

# Francis Howell Middle School

## Student Handbook

### 2023-2024

FRANCIS HOWELL  
MIDDLE SCHOOL



825 O'Fallon Road  
St. Charles, MO 63304-8150

Office Hours 7:00 A.M. – 3:30 P.M.  
School Day 7:40 A.M. – 2:40 P.M.

# FRANCIS HOWELL MIDDLE SCHOOL 2023-2024 HANDBOOK

## PHONE NUMBERS (636 = prefix)

Main Office        851-4800  
 Guidance Office 851-4924  
 Attendance        851-4868

Nurse                851-4927  
 Cafeteria           851-4954

## E NEWS & DAILY ANNOUNCEMENTS

It is strongly recommended that you subscribe to eNews and receive our weekly announcements at home. Go to [https://www.fhdschools.org/news/enews\\_subscription/](https://www.fhdschools.org/news/enews_subscription/) to complete your eNews Subscription. Select the school or schools and then complete the subscription process.

## BELL SCHEDULES

<b>MTRF Bell Schedule (2:40 Dismissal)</b>						
	6th Grade		7th Grade		8th Grade	
CCC	7:40-8:03		CCC	7:40-8:03	CCC	7:40-8:03
1st	8:07-8:56		1st	8:07-8:56	1st	8:07-8:56
2nd	9:00-9:49		2nd	9:00-9:49	2nd	9:00-9:49
3rd	9:53-10:41		3rd	9:53-10:41	3rd	9:53-10:41
4th	11:12-12:01		4th	10:45-11:34	4th	10:45-11:34
5th	12:05-12:54		5th	12:05-12:54	5th	11:38-12:27
6th	12:58-1:47		6th	12:58-1:47	6th	12:58-1:47
7th	1:51-2:40		7th	1:51-2:40	7th	1:51-2:40
3B Lunch	10:45-11:08		4B Lunch	11:38-12:01	5B Lunch	12:31-12:54

<b>Wed Bell Schedule (1:55 Dismissal)</b>						
	6th Grade		7th Grade		8th Grade	
1st	7:40-8:27		1st	7:40-8:27	1st	7:40-8:27
2nd	8:31-9:18		2nd	8:31-9:18	2nd	8:31-9:18
3rd	9:22-10:08		3rd	9:22-10:08	3rd	9:22-10:08
4th	10:39-11:25		4th	10:12-10:58	4th	10:12-10:58
5th	11:29-12:15		5th	11:29-12:15	5th	11:02-11:48
6th	12:19-1:05		6th	12:19-1:05	6th	12:19-1:05
7th	1:09-1:55		7th	1:09-1:55	7th	1:09-1:55
3B Lunch	10:12-10:35		4B Lunch	11:02-11:25	5B Lunch	11:52-12:15

## EARLY RELEASE WEDNESDAYS for 2023-2024

FHSD middle schools have implemented a schedule that allows teachers to have collaboration time on Wednesday afternoons. On these days, the school day will end **early (1:55 PM)**. The collaboration time will be used for teams of teachers to meet and review student achievement data as it relates to goals and progress towards meeting those goals. Teachers will then develop specific strategies and action plans to implement with students based on the data. Every scheduled Wednesday will serve as an Early Release Day **EXCEPT** for the following eight Wednesdays:

August 23  
September 20

December 20  
January 10

January 17  
February 14

April 3  
May 22

## **ARRIVAL / DISMISSAL PROCEDURES**

School begins at 7:40 a.m. and dismisses at 2:40 p.m. **No students are allowed in the building until 7:15 a.m.** Those students arriving by car will unload at the cafeteria entrance. Cars are not allowed in the bus-unloading zone. **Students are not to leave school property after morning arrival.**

## **PARENT PICK-UP**

Upon dismissal each day, students are to proceed directly to the Parent Pick-Up designated area by using the sidewalk. Students are not permitted to cut through the buses to go to the Parent Pick-Up area. Parents should pick up their students at FHMS only – students are not permitted to walk to commercial establishments to be picked up.

## **VISITORS**

Due to the liability and legal responsibility involved in casual visits by students who are not enrolled in the school, visits by non-enrolled students will not be allowed. We do, however, encourage families and members of the community to visit the school during various times of the school year. All visitors should sign in and obtain a visitor's badge from Mrs. Beilsmith in the Main Office. Classroom observations are restricted to pre-arranged visits. Paperwork and confidentiality agreement must be completed in advance.

## **SCHEDULE CHANGE**

Enrollment and the complexity of scheduling make it difficult to change student schedules. If a problem arises, the student should see the counselor. No change will be made unless it is a necessity. The counselors, parents, teachers, and administrators must approve this. Dr. James will make the final decision regarding schedule changes.

## **CHANGE OF ADDRESS**

It is extremely important that the school has access to a current address and telephone number where parents may be reached during the day. Please keep the Guidance Office (851-4924) informed of any changes.

