



## Contents

IMPORTANT CONTACT INFORMATION .....	3
CASTLIO ELEMENTARY SCHOOL HISTORY .....	4
MASTER SCHEDULE .....	5
CASTLIO ELEMENTARY STAFF DIRECTORY .....	5
ATTENDANCE .....	10
ARRIVAL & DISMISSAL PROCEDURES .....	11
LUNCH & RECESS PROGRAM.....	12
BIRTHDAY TREAT PROCEDURES/PEANUT AND TREE NUT .....	16
DRESS .....	16
EMERGENCIES .....	16
BAD WEATHER PROCEDURES .....	17
ACADEMIC OFFERINGS/HOMEWORK .....	18
CONFERENCES.....	19
SPECIAL SERVICE PROGRAMS .....	20
ILLNESSES/MEDICATION .....	<b>Error! Bookmark not defined.</b>
LOST AND FOUND .....	23
PARENT TEACHER ORGANIZATION .....	23
ROOM PARENTS.....	24
VISITORS/VOLUNTEERS.....	24
VALUABLES.....	25
FRANCIS HOWELL SCHOOL DISTRICT POLICIES.....	25
ATTENDANCE POLICY.....	25
BULLYING .....	25
VOLUNTEERS.....	28
TRANSPORTATION/BUS SAFETY.....	29

## FOREWORD

Dear Parents/Guardians,

Welcome to Castlio Elementary! I am proud to lead a school whose community is so supportive of education.

Castlio exists to empower a community of successful learners.

Castlio Elementary is committed to ensuring that each child will achieve academic excellence, personal growth, and success in meeting their goals in a safe and positive environment.

The staff at Castlio affirms our mission statement each year and takes their professional responsibility very seriously. We also acknowledge that the education of young children is a shared responsibility between home and school. We look forward to working with you as a partner in your child's education to help each of our students achieve the skills and knowledge to ensure their success at the next level.

Sincerely,

Mr. Tim Scholle

Principal

## IMPORTANT CONTACT INFORMATION

Name	Contact
Castlio School Office Mrs. Connie Holmes – Administrative Assistant	636-851-4300 <a href="mailto:connie.holmes@fhdschools.org">connie.holmes@fhdschools.org</a>
Mrs. Michelle Walker – Building Information Specialist	<a href="mailto:michelle.walker@fhdschools.org">michelle.walker@fhdschools.org</a>
Mrs. Sharla Gear – Secretary	<a href="mailto:sharla.gear@fhdschools.org">sharla.gear@fhdschools.org</a>
Mrs. Kristen Strauser – Secretary	<a href="mailto:kristen.strauser@fhdschools.org">kristen.strauser@fhdschools.org</a>
Mr. Tim Scholle –Principal	<a href="mailto:timothy.scholle@fhdschools.org">timothy.scholle@fhdschools.org</a>
Mrs. Katie Fazio – Assistant Principal	<a href="mailto:kathryn.fazio@fhdschools.org">kathryn.fazio@fhdschools.org</a>
Mrs. Tegan Milford – Assistant Principal	<a href="mailto:tegan.milford@fhdschools.org">tegan.milford@fhdschools.org</a>
Mrs. Barb Doskal – Counselor (K, 2 & 4)	<a href="mailto:barbara.doskal@fhdschools.org">barbara.doskal@fhdschools.org</a>
Mrs. Tiffany Nix – Counselor (1, 3 & 5)	<a href="mailto:tiffany.nix@fhdschools.org">tiffany.nix@fhdschools.org</a>
Ms. Val Good – Nurse	<a href="mailto:valerie.good@fhdschools.org">valerie.good@fhdschools.org</a>
Mrs. Christy Munyat – Nurse	<a href="mailto:christy.munyat@fhdschools.org">christy.munyat@fhdschools.org</a>
First Student Transportation	636-851-6228
Francis Howell District Office	636-851-4000
School Website	<a href="http://fhsdce.sharpschool.net/">http://fhsdce.sharpschool.net/</a>
District Website	<a href="http://fhds.sharpschool.net/">http://fhds.sharpschool.net/</a>
School Facebook	Castlio Elementary School



## **CASTLIO ELEMENTARY SCHOOL HISTORY**

In 1881 Colonel Francis Howell, founder of the Francis Howell School District (FHSD), financed the establishment of an academy for children in the area. The academy was known as the Howell Institute of Learning. In 1917, the institute became a state high school until the TNT plant was located in Weldon Springs. In 1940, it became part of Consolidated School District No. 2.

