

# Parent/Student Handbook

## 2023-2024



# Francis Howell Central

## High School

5199 Highway N  
Cottleville, MO 63304

636-851-4600

Fax 636-851-4111

Hours 6:30 am – 3:00 pm

Voice Mail 636-851-4600 or

Listen to Voicemail Menu for a Teacher's #

Sign-up for E-NEWS

To receive school news emailed to you

<https://fhc.fhdschools.org/>

Dr. Suzanne Leake, Principal

636-851-4600

General Announcements and School Activities - Press 1

Attendance - Press 2

Counselors/Guidance Office - Press 3

Nurses' Office - Press 4

Activities Office/Mr. Scott Harris, Activities Director - Press 5

Finance Office - Press 6

Dr. Suzanne Leake (Principal)/Assistant Principals' Offices - Press 9

Information Secretary/Receptionist - Press 0

# Francis Howell Central Mission Statement

Our mission is to prepare students to be productive and responsible members of a democratic society by promoting excellence through academic achievement.

## Vision

### I. Curriculum, Instruction and Assessment

At FHCHS stakeholders will work collaboratively to provide its students with educational excellence. The district curriculum and state standards will provide a baseline for academic expectations and preparing students for life. Classroom instruction will be driven by effective research-based strategies. We will monitor student learning through the PLC process of evaluating assessment data.

### II. Climate

FHCHS will maintain a diverse and creative learning environment that promotes a sense of mutual responsibility and respect. We will continue our commitment to maintaining the emotional and physical safety of all stakeholders. Open and ongoing communication is expected among all members of our school community. Individual and collective effort and achievement will be recognized and celebrated.

### III. Community Engagement

FHCHS will strive to develop a strong commitment between the community and the school by providing opportunities for students to serve and participate within the extended community. The school will serve as a learning resource to the community and will, in turn, call upon the extended community to support our mission and vision.

## Values

### I. Curriculum, Instruction and Assessment

- ☐ We are committed to professional development and reflective practice.
- ☐ We will identify and communicate clear learning targets to both parents and students.
- ☐ Instruction will be creative and differentiated to meet the needs of all learners.
- ☐ We will ensure that assessments measure the intended learning targets and provide frequent feedback to students.

### II. Climate

- ☐ The teachers will commit to using a variety of learning modalities to help each student reach his or her own academic potential.
- ☐ We will provide a learning and working environment that is free from harassment and discrimination.
- ☐ We will maintain order and discipline through consistent enforcement of FHSD code of conduct and FHCHS policies and procedures to provide a physically safe learning environment.
- ☐ We value and create opportunities for input from all members of our school community. Decisions will be made based on what is best for student achievement.
- ☐ We will utilize all forms of communication to promote recognition of student and teacher achievement.

### III. Community Engagement

We will encourage students to participate in activities such as community service, cooperative work and learning programs, athletics and the arts in which they will interact within the extended community. We will recognize community support and provide an open forum for strengthening our partnerships.

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## FHC

### CALENDAR (2023-24)

Schedule Pick Up	August 9 & 10
Freshman Transition Day	August 17
Open House	August 17
Fall Festival (Athletics)	August 18
First Day of School	August 21
Band-Senior Pinning	August 25
Absentee Picture Day (Was not present during Schedule Pick Up)	August 31
Labor Day – No School	September 4
FHSD College Fair for Juniors	September 11
Homecoming Week	September 25-29
Homecoming Parade/Powder Puff Game	September 28
No School – Teacher PD Day	September 22
Homecoming Game	September 29
Homecoming Dance	September 30
Virtual Financial Aid Night	TBD
Parent Teacher Conferences	October 5 Virtual
Picture Retakes/Faculty & Staff Pictures	October 6
PSAT Test	TBD
Fall Choir Concert	October 12
Parent Teacher Conferences	October 10 In-Person
Parent Club Craft Fair	October 21
End of 1 <sup>st</sup> Quarter	October 27
Fall Break	October 16-20
No School/Election Day/PD Day	November 7
Blood Drive	November 9
Fall Band/Jazz Concert	November 2
Winter Blast (Athletics)	November 10
Fall Play	November 17-19
Arête Breakfast	November 17 During Periods 1-3
Thanksgiving Observance	November 22-24
Group Photo Day	November 29
Winter Band Concert	December 6-7
Choir Holiday Concert	December 14
Winter Break	December 22-January 2
Academic Night	January 4
Final Exams – Full Day	TBD-January 2024
Final Exams – release at 11:25	TBD-January 2024
End of 2 <sup>nd</sup> Quarter	January 12
Martin Luther King Day – No School	January 15
No School – Teacher Work Day	January 16
FHSD Night of Jazz	February 15
Teacher PD Day – No School	February 16
Presidents’ Day – No School	February 19
Silver Shield	February 29
ACT Practice Test for Sophomores	TBD-March 2024
Choir Winter Concert	March 4
4.0 Lunch	March 8
End of 3 <sup>rd</sup> Quarter	March 8
Parent Teacher Conferences	March 14 - Virtual
Parent Teacher Conferences	March 20 In-Person
Spring Break	March 25 – April 1
Spring Holiday	March 29
ACT Test for Juniors	TBD-April 2024
No School/PD Day	April 2
Night of Percussion	April 11
Senior Graduation Practice	TBD
Prom	April 12
Spring Musical	April 18-20
NHS Ceremony	April 25
Arête Field Day	April 26



