

Notices and Policies

On the following pages, the Pattonville School District provides parents, students, staff and community members with important information about federal and state regulations, as well as district policies and procedures. A complete list of Pattonville's board policies and procedures may be found on its Web site at www.psd3.org. Just click on the link for online documents. For more information, call the Pattonville Special Services office at (314) 213-8090 or the appropriate contact listed in the notice.



Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords to parents/guardians ("parents") of students and to students themselves who are over 18 years of age ("eligible students"), certain rights with respect to the student's education records maintained by the Pattonville School District ("district").

These rights are outlined below:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a written request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal 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 or misleading. Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading. They should write the assistant superintendent for special services, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise him or her of the 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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal law (FERPA) authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official includes a person employed by the district as an administrator, supervisor, instructor, counselor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the district's school board; a person or company with whom the district has contracted to perform a special task such as an attorney, auditor, medical consultant or therapist; or a parent, student or other person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibilities for the district. The Voluntary Interdistrict Choice Corporation (VICC) and its officers, employees and agents are also school officials with legitimate educational interests, because they act for and on behalf of the district with respect to transfer students and the transfer program, and because they seek to advance the interests of both. A transfer student's attendance records and other educational records relevant to the student's participation in the program or to the program itself may accordingly be disclosed to VICC without obtaining written consent from the parent/guardian or eligible student. Upon request, the district also discloses education records without consent to officials of a school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district 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, S.W., Washington, D.C. 20202-4605.

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Directory Information (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Pattonville School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Pattonville School District may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary, in accordance with district procedures. The primary purpose of directory information is to allow the Pattonville School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. In addition, federal law requires the Pattonville School District to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the Pattonville School District that they do not want their student's information disclosed without their prior written consent.

If you do not want Pattonville School District to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing within 10 days after the annual public notice. The Pattonville School District has designated the following information as directory information:

- Student's name
- Photograph
- Date of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received

Directory information, as well as address and telephone number, can be disclosed to accredited public educational organizations, such as Special School District of St. Louis County or the Voluntary Interdistrict Choice Corporation, without a parent's prior written consent.

If you have any questions, or need further information, please contact the assistant superintendent for special services at (314) 213-8090.

The Family Policy Compliance Office (FPCO), a FERPA regulatory agency, issued a reminder of school district's right to permit disclosure made in connection with health or safety emergencies without prior parent consent. In a response to a 2005 inquiry, FPCO offered the following:

An educational agency or institution may disclose personally identifiable, non-directory information from education records under the "health or safety emergency" exception only if it has determined, on a case-by-case basis, that a specific situation presents imminent danger or threat to students or other members of the community, or requires an immediate need for information in order to avert or diffuse serious threats to the safety or health of a student or other individuals. Any release must be narrowly tailored considering the immediacy and magnitude of the emergency and must be made only to parties who can address the specific emergency in question. This exception is temporally limited to the period of the emergency and generally does not allow a blanket release of personally identifiable information.

Media Exclusions

Any parent who does not want his/her child to be interviewed, photographed or videotaped by newspaper, television, radio media, the Pattonville school-community relations department or any district department/program for the purpose of news coverage or other district projects may complete a media exclusion form provided each year with the individual school's "back-to-school" materials. Any child who returns one of these completed forms will not be included in any publicity-related materials produced by the child's school or the district (newsletters, press releases, including announcements of awards and honors, etc.)

This same form may be used by parents who do not want their child's information provided to military recruiters and/or post-secondary institutions.

The forms should be returned to the child's school. Parents who did not receive a form, or those with questions regarding this policy, may contact the school-community relations office at (314) 213-8025.

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Federal No Child Left Behind

Public school districts are required to inform parents of certain information that they, according to the No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon request, the district is required to provide to parents in a timely manner, the following information:

- Whether their child's teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether their child's teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived;
- Whether their child is provided services by paraprofessionals and, if so, their qualifications; and
- What baccalaureate degree major the teacher has, any other graduate certification or degree held by the teacher and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent:

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

Parents wishing to obtain any of this information should contact the principal of their child's school.