Castlio Elementary School is named after Hiram Beverly Castlio, the nephew of Francis Howell. Mr. Castlio was the executor of Francis Howell's estate. He supported Howell Institute with his time as an active member of the board and one of the original trustees of the endowment fund. Upon his death a matching donation was made to the school.

Francis Howell School District covers approximately 150 square miles. It is the eighth largest district in the state of Missouri. Castlio Elementary School opened in 1981 with 500 students in grades K-6. Castlio Elementary doubled in size with the beginning of the 1989-1990 school year and currently serves approximately 1000 students. Herman Wilfong served as the principal from the opening until retiring at the end of the 1994 school year. Joyce Oitker was the principal beginning in 1994 until her retirement in June 1998. Dr. Cathy Bear was selected as the third person to lead Castlio Elementary School into the next millennium. Nancy Jamieson began serving as principal from May 2000- 2004. Starting July 2004 Dr. Bridgett Niedringhaus served as principal until her retirement in June 2018. Mr. Scholle is Castlio's Principal for the 2019-2020 school year.

Castlio Elementary School is the home of the Cougars; our colors are red and white.

## MASTER SCHEDULE

GRADE	1 <sup>ST</sup> RECESS	LUNCH	2 <sup>ND</sup> RECESS	SPECIAL
K	11:05-10:25	11:30-11:55	2:05-2:25	1:25-2:05
1	11:35-11:55	12:00-12:25	1:45-2:05	2:05-2:45
2	12:05-12:25	12:30-12:55		2:50-3:50
3	12:35-12:55	1:00-1:25		9:50-10:50
4	10:35-10:55	11:00-11:25		12:25-1:25
5	1:05-1:25	1:30-1:55		10:50-11:50



## DAILY SCHEDULE

Buses begin unloading: 8:50am

Parent drop-off: 8:50am – 9:05am

Official start of the school day: 9:05am

Official end of the day: 4:05pm

**All visitors must check in at the office upon arrival. All volunteers must have a cleared background check before volunteering.**

## CASTLIO ELEMENTARY STAFF DIRECTORY

<b>NAME</b>	<b>ROOM</b>	<b>Extension</b>
Mrs. Fazio	Office	4300
Mrs. Gear	Office	4391
Nurse Val Good	Office	4319
Mrs. Holmes	Office	4009
Mrs. Milford	Office	4387
Nurse Christy Munityat	Office	4404
Mr. Scholle	Office	4300
Mrs. Strauser	Office	4398
Mrs. Walker	Office	4355
<b><u>KDG Teachers</u></b>		
Mrs. Bertino	106	4375
Ms. Doering	112	4346
Mrs. Funk	108	4339
Ms. Haffer	104	4347
Ms. Howard	114	4354
Mrs. Kachevas	115	4356
Mrs. Landwehrmier	110	4370
<b><u>1<sup>st</sup> Grade</u></b>		
Mrs. Champion	234	4363
Mrs. Garthe	210	6032
Mrs. Kohlman	213	4367
Mrs. Mohn	212	4356
Ms. Pavia	214	4368
Ms. Sanders	208	4382

**VOICE MAIL**

All staff members have a voice mail box available as part of the district's voice mail system. Teachers have their phones forwarded to voice mail during school hours, they will direct you as to when they will be available to return calls.



