

# FORT ZUMWALT WEST MIDDLE SCHOOL



## Parent/Student Handbook

### West Middle School Mission Statement

The mission at West Middle School is to provide a safe and positive learning environment where we will foster the building of student character, increase student achievement, teach children to effectively problem-solve, embrace advances in technology, and academically prepare children who are high school, college, and career ready in a culturally diverse society.

## Table of Contents

Contact Information .....	4
Arrival .....	5
Attendance: Absences .....	5
Attendance: Late Arrival and Early Dismissal .....	5
Bell Schedule .....	5
Cafeteria/Lunch Information and Prices .....	6
Cafeteria Rules .....	6
Classroom Rules .....	6
Discipline .....	6
Early Release Days and Schedule.....	7
Gifted Education .....	7
Hallway Behavior and Passes .....	7
Health Related Questions.....	8
Honor Roll Criteria .....	8
Homework.....	8
Interdisciplinary Teams.....	8
Lockers.....	8
Middle School Curriculum .....	8
Open House.....	9

Parent/Teacher Conferences .....	9
Parents/Visitors .....	9
Phone Use—Student .....	9
Physical Education Requirements.....	9
Progress Reports and Report Cards .....	9
Student Appearance .....	10
Tardies.....	11
Transportation .....	11
Appendix A: FERPA Rights Notification .....	12
Appendix B: Fort Zumwalt School District Statements .....	13
Non-Discrimination .....	13
Racial Harassment.....	13
Sexual Harassment.....	14

**Fort Zumwalt West Middle School  
150 Waterford Crossing  
O'Fallon, MO 63368**

Main Office hours: 7:00 a.m. – 4:30 p.m.  
Grade Level Office hours: 7:30 a.m. – 3:30 p.m.

Local Phone: 636-272-6690  
Metro Phone: 636-978-7251  
Fax: 636-272-6361

**Mr. Dan McQuerrey, Building Principal**

Mrs. Tracy Otten, Building Secretary  
Mrs. Rhonda Dufour, Financial Secretary

**Mrs. Jill Farrar, 8<sup>th</sup> Grade Assistant Principal**

Mrs. Ellen Broadway, Secretary

**Mr. Jeff Fletcher, 7<sup>th</sup> Grade Assistant Principal**

Mrs. Terry Holmes, Secretary

**Mr. Mike Stille, 6<sup>th</sup> Grade Assistant Principal**

Mrs. Nancy Eggert, Secretary

**Guidance Department**

The Guidance Office hours are from 8:00 a.m. – 4:00 p.m. Students will have the same counselor throughout their time at West Middle School to help establish a positive, comfortable rapport with an adult that continues from sixth to eighth grade.

Mrs. Cheryl Burke, Counselor  
Mrs. Jen Litzinger, 7<sup>th</sup> Grade Counselor  
Mrs. JoAnn Gehner, 8<sup>th</sup> Grade Counselor  
Mrs. Laura D'Antonio, 6<sup>th</sup> Grade Counselor  
Mrs. Terri Tarvid, Crisis Counselor  
Mrs. Marlene Gehrke, Secretary

**Special Services**

Mrs. Heather Thompson, School Nurse

Mrs. Angie Bishop, Educational Diagnostician  
Mrs. Julie Carroll, Psychological Examiner

Ms. Maggie Pohl, Speech and Language Pathologist  
Ms. Lauren Saffer, Speech and Language Pathologist  
Ms. Kristin Knoop, Speech and Language Pathologist

## ARRIVAL

When students arrive prior to the 8:00 a.m. bell in the morning, they are to enter the building immediately. Sixth graders are to remain on the right side of the cafeteria, seventh graders should report to the small gym, and eighth graders should go to the large gym. Students will be dismissed to class at 8:00 a.m. by the bell.

If a student wishes to eat breakfast, the cafeteria opens at 8:00 a.m. Tables are set up on the left side of the cafeteria for students to eat breakfast. Once the students have finished eating and have disposed of their trash, they are to go to their lockers and report to their first period class.

