

Halls Ferry Elementary School



13585 New Halls Ferry Rd.
Florissant, MO 63033
(314) 831-1022 (phone)
(314) 831-1024 (fax)

The ABC's of Halls Ferry Elementary School

“WE ARE FALCONS!!”

Halls Ferry Elementary School
Parent/Student Handbook
2018-2019



FERGUSON-FLOISSANT SCHOOL DISTRICT

Halls Ferry Elementary School
13585 New Halls Ferry Road
Florissant, MO 63033-3054

Phone: (314) 831-1022
Fax: (314) 831-1024
www.fergflor.org

Dear Students and Parents,

On behalf of the Halls Ferry Elementary Staff, welcome to the 2018-2019 school year! The staff and I are excited to serve as your child's educators. Our primary focus is to prepare your child for middle school without remediation and to equip them with the skills necessary to compete in a global economy and be lifelong learners.

Halls Ferry's goal is to create a school community where staff, parents, and community members support each student in being a successful learner and a responsible school citizen.

Halls Ferry is full of families that appreciate education and care about our neighborhood and school family. The Halls Ferry staff is devoted to guaranteeing that your child has a safe and successful academic year.

The purpose of this Parent/Student handbook is to help you become familiar with the guidelines we use to create an environment that encourages each student to do their best and to achieve educational goals. As you read this handbook you will find educational and extra curricular opportunities for your child and volunteer opportunities for families.

To achieve their greatest learning potential, children need a supportive environment that encourages learning, qualified staff members who are committed to providing excellent instruction and an attitude that indicates a respect for learning and the rights of others. We seek to provide these essentials here at Halls Ferry, but **you as parents play a big role** in the validation of our efforts and the success your child finds here. Your cooperation and support are vital in our working together to ensure each student will achieve his or her maximum potential.

Please read the Parent/Student Handbook as a family and keep it handy to refer to as needed. If you have a question about anything concerning Halls Ferry Elementary School, please feel free to ask your child's teacher or stop by the school office.

I look forward to serving as your child's principal for this school year.

Sincerely,

A handwritten signature in cursive script that reads "Leo A. Ganahl".

Leo A. Ganahl, Principal

Board of Education Goals
for the Ferguson-Florissant School District
2018-2019

Understanding (Accreditation & Achievement)

Maintain accreditation (70% or higher) and support student achievement by focusing on MSIP 5 and MAP scores, subgroup achievement, attendance, graduation rates and college and career readiness.

Networking (Stakeholder Engagement)

Engage all stakeholders with opportunities for dialogue, community outreach and events, feedback surveys and proactive and transparent media relations.

Infrastructure (Infrastructure and Processes)

Enhance the district's infrastructure through ongoing maintenance, energy efficiency and process improvement savings, and technology.

Talent (Talent Management)

Develop talent management by recruiting, training, engaging and retaining a highly qualified, diverse staff.

Economics (Fiscal Responsibility)

Demonstrate fiscal responsibility by achieving a balanced budget, increasing reserves and implementing expenditure controls.

Decorum (School Climate)

Promote a school climate conducive to learning through district-wide implementation of Positive Behavioral Interventions & Supports (PBIS), reduction of classroom disruptions and discipline incidents, and parent and teacher surveys to monitor progress and gain feedback.

ONE DISTRICT UNITED

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Directory Information

Halls Ferry Elementary School
13585 New Halls Ferry Road
Florissant, Missouri 63033
www.fergflor.org

Halls Ferry Contact Numbers

Main Office	(314) 831-1022
Fax Number	(314) 831-1024
Attendance	(314) 831-1023 (press 1)

***Please call the attendance line *before 8:30 am* when your child will be absent or late.**

***Please call the Office before 2:45 pm for any end of day messages**

Ferguson-Florissant District Contact Numbers

Central Administration	(314) 687-1910
Transportation	(314) 506-9370
Early Education	(314) 506-9071

Administrative Staff

Mr. Leo A. Ganahl, Principal	(314) 831-1022
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Counselor

