

**Parent's Guide
to Being a**



**Lewis and Clark
Trailblazer
2016-2017**

General Information

School Hours

LCE school hours are from 8:55am -3:55pm
Students can begin arriving at 8:40am

Office Hours

The office is open from 7:30a.m.-4:30 p.m.
each day.

Office Staff

Principal: Mrs. Stephanie Sanker
Administrative Intern: Mrs. Shannon Findley
Principal Secretary: Mrs. Connie Rankins
Attendance Clerk: Mrs. Karen Nielsen
Cashier/clerk: Mrs. Nancy Orf
Office Clerk: Mrs. Cheryl Schmidt

Lewis and Clark Elementary Contact Information

460 McMenamy
St. Peters, MO 63376

Phone- 636-397-3111
Fax- 636-397-1454

Fort Zumwalt Contact Information

555 East Terra Lane
O'Fallon MO 63366

District Office: (636) 272-6620—Local
(636) 240-2072—Metro

Transportation:(636) 240-3138

Information Rack

Just outside of the office is an information rack for parents. Please feel free to take any flyers, brochures, and pamphlets that you find there.

Communication

LCE Website: Parents are encouraged to visit our website. There you will find links, news and events, important dates, pictures of students, and much more!

<http://lce.fz.k12.mo.us/>

District Website: Please visit the district website for more information about the amazing things that are happening throughout the district and find helpful resources.

www.fz.k12.mo.us

The LCE Weekly Newsletter: Each week parents will receive an email with a link that takes you to the school newsletter. Each issue features reminders, upcoming events, a monthly calendar, and much more!

Twitter: We invite you to follow us on Twitter. We will post items related to education along with school and district events. Our Twitter handle is @LCETrailblazers.

Mission Statement

At Lewis and Clark Elementary, Learners are respectful, responsible, and always try their personal best. Community members are committed to forming a supportive partnership in education. Educators are dedicated to professionals who work to empower learners.

General Information

Counselor

Mrs. Jessi Adler is our school counselor.
Email: jadler@fz.12.mo.us

Student Information Release

Parents must complete a Student Information Release Form every year, giving us permission to photograph, audiotape, and/or video tape your child to use on the school website, newsletters, newspaper articles and other publications. A form will be sent home with students at the beginning of the school year.

Letter Days

All elementary schools in the Fort Zumwalt School District follow a letter day schedule. Each day of the week is a different letter day (A, B, C, D, or E) and your child's special classes (i.e. art, music, PE, library) will be held on a specific letter day. The days will go in a consecutive order each school day of the week, even when we have days off. If the last day we have school is on a B day, then the day we return to school will be a C day.

Teacher Qualifications

As a parent of a student at Lewis and Clark Elementary you have the right to know the professional qualifications of the classroom teachers who instruct your child. If you would like to receive this information please call Mrs. Sanker at [636-397-3111](tel:636-397-3111).

Emergency Information

Please make sure the office has updated emergency contact information for your child. An Emergency Verification Sheet should be filled out by a parent at "Meet Your Teacher" day in August and returned to your child's teacher. If you are unable to make it to "Meet Your Teacher" day, the form will be sent home with your child.

We will also need an Early Dismissal form completed for each student. These forms will assist us in getting your child home safely on early release days or days when school may end early due to inclement weather.

Automated Calling System

The Fort Zumwalt School District will continue to use an automated calling system as a method of communication in a crisis, emergency or school closing situation. It is extremely important that you carefully check the number listed on the Emergency Verification Sheet for your home and cell phone numbers. These numbers will be utilized in the event a broadcast is necessary. Calls before 7:00 a.m. or after 7:00 p.m. will only be sent to your home phone.

Homework

Homework will be assigned to all students. Students should record their daily, weekly, or long-term assignments in their Student Planners. The planner will help students manage their time and homework assignments.

Breakfast and Lunch

Breakfast in the Classroom

Students who wish to purchase a school breakfast can pick up a sack breakfast from the cafeteria and take it directly to their classroom. Each meal will consist of milk, fruit, and an entrée. Students will be able to finish eating as they begin working in the classroom. Breakfast will be served from 8:40 a.m.—8:55 a.m. each morning.