## **TRANSFERS**

The procedure for withdrawal from school:

- Secure authorized withdrawal or transfer note from parent or guardian.
- Obtain appropriate forms from the guidance office.
- Have the forms filled out by teachers, return all books, property, and make sure all fees are paid.
- Take completed forms to the guidance office for final clearance.

## **PARENT VOLUNTEERS**

New parent volunteers are required to have a Division of Social Services/Missouri Highway Patrol background check on file. In addition, all new volunteers are required to view a volunteer training video. Your clearance is good for 4 years and approved for all FHSD schools. If you are interested in volunteering, please contact District Office at (636) 851-4000 or log onto <https://www.fhdschools.org>, click "For Parents", then "Volunteer" to watch training videos and download forms. We look forward to seeing you at school!

## **ACADEMIC AWARDS**

In addition to recognizing honor roll (3.0 and above), the following academic celebrations and awards take place at Francis Howell Middle School:

### **4.0 Academic Excellence**

6<sup>th</sup> grade, 4.0 Cumulative GPA as of May 1 – award certificate

7<sup>th</sup> grade, 4.0 Cumulative GPA as of May 1 – award certificate and medal

8<sup>th</sup> grade, 4.0 Cumulative GPA as of May 1 – award certificate and trophy

### **4.0 Academic Excellence Recognition Breakfast**

A breakfast celebration will be held each May to celebrate eighth grade students who have a 4.0 cumulative GPA or higher (as of May 1). Invitations are sent out in May.

## **GRADING SCALE**

90-100% = A      80 – 89% = B      70 – 79% = C      60 – 69% = D      0 – 59% = F

## **HONOR ROLL**

To be placed on the honor roll, a student must have a B (3.000) average. The following Honor Roll lists are posted outside the guidance office: 3.0 - 3.5 and 3.5 and above.

## **PROGRESS IPR AND REPORT CARDS**

Progress report grades are due from teachers at mid-quarter and will be available through the Parent Portal for parents to view and print. If you have any questions regarding a grade or have any concerns, please contact the teacher. Contact Anna Hutnyk (851-4924 or [anna.hutnyk@fhdschools.org](mailto:anna.hutnyk@fhdschools.org)) to obtain your parent codes for Infinite Campus access, or call 636-851-HELP

## **CANVAS AND STUDENT EMAIL**

The Canvas Learning Management System will be the primary online tool for course content delivery. Students should regularly check their Canvas account for materials, schedules, and updates. In addition, each student has an assigned FHSD Google Email account. Students are expected to check both Canvas and their email account daily.

## **REPORTING AN ABSENCE**

Parents are asked to call Mrs. Dohle in the Attendance Office (851-4868) to report any student absences or late arrivals. Notes from doctor/dentist/orthodontist and other professional offices are encouraged and will be placed in student files. Excessive absences without explanation will be reported to juvenile authorities. Please remember that when students arrive late or leave early from school, this creates a classroom interruption and a loss of valuable instruction time, not only for your child, but also for all students in the classroom. Please require your child to remain in school for the entire day.

If you must pick-up your student during the school day, please enter via the Security Vestibule at the front entrance with your I.D. to sign your child out. Your child will be called to the office promptly when you arrive.

## **PRE-ARRANGED ABSENCES & HOMEWORK REQUESTS**

If a student has a pre-arranged absence, please contact Mrs. Dohle (851-4868) in the main office. Assignments will be posted daily to Canvas. Students should check Canvas and their FHSD email for absent work.

## **LATE ARRIVAL**

Students are expected to arrive at school on time each day. Students who arrive late to school should report to the office for an admit slip. Late arrivals are monitored and support may be put in place if students are struggling to get to school on time.

## **TARDIES**

Students who come late to a class disrupt that class. Therefore, students are expected to arrive on time. If, for some reason, a teacher or administrator detains a student, the student should have that person provide a written pass for them.

- A student will receive oral reminders on the first and second tardy.
- The parent will be notified via phone or email on the third tardy.
- The student will receive a detention for the fourth and every successive tardy.

## **LEAVING SCHOOL GROUNDS**

Students are not allowed to leave school grounds after arrival. A parent or guardian must sign out students leaving school for any reason such as sickness or an appointment. Adults picking up students at school will be asked for identification. Written permission should be given by the parent/guardian before anyone other than a parent/guardian, or listed emergency contacts, picks up a student. Students are not to leave the building at any time to go to QuikTrip, including before or after school.

## **HALLWAY / HALL PASSES**

Students may be in the hallways AFTER the 7:25 a.m. bell rings and while moving from one class to another unless they have special permission. Students who are in the hallways before 7:25 a.m. or during class time must have a written pass from their teacher or the Main Office.










# FHMS Universal Values and Expectations

Phones and Headphones are put away all day.

**KAHFOOTY: Keep All Hands, Feet, and Other Objects To Yourself.**

Use **RESPECTFUL** language at all times and be **KIND** to others.