Mrs. Shawnean Callihan, Counselor	(314) 831-1022 ext. 1500
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Office Staff

Mrs. Tammy Smith, Office Manager	(314) 831-1022
Mr. Charles Hawkins	(314) 831-1022 ext. 1301
Mrs. Devonne Banks	(314) 831-1022 ext. 1302

Assistant Superintendent for Elementary

Dr. Adrienne Bland
Dr. Lisa Hazel
Deanna Kitson

Deputy Superintendent for Instructional Services

Tiffany Besse

Superintendent of Ferguson-Florissant School District

Dr. Joseph Davis, Superintendent

The Halls Ferry ABC's

Attendance

Regular school attendance is necessary to learn; however there are times when an absence is unavoidable. To help us ensure your child's safety, we ask that you call the office at **831-1022** if your child will be absent. The office is open at 7:30 am to receive messages. If you do not call, we will contact your home or workplace to verify the absence.

Absence is marked as follows

If a child enters school between:

8:46 am-9:00 am	Tardy
9:01 am-10:05 am	1 hour absent
10:06 am-11:05 am	2 hours absent
11:06 am-12:05 pm	3 hours absent
12:06 pm-1:05 pm	4 hours absent
1:06 pm-2:05 pm	5 hours absent
2:06 pm-3:05 pm	6 hours absent

If a child leaves school between:

2:05 pm-3:30 pm	1 hour absent
1:05 pm-2:04 pm	2 hours absent
12:05 pm-1:04 pm	3 hours absent
11:05 am-12:04 pm	4 hours absent
10:05 am-11:04 am	5 hours absent
8:46 am -10:04 am	6 hours absent

Ten (10) days or more of unexcused absence from school during a single school year will be considered excessive and in violation of Standard Nine (9) Truancy of *The District Student Discipline Code*.

Students are allowed to make up work missed due to absences. When a student returns from an absence, excluding suspensions, they will be given one (1) day for each day of absence to submit missed assignments – assuming that allowing so will not prevent the teacher from submitting end of quarter/semester grades as required. Credit for make-up work completed due to unexcused absences that exceed ten (10) days for the school year may or may not be issued at the teacher's discretion

Good attendance is not only important for academic success of your child but also for accreditation from the state for our district.

Arrival and Dismissal

In order to provide a safe environment for our students, we need your cooperation with our arrival and dismissal procedures. Walkers and car-riders may arrive at 8:30 am and go directly to their classroom. Our playground is not supervised early in the morning **any student who arrives prior to 8:30 am must be accompanied by a parent**. Please make sure your child does not arrive before 8:30 am. An attempt to notify parents of a student's early arrival will be made by the office.

Please inform your child in the morning how they will be getting home that afternoon. **Parents must notify the office with a written note or via phone prior to 3:00 pm if there is any change in your child's means of transportation home. We cannot guarantee the delivery of messages to students after 3:00 pm.**

Bus and daycare vans arrive from 8:30 to 8:40 am and depart from 3:30 pm to 3:45 pm. Car riders are dismissed at 3:30 pm and walkers are dismissed at 3:35 pm. **Parents may pick their children up at 3:30 pm after the bus and day care vehicles have departed.** Children will not be dismissed early from their classroom. Parents who park in the church lot may meet their children in front of the building. **All children must be picked up by 3:45 pm** at which time supervision ends. Please be patient and alert to the directions of supervising staff members during dismissal. They are present to alleviate traffic problems and provide a safe environment for all children.

Bicycles

All bicycles are to be parked and locked at the bike racks located in the rear of the building. Bicycles must be walked, not ridden, while on school property.

Birthdays

Your child's birthday is a special day. If you choose to celebrate by sending treats to school please send store bought individually wrapped items to be served at lunch. This ensures instructional time is not interrupted. We also ask that you make a healthy treat choice so we are in accordance with the State and District's health initiative guidelines. For a list of recommended treats visit our website at

http://www.fergflor.org/pages/Ferguson-Florissant_SD/Programs/Health_Wellness

Books

Books and materials are issued to each student and are property of the Ferguson-Florissant School District. Students are responsible for taking care of all books and materials issued to them. If books or materials are lost or damaged, parents must pay for replacements or repair these materials. At the end of the year, all materials will be collected and fines will be assessed, if necessary.