Release of Information to Military Recruiters/Post-Secondary Institutions:

The district is generally required by the federal No Child Left Behind Act (20USC 7908) to make available to military recruiters and post-secondary institutions the names, addresses and telephone listings of secondary school students. However, students or their parents may request the district not to provide their own name, address and telephone listing. The district will comply with such a request, which should be made in writing and directed to the principal of the school. Parents' wishes on this matter may be made on the Pattonville's Media Exclusion Form given to parents at the beginning of each school year.

Notice of Non-Discrimination

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

For student or parent matters, contact:

Donette Green, Assistant Superintendent, Special Services
Pattonville School District
11097 St. Charles Rock Road, St. Ann, MO 63074
Telephone: (314) 213-8090

For all other matters, contact:

Barry Nelson, Assistant Superintendent
Human Resource Center
Pattonville School District
11097 St. Charles Rock Road, St. Ann, MO 63074
Telephone: (314) 213-8065

For further information on notice of non-discrimination contact the U.S. Department of Education, Office for Civil Rights, 1-800-421-3481 or OCR@ed.gov.

The Pattonville School District will abide by all rules and regulations regarding the sharing and dissemination of student discipline records in compliance with the Safe Schools Act (HB 1301) codified at 167.020(7) RS Mo.

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Special Education Services

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 Special School District and Pattonville School District assure that they will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, 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 Pattonville 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 Pattonville School District and Special School District assure 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 Pattonville School District and Special School District have developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agencies' policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agencies' assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the office of the superintendent of schools during regular school hours on days school is in session.

This notice will be provided in native languages as appropriate.

Census of Children with Disabilities:

The Pattonville School District, in compliance with state law (162.695 RS Mo), is conducting a census of children and youth with disabilities and disadvantages. The law requires a complete listing of all such persons who are under 21 years of age.

Children attending the Pattonville and Special School districts who qualify will be reported. The district needs the assistance of parents and other district residents regarding children with disabilities who are 1) below school age (0 to 5 years); 2) attending non-public schools; 3) unable to attend any school; 4) unable to complete high school; and 5) unable to succeed in vocational programs as a result of academic deficiency or socioeconomic or cultural disabilities.

The purpose of this census is to provide information necessary to plan for future programs for children who are not being serviced by current educational programs. The information in this form is required by state law at this time.

Census Information

Child's Name _____

Date of Birth _____

Sex _____ Race _____

Telephone _____

Name(s) of Parent(s)/Guardian(s)

Address _____

Disabling Condition _____

Presently receiving services from

(School/agency)

Service Address _____

Service Telephone _____

Please return this form to Dr. Donette Green, Pattonville School District, 11097 St. Charles Rock Road, St. Ann, MO 63074.

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Rights of Homeless Children

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

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

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

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

For more information, please contact Helen Weissler, homeless services coordinator, at (314) 213-8075.

Programs for the Disadvantaged

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

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

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

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

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Asbestos Management

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) is the law schools are required to adhere to with respect to asbestos. AHERA was enacted to determine the extent of and develop solutions for concerns schools may have had with asbestos.

During 1988, Pattonville facilities were inspected by accredited asbestos inspectors, as required by AHERA. The inspectors located, sampled and rated the condition of all materials in our facilities suspected of containing asbestos. The inspection and laboratory analysis records were turned over to an accredited professional to develop asbestos management plans.

The asbestos management plan for Pattonville facilities includes: this notification, education and training of employees, plans and procedures designed to minimize asbestos containing materials and plans for regular surveillance of the materials. Regular surveillance includes a six-month and three-year re-inspection of our facilities by accredited asbestos inspectors, as required by AHERA.

In the fall/winter of 2007, Pattonville conducted the sixth, three-year inspection of its facilities to determine the condition of remaining asbestos material. A copy of the asbestos management plan and reinspection is available for your review in the maintenance office during regular office hours. Please direct all inquiries to David Winslow, director of facilities, at (314) 213-8040. Pattonville's intent is not only complying with, but exceeding federal, state and local regulations in this area. Pattonville plans on taking whatever steps are necessary to ensure its children, employees and visitors a safe environment in which to work and learn.