Spring Band Concert	May 7 & 8
Senior Awards Night	May 9
Choir Spring Concert	May 13
Senior Awards	May 11
Band Show Reveal	May 15
Band-Regiment Parent Meeting	May 18
Seniors Last Day	TBD-May 2024
Final Exams – Full Day	TBD-May 2024
Final Exams - Release at 11:25, End of 4th quarter	TBD-May 2024
Last Day	May 24**
Memorial Day	May 27
Graduation	June 1

### ***SNOW DAYS\*\****

\*\*May 28 - May 29 are possible snow make-up days. Please avoid scheduling vacation on these days. Snow Days 1-4 are built into the calendar and will not need to be made up. Snow Days 5-6 will be AMI days. Snow Days 7-8 will be traditional snow days that will be made up at the end of the school year (May 28 – May 29). Snow Days 9-10 will be AMI days. Due to their shorter, modified calendar, seniors must make up all snow days, starting the day after their originally scheduled last day.

### **EARLY RELEASE WEDNESDAYS (Dismiss at 1:35)**

- 1<sup>st</sup> Quarter: August 30  
September 6, 13, 27  
October 4, 11, 25
- 2<sup>nd</sup> Quarter: November 1, 8, 15, 29  
December 6, 13  
January 3
- 3<sup>rd</sup> Quarter: January 24, 31  
February 7, 21, 28  
March 6
- 4<sup>th</sup> Quarter: March 13, 20  
April 10, 17, 24  
May 1, 8, 15

# FHC Bell Schedule

2023-2024

<b>Bell Schedule</b>		
<b>Hour</b>	<b>Time</b>	<b>Minutes</b>
1 <sup>st</sup>	7:20 – 8:13	53
2 <sup>nd</sup>	8:18 – 9:10	52
3 <sup>rd</sup>	9:15 – 10:07	52
4A/B	10:12 – 11:04	52
4B/C	10:37 – 11:29	52
4C/5A	11:09 – 12:01	52
5A/B	11:34 – 12:26	52
6	12:31 – 1:23	52
7	1:28 – 2:20	52
<b>Lunch Period Times</b>		
4A Lunch	10:07 – 10:32	25
4C Lunch	11:04 – 11:29	25
5B Lunch	12:01 – 12:26	25

# ERW w/Seminar Schedule

**2023-2024**

1<sup>st</sup> QTR – 8/30, 9/6, 9/13, 9/27, 10/4, 10/11, 10/25

2<sup>nd</sup> QTR – 11/1, 11/8, 11/15, 11/29, 12/6, 12/13, 1/3

3<sup>rd</sup> QTR – 1/24, 1/31, 2/7, 2/21, 2/28, 3/6

4<sup>th</sup> QTR – 3/13, 3/20, 4/10, 4/17, 4/24, 5/1, 5/8, 5/15

<b>Bell Schedule</b>		
<b>Hour</b>	<b>Time</b>	<b>Minutes</b>
1 <sup>st</sup>	7:20 – 7:57	37
2 <sup>nd</sup>	8:02 – 8:39	37
Seminar	8:44 – 9:34	50
3 <sup>rd</sup>	9:39 – 10:16	37
4A/B	10:21 – 11:01	40
4B/C	10:46 – 11:26	40
4C/5A	11:06 – 11:46	40
5A/B	11:31 – 12:11	40
6	12:16 – 12:53	37
7	12:58 – 1:35	37
<b>Lunch Period Times</b>		
4A Lunch	10:16 – 10:41	25
4C Lunch	11:01 – 11:26	25
5B Lunch	11:46 – 12:11	25