Bus-Rider Expectations

In order to maintain a safe and orderly bus environment, children must follow the bus guidelines/expectations. Riding the bus is a privilege and service that can be denied temporarily or permanently.

At the bus stop, students are to:

- Arrive on time (no more than 10 minutes prior to loading)
- Stay out of the street while waiting for the bus
- Wait peacefully and be considerate of others

On the bus, students must:

- Keep hands, feet and objects to themselves
- Sit correctly and remain in assigned seat (kneeling, standing or walking around is not allowed)
- Follow directions given by the driver
- Talk in a peaceful voice
- Be silent when the wheels of the bus are stopped
- Not eat food, chew gum or drink beverages
- Get off at their assigned bus stop and go directly home

These guidelines are necessary for the safety of our students. If a student chooses to create a dangerous situation, one or more of the follow consequences will occur: *verbal warning, phone call and written note, bus referral, suspension from the bus and/or school.*

Cafeteria

No-cost breakfast and lunch for all students: The Ferguson-Florissant School District will be participating in the USDA's Community Eligibility Provision (CEP) for the 2017-2018 school year, which provides breakfast and lunch AT NO COST to all students in pre-kindergarten through high school throughout the District. This program is fully funded by the USDA (there is no cost to the District) and eliminates the need for families to complete applications for Free and Reduced Meals. Students will still be able to purchase a la carte items if desired.

The CEP is part of the Healthy, Hunger-Free Kids Act of 2010 and has been introduced nationwide by the USDA following a three year phase-in across 11 states and 4000 schools. In the St. Louis Metropolitan area, Ferguson-Florissant will join St. Louis Public Schools and the Riverview Gardens School District, among others, in offering no-cost meals to the students through this program.

Students are served breakfast in their classroom each morning from 8:30-8:45 am. Students may receive a lunch from school or bring their lunch from home. See your child's classroom schedule for lunch times. Parents who wish to join their child for lunch may order a school lunch from the cafeteria for \$2.50 for an adult lunch.

We feel that this program is a "win-win" for both our students and our District: most importantly it will ensure more children receive nutritious meals during the school day and remove the stigma associated with free and reduced price meals only to low-income students. In addition, it will eliminate the need to collect meal payments or follow up on unpaid meal charges and will reduce administrative costs and paperwork for the district.

Continuation of student food service accounts for a la carte purchases: For the 2017-2018 school year, we will again ask students to place funds into their personal food service account instead of paying for a la carte items individually with cash or check at the time of purchase. Money brought by students will be placed into the student's food service account, and purchases will be deducted from the account. No change will be given. This will eliminate cash or check transactions for a la carte items and speed service during breakfast and lunch periods. Students will be able to access their account both in the main service lines and at the snack bar. Any funds that remain in a student's account at the end of the school year will be available the follow school year.

Our cafeteria offers two entrees daily. In addition, a salad/vegetable/fruit bar is available most days. **The menus are sent home monthly. Carbonated canned or bottled beverages, fast food (McDonald's, Taco Bell, etc.) are not allowed.** Staff will not heat or warm up food for students. Menus can be accessed on-line on the District's website.

Cafeteria/Playground Supervision

Active supervision is used at all times in the cafeteria and on the playground. Playground and cafeteria procedures are taught during the first few weeks of the school year. Students are expected to follow the directions of supervisors for their safety, meal enjoyment and the efficient flow of lunch service. The following is a list of our established consequences should a student demonstrate inappropriate behavior or a disregard of the procedures:

- Level 1: Verbal Reminder
- Level 2: Re-teaching or delivery of instructional responses for appropriate behavior
- Level 3: Time-out from activity
- Level 4: Playground/cafeeteria referral

NOTE: This continuum would not be used if the behavior endangers student safety or the safety of others

Cell Phones

According to the Ferguson-Florissant Discipline Code, cell phones are not allowed at the elementary level. Possession of a cell phone will result in confiscation and parent pick-up as dictated by Type II Behavior (Elementary school students are not allowed to use cell phones or other electronic devices during the school day). **THE SCHOOL WILL NOT BE RESPONSIBLE FOR THE LOSS OR THE THEFT OF THESE ITEMS.** In case of an emergency a message for your child can be left with the office personnel.

