

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 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, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the district to amend a record should write the assistant superintendent for special services, clearly identifying the part of the record they want changed, and specify why it should be changed. 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 privacy of personally identifiable information in 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. 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 outsourced services or functions it would otherwise use its own employees to perform (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 a parent, student, or other volunteer 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 professional responsibilities. 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 another 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.
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. 20202-8520.

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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. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, federal law requires the Pattonville School District to provide military recruiters, upon request, with students' names, addresses and telephone listings, unless parents have advised the school principal 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 assistant superintendent for special services 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

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

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 is an equal opportunity employer. It is the policy of the district to afford equal employment opportunity to qualified individuals regardless of their race, color, ethnicity, national origin, ancestry, religion, creed, sex, age, disability, veteran status, military obligations, genetic information, sexual orientation, socioeconomic status, or to the extent required by all applicable laws. The policy of equal opportunity applies to recruitment, selection, placement, promotion, transfer, compensation, benefits, and termination. The goals of the equal opportunity employment program will be as follows:

- Provide job training and education opportunities to help employees grow in their jobs and prepare for advancement assuring each employee every opportunity to participate;
- Assist employees in securing positions commensurate with their skills and knowledge, assuring equal access to promotion or advancement;
- Efficiently resolve concerns and grievances of all employees and prospective employees which may arise in connection with the equal opportunity employment program.

Any person having an inquiry concerning the district's compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, or Title II of Americans with Disability Act of 1990 may contact:

Barry Nelson, Assistant to the Superintendent, Human Resource Center, Pattonville School District
11097 St. Charles Rock Road, St. Ann, MO, 63074 • Telephone: (314) 213-8065 or
Assistant Secretary for Civil Rights, U.S. Department of Education.

Any person having an inquiry concerning the district's compliance with the above regulations and established grievance procedures concerning student matters should contact:

Dr. Donette Green, Assistant to the Superintendent for Special Services, Pattonville School District
11097 St. Charles Rock Road, St. Ann, MO 63074 • Telephone: (314) 213-8090 or
Assistant Secretary for Civil Rights, U.S. Department of Education.

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 - Child Find Notice

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

The 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 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 Pattonville 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 by appointment in the Special Services office.

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 winter of 2010, Pattonville conducted the seventh, 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 director of facilities 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 three 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 5, 2011. Board of Education candidate filing opens at 8 a.m. Dec. 14, 2010, at the Pattonville Learning Center, 11097 St. Charles Rock Road, and closes at 5 p.m., Jan. 18, 2011. 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-Section 504

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.

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The Missouri Department of Health and Senior Services recently revised the Code of State Regulations, Immunization Requirements for School Children, 19 CSR 20-28.010, and Day Care Immunization Rule, 19 CSR 20-28.040. These rules establish the minimum immunization requirements for children enrolled in Missouri public, private, and parochial schools, day cares, preschools, or nursery schools. These revisions include:

School Children

Effective beginning the **2010-2011** school year the following **new** requirements will be implemented:

- Second dose of varicella (chickenpox) vaccine for all children entering kindergarten. If the kindergarten child has had varicella (chickenpox) disease, a licensed doctor of medicine (MD) or doctor of osteopathy (DO) may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease as satisfactory evidence of having had the disease. Parental or guardian statements of disease will no longer be accepted beginning with the 2010-2011 school year for children entering kindergarten. This rule change applies to children entering kindergarten and thereafter. For children enrolled in grades one (1) through five (5), only one dose of varicella (chickenpox) vaccine is required. Parental or guardian statements of disease continue to be acceptable.
- Tdap (tetanus, diphtheria, and pertussis) vaccine will be required for all incoming eighth (8th) grade students if the child has completed the recommended childhood DTaP/DTP vaccination series and has not received a Td booster within the past two (2) years. For children enrolled in grades nine (9) through twelve (12) who have not received a single dose of Td, it is highly recommended they receive a single dose of Tdap as their catch-up booster instead of Td or receive one dose of Tdap two years after the last Td dose.

Day Care, Preschool, Nursery School Children

Effective **July 1, 2010** the following **new** requirements will be implemented:

- Age appropriate pneumococcal conjugate vaccine (PCV) for children attending day care, preschool, or nursery schools caring for ten or more children.
- For all children who have had varicella (chickenpox) disease, a licensed doctor of medicine (MD) or doctor of osteopathy (DO) may sign and place on file with the child care facility a written statement documenting the month and year of previous varicella (chickenpox) disease as satisfactory evidence of having had the disease. Parental or guardian statements of disease will no longer be acceptable beginning July 1, 2010.