 <b>Arrival &amp; Dismissal</b>	 <b>Hallway</b>	 <b>Cafeteria</b>	 <b>Restrooms</b>	 <b>Assembly &amp; Presenters</b>
<p>Remain in designated areas until 7:25.</p>	<p>Be <b>RESPONSIBLE</b> by walking on the right, walking with a purpose, and remaining aware of others.</p>	<p>Be <b>RESPONSIBLE</b>: enter and exit the cafeteria following lunch procedures and hallway expectations.</p>	<p>Use your time <b>RESPONSIBLY</b> and use the restroom during the passing period before going to class.</p>	<p>Show <b>RESPECT</b> by giving the speaker your full attention.</p>
<p>Report directly to your dismissal area.</p>	<p><b>RESPECT</b> classes in progress by keeping a Level 2 Volume (Inside Voice).</p>	<p>Show <b>RESPECT</b> by giving the speaker your full attention during announcements.</p>	<p><b>RESPECT</b> all property and keep restrooms clean.</p>	<p>Show <b>KINDNESS</b> by allowing others to enjoy the assembly.</p>
<p>Be <b>RESPONSIBLE</b> for your surroundings and <b>RESPECT</b> others' space.</p>	<p>Use <b>RESPECTFUL</b> and <b>KIND</b> language with students and staff.</p>	<p>Be <b>RESPONSIBLE</b> for cleaning your area.</p>	<p>Be <b>RESPONSIBLE</b> and use time wisely: return directly to class.</p>	<p>Show <b>RESPECT</b> by actively participating, and be appropriate with your interactions with the presenters.</p>
<p><b>RESPECT</b> traffic laws, be aware of moving vehicles, and stay on walkways.</p>	<p>Be <b>RESPONSIBLE</b> by storing your personal items in your backpacks or locker.</p>	<p>After CC, it's your <b>RESPONSIBILITY</b> to keep all food and drink in the cafeteria.</p>	<p>Be <b>KIND</b> and give people privacy—don't gather in restrooms.</p>	<p>It is your <b>RESPONSIBILITY</b> to remain seated until you are dismissed.</p>
	<p>Use time appropriately and arrive to class on time.</p>	<p>Show <b>RESPECT</b> to yourself and others at all times.</p>		<p>Show <b>PERSEVERANCE</b> by giving your best effort the entire assembly.</p>

**RESPECT    RESPONSIBILITY    KINDNESS    PERSEVERANCE**

## **CODE OF CONDUCT**

The Francis Howell School District has adopted a Code of Conduct that is utilized as a guide for handling student discipline matters. The Code of Conduct is available on-line at [https://www.fhdschools.org/parents/student\\_code\\_of\\_conduct\\_acknowledgment](https://www.fhdschools.org/parents/student_code_of_conduct_acknowledgment). It provides information so students are aware of various disciplinary offenses and the possible consequences if an offense is committed. The Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operations of district schools and school sponsored events. The Code of Conduct is reviewed with all students at the beginning of the school year. Each student is required to signify by their signature that they have reviewed this information via the electronic review format. Click here for a summary of notable changes to the COC

## **RESTORATIVE PRACTICES**

Many Code of Conduct violations harm important relationships in our school community. When appropriate, school personnel may use Restorative Practices to repair that harm. These practices may include conferences among students, teachers, counselors, administrators, and families. These efforts do not replace Code of Conduct disciplinary procedures; instead, they work in tandem with the identified consequences to help students take responsibility for their actions and reestablish positive relationships.

## **CARE OF SCHOOL PROPERTY**

The defacing or destruction of school property is a violation of Missouri State Law. Any person who willfully defaces or destroys any school property can be expected to pay the actual amount of repair or replacement and face appropriate disciplinary action, i.e. locker decorations with adhesive, circular mirrors, etc.

## **DISTRIBUTION OF LITERATURE**

Students wishing to distribute written items must submit a copy to the principal for approval. All items must be free of grammatical errors and stamped by the office.

## **SEXUAL HARASSMENT**

Sexual harassment is prohibited and is defined as unwelcome or inappropriate verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee of the school or fellow student. If a student believes he or she is being sexually harassed, the student should bring the concern to the attention of a principal. If the subsequent investigation substantiates that sexual harassment has occurred, the district will take appropriate disciplinary action against the offender.

## **DETENTION**

A student may be assigned to detention for school/classroom misconduct, excessive tardiness to class, truancy, or for other infractions. Parents are responsible for transportation to morning and from afternoon detention study hall.

## **BACKPACKS**

Students are allowed to use backpacks throughout the day and bring them to class. No rolling backpacks unless part of an IEP or 504 accommodations plan.

## **Detention Schedule**

Wednesday Morning: 6:30 a.m. – 7:30 a.m.

Tuesday and Thursday Afternoons: 2:40 p.m. – 4:40 p.m. (This is a double detention, counts as two). If you owe only one detention, you can be excused at 3:40 p.m. if the parent is available to pick up. If the parent has not arrived by 3:50 p.m., the student must return to the detention room and the parent must come to the detention room to pick the student up.