Chewing Gum

Chewing gum is not allowed in school at any time.

Ferguson-Florissant School District
Department of Food Service and Nutrition
1005 Waterford Drive, Florissant, MO 63033-3694
(314) 506-9097 Fax (314) 506-9105

Classroom Party Snack Menu

The following information is required for orders.

Your Name: _____
 Students Name: _____
 School: _____
 Teachers Name & Room #: _____
 Date Needed: _____
 Time Needed: _____

Items	Price	Quantity	Total Price
Goldfish Crackers	\$0.40		
Bug Bite Grahams	\$0.40		
Otis Muffins	\$0.60		
String Cheese	\$0.25		
Yoplait Yogurt (4 oz.)	\$0.75		
Apple Wedges	\$0.35		
Orange Wedges	\$0.35		
Banana	\$0.35		
Carrots w/ Ranch Dip	\$0.50		
Fruit Tray	\$0.80		
Vegetable Tray	\$0.80		
Whole Grain Cookies (2 cookies per person)	\$0.40		
Raspberry or Orange Sherbet	\$0.40		
Milk (8 oz.) White or Chocolate	\$0.35		
Juice (4 oz.) Assort. Flavors	\$0.35		
Bottled Water (8 oz.)	\$0.40		

The Ferguson-Florissant Food Service Department is proud to be able to offer healthy and affordable snack options for birthdays, holidays or special occasions in the classroom.

Food service will deliver all orders directly to your child's classroom and provide all of the plates, napkins and utensils.

To order please call the Ferguson-Florissant Food Service Department at 314-506-9097 or complete the form on the previous page and turn it into your school cafeteria. All pricing is per person. Please place orders 5 days in advance, orders for sherbet require 2 weeks advanced notice. Please get approval from your child's school prior to place the order.

Classroom Parties

There are three (3) classroom parties per year: fall party, winter party and a Valentine's Day party. Each classroom collects money for parties. Families may also be asked to donate items for the party or order off the classroom party snack menu. This is an opportunity for families to visit the classroom.

Counselor

Our school counselor's job is to help make school a successful experience for your child. In order to accomplish this, the role of the counselor has many facets.

Counselors help children understand themselves and others in order to strengthen cooperation and positive peer relationships for all. We do this through classroom guidance lessons, small group or individual student lessons. The curriculum also includes lessons on harassment and bullying. Counselors also assist staff in assessing the learning ability of the student through group and individual tests and work with the teachers for the academic success for the students.

Student success is not possible without involvement from the child's parents. It is essential that parents participate in planning and are aware of their child's progress toward academic accomplishments. Periodically, the counselor helps parents learn more about their child's growth and development to further enhance parent-child relationships. Through these activities the elementary counselor assists each child to have a successful school experience. Parents are encouraged to meet your child's counselor, Mrs. Shawnean Callihan. Call **831-1022** for an appointment.

Discipline Code

At Halls Ferry School, we practice the **High-Five Approach to Success**. We follow five simple expectations:

- **Be Safe**
- **Be Cooperative**
- **Be Peaceful**
- **Be Respectful**
- **Be Kind in order to**
- **Be Responsible School Citizens**

Students who do not follow the school-wide expectations will receive a verbal warning. When a behavior is repeated, a consequence is given and the teacher re-teaches the expectation. If a child continues to not follow the expectation, he/she will receive a discipline referral.

Students are immediately referred to the principal for disciplinary action when any of the following occur: Severe school or class disruption; repeated offenses; endangerment to self and/or others; damage to/theft of property; defiant or threatening actions.