## CAMPUS INFORMATION

### ***PRINCIPALS' OFFICES & ASSIGNMENTS***

Dr. Suzanne Leake - Principal - Main Office – 636-851-4638

Dr. Andy Downs - Associate Principal – 636-851-4703

Dr. Ashley Mair - Assistant Principal – students with last names A-G – 636-851-4593

Mr. Brian Warner - Assistant Principal – students with last names H-O – 636-851-4586

Dr. Bart Denbow - Assistant Principal – students with last names P-Z – 636-851-4593

### ***SCHOOL RESOURCE OFFICER***

Officer Inserra is employed by the Cottleville police department and assigned to our campus during the school year. His duties include safety, security, administrative and educational resources. Officer Inserra handles all incidents that relate to Safe Schools Act violations of the law which may lead to arrest. Students are strongly encouraged to report any circumstances where they (or other students) have been threatened or harassed or are aware of any illegal activity taking place at school. Anonymous reports may be made to either 636-939-9966 or directly to Officer Inserra at 636-851-4663.

In addition, in an effort to make it possible for students, parents, faculty, and staff to communicate with school administration regarding potential threats to school safety and security, the district has set up an email address at [safekids@fhdschools.org](mailto:safekids@fhdschools.org). Safe Kids will be monitored by an administrator 24 hours a day, seven days a week. A link to this email address can be found on our school website at [fhdsfhc.sharpschool.net](http://fhdsfhc.sharpschool.net).

### ***ATTENDANCE OFFICE***

For attendance inquiries, please contact:

Angie Mock – 636-851-4662

**To report a student's absence please call – 636-851-4582.**

## ***COUNSELORS***

KNOW YOUR COUNSELORS! Your guidance counselors are interested in your well-being and are here to help you. 636-851-4668

If you wish to see your counselor, stop by the guidance office and fill out a Counselor Request Form. You will be called from class as soon as your counselor is available.

### **COUNSELORS**

### **Alpha Breakdown**

Ms. Alexis Baez	A – Dah
Ms. Ashlee Brodland	Dal – Helw
Mrs. Christine Russek	Hem – Man, A+ Program, AP
Mr. Kris Miller	Mar -- Ras
Mr. Trevor Wolfe	Raz – Sei
Ms. Kendra Horton	Ser – Z
Mr. Dustin Bailey	College & Career Counselor
Mrs. Shannon Harting	Education Support Counselor

## ***ACTIVITIES DIRECTOR'S OFFICE***

Mr. Scott Harris, CMAA - Activities Director - 636-851-4612

A student should contact the Activities Director's office for the following:

1. Sports Physical Form
2. School Organization Information
3. Sports Schedules
4. Assemblies
5. Sports Eligibility
6. Fundraising
7. Approval of Hallway Displays and Posters

## ***NURSES' OFFICE***

The nurses' office is staffed from 6:30 a.m. to 3:00 p.m. 636-851-4720

Ms. Christy Gerling  
Ms. Sara Maxwell

Each school year, a new Student Health/Emergency Information form should be on file in the Nurses' Office. This form gives us current health information, parents' work phone numbers and permission to administer acetaminophen/ibuprofen.

## **Medication**

***PLEASE READ THE INFORMATION ON THE FOLLOWING PAGES CAREFULLY!***

**MEDICATION PROCEDURES**  
2023-2024

Students are not to have prescription or over the counter drugs on their person. Any student found to be carrying his/her medication on his/her person without the knowledge of the nurses may be subject to disciplinary action according to the guidelines stated in the Missouri Safe Schools Act, 1996. All medications shall be kept in a locked cabinet in the nurse or principal's office.

**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.

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's request for administration and be accompanied by an updated prescription label. No outdated prescription label will be accepted.
5. If an asthmatic student needs to carry an inhaler, a separate asthma packet needs to be completed and returned to the Health Office.
6. All medication authorizations are effective only for the school year for which it is granted and must be renewed annually.