## **IN-SCHOOL SUSPENSION (ISS)**

The In-School Suspension is designed to be an alternative to out-of-school suspension. The program is a restricted, closed-room environment monitored by a certified staff member. Curricular assignments are scheduled by the classroom teacher and sent to the ISS room. Parent contact will be made prior to the student being admitted into ISS. Placement of a student into the program is at the discretion of a principal. If a student has a discipline problem in ISS, out-of-school suspension may result.

## **OUT-OF-SCHOOL SUSPENSION (OSS)**

Out-of-school suspension is used when the presence of a student constitutes a threat to other students or has a negative effect upon the learning environment. It may also be useful when lesser consequences have failed to correct a problem.

## **DRESS CODE PER FHSD CODE OF CONDUCT**

The Francis Howell School District prohibits modes of dress or appearance in violation of the school's dress code. This includes dress deemed inappropriate for school activities and/or disruptive to the educational process. The expectation at Francis Howell Middle School is that students are dressed appropriately and respectfully for school.

With the exception of Spirit Weeks or curricular projects, students are not permitted to wear costumes or distracting items. Students are also not permitted to wear clothing with offensive messaging or messaging related to drugs, alcohol, weapons, or violence.

If there is a question as to whether or not any student's apparel or appearance is inappropriate for school, students will be referred to an administrator. Students may be asked to adjust their appearance or attire if it interferes with the instructional climate or violates the dress code.

Students may wear headwear (i.e. baseball hats, bandanas, hair wraps) as long as they are not a distraction to the learning environment. Hoodies can be worn to school, but hoods should be worn down.

## **CELL PHONES, HEADPHONES & DEVICES**

Students may use their cell phones, headphones, and/or devices before school (until 7:40 a.m.) and after school (2:40 p.m.). Students will not be allowed to use cell phones, headphones, and/or devices during the school day and they should be put away (should not be out or seen). Cell phones, headphones, and devices that are used inappropriately will be confiscated. Teachers will direct student use of headphones in the classroom for curricular use and accommodations.

## **WATER BOTTLES**

Students may have water throughout the day, but it must be in a bottle that completely closes. **No straws.** All other drinks are not allowed during the school day. This does not apply to breakfast/lunch items purchased in the cafeteria or breakfast/lunch items brought from home (these must be consumed during breakfast or lunch IN THE CAFETERIA).

## **FLOWERS, BALLOONS, & GIFTS**

The school cannot accept deliveries for students. Please do NOT send flowers, balloons, or other items for special occasions to the school.

## **TRANSPORTATION**

**Students utilizing Francis Howell transportation services are required to ride their assigned bus to and from school.**

- If your child needs to get off or on his/her bus at a different bus stop, you will need to place this request in writing. Submit this to Mrs. Beilsmith in the Main Office. A building administrator will need to authorize this request.
- If your child needs to ride a different bus to or from school, this request requires three days prior notice. You must submit this request in writing

The safety and welfare of all Francis Howell Middle School students are matters of great concern to all of us. The following guidelines for safety are in place:

- Maintain respect for the bus driver.
- DO NOT eat or drink on the bus.
- Keep ALL parts of your body to yourself.
- Keep ALL parts of your body inside the bus.
- Keep the noise level down to normal.
- Riders must ALWAYS be seated, facing forward.
- DO NOT litter, write on, or damage the bus in any way.
- Keep ALL harmful materials OFF THE BUS.
- Keep ALL objects inside the bus.
- Instructions given by the driver should be followed.

Both parents and students are responsible for conduct at the bus stop, from home to the bus stop, and from the bus stop to home. Conduct that interferes with safety may result in loss of the privilege of riding the bus. Drivers have been instructed to report incidents of misbehavior to the principals by use of a Bus Safety Violation Report.

## **WALKING TO AND FROM SCHOOL**

**Starting with the 2023-2024 school year, students that live within 1.0 mile of Francis Howell Middle School will NOT be routed on to district transportation. Students walking to and from school are expected not to trespass on private property, cross Highway 94 or Highway K, or go to commercial establishments (e.g. QuikTrip). Once a student arrives to school in the morning, they are not permitted to leave.**

## **LOCKERS**

Every student is assigned a locker to store school supplies, book bags, coats, and other items. Lockers are the property of Francis Howell Middle School and should not be misused or defaced. Students are permitted to decorate their lockers, inside and out, but all decor must be removable and school appropriate. Students are responsible for removing all items from the inside and outside of the locker at the end of the school year (no duct tape or contact paper).

Francis Howell Middle School is not responsible for personal items kept in lockers. Students should not share their locker combinations or share lockers with other students. Lockers should be securely locked after use and not "set." Report any locker operation difficulties or needed repairs to Mrs. Beilsmith in the Main Office.

## **LOST AND FOUND**

FHMS is not responsible for lost or stolen items. The lost and found will be cleared out at the end of each quarter with items donated to charity.