Consequences assigned for disciplinary referrals include:

1. **Loss of Privileges** – this may include recess, special events, or special activities.
2. **Restitution** – a student may be asked to replace/pay for damaged items
3. **Community Service** – performs a service that helps the school community
4. **In-School Suspension** – a student is assigned to a classroom other than his/her own for the day or days suspended. No privileges such as recess or field trips are allowed. Lunch is eaten in an assigned area.
5. **Out-of-School Suspension** – the student will not attend school on the day or days of the assigned suspension.

*A conference with the student is the *expectation* for a suspended student prior to that student's return to the classroom setting.

Students are considered trespassing if they are on school grounds during the suspension period. The student may not make-up missed work or tests during the days or suspension.

*All consequences are based on the Ferguson-Florissant School District Discipline Code, in accordance with the Safe Schools Act. **For Serious violations, the police will be notified.**

Dress Code

The Ferguson-Florissant School District has a student dress code. Please review this dress code with your child. We recommend that students wear tennis shoes to school every day for safety at recess and physical education classes.

Students may ***NOT*** wear the following: shirts containing logos, slogans or pictures that are considered violent, threatening or of an adult content; shirts longer than wrist length; loose tank tops; crop tops; short shorts; mini skirts above the finger tips; sagging pants; or clothes with words written on the seat of the pants. There is a detailed list provided on the district website (see below). **Students are not allowed to wear flip-flops or sandals on the playground or in physical education classes.**

Your support is appreciated as inappropriate fashions distract from the learning process. Students dressed inappropriately will be asked to change into something appropriate for school. For more information visit our website: <http://fergflor.org>

Early Departure/Afternoon Arrival

If your child needs to leave school for a medical appointment, we will ask for verification of your appointment. You must pick your child up from the school office and sign him/her out. You will be asked to show ID. Our staff will not release a child from school without proper authorization. If your child returns to school the same day or arrives later in the day, please sign him/her back in upon arrival. We will not dismiss students to walk home during the day.

Emergency Procedures/Drills

Emergency procedures are established to ensure the safety of all students and staff. Drills are regularly conducted during the school year and are to be taken seriously. Instructions will be given to the students by teachers or announced through our public address system.

Field Trips

Students have opportunities to take field trips. These are typically to the District's nature reserve at Little Creek and the Florissant Civic Center (James Eagan Center) for theatre performances. Due to budget constraints, the school does not have funds to pay for field trips this school year. Students are asked to cover the costs of field trips and events/activities they attend. Occasionally, parents are asked to accompany classes on field trips to chaperone. While we appreciate your assistance in providing additional supervision we cannot allow siblings of any age to join us and parents must provide their own transportation.

Fund-Raising

Only those materials or sale products sold by authorized Halls Ferry Elementary School personnel or Halls Ferry sponsored fund-raisers may be sold at school.

Homework

Homework may be assigned as practice, extension of an in-class assignment, or an independent project. A successful student should always complete homework as assigned. It is suggested that students spend time each evening practicing math facts and reading a "good fit" book.

Library Use

Students visit the library for 30 to 55 minutes each week as part of the regular class schedule. During this time, students take part in shared reading with the librarian, check out books to read, and participate in learning activities.

The library collection is constantly updated and expanded. Books are chosen for either their educational or recreational value. The library circulates books to all students. Students are allowed to check out books on a weekly basis during their scheduled class time and before school. Each student is responsible for the books they check out.

Library materials that students check out from our school library are due weekly when the student comes to the library with their class. If a student fails to return library materials on time it does not result in a late fee, but it does prevent them from checking out new material. A lost book or magazine must be paid for and prevents the student from checking out new materials until the replacement fee is paid. If a lost item is paid for and found in good condition, it should be turned to the school library for a refund. A student will be charged the full replacement value of a lost item that is damaged beyond repair.

Illness or Injuries at School

Our school nurse is on duty full-time. If your child becomes ill during the school day you will be notified as quickly as possible. **The county health department requires that any child with a temperature of 100°F or more to be sent home until the fever has been gone for 24 hours.** We ask that you keep numbers updated in case an emergency arises at school.