## ATTENDANCE: ABSENCES

Attendance is a vital component to a child's success in school. When a child misses class, he or she misses direct instruction, classroom discussion, and guided practice that cannot be "made up" outside the school day. Please ensure that your child is at school for the entirety of the school day every day by scheduling doctor, dentist, and orthodontist appointments outside of the regular school day.

If your child will be absent from school, **please notify** the attendance office at (636) 272-6690 as soon as possible. For your convenience, the attendance secretary has voice mail and messages can be left anytime day or night.

## ATTENDANCE: LATE ARRIVAL AND EARLY DISMISSAL

If your child is late to school, please call to verify or send a signed note to avoid disciplinary action. Students should sign in immediately at the attendance office upon arrival to school. Three (3) late arrivals will result in a referral to the grade level principal.

If you need to have your child dismissed early for any reason, please come to the attendance secretary located to the right of the Main Office. We will call your child from class **after** you arrive at the school. **You are required to come in and sign your child out and will be asked to show photo identification.**

## BELL SCHEDULE

Warning Bell:	8:10
1 <sup>st</sup> Hour	8:15-9:15
2 <sup>nd</sup> Hour	9:20-10:20
3 <sup>rd</sup> Hour	10:25-11:25
4 <sup>th</sup> Hour	11:30-1:05
5 <sup>th</sup> Hour	1:10-2:10
6 <sup>th</sup> Hour	2:15-3:15

## **CAFETERIA/LUNCH INFORMATION AND PRICES**

Each student is issued a pin number that will allow your student to access their lunch account. Lunch accounts are *debit* accounts. This means your child needs to have money in their account before purchasing lunch.

Secondary Breakfast, \$1.40  
Secondary Lunch, \$2.50

*The Fort Zumwalt School District participates in the National School Lunch Program and the School Breakfast Program. Children from families whose current income has either temporarily or permanently fallen below certain Federal guidelines can qualify for free and/or 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 if their current financial circumstances warrants participation. Applications are available from the school office.*

Additional information, including nutritional content, can be accessed through our district website <http://www.fz.k12.mo.us/pages/FortZumwaltSD>. Please use the drop down menu “Departments” and select “Student Nutrition Services.”

## **CAFETERIA RULES**

- 1) Single file lines only, no “cutting in”.
  - 2) No yelling or horseplay (including throwing things across the table).
  - 3) Throw trash away.
  - 4) Return trays.
  - 5) Recycle in the appropriate container(s) provided.
  - 6) Once seated, students must stay seated. Permission is required to get up.
  - 7) Never leave the commons without permission from a supervisor.
  - 8) Show courtesy and respect to all supervisors, including custodians, cooks, cashiers & clerks.
- Consequences will be given for inappropriate cafeteria behavior.***

## **CLASSROOM RULES**

Students are expected to follow directions, be prepared, be courteous, be diligent in their studies, and avoid talking during group instruction or quiet time.

## **DISCIPLINE**

Please refer to the [Middle School Disciplinary Guidelines](#) for the most current information regarding Fort Zumwalt School District policies and procedures. The guidelines are also attached as an appendix to this document.

After-school detentions are from 3:15 p.m. to 4:15 p.m. Monday through Thursday at West Middle School. Saturday detentions are from 8:00 a.m. to 12:00 p.m. at West High School.

## **EARLY RELEASE DAYS AND SCHEDULE**

There will be nine “early release” days, one per month, to allow for faculty collaboration on research-based instructional practices. The dates of early release are as follows: September 15th, October 13th, November 3rd, December 1st, January 12th, February 9th, March 2nd, April 6th, and May 4th. **On these days, school will begin at 8:15 a.m. and will dismiss at 12:45 p.m.** Students will see all of their classes on these days; **attendance on early release days is just as important as regular days.**

## **GIFTED EDUCATION**

The gifted and talented education program (GATE) of the Fort Zumwalt School District is designed to meet the needs of academically gifted and talented students in grades K – 12. These students require services beyond those normally offered in the regular school program in order to more fully develop their abilities and to realize their contribution to self and society. Through participation in our program, students will be challenged through learning experiences geared to their level in small groups of peers, and guided by gifted learning specialists.