Non-Prescription medicine:

1. Must be in the original container.
2. Must have a written order, signed by the physician or advance practice nurse, stating the name of the schedule of administration and reason for giving the medication. 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. All medication authorizations are effective only for the school year for which it is granted and must be renewed annually.

**Parent/Guardian Administration**

In situations where the parent/guardian chooses, the parent/guardian may come to school to administer medicine to his/her child.

**Administration of Acetaminophen**

Acetaminophen 500 mg. (1 or 2 tablets) or Ibuprofen 200 mg. (1 or 2 tablets) every 4 hours as needed for pain or fever may be administered to students at the Secondary School level. Administration is restricted to dosages as prescribed by the Francis Howell School District consulting physician. This may be administered to the student eight (8) times during the school year, with written parental or guardian permission. If the student requires more than the allowed dosages per year, the parent will be required to supply the medication with a written physician order.

Nursing Judgment

The administration of medication, including over-the-counter medications, is a nursing activity, governed by the State of Missouri Nurse Practice Act. 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. Employees of the District shall not knowingly administer medication in a dosage that exceeds the highest recommendation dosage listed in the current annual volume of the Physician's Desk Reference.

## MEDICATIONS FOR FIELD TRIPS

1. Medications that must be given during the time a student is off campus (i.e. seizure medications, inhalers, and sting allergy medications) may only be given by a responsible adult, trained by the nurse on the “5 R’s” of medication administration:  
The right medication -  
    The right patient  
    The right dosage  
    The right time  
    The right route
2. All medications must be in the prescription bottle or box with the pharmacy label attached. Only inhalers may be self-administered. All other medications must be carried and administered by the delegated and trained adult.
3. Any student found to be carrying his/her medication on his/her person while on a school sponsored trip off campus, without the knowledge of the nurse, may be subject to disciplinary action.
4. Students with severe sting allergies may carry an Epi-Pen auto injector with them while on outdoor trips. If the student is not responsible because of age or other factors or cannot assume the duties of using the Epi-Pen auto injector, the auto-injector may be carried by the teacher, after the teacher has been trained by the R.N. and has proven proficiency in its use. If the teacher is not willing to take responsibility for its use, the parent will be asked to accompany the student on the trip. If the parent cannot accompany the student, the District will provide an appropriately trained person to administer the medication as needed.

If the responsible adult in charge of the off-campus trip refuses to take responsibility for the giving of life saving medications, the parents will be asked to accompany his/her student on the trip. If the parent is unable to accompany the student, the District will provide an appropriately trained person to administer the medication as needed. 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 nurse is not liable for any medication errors made by persons he/she trains.

## IMMUNIZATION

It is a state law that immunizations be completed as required by the Missouri Department of Health. If any immunizations are due while your son/daughter is in school, the Nurses will contact you as Parent/Guardian. Your child will be required to get the vaccine required by the specified date or your child will not be allowed to attend school. Written verification from the facility where the vaccine was given should be turned in to the Nurses’ Office so that accurate records may be maintained. Statement must include month, date, year and the vaccine given.

## ILLNESS AT SCHOOL

Students who become ill at school should report to the Nurse’s office with a pass from their classroom teacher. **Under no circumstances are students, who are ill, permitted to stay in a restroom or leave campus without permission.** If necessary, the parent/guardian will be contacted by the Nurse.

If your child sends you a text from class, please instruct them to go to the Nurse’s office prior to you picking them up. They will wait in the nurse’s office until you arrive. This policy helps the nurses and the school stay informed of illnesses and/or other communicable diseases that may be going on in the school building, as well as the community.

If the student drives, they would still come to the nurse’s office, contact the parent/guardian and get permission to sign out with the nurse.

### **FHSD Policy Regarding the Use of Crutches**

A physician’s statement regarding the limitations and duration of the use of crutches is required before a student is allowed to use crutches on school district property during school hours. Another student will be assigned to assist carrying the injured student’s

books. Both students will be dismissed five minutes early to facilitate getting to the bus on time at the end of the school day. The school district will not be responsible for any injury that occurs as a result of the use of crutches without a physician's written order on file.