## **LEARNING COMMONS**

The Learning Commons is a flexible, learner-centered space where collaboration, inquiry, imagination, and creation expand and deepen learning. Our mission is to guide students to be effective and ethical researchers and users of ideas and information. Our program promotes the love of reading and develops 21st Century Skills. The Learning Commons will be open to students before school beginning at 7:25 a.m. each school day.

In the Learning Commons, students will find a diverse collection of fiction and non-fiction books as well as other educational and technology resources.

### **Visiting the Learning Commons**

- The Learning Commons is open to students during the school day.
- Students must present a pass from their teacher to drop-in during class time.
- Before visiting during lunch, students must receive permission from the cafeteria staff.
- If the Learning Commons is full, students may be asked to return to class.
- Students must maintain a respectful volume when visiting the Learning Commons - quiet conversations should not interrupt others who are working.

### **Borrowing Items**

- Students may check out a maximum of three books at a time.
- Regular checkout period for books is three weeks. Some items have special checkout periods.
- All items borrowed from the Learning Commons must be returned on time.
- Books must be present to be renewed. Items requested by other students cannot be renewed.

### **Late Fines**

FHSD Middle Schools charge \$0.05 per school day per overdue book, with a maximum fine of \$5.00 per book (except for lost or damaged books). Students will not be allowed to check out when fines reach \$1.00.



## CAFETERIA

Students may purchase breakfast and/or lunch each day in the cafeteria. Students may also choose to bring their lunch from home. There are several menu items available including a full tray lunch or a la carte items.

Students are responsible for throwing away their own trash, notifying an administrator if they need to leave the cafeteria for any reason, sitting at their assigned lunch table, and cleaning up after themselves. Students that have difficulty meeting appropriate behavior expectations in the cafeteria may be referred to the office and assigned lunch detention.

Parents can put money into their child's account either by sending the money with the child or going on-line. Go to the district website FOR PARENTS, and then click onto FOOD SERVICE. Next, follow the prompts in order to complete your on-line meal payment.

## SPECIAL EDUCATION SERVICES

The Francis Howell School District provides a free and appropriate public education to all students with disabilities including those attending private/parochial schools beginning on the child's third birthday through age twenty-one. The district provides parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. 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 district has developed a Local Compliance Plan for implementation of Special Education, and this Plan is available for public review during regular school hours on days school is in session in the District Administration Office of Special Services and the Principal's Office in each building. The Local Compliance Plan is a written narrative that describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures that the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

## Required State Assessment Participation

Francis Howell School District [Board Policy 6440](#) states that all students will participate in statewide assessments or alternative assessments as determined by a students' Individualized Education Program (IEP) team. The District has developed a list of assessments to be administered annually, and the grade level of students that will be administered each test or assessment instrument. A copy of this policy and the assessment schedule will be available to the public on the District's website and in the District office during normal business hours.

## SCHOOL COUNSELORS

School counselors provide supports to students, parents, school staff and the community in the following areas:

- **School counseling core curriculum:** This curriculum consists of structured lessons designed to help students attain the desired competencies in three domains of academics, career, and social/emotional and to provide all students with the knowledge, attitudes and skills appropriate for their developmental level.
- **Individual student planning:** School counselors coordinate ongoing systemic activities designed to assist students in establishing personal goals and developing future plans.
- **Responsive services:** Responsive services are activities designed to meet students' immediate needs and concerns. Responsive services may include counseling in individual or small-group settings or crisis response.
- **Indirect Student Services**  
Indirect services are provided on behalf of students as a result of the school counselors' interactions with

others including referrals for additional assistance, consultation and collaboration with parents, teachers, other educators and community organizations.

## ESC

Francis Howell Middle employs a full-time mental health professional to help support the social and emotional needs of students and staff. Services provided by the Educational Support Counselor (ESC) include:

- Crisis assessment and counseling
- Individual counseling
- Group counseling
- Classroom social-emotional lessons and classroom student supports
- Consultation with families
- Coordination of school-based services with community-based mental health providers
- Staff consultation and training

## WHERE TO GO? NEED ASSISTANCE OR HELP?

If you need help in the following areas, see the people listed in the rooms indicated.