Lunch Menus

Lunch menus will be sent home with students each month. You can also access the menus by visiting the Student Nutrition Website. You can access this website by visiting www.fz.k12.mo.us and using the student nutrition tab.

Breakfast and Lunch Prices

Student Breakfast Price—\$1.40
Student Lunch Price—\$2.30
Adult Lunch Price—\$2.95
Milk—\$0.60
Juice—\$0.40
Bottled Water—\$0.50

Lunch Times

3rd Grade—11:10-11:35
4th Grade—12:10-12:35
5th Grade—12:40-1:05

Peanut Free Table

Please be aware that two tables at lunch are reserved for students with peanut and/or food allergies. Students at this table can not have any food that contains peanuts. All school lunches are peanut free.

Lunch

We utilize a debit accounting procedure that allows you to deposit money into your child's 'account.' This amount is then available for your child's use for breakfast, lunch, or a drink. You will be notified when your child's account is depleted. A student's charge may not exceed \$6.00.

Home Prepared Foods and Birthday Treats

It is the Board of Education's policy not to allow home-made goods to be brought in for special events. If you would like to have your child bring in something for a special event, please send store-bought, pre-packaged items *only*.

Free Reduced Lunch

The Fort Zumwalt School District participates in the National School Lunch Program and the School Breakfast Program. Children and families whose current income has fallen below certain federal guidelines can qualify for free and reduced price meals. The identity of qualified children is completely confidential and the district goes to great lengths to keep these children anonymous from their peers. Parents should consider taking advantage of this valuable program should their current financial circumstances warrant participation. Applications are available in our office.

Please remember that you need to re-apply for this service each new school year.

Arrival and Dismissal

Arriving Before 8:40 a.m.

We ask that parents refrain from dropping their children off at school before 8:40 a.m. unless they are involved in a school club or activity that meets before school. We want to ensure the safety of all of our students, and there is not adequate supervision before 8:40 a.m. If you are in need of before and after school care for your child, the O'Fallon YMCA provides YClub at LCE as early as 6:30 a.m. and as late as 6:00 p.m.

Tardy Students

If your child arrives to school after 8:55 a.m., we ask that you walk your child into the building and sign them in at the office. This is necessary to keep accurate attendance.

Parent Drop off and Pick Up

Please make sure the office staff, your child's classroom teacher, and your child are aware of how they will be dismissed at the end of the day. If there are any changes throughout the year please send in a note with your child and/or call the school office

Classroom Interruptions

If you need to bring your child something once the school day has started (i.e., lunchbox, school work, etc...), please drop it off in the office and we will call your child down to pick it up. This will decrease the amount of interruptions to the teacher's instruction.

Attendance Policy

Parents are asked to notify the school office when their son/daughter is absent. In the event of an absence, parents are requested to call the Lewis and Clark office to report a student's absence or send a written excuse from the parents the first day back to school. Failure to notify the school within 48 hours will result in an unexcused absence.

Absences and tardies will be determined "unexcused" if they fail to meet one of the following criteria: Illness of student, a death in the family, medical and dental appointments, school sponsored trips, and prearranged absences. Students that are routinely absent/tardy from school with unexcused absences/tardies and if parental neglect may be suspected for the excessive absences, it will be reported to the proper government agencies to assist the school in correcting this problem.