### **WHEN TO KEEP YOUR CHILD HOME**

In general, children should stay home whenever they do not feel well enough to participate in the normal activities on a school day. If your child is feeling sick at school, then not much learning is taking place. In order to control communicable disease in school, it is important to keep your child home for the following reasons:

#### **Fever**

- ☐ Fever of 100.0°F or higher. Your child must be fever free for 24 hours, without the use of medication, before returning to school.
  - It doesn't help your child's health to give medicine for fever and send them to school; that only reduces fever for a short time and doesn't take care of the illness causing the fever. Once the medicine wears off and the fever returns, your child must be picked up anyway and valuable healing time has been lost.

#### **Sore Throat**

- ☐ Sore throat with fever, swollen glands, stomach ache, or rash, especially if exposed to someone with strep throat. If your child has been diagnosed with a strep infection, please ask your healthcare provider when they can return to school.

#### **Vomiting/Diarrhea**

- ☐ Vomiting two (2) or more times over a 24-hour period, has persistent diarrhea, or if they are associated with fever.
  - Until it is known that these are not signs of a contagious illness, such as a stomach virus, your child should be kept home.

#### **Abdominal Pain**

- ☐ Persistent abdominal pain lasting more than 2 hours

#### **Cough**

- ☐ If your child has a moist, productive cough, chest congestion, shortness of breath or difficulty breathing.

#### **Skin Rash**

- ☐ If the rash has any fluid or pus coming from it, the child must remain out of school until the rash has been treated and a note from the doctor states it is ok to return to school, or until the rash is gone, dried, or scabbed over with no new spots appearing. Anytime a rash is associated with fever, the child may not come to school until the fever is gone for 24 hours without medication.

☐

#### **Red, Crusty or Draining Eyes**

- ☐ This can mean your child has conjunctivitis, also known as pink-eye. Not all pink-eye is contagious.

#### **Head Lice**

- ☐ Please contact your school if your child has live head lice (Pediculosis or Scabies) present on the scalp or in hair. These small insects cause skin conditions that are uncomfortable and itchy, and could become infected with scratching. Check with the school nurse to get information on treatment and when your child may return to school if these conditions are present.

Kids who are sick will heal better and faster when they have proper rest at home, with healthy nutrition and plenty of fluid for hydration. Please update your child's contact telephone numbers whenever they change. In the event your child becomes ill or injured, the school will attempt to reach you, and then telephone your emergency contacts if you are unavailable.



## Learning Commons

Hours: 6:50 am – 2:20 pm

### Learning Commons Staff:

Cassandra Flores, Media Specialist  
Tonishia LaMartina, Media Specialist  
Keri Smith, Para Assistant

### Ext:

4608  
4622  
4574

### SERVICES:

- **Online Services:** Find more information and many helpful resources online at <http://fhsdfhc.sharpschool.net/LibraryLearningCommons>. Links to our catalog for books, eBooks and audiobooks, databases, FAQ, citation tools, tutorials, and much more are offered to assist teachers and students. Check out the Teacher Tools tab for other valuable resources.
- **Lessons:** We provide numerous resources for your lessons including research, technology, digital citizenship, breakout boxes, and much more. Please schedule and plan with media specialists. Advance planning ensures the availability of resources.
- **Computers/Devices:** The main LC has 40 (29 and 11) desktop computers that can be reserved. There are carts of Chromebooks and iPads as well. Check availability [here](#). Call Mrs. Smith at ext. 4574 to make your reservation.
- **Computer Classroom:** The primary purpose of the LC computer classroom is for collaborative teaching with the LMS. Others wishing to use the computer classroom may reserve it on a **case- by-case basis no more than two weeks in advance**. Full-time supervision by certified personnel is required. Call Ms. Flores at 4608 or Mrs. LaMartina at 4622 to make your reservation.
- **Photocopier:** The primary purpose of the LC photocopier is for student educational use. Teachers are welcome to use it for small jobs and emergency copies.
- **Requests:** Please feel free to request resources (books & videos, etc.) that support your curriculum and research assignments. If you are still using a VHS tape, please let us know so that we can attempt to find a DVD replacement.