<b>NAME</b>	<b>ROOM</b>	<b>Extension</b>
<b><u>2<sup>nd</sup> Grade</u></b>		
Mrs. Aubuchon	200	4337
Mrs. Clogston	204	6319
Mrs. Heimburger	201	4365
Mrs. Niere	203	4395
Mrs. Rogers	207	4324
Mrs. Tesreau	202	4318
<b><u>3<sup>rd</sup> Grade</u></b>		
Mrs. Armstrong	116	4320
Mrs. Behiter	117	4345
Mrs. Bouras	128	4390
Mrs. Faszold	118	4326
Mrs. Menke	125	4372
Mrs. Sollors	127	4388
Ms. Swaringim	123	4353
<b><u>4<sup>th</sup> Grade</u></b>		
Ms. Hunt	227	4350
Mrs. Longmore	233	4338
Mrs. Morris	228	4364
Ms. Rife	230	4332
Ms. Steele	226	4360
Mrs. Worner	232	4328



<b>NAME</b>	<b>ROOM</b>	<b>Extension</b>
<b><u>5<sup>th</sup> Grade</u></b>		
Mrs. Hamp	215	5334
Mrs. Tarka	217	6347
Mrs. Wegener	218	4329
Mrs. Windisch	220	4373
Mr. Yawitz	216	4397
<b><u>Special Area Teachers</u></b>		
Mrs. Albers	236	4325
Mrs. Bender	Library	4323
Mrs. Branstetter	224	4381
Mrs. Brenner	107	4351
Mrs. Doskal	109	4342
Mrs. Glenn	105	4343
Mrs. Good	Nurse	4319
Mrs. Green	231	4344
Mrs. Griesel	205	4392
Ms. Hill	111	4336
Mrs. Hiner	229	5371
Mrs. Hobbs	Library	
Mrs. Humburg	139	4334
Mrs. Knopfel	235	4378
Mrs. LaChance	223	4377
Mrs. Martizsus	120	4396
Mr. Mattson	Gym	4331
Mrs. Maxfield	130	4322

<b>NAME</b>	<b>ROOM</b>	<b>Extension</b>
Mrs. Moellering	103	6425
Mrs. Mundle	124	4330
Mrs. Munyat	Nurse	4404
Mrs. Nix	A5	4374
Mrs. Parker	206	4385
Mrs. Polman	A4	4349
Mr. Portell	Gym	4331
Mrs. Ryan	138	4317
Mrs. Sebestik	209	5916
Mrs. Seifert	Library	5365
Sitarski, Sieve	134	4352
Mrs. Smith	101	4383
Mrs. Steinmeyer	Library	4333
Mrs. Thies	132	4335
Mrs. Waychoff	129	4361
Mrs. Wikowsky	140	4393
Mrs. Wippler	223	4316
Ms. Zilch	119	4348
Cafeteria	Cafeteria	4405
Vacation Station	126	4380
Vacation Station	VS Office	6326

































PTO sponsors many fun and enriching events during the school year. It provides parents with resources to keep them informed of school activities and is an unlimited source of fun and satisfaction for all those involved.

Castlio Elementary has a very active parent - teacher organization. This organization provides a great deal of support for all of our programs. PTO offers a variety of volunteer programs for Castlio. If you would like to assist with a volunteer job, please call the office at Castlio to let us know or contact the appropriate PTO chairperson.

The Castlio PTO is a volunteer organization, and can always use your help! PTO meetings are generally held monthly at 6:15 pm on the second Tuesday of the month at the school.

Here are some of the events and services sponsored by the PTO:

Spirit Wear	Fundraising Programs
Trivia Night	Trunk or Treat

Please contact the office if you are interested in becoming involved. "Like" us on Facebook: Castlio PTO

## **ROOM PARENTS**

We have two parties per year – On December 19, 2019 and March 5, 2020. Each student is required to bring \$5 at the beginning of the school year to cover the cost of the party goods. The party money will be collected by your classroom teacher.

On party days, the students visit the gym by grade level and travel through stations with various activities. Each grade level party lasts 1 hour. Parent volunteers are needed to man the stations and may volunteer for their child's time slot or stay and help out for other slots as well.

All volunteers must be cleared through the district. All supplies needed are provided by the PTO through the party money collected at the beginning of the year. No food or siblings are permitted, anyone who wants to attend the parties must sign up as a volunteer. Anyone interested in assisting with the planning of the parties, should attend the PTO meetings and join the party committee.