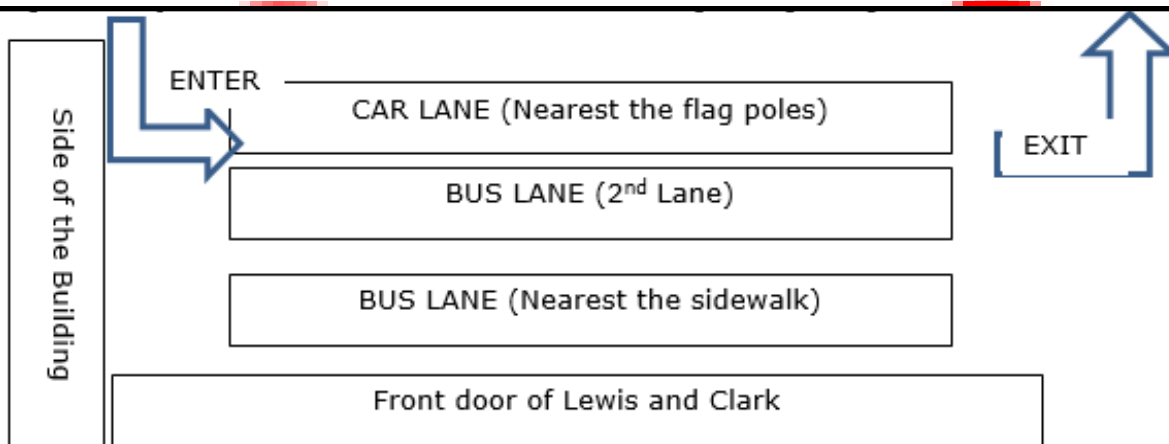
Arrival and Dismissal

Parent Drop off and Pick up

To assist with the safety of students and adults please observe the following practices:

1. Drop students off and/or pick them up in the lane furthest from the building (see drawing attached). Parents should pull up and drop their child(ren) off in the car lane. The staff in front of the building will direct your child inside. *It is not necessary to walk into the building to drop off or pick up your child* during the arrival/pick up time periods. After 8:55a.m. you should walk your child in to sign them in for the day.
2. Please follow the directions of the staff on duty outside. Please wait patiently for staff to move you forward in the car line to ensure safety of students getting out of cars. Do not create two lanes of traffic for cars as it will block busses from entering the parking lot.
3. If you need to come into the building or you wish to walk up to the doors to pick up your child you must park in a parking spot. Do not park in the car line as it can hold up traffic. We request that you do not call your child to walk across the parking lot to you. With cars and busses moving through the parking lot this becomes a serious safety concern.

The school day ends at 3:55 p.m. If you do not need your child for an appointment or for an emergency, we request that your child be dismissed with the call for parent pick up.



Bus Rider Safety

Bus Riders

Students must ride their assigned bus to and from school. Students also must get off and on the bus at the assigned bus stop. The transportation department suggests students arrive at the bus stop in plenty of time before their scheduled pick-up time. Please send a note to school to notify the office staff any time your child is changing his or her dismissal procedures. If we do not have a note, your child will be sent home via their normal dismissal routine. If it is a bus change you must first call the Transportation Office (636) 240 3138.

Please direct all questions or concerns regarding bus routes, times or special requests to the staff in the transportation office.

School Board Policy for Misbehavior on the School Bus

3rd–5th Grade

1st offense- Warning/Parents Notified
2nd offense- 3 day bus suspension
3rd offense- 5 day bus suspension
4th offense- 10 day bus suspension
5th offense- suspended indefinitely

*** Incidents of more serious nature may require immediate suspensions.*

Bus Safety Rules

It is very important that all children understand the importance of staying safe on the bus. Here are the safety rules:

Be Respectful

- Take care of the bus
- Use the correct tone of voice (level 2).

Be Responsible

- Walk safely to and from the bus
- Sit back-to-back, seat-to-seat
- Keep your body and all materials inside the bus
- Food, drinks, candy, and gum should be eaten at school or at home only

Do Your Personal Best

- Set a good example for your peers
- Be on time every day

Students who are unable to maintain appropriate behavior will receive a citation from the driver. These citations (bus tickets) will prompt a visit to the office.

Electronic Devices on the School Bus

If students choose to bring an electronic device on the bus, it is understood that taking pictures or video, watching videos, and playing music that may distract the driver is strictly PROHIBITED. Failure to comply, may result in discipline from a school administrator.

Safety and Security

Locking of Doors

All doors are locked from 6:30AM-4:00 PM each school day.

School Resource Officer

LCE's School Resource Officer, or SRO, is Officer Phil Holmes. Officer Holmes is a police officer with the St. Peters Police Department who works in close contact with LCE Elementary. Officer Holmes also teaches Drug Abuse Resistance Education (DARE) to our 5th Grade students. He makes frequent stops at LCE to help with security and build positive relationships with students.