For additional information, contact the Bureau of Immunization Assessment and Assurance at (573) 751-6124. www.dhss.mo.gov

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2011-2012 Missouri School Immunization Requirements

- All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization before they can attend school.
- The Advisory Committee on Immunization Practices allows a 4-day grace period, so students in all grade levels may receive immunizations up to 4 days before they are due.
- For children beginning kindergarten during or after the 2003-04 school year, required immunizations should be administered according to the current Advisory Committee on Immunization Practices Schedule, including all spacing, (<http://www.cdc.gov/vaccines/recs/schedules/child-schedule.htm>).
- To remain in school, students "in progress" must have an Imm.P.14 form (which includes appointment date for needed immunization(s)) on file and must receive immunizations as soon as they become due. In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress and is noncompliant. (For example, hep B vaccine series was started but the child is not yet eligible to receive the next dose in the series.)
In progress does not apply to the Tdap or Td booster.
- Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur.

Vaccines Required for School Attendance	Doses Required by Grade												
	K	1	2	3	4	5	6	7	8	9	10	11	12
DTaP/DTP/DT ¹	4+	4+	4+	4+	4+	4+	4+	4+	4+	4	4	4	4
Tdap ²									1	1	Tdap or Td required 10 years after last DTaP, DTP or DT.		
IPV (Polio) ³	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
MMR	2	2	2	2	2	2	2	2	2	2 measles, 1 mumps, 1 rubella required, however 2 MMRs are highly recommended.			
Hepatitis B	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
Varicella ⁴	2	2	1	1	1	1	1	No doses required, however vaccination is highly recommended.					

- Last dose on or after fourth birthday and last dose of pediatric pertussis before seventh birthday. **Maximum needed:** six doses.
- Tdap, which contains pertussis vaccine, is required for students enrolled in the eighth and ninth grade who have completed the recommended childhood DTaP/DTP vaccination series and have not received a Td booster dose within the past two years. **If a student received a Tdap the student is up-to-date. Tdap is currently licensed for one dose only; an additional dose is not needed.** For 10-12 grades, a Tdap or Td booster is required 10 years after the last dose of DTaP, DTP or DT. In the event of a pertussis outbreak situation, Tdap may be given at intervals less than 10 years.
- Kindergarten & 1st Grade:** Last dose must be administered on or after fourth birthday. The interval between the next-to-last and last dose should be at least six months.
2-6 Grades: Last dose on or after fourth birthday. If all four doses are administered appropriately and received prior to the fourth birthday, an additional dose is **not** needed. Any combination of four doses of IPV and OPV by 4-6 years of age constitutes a complete series. **Maximum needed:** four doses.
- Kindergarten & 1st Grade:** As satisfactory evidence of disease, an MD or DO may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.
2-6 Grades: As satisfactory evidence of disease, a parent/guardian or MD or DO may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.



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Immunization Requirements for Children Enrolled in Missouri Child Care and Preschool Facilities as of July 1, 2010

Young children are more susceptible to serious complications associated with certain diseases and have different immunization requirements than older children.

The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period (meaning 4 or fewer days prior to the recommended interval or age); so public, private, parochial day care centers, preschools or nursery school attendees may receive immunizations up to 4 days before they are due.

Vaccines should be administered according to the current ACIP Schedule. The ACIP Recommended Immunization Schedule for Persons Aged 0–6 Years is available at <http://www.cdc.gov/vaccines/recs/schedules/child-schedule.htm>. Please note - Although not required for attending child care or preschool facilities, the ACIP recommends all children be appropriately immunized with rotavirus, influenza, and hepatitis A vaccine.

The following table indicates immunizations required for children enrolled in or attending child care and preschool facilities in Missouri. This table is for use in completing the child care immunization survey, and is NOT a recommended schedule. It should only be used to determine whether a child is in compliance with Missouri child care regulations.

Vaccines Required for Child Care and Preschool Attendance	DOSES REQUIRED BY THE TIME THE CHILD IS			
	3 Months	5 Months	7 Months	19 Months and older
Hepatitis B	2	2+	2 or 3+	3+
DTaP/DT	1	2	3	4+
IPV (Polio)	1	2	2	3+
Hib	1	2	2+	3+
MMR				1
Varicella				1 or proof of disease

For more information, contact the Missouri Bureau of Immunization Assessment and Assurance at (573) 751-6124 (866) 628-9891

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School Lunch Program

POLICY ATTACHMENT B

LETTER TO PARENTS

NATIONAL SCHOOL LUNCH PROGRAM/SCHOOL BREAKFAST PROGRAM

Dear Parent/Guardian:

Children need healthy meals to learn. Pattonville School District offers healthy meals every school day. Breakfast costs \$0; lunch costs \$2.00. Your child(ren) may qualify for free meals or for reduced price meals. Reduced price is \$0 for breakfast and \$0 for lunch.