Referred students are screened for selection. Requirements include at least two scores at 95% or higher in total areas of Reading, Language, Math, or Composite on a standardized, nationally normed, group achievement test such as SAT9, CTBS, Terra Nova, etc. If such scores are not available, or if there is reason to believe the scores are not an accurate reflection of the student’s achievement, NNAT-2, a nonverbal ability test, may be administered, with a required score of 90th percentile or above.

A student qualifies for accelerated education by demonstrating exceptional performance in the following criteria:

General mental ability - individual intelligence test – IQ full scale score

Academic achievement - highest percentage in one area on recent standardized achievement test

Creativity & divergent thinking - scores on elements of creativity and divergent thinking as assessed by both the parent and a teacher familiar with the student's performance

Documented evidence of gifted behavior - scores on checklists of gifted characteristics regarding planning, communication, motivation, and leadership skills.

## **HALLWAY BEHAVIOR AND PASSES**

Students are required to get a pass from their teacher if they need to leave the classroom for any reason. Teachers will keep a sign-in and sign-out log to ensure that students are accounted for throughout the school day. Students in the hall without a pass will either be sent back to class or to the appropriate grade level office.

Students should not block traffic by standing in groups during passing periods and should stay to the right to keep hallway congestion to a minimum. Hallways are monitored by teachers, hall monitors, and administrators. West Middle School is also equipped with security cameras in the hallways. Students are to show courtesy and respect to these individuals as well as to each other for the entirety of the school day.

## **HEALTH RELATED QUESTIONS**

Our clinic is open during school hours. Please feel free to contact the nurse, Mrs. Thompson, at (636) 272-6690 with any questions.

Prescription medication cannot be given without a written prescription from the doctor. Prescription medication must come to school in the original container. Over-the-counter medications, such as Tylenol, aspirin, etc. require parental written permission on file prior to being dispensed and must be kept in the clinic.

## **HONOR ROLL CRITERIA**

Honor Roll is awarded quarterly. Students that earn a 3.0 GPA or higher will receive a certificate of achievement. Students that earn a 3.7 GPA or higher are noted as “Academic Superstars” and earn a Gold Deal on their certificates.

## **HOMEWORK**

Homework is an integral part of the total educational program, but it is not required that teachers assign homework on a nightly basis. Teachers will post homework assignments on the parent portal. On evenings when homework is not required, students are encouraged to engage in recreational reading.

## **INTERDISCIPLINARY TEAMS**

The Fort Zumwalt School District implements a middle school philosophy that is designed around the unique developmental needs of early adolescents. A middle school team is a group of teachers representing each of the core subject areas (English/Language Arts, Math, Science, and Social Studies). These teachers have the same group of students throughout the day and are clustered together in the same area of the building. This is an integral part of the middle school concept and helps promote a feeling of belonging among students. Team numbers—such as team “7-2,” for example—have nothing to do with ability level. Teams are assigned randomly through a district computer database.

Teaching teams will occasionally engage in interdisciplinary instruction. This is a unit of study where all teachers on a team teach from a single theme and apply the theme to each individual subject.

## **LOCKERS**

Students are randomly assigned a locker to store their backpacks and/or book bags during the school day. Students have a locker combination that they should keep to themselves. Because core courses are arranged so close in proximity to lockers, there is no reason for a student to give another student the combination for his or her locker. Lockers are the property of West Middle School and are subject to inspection by authorized school personnel at any time. From time to time, law enforcement officers will bring in dogs to sniff out narcotics near student lockers and in personal belongings. If a dog alerts officers to a student’s locker or personal belongings, that student’s items will be searched to ensure student safety.



## **MIDDLE SCHOOL CURRICULUM**

The middle school curriculum consists of core academic classes and electives. The core classes are English/Language Arts, Mathematics, Science, and Social Studies. Electives allow students to explore areas of interest and consist of art, general music, industrial technology, computer exploration, family and consumer science (FACS), band, choir, and orchestra. In addition, all students take physical education, and all sixth grade students take reading and computer literacy.