### POLICIES:

- **Passes Are Required:** ALL students MUST have a pass to visit the LC. Students arriving without passes will be sent back to class. This includes office workers and student aides.
- **Only two students at a time please!** When sending students from your class, please send only TWO at a time. Call 4574 to inquire about sending more than two students at a time.
- **Substitutes MAY NOT send students to the Learning Commons:** Please be sure you include this policy in your notes for your substitutes. If you know in advance that you will be out and want to make arrangements for some students to use the LC resources, please call 4574 in advance.
- **Teacher Supervision:** Classroom teachers are responsible for the behavior and discipline of their students while in the LC.
- **Computer Classrooms must be supervised by FHC teachers only. No substitutes will be allowed without prior approval.**

## **Cafeteria**

Students must report promptly to the cafeteria during their assigned lunch period. They may purchase lunches for \$3.15 or bring a lunch from home. Breakfast can be purchased for \$2.10. Milk, juice and soda will also be available. Free and reduced breakfast and lunch applications are available in the Guidance office or online (see below). Return the completed application to:

Program Coordinator, 801 Corporate Centre Drive, O'Fallon, MO 63368 (636) 851-6194

Please visit FHSD's website to view information for household incomes eligible for free or reduced meals. Go to: [www.fhdschools.org](http://www.fhdschools.org). Click on Department/Programs; Food Services; Free and Reduced Meals.

## **Nutrition Services**

The FHSD Board of Education approved the Administration's recommendation to continue offering breakfast and lunch at the same price as fiscal year 2022-2023. Breakfast prices for 2023-24 will be \$2.00 for elementary, \$2.10 for both middle and high, and \$2.50 for adults. Lunch prices will be \$2.95 for elementary, \$3.15 for both middle and high, and \$4.50 for adults. All families should be encouraged to fill out the [Free and Reduced Meal Application](#) each year. Parents can complete the application in the Infinite Campus Parent Portal.

### **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.**

**Campus Map (Available by request in Main Office)**

## **CAMPUS SECURITY AND VIDEO SURVEILLANCE**

The district contracts with a private security agency to help us provide a safe and secure learning environment. Security guards are stationed on the school grounds to monitor the coming and going of students and campus visitors. They also monitor the parking lots and check parking permits. Students leaving campus during the school day are asked to stop and show their ID or pass. All visitors are requested to stop, check in with the security guard and state their business at school. Former students/recent graduates are not permitted on campus without an appointment. Never allow anyone into FHC. Tell them they must enter through the student or main entrance. This help keeps our building safe and secure.

Security guards are viewed as an extension of our staff and we expect they will be treated with the same courtesy and respect as all other members of the school staff. Students who are disobedient or disrespectful will be written up and subject to disciplinary action. In an effort to promote the safest possible environment for our students, security cameras are strategically positioned both inside and outside of our school to monitor all building activity. Any student who is found vandalizing and or interfering with the operation of these cameras will be subject to disciplinary action consistent with the student code of conduct.

## **ACADEMICS**

### **A+ SCHOOLS PROGRAM**

In May 1993, the Missouri General Assembly passed Senate Bill 380, "The Outstanding Schools Act." The A+ Schools Program is one of the educational opportunities brought about by this act. The specific guidelines outlined in this manual for Francis Howell High School have been developed in accordance with Missouri Senate Bill 380.

#### **Goals**

The goals of an A+ School are to ensure that:

1. All students graduate from high school.
2. All students complete a selection of high school studies that is challenging and has identified learning expectations.
3. All students proceed from high school graduation to a college, post-secondary vocational-technical school, or a high-wage job with workplace skill development opportunities.

#### **Funding for the Financial Incentives**

The **funding for the financial incentive** is dependent upon the availability of state appropriations from the Missouri General Assembly.

#### **Student Financial Incentive**

The **student financial incentive part** of the A+ Schools Program provides for applicants who meet the following requirements to be eligible for state reimbursement for tuition while attending any Missouri public community college or post-secondary vocational/technical school as a full-time student. A+ Students must meet the following requirements:

1. Enter into a **written agreement by filling out an A+ Agreement Form**. Due to the requirements to accumulate tutoring hours, seniors must sign the agreement no later than September 1 of the student's senior year.
2. Attend a designated A+ school for **two consecutive years** prior to high school graduation.
3. Graduate from high school with an **unweighted grade point average (GPA) of 2.5 or better**.
4. Maintain at least a **95% attendance rate** for the four-year period grades 9-12.
5. Perform and document 50 hours of unpaid tutoring to other students which includes:
  - have all tutoring placements arranged by the A+Coordinator or the hours will not count
  - have the tutoring log sheet signed by the site teacher every day that the student tutors
  - turn in the A+ tutoring log sheet to the A+ secretary at the end of every month or for summer placements on the