## **VISITORS/VOLUNTEERS**

Parents are always welcome visitors to Castlio Elementary School. Castlio utilizes a "buzz in" system during the school day. When you arrive at school, you will find a button on the left brick wall outside of the main doors. After pressing the button, an orange light will let you know the door is open for you to enter and proceed to the office. All visitors to Castlio must report to the office upon arrival to sign and receive a visitor's badge. The badge identifies the wearer as a visitor and helps the school maintain security. There are different badges for different purposes (lunch, volunteering). Please place the badge where you would place a nametag and wear the badge at all

times while visiting the school. Staff members may direct you back to the office for another badge if it is not visible.

### **Volunteers**

There are many opportunities to volunteer in your child's school. These could include: helping teachers with classroom tasks, working with students, assisting in the library, chaperoning field trips, or helping with parties, just to name a few. Volunteers are greatly appreciated and welcomed.

#### **Guidelines for volunteers are as follows:**

- All volunteers must complete mandatory training class and paperwork. Mandatory class and paperwork can be found on-line at <https://www.fhdschools.org/cms/One.aspx?portalId=995782&pageId=2113077>. This training is mandatory for all volunteers!
- After completion of training, complete the paperwork and turn it in to the school office.

### **VALUABLES**

Stuffed animals, games, trinkets, electronic devices, trading cards, I- Pods, video games, shoes, etc. are not allowed at school. Special days may be arranged by the classroom teacher that may permit these items, confer with the classroom teacher for specifics. Cell phones are allowed, per district policy. However they must remain turned OFF in the book bag while on campus. Items that are brought to school are at risk of being lost or damaged. The school holds no responsibility for items brought on property.

### **FRANCIS HOWELL SCHOOL DISTRICT POLICIES**

#### **ATTENDANCE POLICY**

<https://www.boarddocs.com/mo/fhsdmo/Board.nsf/goto?open&id=96ZJMD4DD567>

#### **Discipline Code of Conduct**

[https://www.fhdschools.org/UserFiles/Servers/Server\\_995699/File/2019-20/Parents/2019-2020%20Code%20of%20Student%20Conduct.pdf](https://www.fhdschools.org/UserFiles/Servers/Server_995699/File/2019-20/Parents/2019-2020%20Code%20of%20Student%20Conduct.pdf)

#### **BULLYING**

The Francis Howell bullying page is a resource for students, parents, teachers and community partners to help reduce bullying and improve school climate. This page is intended to provide you with valuable

information and resources for bullying prevention. For example, signs of bullying, how to deal with bullying, definitions, external websites, FHSD Student Safety Policies and videos such as a recent Dateline MSNBC news segment entitled, "My Child Would Never Bully." This news segment shows simulated real-life bullying situations with hidden cameras with valuable insight into how kids respond to bullying when they think no one is looking. FHSD is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context as stated in Bullying Policy 2655 of the District Board Policy and Regulations document. The safety of students and staff in our schools and community is of primary importance. If you suspect that a student is being bullied please contact your school's principal, counselor or school resource officer.

### **Missouri School Violence Hotline**

The Missouri's School Violence Hotline accepts reports of bullying and then that information is forwarded to the District. Students and parents can call 1-866-748-7047 and receive a live voice Monday - Friday 7 a.m. until 6 p.m. with voicemail after hours. Reports can be made 24 hours a day on the following website [www.schoolviolencehotline.com](http://www.schoolviolencehotline.com).

This year text message reports of bullying will also be accepted by texting "REPORTIT" to 84741. 31

### **Bullying Resources**

<http://fhds.sharpschool.net/parents/bullying/>

### **Vacation Station:**

Vacation Station sponsors a before and after school childcare program. Vacation Station is a fee based program for students who need care before and after school, and during our breaks. Paige Beck is our building Vacation Station Coordinator at Castlio, she can be reached at 636-851-4380.