## **OPEN HOUSE**

Open House takes place for 6<sup>th</sup> grade parents on August 30<sup>th</sup> and for 7<sup>th</sup> and 8<sup>th</sup> grade parents on September 1<sup>st</sup>. This evening activity is an opportunity for parents to come and walk through their child's schedule, meet the teachers, and learn more about the grade-level curriculum. This is not an evening for individual concerns or parent-teacher conferences.

## **PARENT/TEACHER CONFERENCES**

Parent-teacher conferences are held on the evening of October 25<sup>th</sup> and during the day on October 26<sup>th</sup>. Information and sign-up forms will be sent home prior to conferences through the Guidance Department. Complete the sign-up form and return it to school as soon as possible to help ensure that you get your preferred time and teacher with whom you would like to have a conference.

## **PARENTS/VISITORS**

All parents and visitors are required to stop by the Main Office to sign in and get a visitor's badge before proceeding to their destination. Please have your photo identification ready if you plan on seeing, eating with, or signing out a student.

## **PHONE USE—STUDENT**

Should you need to contact your child, please call (636) 272-6690 and we will get a message to your child to have them return the call at the end of the class period. Students may use any office/clinic phone to contact parents. ***Cell phone use during the school day is prohibited.*** This is a **district policy and discipline will be issued when a student is using a cell phone.** *Please help your child adhere to discipline guidelines by refraining from texting or calling your student on his or her cell phone during school hours.*

## **PHYSICAL EDUCATION REQUIREMENTS**

Students are required to dress out for P.E. They will need gym shorts or sweat pants, a t-shirt (different from the one worn to school), and tennis shoes. Slip-on tennis shoes are not recommended. Dressing out for P.E. is monitored on a daily basis "failure to dress out" infractions will result in a reduction of grades. Though students are not required to shower after P.E., showers are available for student use. If a student is absent from P.E., they will be required to complete an approved make up assignment.

## **PROGRESS REPORTS AND REPORT CARDS**

Parents receive computerized report cards four times a year and progress reports at the midpoint of each quarter. Semester grades are reflected on second quarter and fourth quarter report cards. Semester grades are calculated by averaging the two preceding quarter grades. Only semester grades count toward promotion. The grading scale for the Fort Zumwalt School District is as follows: 100-90=A, 89-80=B, 79-70=C, 69-60=D, 59-0=F.

## **STUDENT APPEARANCE**

Student dress and grooming should be neat, clean and in good taste, so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. Student dress and grooming will be the responsibility of the individual and parent/guardian within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
2. All students must wear shoes, boots or other types of footwear (house-shoes/slippers not allowed.)
3. Items of clothing or jewelry associated with a controlled substance are not permitted.
4. Dress and grooming will not disrupt the teaching/learning process or cause undue attention to an individual student.
5. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period.
6. Students shall not wear the following:
  - a. hats, bandanas, shower caps, or other non-therapeutic headgear inside the school building
  - b. low cut muscle shirts, halter tops, midriffs, backless, or racer back apparel, sagging pants, extremely short shorts or skirts
  - c. undergarments cannot be exposed (including boxers and bra straps)
  - d. clothing, stickers, insignias, colors, visible tattoos that indicate membership in, affiliation with, or support of any gang or similar organization associated with violence, drugs, intimidation, or other criminal activity (including rebel flags and swastikas)
  - e. clothing which promotes drugs, alcohol, tobacco, and/or its products
  - f. clothing with sexually suggestive messages, messages that promote the occult, or messages of vulgar nature
  - g. clothing with holes above mid-thigh in inappropriate places or exposing undergarments
  - h. jewelry and chains that may be used as a weapon including wallet chains that are 3 inches or longer or that present a safety concern
7. Additional dress regulations may be imposed upon students participating in certain extracurricular activities.

***When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat of safety, the student may be required to make modifications.***

## **TARDIES**

There are 5-minute breaks between classes. Clocks are positioned in hallways for student use. A bell rings to begin class. Disciplinary action will be given for tardies.