Children who are injured at school will be given first aid immediately. Parents or emergency contacts will be called for any serious injuries, particularly head injuries. In case of life threatening emergencies, 911 is automatically called. **Please make sure you keep your contact numbers updated with the school office.**

Any prescribed medication that is to be taken at school must be taken to the Nurse's Office by an adult. Any prescribed medication that your child must take at school must be in the original prescription bottle. When a child takes daily medication, a physician and parent note is kept on file. Over-the-counter medication such as cough drops, pain medicine, etc. can only be given if accompanied by a doctor and parent note giving proper instructions. **This is state law.** Again, all medications must be brought to the Nurse's Office by an adult. Any other questions, please see District Policy 3055.

Non-Instructional Items

Non-instructional items such as electronic devices, laser pointers, radios, electronic toys and cameras are not permitted in school and will be confiscated. Parents may call the school to inquire or clarify whether a specific piece of personal property is acceptable. Possession and/or use of such items may cause a student to be subject to disciplinary action.

Organizations and Clubs

Halls Ferry School sponsors a number of special extra-curricular organizations and clubs. More information about these activities will be sent home throughout the year.

Parent Teacher Group (PTG)

The Halls Ferry Parent Teacher Group plans many fun activities. These include hosting curriculum night, conducting an annual fundraiser, arranging educational assemblies, hosting movie nights, providing popcorn to be purchased on designated Fridays, collecting General Mills Box Tops, the Giving Tree, and more. To make these activities successful we need parent volunteers. Please consider donating your time. Watch for information in your child's backpack or the school website for volunteer opportunities.

Please join the Parent-Teacher organization by contributing \$1.00 per family to our PTG Membership Fund. We encourage parents to attend our PTG meetings. They are typically held monthly on the second Tuesday at 6 pm in the school library or cafeteria. The following are the dates for the PTG meetings this school year:

Nov. 6th

Dec. 4th

Jan. 8th

Feb. 5th

Mar. 5th

Apr. 2nd

May 7st

Parent Visitation/Conferences

Parents are encouraged to be involved in their children's education. You are welcome to visit your child's classroom any time after the first week of the school year. Visits are discouraged during the first week as we are learning and establishing routines. Teachers are available before school on the back playground the first week of the school year to meet parents and answer questions.

It is important that you follow our visitation procedures for the safety of our students and staff and to make certain the educational process for all of our students is not interrupted. As stated in the District's Board Policy (8020) "... observations/visits shall be scheduled in advance with the teacher and principal prior to the actual visitation. These visits will be for observation only, not for parent conferences."

Parent/Teacher conferences are critical to students' success and are a regularly scheduled part of our school year. In addition to scheduled conferences, parents may request a conference at any time. If you would like to meet with a teacher and/or the principal, please call the office or your child's teacher to schedule a convenient time to meet. An appointment is necessary to ensure that our staff has the adequate time to discuss your child's progress and/or concerns with you in an appropriate setting.

When you arrive at school, please stop by the school office to sign-in and receive an ID badge. Upon leaving the school, please sign out. This helps us to know who is in the building and provide for the safety of our students.

If you need to drop something off for your child such as lunch, instruments, books, etc. please leave them in the office.

We ask that you follow our procedures to help us provide a safe place for our children.

Physical Education Classes

All students must wear tennis shoes for Physical Education Classes. This is required for student safety. Other shoes might not provide adequate traction or be heavy and harmful causing slipping and possible injuries. Students should also not wear jewelry that might cause danger to self and others or disruption to the learning process. These requirements are for your child's safety.

Report Cards/Mid Quarter Progress Reports

Students will receive grades in subject areas throughout the school year. In addition, mid-quarter progress reports will be issued for students along with requests for parent-teacher conferences. Halls Ferry has a web-based program that allows parents to view assignments/grades online for students in first through sixth grade. Your child's teacher will provide you with the information to access this resource.