- 1. Do I need to fill out an application for each child?** No. Complete the application to apply for free or reduced price meals. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. **Return the completed application to: your child(ren)'s respective school.**
- 2. Who can get free meals?** All children in households getting Food Stamps, Temporary Assistance, or the Food Distribution Program on Indian Reservations and most foster children can get free meals regardless of your income. Also, your children can get free meals if your household income is within the free limits on the Federal Income Guidelines.
- 3. Can homeless, runaway and migrant children get free meals?** Please call your child(ren)'s respective school, the district homeless liaison or migrant coordinator to see if your child(ren) qualify, **if you have not been informed that they will get free meals.**
- 4. Who can get reduced price meals?** Your children can get free meals if your household income is within the reduced price limits.
- 5. Should I fill out an application if I got a letter this school year saying my children are approved for free or reduced meals?** Do not complete the attached application if you have recently received notification from your school that your child(ren) has been certified to receive free meal benefits for the 2010-2011 school year.
- 6. I get WIC. Can my child(ren) get free meals?** Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out an application.
- 7. Will the information I give be checked?** Yes, we may ask you to send written proof, such as W-2 forms or paycheck stubs.
- 8. If I don't qualify now, may I apply later?** Yes. You may apply at anytime during the school year if your household size goes up, income goes down, or if you start getting Food Stamps, Temporary Assistance or other benefits. If you lose your job, your child(ren) may be able to get free or reduced price meals.
- 9. What if I disagree with the School's decision about my application?** You should talk to school officials. You also may ask for a hearing by calling or writing to: Mr. Ron Orr, Chief Executive Officer, 11097 St. Charles Rk. Rd., St. Ann, MO 63074, 314-213-8005.
- 10. May I apply if someone in my household is not a U.S. citizen?** Yes. You or your child(ren) do not have to be a U.S. citizen to qualify for free or reduced price meals.
- 11. Who should I include as members of my household?** You must include all people living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all children who live with you.
- 12. What if my income is not always the same?** List the amount that you normally get. For example, if you normally get \$1,000 each month, but you missed some work last month and only got \$900, put down that you get \$1,000 per month. If you normally get overtime, include it, but not if you get it only sometimes.
- 13. We are in the military – do we include our housing allowance as income?** If your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Exclude military combat pay received by service members during a deployment. All other allowances must be included in your gross income.

If you have other questions or need help, call 314-213-8054.

Sincerely,

Teree Davis, Director of Food & Nutrition Services

In accordance with Federal law and U.S. Department of Agriculture policy, this Institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

Notices and Policies

School Lunch Program

Eligibility Criteria for Free and Reduced Price Meals - Effective July 1, 2011

Pattonville has adopted the following family-size income criteria for determining eligibility for free and reduced-priced meals under the National School Lunch Program and the School Breakfast Program. For more information and an application, visit the Pattonville food services website at www.psd3.org/services/food.

Household Size	Maximum Household Income			Maximum Household Income		
	Eligible for Free Meals			Eligible for Reduced Price Meals		
	Annually	Monthly	Weekly	Annually	Monthly	Weekly
1	\$14,157	\$1,180	\$273	\$20,147	\$1,679	\$388
2	\$19,123	\$1,594	\$368	\$27,214	\$2,268	\$524
3	\$24,089	\$2,008	\$464	\$34,281	\$2,857	\$660
4	\$29,055	\$2,422	\$559	\$41,348	\$3,446	\$796
5	\$34,021	\$2,836	\$655	\$48,415	\$4,035	\$932
6	\$38,987	\$3,249	\$750	\$55,482	\$4,624	\$1,067
7	\$43,953	\$3,663	\$846	\$62,549	\$5,213	\$1,203
8	\$48,919	\$4,077	\$941	\$69,616	\$5,802	\$1,339
Each add'l member						
	+4,966	+414	+96	+7,067	+589	+136

Children from families whose current income is at or below those shown are eligible for free or reduced-priced meals. Applications are also available at the principal's office in each school. To apply, fill out a Free and Reduced-Priced Meals Family Application and return it to the school. The information provided on the application is confidential and will be used only for the purpose of determining eligibility. Applications may be submitted at any time during the school year. A complete application is required as a condition of eligibility. A complete application includes (1) household income from all sources or Food Stamp/Temporary Assistance case number, (2) names of all household members, and (3) the signature and social security number of adult household member signing the application. School officials may verify current income at any time during the school year.

Foster children may be eligible regardless of the income of the household with whom they reside. A foster child is considered a family of one and only personal use income is counted to determine eligibility.

If a family member becomes unemployed or if family size changes, the family should contact the school to file a new application. Such changes may make the children of the family eligible for these benefits.

Under the provisions of the policy, the district will review the applications and determine eligibility. If a parent is dissatisfied with the ruling of the district, he may wish to discuss the decision with the determining official on an informal basis or he may make a request either orally or in writing to appeal the decision. Hearing procedures are outlined in policy. A complete copy of the policy is on file in each school and in the central office where any interested party may review it.