### **Technology Policy:**

Internet access is available in the Francis Howell School District to students, teachers, staff, parents/guardians, and administrators. The goal of the District's use of telecommunications is to provide all staff and students with the ability to use these tools to conduct research and communicate with others over the network. Access is limited as it relates to educational purposes and curriculum and is considered a privilege and not a right. Telecommunications substantially changes the number of resources available to students. Students through telecommunications will have access to a multitude of databases, libraries, government agencies, etc. The staff will continue to follow the guidelines for appropriate use of instructional materials. Personal software is not to be installed on district computers without written permission by the appropriate district personnel. The District will monitor internet usage but cannot guarantee that users will not have access to improper or unacceptable material. Parents/ Guardians must decide if they want to deny Internet access for their child. A parent/guardian denying internet usage to their child is required to fill out a Student Internet Usage Denial Form which

may be obtained from the FHSD web site or by calling the Communication department at FHSD. Forms must be returned to the principal/ designee of the school which the student attends.

The District ensures CIPA (Children's Internet Protection Act) compliance through use of a firewall and filtering. However students should report to their teacher or other staff members if they access information that makes them feel uncomfortable. Access to the Francis Howell School District local area network (LAN), wide area network (WAN), and wireless connectivity (WI-FI) is an opportunity that brings with it responsibilities. Communication over networks should not be considered private. Usage dealing with inappropriate or illegal activities will be reported to the appropriate authority. Maintenance and supervision of the network requires the ability to review and inspect any computer files. In some instances, students will be allowed to bring their own technology for educational purposes (i.e., laptops, Ipods, etc.). The district's Acceptable Use Guidelines apply to their technology.

All must abide by existing federal and state laws in force regarding electronic communication. This includes accessing information without authorization, giving 32 passwords out, or causing a system to malfunction. These laws may carry penalties of up to 20 years in prison.

**General school rules apply for behavior on the Internet. The district enforces MOREnet guidelines.**

These guidelines are provided to make you aware of your responsibilities. The network administrator or the designated FHSD representative may revoke network/computer privileges if the guidelines are not observed.

- The following actions are **NOT** allowable on the district networks:
- Sharing confidential information Giving your password to others
- Giving out personal information on the Internet Harassing, insulting, or harming others in any way
- Trying to bypass or break the security system Accessing pornographic/illegal material
- Illegally copying software Trespassing in others' folders, files or documents
- Attempting to destroy or harm data/files of others
- Utilizing the network for commercial purposes
- Using obscene language Use of noncurricular Internet games
- Violating copyright laws or plagiarism Use of unauthorized websites
- Vandalism of District network or technology Uploading viruses, altering data or theft of restricted information system

**District networks are to be used for educational purposes.**

**POSSIBLE DISCIPLINARY ACTION FOR VIOLATION**

The consequences for violating the District's Network and Internet Usage Policy (Policy 6320) include, but are not limited to, one or more of the following: 1) suspension or revocation of network privileges; 2) suspension or revocation of Internet access; 3)

suspension or revocation of computer access; 4) school suspension; or 5) expulsion.

**PLEASE NOTE: If you wish to deny independent internet usage for your student, please contact the school he/she attends to obtain the appropriate form.**

## **VOLUNTEERS**

A congenial relationship between parents and teachers is essential for the complete understanding and development of the child. We encourage the participation of parents in school affairs and many teachers find parents helpful in the classroom as volunteers. Parents will be required to complete a background check and sign a confidentiality agreement before volunteering in their classroom or attend a field trip. Parent volunteers will be required to wear a volunteer badge so they can be easily identified. All required volunteer information can be found at <http://fhds.sharpschool.net> under the community tab.

# Missouri Department of Elementary & Secondary Education

## Every Student Succeeds Act of 2015 (ESSA)

### COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015

**1. What is a complaint?**

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

**2. Who may file a complaint?**

Any individual or organization may file a complaint.

**3. How can a complaint be filed?**

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

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

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

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

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

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

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

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

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

The investigation and complaint resolution proceedings will be completed within a time limit of fifty calendar days.

That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.













directly notify parents/guardians and eligible students, such as through U. S. mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/guardians or eligible students who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605**

## **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

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 school receives a request for access.

Parents or eligible students 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 a 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 process 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. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who 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 has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school will disclose 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 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

The Francis Howell School District has designated certain information contained in the educational records of its students as directory information for the purposes of FERPA. The following information regarding students is considered directory information: the student's name, student's address, student's phone number, photograph, grade point average, dates of attendance, grade level, participation in officially recognized activities and sports, height and weight of members of athletic teams, diplomas and awards received and the most previous school attended by the student.