- first day of school in August.
- perform A+ hours on Francis Howell School District campuses under the supervision of an FHSD employee
- provide own transportation and waive school district liability
- acquire 50 hours of tutoring by January 1 of senior year
- Finish the 50 hours of tutoring in the semester assigned

**\*\*\* Failure to acquire the 50 hours in the semester assigned and have the log sheets turned in at the end of every month may result in removal from the A+ program.**

6. Maintain a record of good citizenship and avoid the unlawful use of drugs and/or alcohol; as defined by law and as stated in *the High School Code of Conduct*.

Certification of good citizenship will be based on the official discipline record maintained in the administrative offices at the student's high school. Verification of good citizenship will be given by the principals.

### **A+ CITIZENSHIP POLICY DURING GRADES 9-12**

**(School year is August 1 through July 31)**

All four years are part of the citizenship record.

The Francis Howell Central High School A+ Advisory Committee believes that good citizenship is paramount for a student graduating with A+. The following will result in removal from the A+ Program at Francis Howell Central High School:

- ☐ 3 or more occurrences of in school and/or out of school suspensions during a school year
- ☐ 5 or more occurrences of in school and/or out of school suspensions during the student's high school career (grades 9-12)
- ☐ Any suspension that results in an out of school suspension that is 10 or more days
- ☐ Possession, use, sale or transfer of alcohol, drugs, narcotics, or any substance represented to be such.
- ☐ Possession of drug paraphernalia.
- ☐ Any level IV Code of Conduct\* offense that results in an out-of-school suspension.

\*Francis Howell School District -- High School Code of Conduct

7. Attempt to secure all available federal financial assistance funds that do not require repayment. During 12<sup>th</sup> grade, complete the **Free Application for Federal Student Aid (FAFSA)** form. Male students must register for the selective service upon their eighteenth birthday. (*Parental income is NOT a criterion for the A+ student incentive reimbursement.*) Reimbursement from the state will be given only after federal funds that do not require repayment have been applied.
8. Male students must register under the United States Military Selective Service Act.

### **A+ Appeal Process**

A student and/or parent has the right to request an appeal **within 10-days of the notice** of an attendance or citizenship deficiency. A+ appeal will not be granted after that time. **The student's unweighted GPA will not be rounded up or appealed and must be a 2.5 on a 4.0 scale.** In cases of concern or ineligibility, the:

- ☐ Student and parent must notify the A+ Coordinator in writing of his/her intent to discuss the concern or ineligibility. Appeal request letters must be written by student (required) and parent (optional), supporting documents to support appeal requests are highly recommended.
- ☐ A+ Coordinator will then convene an A+ Appeals Committee meeting for consideration for eligibility.
- ☐ The A+ Appeals Committee will hear the request and return its decision to the student and parent.

Anyone requesting an appeal should complete an "A+ Appeal" form which is available from the A+ coordinator. Please call 636-851-4600 to request an A+ Appeals form. After the review committee reaches a decision, the A+ Coordinator will notify the parents by letter.

### **Monitoring A+ Status**

At the end of each semester, each participating A+ student and his/her parents/guardians may request a status update reporting his/her progress in each of the required areas. Two of the five requirements are part of the report card: attendance and GPA. Any other questions should be directed to the A+ Coordinator.

### **Notification of A+ Status**

All records of A+ Students will be reviewed by the A+ Coordinator for official certification. The names of eligible A+ graduates will be submitted to the Department of Elementary and Secondary Education in June two weeks after graduation and then documented on final transcripts.

### **Requirements for Maintaining Eligibility after High School Graduation**

The student financial incentive will be available for up to two years of attendance at a Missouri Public community college or vocational/technical school. To maintain eligibility, the student must:

- ☐ Enroll in and attend on a full-time basis a Missouri public community college or vocational/technical school.
- ☐ Students may receive this incentive for a maximum of six (6) semesters.
- ☐ Students are eligible to use the incentive for up to four years after high school graduation.
- ☐ Maintain a grade point average of 2.50 or higher on a 4.00 scale
- ☐ Please go to <http://dese.mo.gov/divimprove/aplus/index.html> or <http://dhewd.mo.gov/ppc/grants/aplusscholarship.php> for more info.