The follow grading scales are used:

Kindergarten- Grade 2

G Good Progress
S Satisfactory Progress
M More Progress Needed

Grades 3-6

<u>Grade</u>	<u>Percent</u>
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Effort

4 Outstanding
3 Satisfactory
2 Needs Improvement
1 Unsatisfactory

School Closings

Ferguson-Florissant parents can receive information on school closings by turning into the local television and radio stations. These include television channels 2, 4, 5 and 11 radio stations KMOX, KTRS, 98 FM.

School Day

School begins at 8:45 am and is dismissed at 3:30 pm. Students should not enter the building before 8:30 am. At that time, students should go to their classroom or drop by to pick up. All students should be in class by **8:45 am** and out of the building by **3:30 pm**, unless they are designated to stay for an after-school activity. Once students leave the building they are not expected to re-enter. Students should be sure that they have necessary materials before exiting the building. Students are not allowed to return to classrooms after dismissal unless supervised by a staff member.

Also see Arrival and Dismissal

School Message

Halls Ferry Elementary and the Ferguson-Florissant School District will update parents with school and community events through an automated system. Parents may receive phone calls, text messages or emails of events and school happenings throughout the school year.

School Office

The school office is open from 7:30 am to 4:00 pm. You may call the office at 831-1022 during these times.

School Website

The school website is <https://www.fergflor.org/halls-ferry-elementary>

Sibling Pick-Up

Ferguson-Florissant School District students in neighboring middle and high schools are required to wear a special ID to indicate that they are to be on school grounds at dismissal. Parents may pick up the form in the Halls Ferry school office.

Statewide Assessment

3066.1 STATEWIDE ASSESSMENTS

The mandatory Missouri Assessment Program (MAP) is administered annually in order to monitor the progress of all students in meeting the standards adopted by the Missouri State Board of Education. The assessments included in the Missouri Assessment Program (MAP) are Grade Level Assessment (GLA), End of Course (EOC), ACCESS for ELLS, MAP-Alternate Assessment (MAP-A), National Assessment of Educational Progress (NAEP), and Personal Finance. Additionally ACT is administered as a statewide assessment for all grade 11 students. All students in assessed grade levels and content areas who are enrolled and present during the district testing window are required to participate in state assessments unless the state specifies provisions for a student being exempted from an assessment.

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 based upon 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.

Adopted 03/16

Student Email Accounts

The Ferguson-Florissant School District uses Google Apps for Education as an instructional tool. As part of this service, the District also provides email access to students in grades 4 through 12. * Student email correspondence is restricted to communication with District staff and students.

*** NOTE: Parents who do not want their child to have access to District email must notify the school in writing within 30 days after registration.**

Tardiness

Daily instruction begins promptly at 8:45 am. Students should be at their desks by 8:40 am and be ready to learn by 8:45 am or they are considered tardy and must report to the office for a tardy slip. Students that come in tardy are given 1st choice.. Research shows that tardiness affects student achievement. In cases of habitual tardiness, parents will be notified and appropriate action will be taken. See attendance and tardy policy.

Walkers and Car-Riders Expectations

When walking to and from school, children must:

- Walk directly to school and directly home from school
- Walk only on the sidewalk
- Stay out of the street
- Follow the direction of the crossing guard and the safety patrols
- Stay inside the crosswalk (behind the cones)
- Use the steps provided at the church wall (DO NOT climb the stone wall)
- Respect the lawns and gardens of our neighbors in our community

When driven to and from school, car-riders must:

- Be dropped off at the curb where they will walk to the sidewalk around the building to the playground
- Follow the directions of the teacher on duty
- Wait behind the poles in front of the building until their **car pulls up as far as possible by the curb and stops**
- Wait in a quiet, orderly manner. **This is NOT recess time.**
- Never run towards a moving car.

FOR THE SAFETY OF OUR SCHOOL COMMUNITY, IT IS IMPERATIVE THAT ADULTS DRIVE WITH EXTREME CAUTION WHILE ON OUR SCHOOL GROUNDS AND TURN RIGHT OUT OF THE PARKING LOT ONTO NEW HALLS FERRY ROAD.