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 the 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 conditions listed in §99.31 (a)(1)(i)(B)(1) – (a)(1)(i)(B)(2) 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 in the parent or eligible student’s State (SEA). 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. (§§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 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. (§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. (§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” under §99.37. (§99.31(a)(11))

## **Meal Debt**

Meal Debt By July 1, all schools participating in the federal meals programs are required by the United States Department of Agriculture (USDA) to have written policies to inform parents of procedures regarding meal debt. The District recently adopted Policy 5550 in order to maintain consistent meal account procedures throughout the District. Unpaid charges place a financial strain on District finances. The District’s contracted food service vendor is responsible for maintaining food charge records and for notifying the District’s accounting department of outstanding balances

## **TRANSPORTATION/BUS SAFETY**

Most Castlio students are transported to and from school by bus. Bus routes are posted on the Campus Parent Portal. Safety rules for students riding the bus are posted on each bus, and workshops to review safety rules and procedures are provided to students early in each school year.

Bus transportation is not provided to all students living in Cambridge Crossing and Stafford Estates subdivisions as these are within walking distance of the school. Teachers are assigned to serve as crossing guards for students from these areas. Students should not ride bicycles to school without special permission from the principal.

**Students are not allowed to ride a different bus.** Permission to change busses is given only in emergency situations and must be arranged through the Transportation Department at 636-851-6220. Drivers will not honor a note from a parent nor can the principals approve a note requesting a bus change.

Students are under the supervision of the bus driver on the way to and from school. Unacceptable behavior may result in the loss of privileges to ride for a period of time or other appropriate discipline. The following is a list of behaviors expected of each student riding on school provided buses. These can also be found in the District Code of Conduct under Bus.

Violations of any of the above may result in a disciplinary bus ticket being written on the student. Copies of these tickets will be given to the student’s principal or designee. It is expected that students follow school rules while on the bus and at bus stops. Misconduct on the bus or at bus stops may result in disciplinary action. Other violations of the Code of Conduct will have the same consequences as if the



offense had been committed at school. In addition, bus riding privileges may be permanently suspended for egregious behavior.

## Bus Expectations

*At **Castlio Elementary** we take care of ourselves, each other and our school!*



- Sit seat to seat, back to back
- Stay in your seat
- Listen to and follow adult directions
- Use kind words towards each other
- Keep the bus clean
- Keep items in your backpack (Leave food, folders, pencils in backpack)
- Keep hands, feet and body to yourself

**Voice Level:**

**2: Conversation Voice**

# School Wide Expectations

*At **Castlio Elementary** we take care of ourselves, each other and our school!*

- Listen to and follow adult directions
- Keep hands, feet and body to yourself
- Use kind words towards others
- Use appropriate voice level in different locations



## Voice Levels:

**0: Voices off**

**1: Whisper Voice**

**2: Conversation Voice**

**3: Outside/Recess Voice**

# Assembly Expectations

*At Castlio Elementary we take care of ourselves, each other and our school!*



- Enter and Exit quietly
- Stay seated, facing forward giving full attention to speaker
- Appropriate manners and voice level, according to assembly

## **Voice Levels With Audience Participation:**

**2: Conversation Voice**

## **Voice Levels Without Audience Participation:**

**0: Voices off**

# Restroom Expectations

*At Castlio Elementary we take care of ourselves, each other and our school!*



- Use restroom quickly and quietly
- Wash hands, turn sinks off
- Keep restroom clean
  - Place paper towels in trash
  - Pick up paper towels from floor
- Get in to line when finished

**Voice Levels:**

**1: Whisper Voice**

# Hallway Expectations

*At **Castlio Elementary** we take care of ourselves, each other and our school!*

- Walk in the hall on right side of hallway
- Walk in a single file line with a voice level 0
- Arrive at your location, walk directly to where you need to be
- Keep hands, feet and body to yourself



**Voice Level:**

**0: Voices off**