School Board Elections

The voters of the Pattonville School District shall annually, on the municipal election day, the first Tuesday of April, elect two directors for terms of three years, with the exception of 1993 and every third year thereafter, when three directors will be elected, in compliance with regulations specified in state law.

The next school board election will be April 7, 2009. Board of Education candidate filing opens at 8 a.m. Dec. 16, 2008, at the Pattonville Learning Center, 11097 St. Charles Rock Road, and closes at 5 p.m., Jan. 20, 2009. Candidates must be a U.S. citizen, a resident taxpayer of the district and at least 24 years of age by election day. For more information, call Rita Brengle at (314) 213-8001.

Procedure for Public Complaints

The Board of Education recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved through communication with appropriate staff members and officers of the school district, such as the faculty, the principals, the superintendent or the Board of Education. The following steps are the proper procedures to be followed by persons with questions or complaints regarding the operation of the school district:

1. Complaints on behalf of individual students should first be addressed to the teacher.
2. Unsettled matters from (1) above, or problems and questions concerning individual schools, should be directed to the principal of the school.
3. Unsettled matters from (2) above, or problems and questions concerning individual schools, should be directed to the superintendent or his designee.
4. If the matter cannot be settled satisfactorily by the superintendent, it should be brought to the Board of Education.

Questions and comments submitted to the secretary to the board in letter form will be brought to the attention of the entire board at a regularly scheduled or called meeting. If necessary, a board hearing will be scheduled to resolve the complaint. However, the decision of the board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of the Department of Elementary and Secondary Education and from there on to the United States Secretary of Education.

The board considers it the obligation of the professional and support staff of the district to field the questions of parents/guardians or the public.

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Grievance Procedure

Step 1: Contact the Building Principal

Many problems can be solved by an informal meeting with the building principal. A parent, student, employee or patron with a grievance is encouraged to first discuss concerns with the building principal in order to resolve the matter promptly. If concerns are resolved at this level, no further action is needed.

Step 2: Submit a Statement of Grievance to the District Section 504 Coordinator

If a parent, student, employee or patron is not able to satisfactorily resolve the grievance informally at the building level, he or she may proceed to Step 2 of the District's Grievance Procedure by submitting a signed Statement of Grievance to the District Section 504 Coordinator, Pattonville School District, 11097 St. Charles Rock Road, St. Ann, MO 63074. The Statement of Grievance should describe in detail the nature of the complaint, the circumstances giving rise to the complaint, and the relief requested. The Section 504 Coordinator will investigate the grievance and reply in writing to the grievant within ten (10) school days. If concerns are resolved at this level, no further action is needed.

Step 3: Submit a Letter of Appeal to the Superintendent

If the grievant is not satisfied with the response of the District 504 Coordinator, he or she may submit a signed letter of appeal to the Superintendent of Schools within five (5) school days after receipt of the Coordinator's decision. The signed letter requesting appeal should be submitted to the Superintendent, Pattonville School District, 11097 St. Charles Rock Road, St. Ann, MO 63074. The Superintendent or the Superintendent's designee will meet with all parties involved, conduct an additional investigation if necessary and respond in writing to the grievant within ten (10) school days after the meeting.

Step 4: Submit a Letter of Appeal to the School Board

If the grievant is not satisfied with the response of the Superintendent, he or she may submit a signed letter of appeal to the School Board within five (5) school days after receipt of the Superintendent's decision. The signed letter requesting appeal should be submitted to the School Board President, Pattonville School District, 11097 St. Charles Rock Road, St. Ann, MO 63074. The School Board or the School Board's designee will meet with all parties involved, conduct an additional investigation if necessary, and shall respond in writing to the grievant within ten (10) school days after the meeting. The decision of the School Board is the final step within the School District.

Step 5: Contact the U.S. Department of Education - Office for Civil Rights

At any time in the process, a grievant may file a complaint by contacting the United States Department of Education Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114. Telephone 816-268-0550.