Six Simple ways to help your child succeed in school:

1. **Show interest.** Ask your child daily to teach you something learning in class.
2. **Check Homework.** See that your child's homework is correct, complete and neat.
3. **Meet the Teacher.** If you can't do it in person, do it over the phone. Stay in touch to keep the lines of communication open.
4. **Read.** Read out loud to your child. Have your child read to you. Take your child to the library.
5. **Encourage.** When you see your child's progress improve, verbally reinforce your child's efforts by praising them.
6. **Have High Expectations.** Let your child know that you expect the best he or she is capable of doing.

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

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

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

1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

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

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

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV, A, Title V
² In compliance with ESSA Title VIII - Part C, Sec. 8304(a)(3)(C)

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

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

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

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

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

2018-2019 Ferguson-Florissant School Student Calendar

<https://www.fergflor.org/domain/2532>



**FERGUSON-FLORISSANT
SCHOOL DISTRICT**

2018-2019 Student Calendar

174 Student Attendance Days
Approved 3/14/18

End of Quarters
1st 10/5/18
2nd 12/20/18
3rd 3/8/19
4th 5/23/19

Student Days: 17

Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

August
9 - FIRST DAY OF SCHOOL
31 - 1/2 Day Student Attendance

Student Days: 18

Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

September 2018

Student Days: 20

Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

September
3 - NO SCHOOL - Labor Day - District Closed
21 - NO SCHOOL - District Offices Open
28 - 1/2 Day Student Attendance

Student Days: 17

Mon	Tues	Wed	Thurs	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November 2018

Student Days: 14

Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

October
5 - 1st Quarter Ends
15-18 - Parent-Teacher Conferences
19 - NO SCHOOL - District Offices Open
22 - NO SCHOOL - District Offices Closed
26 - 1/2 Day Student Attendance
29 - NO SCHOOL - District Offices Open

Student Days: 17

Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January 2019

Student Days: 18

Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

November
19-20 - NO SCHOOL - District Offices Open
21-23 - NO SCHOOL - Thanksgiving Break - District Closed
30 - 1/2 Day Student Attendance

Student Days: 15

Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

March 2019

Student Days: 21

Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

December
18-19 - 1/2 Day Middle and High Schools - Final Exams
20 - 1/2 Day Student Attendance, 2nd Quarter Ends
21 - NO SCHOOL - District Offices Open
24-31 - NO SCHOOL - Winter Break - District Closed

Student Days: 17

Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

May 2019

January
1-4 - NO SCHOOL - Winter Break - District Closed
7 - SCHOOL RESUMES - 2nd Semester Begins
18 - NO SCHOOL - District Offices Open
21 - NO SCHOOL - MLK Day - District Closed
25 - 1/2 Day Student Attendance

February
15 - NO SCHOOL - District Offices Open
18 - NO SCHOOL - Presidents' Day - District Closed

March
8 - 3rd Quarter Ends
15 - NO SCHOOL - District Offices Open
18-22 - NO SCHOOL - Spring Break - District Closed
25 - SCHOOL RESUMES

April
22 - NO SCHOOL - District Offices Open

May
21-22 - 1/2 Day Middle and High Schools - Final Exams
23 - 1/2 Day Student Attendance, LAST DAY OF SCHOOL - 4th Quarter Ends

When the decision is made to close district schools because of inclement weather, we will use various procedures to notify the Ferguson-Florissant School District community. Afternoon and evening activity cancellations will be announced by 3 p.m. The district will notify four broadcast outlets: KMOX (1120AM), KTVI (Channel 2), KMOV (Channel 4), and KSDK (Channel 5). School closing notifications will also be sent via the district's telephone notification system, posted on Facebook and Twitter accounts, and announced on the district's main number at (314) 506-9000, x4.

2018-2019 Snow Makeup Days: Dec. 21, May 24, May 28, May 29, May 30, April 22

	= No School		= Return to school from break
	= 1/2 Day School		= 1/2 Day School for Middle and High Schools