Parent Volunteer Form

All parents volunteering for field trips, parties or working in the building must have a completed background check. Please contact the office if you need a form.

Entering the Building

In order to be admitted into the building you must use the buzzer located next to the front doors. Please state your name and your purpose for your visit. If you are here to pick up a student you will need to tell us who you are picking up.

All visitors must report to the office, sign in, and take a visitors pass before they are allowed anywhere else in the building. This includes if you are here to eat lunch with your child.

Cell Phones

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

Signing out a Student

You must provide a picture ID to pick up a student. This is to ensure that students are only dismissed with people that have been approved to pick them up.

Security Cameras

In order to increase security in the building, 14 security cameras are located throughout Lewis and Clark. Each exterior doorway and most interior hallways will be covered by these cameras.

Emergency Drills

All students are taught to take proper precautions in case of an emergency. These drills include fire, tornado, earthquake, and emergency lockdown. Drills are practiced at intervals during the school year.

Clinic Information

Clinic Staff

School Nurse: Mrs. Heather Long R.N.

Clinic Clerk: Mrs. Sarah Roberts

Email: hlong@fz.k12.mo.us

Asthma and Allergies

It is greatly appreciated that all students with asthma have a nebulizer and/or inhaler at school for emergency use.

All students with food and bee allergies, asthma, seizures, etc. should have an action plan completed by his/her physician. Students with allergies to food or bees must also have an Epi-pen at school, if one is prescribed, along with the action plan. You can obtain action plan forms from Nurse Long.

Medication

- The first dose of any medication must be given at home.
- All medication orders must be renewed each year.
- All changes to medication dosage must be accompanied by a written physician's order and accompanied by an updated prescription label. No outdated medication will be accepted. Each new prescription must have a new label and container.
- Medication will not be sent home on the bus with your child.

Clinic Procedures

- Children with 100 degree temperatures and above will be sent home. The district recommends that students not return to school until they are fever free for 24 hours without the aid of a fever-reducing drug.
- GI upset with no temperature is usually handled with antacid and/or crackers. When GI upset includes vomiting the student is typically sent home. Different situations may occur and are handled individually.
- Lice exposure/nits result in the immediate exclusion from school. Students cannot return until they are treated and checked by the nurse for any presence of live lice. Call the office or nurse in the morning if you find lice or nits on your child.
- Birthday treats should be sent to the clinic before they are handed out during lunch.

Prescription Medication

Prescription Medication:

- Must be accompanied by a current label affixed by pharmacy showing:
 - a. Name of student
 - b. Name of medication
 - c. Total dosage and schedule administration
 - d. Physician name
- Must have a written physician's order
- Written request from the parent/guardian to give the medication.

Annual Notification of FERPA Rights and Designation of Directory Information

The Fort Zumwalt School District (the "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 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 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: (1) the student's name, (2) address, (3) photograph or other likeness, (4) date and place of birth, and (5) grade level.

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.

SEXUAL HARASSMENT

This school is committed to maintaining an environment for its students that is free from sexual harassment. Sexual harassment is prohibited and is defined as unwelcome or inappropriate verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee of the school or fellow student. If a student believes he or she is being sexually harassed, the student should bring the concern to the attention of a principal. The principal will fully investigate the concern and will notify the student and his/her parents of the result of the investigation. If the investigation substantiates the sexual harassment has occurred, the district will take appropriate disciplinary action against the offender. There will be no retaliation against or adverse treatment of any student who uses the complaint procedure to resolve a concern.

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, highly mobile children, such as migrant and homeless children, 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 Fort Zumwalt School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disabilities/mental retardation, 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 Fort Zumwalt 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 Fort Zumwalt 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 Fort Zumwalt 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 during regular school hours, on days school is in session, in the office of the Superintendent of Schools.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact Dr. Henry St. Pierre, Fort Zumwalt's Assistant Superintendent for Special Services, at 636-272-6620, ext 18349.

This notice will be provided in native languages as appropriate.