AREA	CONTACT	OFFICE
Attendance	Mrs. Dohle	Main Office
Bus Concerns	Grade Level Principal	Main Office
Class/Schedule Change Request	Guidance	Guidance Office
Discipline	Grade Level Principal	Main Office
Entry/Withdrawal from School	Guidance	Guidance Office
Grades/Student Records	Guidance	Guidance Office
Health Problems	Mrs. Hug	Nurse's Office
Homebound Instruction	Mr. Johnson	Main Office
Locker Problems/Concerns/issues	Mrs. Beilsmith	Main Office
Maintenance	Mrs. Longo	Main Office
Lost Items	Lost and Found	Gym Lobby Area
Library Learning Commons	Mr. Bargielski	Library
Report Cards	Counselors	Guidance Office
Student Schedules	Counselors	Guidance Office
Work Permits	Mrs. Weisenborn	Main Office

## STUDENT ACTIVITIES / CLUBS / ORGANIZATIONS

CLUB	SPONSOR/S	MEETING LOCATION
Student Council	Ms. Bono	Room C202/Room A202
Drama Club	Mrs. Adams/Mrs. Howard	Room B206
Fellowship of Christian Athletes (FCA)	Mrs. Coveney/Mrs. Lonigro	Gym
Intramurals - Cross Country	Mrs. Wittmus	Gym/Room A106
Intramurals - Sports	Mrs. Fehl	Gym
Jazz Band	Mr. Bunch	Room A101
National Junior Honor Society (NJHS)	Mrs. Brooks/Mrs. Durham	Room C101
Robotics	Mrs. Koenig	Learning Commons
Spirit Team	Mrs. Coveney	Room A214
Character Crew	Mrs. Howard	Room A103
VOX Choir	Mrs. Howard	Room A103
Where Everyone Belongs (WEB)	Mrs. Valenti/Mrs. Kelly	Guidance Office
Yearbook	Mrs. Ryan	Room C207
E-Sports	Mrs. Wittmus	Room A106

## MEDICATION PROCEDURE

### TRANSPORTATION OF MEDICATION TO SCHOOL NURSES OFFICE:

Medications MUST be either delivered/picked up by the parent/guardian OR utilize the school districts special RED LOCK bags where medication can be placed, locked, and transported per student to the Nurse's office immediately upon arrival at school.

# **PRESCRIPTION AND NON-PRESCRIPTION MEDICINES ADMINISTERED AT SCHOOL**

## **Oral or Topical Medicines at School**

Pursuant to Francis Howell School District policy, the giving of prescription and non-prescription medicine by the nurse, principal, or the designee, shall be restricted to **necessary** medication that **cannot** be given on an alternative schedule.

### **I. Prescription Medicine**

1. **MUST** be accompanied by a label affixed by a pharmacy or physician showing:
  - a. Name of student
  - b. Total daily dosage and schedule of administration
  - c. Date purchased
  - d. Physician's name
  - e. Name of medication
2. **MUST** have a written physician's order.
3. A parent/guardian must request in writing that the District comply with the authorized prescriber's request to give medication. (The district will not administer the initial dose of any new prescription except in an emergency).
4. Any changes to a medication dosage must have a written physician's order, a parent request for administration, and be accompanied by an updated RX prescription label. No outdated medication prescription label will be accepted. Each new prescription must have a new label and vial.
5. All medication authorizations are effective only for the school year for which it is granted and must be renewed annually.

### **II. Non-prescription Medicine**

1. **MUST** be in the original, unopened container.
2. **MUST** have a written order, signed by the physician or advance practice nurse, state the name of the medication, the name of the child, dosage, schedule of administration, and reason for giving. When possible, the prescriber should state potential adverse effects and reason for giving. When possible, the prescriber should state potential adverse effects and applicable emergency instructions.
3. A parent/guardian must provide a written request that the district comply with the authorized prescriber's request to give medication.
4. The only exceptions to this procedure are delineated in the sections entitled Self-Administration of Medication and Non-prescription Stocked Medication for Secondary and High School Students.
5. All medication authorizations are effective only for the school year for which it is granted and must be renewed annually.

### **III. Emergency Medication**

Written standing orders will be obtained annually for the administration of emergency medication.

### **IV. Parent / Guardian Administration**

In various situations the parent/guardian may come to school to administer medicine to his or her child.

### **V. Self-Administration of Inhaled Respiratory Medication**

Students with asthma or any potentially life-threatening respiratory illness may carry with them for self-administration metered-dose inhalers containing "rescue" medication. Possession and self-administration of these prescription medications must comply with the Missouri Safe Schools Act, 1996.

### **VI. Application of Nurses Professional Judgment**

***The administration of medication, including over-the-counter medications, is a nursing activity, governed by the State of Missouri Nurse Practice Act.*** It must be performed by the registered professional nurse. The nurse may delegate and supervise the administration of medication by unlicensed personnel who are qualified by education, knowledge, and skill to do so. The registered nurse must provide and document the requisite education, training, and competency verification.

The nurse is also empowered to contact the prescriber or pharmacist filling the prescription to discuss the prescription or to verify the validity of the medication order if the nurse has questions regarding the administration of such medication.

**It shall be the policy of this District that the District will not knowingly administer any medication to a student if the District's registered professional school nurse believes, in his/her professional judgment, that such administration could cause harm to the student, other students, or the District itself. Such cases may include, but are not necessarily limited to, situations in which the District is being asked to administer medications in a dosage that exceeds the highest recommended dosage listed in the current annual volume of the Physician's Desk Reference or other recognized medical or pharmaceutical text.**

#### **VII. Documentation of Administration**

**ALL** medication permissions require documentation on an individual student medication log and on the student health record. All medications are to be logged daily on a medication log or the individual cumulative health record.