## **TRANSPORTATION**

All bus assignments, bus stops, and bus changes are made through the District Transportation Department. Advance permission from the Transportation Office must be given before a student can ride another student's bus or get off at a different bus stop. ***Only parents/guardians can make a change request.*** To make a request or to check on a late bus, please call the Bus Garage at (636) 281-3458 or (636) 240-3138. Bus routes can be found on the district web page under <http://www.fz.k12.mo.us/cms/One.aspx?portalId=191707&pageId=751100> "Departments" and "Transportation."

# NOTICE OF NONDISCRIMINATION

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

Any person having inquiries concerning the Fort Zumwalt School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance Coordinator listed below, who oversees the School District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

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

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

One Petticoat Lane, 1010 Walnut Street, Suite 320

Kansas City, MO 64106

Telephone: (816) 268-0550

Facsimile: (816) 268-0559

Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

## COMPLIANCE COORDINATORS

***Jeremy Moore, Assistant Superintendent for Student Services  
Compliance Coordinator for Student Complaints  
555 E. Terra Lane, O'Fallon, Missouri  
636-272-6620***

***Dr. Jackie Floyd, Assistant Superintendent for Personnel  
Compliance Coordinator for Staff Complaints  
555 E. Terra Lane, O'Fallon, Missouri  
636-272-6620***

***Dr. Henry St. Pierre, Assistant Superintendent for Special Services  
Compliance Coordinator for 504 Complaints  
555 E. Terra Lane, O'Fallon, Missouri  
636-272-6620***

## **APPENDIX A: FERPA RIGHTS NOTIFICATION**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the [Name of school ("School")] receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

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

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

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

a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

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

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

[Optional] See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities,

such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

**APPENDIX B: FORT ZUMWALT SCHOOL DISTRICT STATEMENTS**

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Fort Zumwalt School District are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the Fort Zumwalt School District’s compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance Coordinator listed below, who oversees the School District’s efforts to comply with the laws and regulations implementing the laws and regulations cited above.

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

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

**COMPLIANCE COORDINATORS**

***Jeremy Moore, Assistant Superintendent for Student Services  
Compliance Coordinator for Student Complaints  
555 E. Terra Lane, O’Fallon, Missouri  
636-272-6620***

***Dr. Jackie Floyd, Assistant Superintendent for Personnel  
Compliance Coordinator for Staff Complaints  
555 E. Terra Lane, O’Fallon, Missouri  
636-272-6620***



## RACIAL HARASSMENT STATEMENT

The Fort Zumwalt Board of Education declares a policy against and prohibits racial harassment. Policy ACA prohibits any oral, written, graphic or physical conduct related to an individual's race, color or national origin so as to interfere with or limit his/her ability to participate in or benefit from programs. Examples of this conduct can include, but are not limited to, racial name calling, graffiti, cartoons of a negative demeanor, racially motivated harassing, threatening or intimidating comments, and physical acts of aggression. Allegations of racial harassment should be reported to the most immediate administrator or the Title VI coordinator, Assistant Superintendent of Student Personnel Services.

### **PROCEDURES FOR FILING A COMPLAINT ARE:**

**LEVEL I** Any complaint should be filed with the Building Principal or the most immediate supervisor. An investigation should be completed within approximately five (5) working days.

**LEVEL II** Any Level I decision may be appealed to the Assistant Superintendent of Student Personnel Services at 555 E. Terra Lane, O'Fallon, MO 63366, Phone (636) 240-2072, Ext. 18321. Within approximately five working days of an appeal being filed a written response to the appeal will be provided.

**LEVEL III** Any Level II decision may be appealed to the Superintendent of Schools at 555 E. Terra Lane, O'Fallon, MO 63366, Phone (636) 240-2072. Within approximately 10 working days of the appeal being filed a written response to the appeal will be provided.

**LEVEL IV** Any Level III decision may be appealed to the Board of Education at 555 E. Terra Lane, O'Fallon, MO 63366, and will be placed as a closed session hearing at the next scheduled Board meeting. Within 30 working days of the hearing the board will render a decision and take necessary actions for non-discrimination compliance.

Nothing in policy ACA prohibits a complaint from being filed with the Office of Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, Phone (816) 268-0550

## 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.

