written protocols provided by an authorized prescriber. The school principal will maintain a list of personnel trained in the proper administration of these drugs.

The school principal or designee will also maintain a list of students who cannot, according to their parents/guardians, receive epinephrine or asthma-related rescue medications. A current copy of the list will be kept with the devices at all times. For further policy on administration of medications to students, please see *Board Policy JHCD*.

(Board Policy JHCD)

Asbestos Notification

The city of St. Charles School District has implemented an asbestos management plan to be in compliance with the U.S. Environmental Protection Agency (EPA). The results disclosed the presence of asbestos in some locations in the school district's buildings. These areas are currently being maintained to insure all students and employees of the school district are provided a safe and ASBESTOS free environment. The inspections and the findings of these inspections are on file and available for public review at the facilities maintenance office at 2450 Zumbahl Road, St Charles, MO 63301 during normal working school hours (Monday-Friday 6:30am-3:00pm). The Director of Facilities is available to answer any questions you may have about asbestos in our buildings.

School Cancellation or Early Dismissal Notification

In the event of school cancellation or early dismissal that is not a scheduled occurrence; the public is notified via local television, the District website, and the Alert-Now phone system.

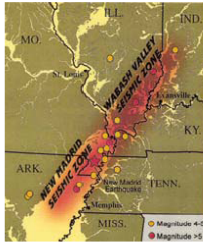


Earthquake Safety For Missouri's Schools

The New Madrid Seismic Zone Extends 120 Miles Southward from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.

The New Madrid Seismic Zone and surrounding region is Active, Averaging More than 200 Measured Events per Year (Magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (Magnitude 2.5 – 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

The Highest Earthquake Risk in the United States outside the West Coast is in the New Madrid Seismic Zone. Damaging temblors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state.



A Damaging Earthquake in this Area, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to be a 25-40% chance for a magnitude 6.0 – 7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage to unreinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly overdue for this type of earthquake!

A Major Earthquake in this Area - the Great New Madrid Earthquake of 1811-12 was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

When Will Another Great Earthquake the Size of Those in 1811-12 Happen? Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7 - 10% probability.

What Can We Do to Protect Ourselves? Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

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.

The information contained in the flier was extracted from the American Red Cross website http://www.redcross.org/services/prepare/0,1082,0_241_00.html, Missouri State Emergency Management Agency website (<http://sema.dps.mo.gov/EQ.htm>) and the Federal Emergency Management Agency website (<http://www.fema.gov/hazard/earthquake>). This flier could be distributed by school districts to each student annually to satisfy the requirements of RSMo 160.455