#### **VIII. Administration Only by Registered Nurse**

Any medication that requires a BP, radial or apical pulse before or after giving, or medications that require a nursing judgment to determine dosage, will not be delegated and can only be given by the R.N.

Any medication that is given via Gastrostomy or Nasogastric tube may not be delegated and must be given by the R.N.

#### **IX. Security**

All medication shall be kept in a locked cabinet in the Nurse's Office or the Principal's Office.

#### **X. Non-Prescription Stocked Medications for Students**

##### 1. Secondary and High School

Acetaminophen (Tylenol or generic brand) 325 mg. (1 or 2 tablets) or 500 mg. (1 or 2 tablets) every 4 hours, or Ibuprofen 200 mg. (1 or 2 tablets) every 6-8 hours as needed for pain or fever, at nurse's discretion as long as there is signed permission from the parents for the administration of such medications to students. ***This courtesy is limited to eight (8) times during the school year with written parental/guardian permission. If the student requires more than the allowed dosages per year, the parent/guardian will be required to supply the medication with a written physician's order.***

**PRN medications require documentation on an individual student medication log or on the student health record. Standing orders from the doctor on staff for acetaminophen and ibuprofen are on file in the District Nurse Coordinator Office.**

##### 2. Elementary, Secondary, and High School

Standing orders for the administration of over-the-counter topical medication, such as ointments and non-prescription solutions, are on file in the District Nurse Coordinator Office. Standing orders for the present school year include and are reviewed and renewed yearly.

##### 3. Emergency Medications:

Epi-Pen Junior

CHILDREN<65LBS: 0.15 MG as directed

Epi-Pen

CHILDREN>65 LBS: 0.30 MG as directed

**Benadryl for allergic reactions**

**K – 6th grade:** Diphenhydramine Hydrochloride liquid 1 or 2 tsp. (12.5 mg or 25 mg) X 1 for allergic reaction without signs of anaphylaxis if parents cannot be reached

**7th – 12th grade:** Diphenhydramine Hydrochloride capsules 1 or 2 25 mg capsule X 1 for allergic reaction without signs of anaphylaxis if parents cannot be reached

#### **XI. MEDICATIONS ON FIELD TRIP**

1. Medications that **must** be given during the time a student is off campus, may be given by a responsible adult, trained by the nurse in the “5 R’s” of medication administration.
  1. The right medication
  2. The right patient (student)
  3. The right dosage
  4. The right time
  5. The right routeThese medications include, but are not limited to, inhalers, sting allergy medications, diabetic, and seizure medications.
2. If appropriate, all medications must be in the prescription bottle or box with the pharmacy label attached.
3. With proper training, inhalers, changes in insulin pumps, insulin, and epi-pens may be self-administered. All other medications must be carried and administered by the delegated and trained adult.
4. If a responsible adult refuses to take responsibility for the giving of essential medications, the parent will be asked to accompany his/her student on the field trip. ***All parents must have a completed background check in order to ride the bus with the students. Parents, who do not have a completed background check, will be able to attend the field trip, but not ride the bus.*** If the parent is unable to accompany the student, the school district may provide an appropriately trained person to administer the medication.

The parent should notify the district in writing at least 2 weeks prior to the field trip if the parent will not be able to attend, so appropriate personnel will be assigned to attend the field trip. All written requests will be reviewed by designated personnel, including the school nurse, nurse coordinator, principal, and teacher. If the district decides not to send trained personnel, the parent/guardian will be contacted, so alternative arrangements may be made.

**ANY STUDENT FOUND TO BE CARRYING HIS/HER MEDICATION WHILE ON A SCHOOL SPONSORED FIELD TRIP, WITHOUT THE KNOWLEDGE OF ACCOMPANYING PERSONNEL, MAY BE SUBJECT TO DISCIPLINARY ACTION.**

A “Medication Instruction Documentation” form must be filled out and kept on file in the Health Office for any non-professional giving medications to students in the district. The training nurse is not liable for any medication errors that may occur.

**End of the Year Procedure Options for any Medications your child may have at school:**

- \*1. **Notify School Nurse prior to last day of school that a Parent/Guardian will be picking up medications(s)**
- \*2. **Notify School Nurse to destroy any remaining medications**

## **Notification of Rights under FERPA for Elementary and Secondary Schools**

(updated 9/20/23 to include opt out form)

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

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

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

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

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

parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

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

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

### **Directory Information**

The Francis Howell School District has designated the following information contained in the educational records of its students as directory information for purposes of FERPA: student's name, student's address, student's phone number(s), parent(s)/guardian(s) e-mail, grade level, grade point average, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, grade point average, most recent previous school attended, and photographs.

### **How to Opt Out**

A parent or student refusing to have any or all of the designated directory information disclosed is required to complete [The Family Educational Rights and Privacy Act \(FERPA\) Refusal To Permit Disclosure form](#) and designate that you are refusing to disclose directory information. Return the form to the principal of the school which the student attends.

Book FHSD POLICIES  
Section 1000 GENERAL ADMINISTRATION/ 1300 Equal Opportunity  
Title Equal Opportunity  
Code 1300  
Status Active  
Adopted April 1, 2007  
Last Revised January 21, 2021

The District is committed to maintaining a workplace and educational environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law and as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990, and state law. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above-listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA) Food and Nutrition Service.

This Policy governs the District's compliance with the laws identified above, outside Title IX. The following person is designated and authorized as the District's Compliance Officer to coordinate compliance with the laws identified above (outside of Title IX), including to handle inquiries or complaints regarding the District's non-discrimination policies:

The following individuals have been designated as the District's non-discrimination compliance officers:

Lisa Simpkins  
Chief Human Resources Officer  
4545 Central School Road, St. Charles, MO 63304  
636-851-4024

Mark Delaney  
Director of Human Resources  
4545 Central School Road, St. Charles, MO 63304  
636-851-6193

A complaint by students, employees, parents, and patrons of the District alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified above (outside of Title IX) should be filed in accordance with the procedures outlined in Regulation 1300. A complaint regarding sexual harassment or related retaliation of a student or employee under Title IX and that is alleged to have occurred on or after August 14, 2020, should be filed in accordance with the procedures outlined in Regulation 1301. A complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 should be filed in accordance with the procedures outlined in Regulation 2110.

Originally adopted April 2007



Revised March 2018  
Revised December 2018  
Revised May 2020  
Revised January 2021

## **PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, 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 Francis Howell School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual 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 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 Francis Howell 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 Francis Howell 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 at the Francis Howell School District Alternative Education Department from 8:00 – 4:30 p.m. each school day.

This notice will be provided in native languages as appropriate.

Director of Alternative  
Learning Francis  
Howell School District  
801 Corporate Centre  
Drive  
O'Fallon, MO 63368  
Phone: 636-851-4060 Fax: 636-851-4094

## **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents/guardians and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
  1. Political affiliations or beliefs of the student or student’s parent(s)/guardian(s);
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parent(s)/guardian(s); or
  8. Income, other than as required by law to determine program eligibility.
  
- Receive notice and an opportunity to opt a student out of –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  
- Inspect, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

Francis Howell School District has adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Francis Howell School District will directly notify parents/guardians and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Francis Howell School District will also directly notify parents/guardians and eligible students 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**

## **Student Meal Charges**

### **Purpose**

The purpose of this Policy 5550 is 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.

### **Administration**

1. Student Groups:
  - All students will be allowed to charge a maximum of twenty-five (\$25.00) dollars.
    - a) These meals will include only the menu items of the reimbursable meal.
    - b) After the balance exceeds twenty-five (\$25.00) dollars, the student will be given a designated menu alternate.
2. Elementary students will be allowed to charge up to one dollar (\$1.00) for à la carte foods and beverages. Middle and High School students will not be allowed to charge à la carte foods and beverages.
3. Various methods of communication may be used to notify parent(s)/guardian(s) of students with negative balances, including electronic communication, written correspondence, or phone call by the appropriate party.
4. On May 15 annually, all charging will be cut off.
  - Parent(s)/guardian(s) will be sent a written request for "payment in full."
  - All charges not paid before the end of the school year will be carried forward into the next school year.
  - Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies.
5. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year. Buildings may also establish special funds to assist students with meal purchases.
6. Each building principal will send a letter to all parent(s)/guardian(s) on or before the first day of school notifying them of the requirements of this Policy. This Policy will also be published on the District's website.

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 (ESSA)<sup>2</sup>.

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
<b>General Information</b>	
<ol style="list-style-type: none"> <li>1. What is a complaint under ESSA?</li> <li>2. Who may file a complaint?</li> <li>3. How can a complaint be filed?</li> </ol>	
<b>Complaints filed with LEA</b> <ol style="list-style-type: none"> <li>4. How will a complaint filed with the LEA be investigated?</li> <li>5. What happens if a complaint is not resolved at the local level (LEA)?</li> </ol>	<b>Complaints filed with the Department</b> <ol style="list-style-type: none"> <li>6. How can a complaint be filed with the Department?</li> <li>7. How will a complaint filed with the Department be investigated?</li> <li>8. How are complaints related to equitable services to private school children handle differently?</li> </ol>
<b>Appeals</b>	
<ol style="list-style-type: none"> <li>9. How will appeals to the Department be investigated?</li> <li>10. What happens if the complaint is not resolved at the state level (the Department)?</li> </ol>	

**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.

<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III.A.

<sup>2</sup> Title IV.A, Title VI, Title VII.C Revised 7/15 2 In compliance with NCLB Title IX Part C, Sec. 9304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding NCLB complaint procedures to parents of students and appropriate private school officials or representatives.