## ***PROGRESS REPORTS***

A progress report is issued approximately 4 1/2 weeks after the beginning of each quarter. **Progress reports will be available online only.** Each student will receive a letter grade and behavioral comments from each teacher. Progress reports are available online only through the parent portal. If you do not have access to a computer, please contact the FHC Guidance office for a hard copy.

## PROGRESS REPORTS – SEMESTER EXAM SCHEDULE (2023-2024)

### 1<sup>st</sup> Semester:

First Day of Semester	August 21
Progress Reports	September 21
End of Quarter 1	October 27
Quarter Grades	November 1
Progress Reports	November 29
Semester Exams	January 10, 11, 12
Semester Grades	January 17

### 2<sup>nd</sup> Semester:

First Day of Semester	January 17
Progress Reports	February 15
End of Quarter 3	March 15
Quarter Grades	March 20
Progress Reports	April 26
Final Exams for Seniors	TBD
Seniors Last Day	May 17*
Senior Grades	May 22
Final Exams for Underclassmen	May 22, 23, 24*
End of Semester	May 24*
Underclassmen Grades	May 28

\*Actual exam dates may vary due to adjustments for snow days, etc.

## **REPORT CARDS**

Progress Reports and Report Cards can be found on Parent Portal. If you need access to your student's portal, please contact the Guidance office at 636-851-4667.

Students or parents are responsible for investigating and correcting mistakes in attendance reported on semester grade cards **within the same school year the absence is reported.**

The following is the official grading scale for secondary schools in the Francis Howell School District and is to be used by all teachers: 90-100% - A; 80-89% - B; 70-79% - C; 60-69% - D; 59-0% - F

## **EXAMINATION OF RECORDS**

Parents may examine all official records of their children. An appointment must be made beforehand with the appropriate counselor or principal. In addition, parents/legal guardians may request an amendment to educational records if the parents/legal guardians believe the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents/legal guardians may register a complaint with the U.S. Office of Education if they feel the district is in violation of the Family Education Rights and Privacy Act. Copies of records can be made. Copies must be paid for at the time of receipt.

## **CREDIT BY SEMESTER**

Credit for graduation will be awarded upon the successful completion of a semester's course of study in each class. Credit will not be awarded by quarter. The semester grade will be based on a combination of the two quarter grades and the semester examination grade.

## FINAL EXAMINATIONS

Final examinations are given at the end of each semester and count 10% of the semester grade. Each academic department determines the weight of the critical response and objective sections of the semester final. Attendance for each period on ½ day exam dates is required regardless of study hall assignments.

**FINAL EXAMS WILL NOT BE GIVEN EARLY. Please refrain from planning vacations to ensure that students are here for the end of each semester for exams. If you have an unforeseen situation, please provide a written explanation to Dr. Leake for approval.**

**Due to inclement weather the last day of school may end as late as June 6 for second semester. Please refrain from scheduling vacation on make-up snow days. You may view the snow make up schedule on the FHSD District website.**

## HONOR ROLL

The honor roll is computed twice per year at the end of each semester. A student must have earned a 3.0 grade point average (G.P.A.) for the semester to be included on the honor roll. Excluding "Honors" courses, grade point averages are determined by the following system: A=4, B=3, C=2, D=1, F=0.

In Honors courses: A=5, B=4, C=3, D=1, F=0.

## NATIONAL HONOR SOCIETY

Selection Procedure:

1. Membership shall be open to qualified sophomores, juniors and seniors.
2. A cumulative GPA of 3.75 is used for determining scholastic eligibility.
3. All four criteria; scholarship, leadership, character, and service, shall be considered in the selection process for new members.
4. Leadership, character and service qualifications shall be determined by teacher recommendations, student activity information forms and the five-member Faculty Council appointed by the sponsors.

The scholastically qualifying student must complete and return the student activity information forms to the NHS sponsors by the required date. The sponsors then assemble the Faculty Council to review each student's qualifications.

## 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.

## GRADUATION REQUIREMENTS:

### 24 TOTAL UNITS (REQUIRED AND ELECTIVE) NECESSARY FOR GRADUATION

<u>Units of Credit</u>	
Communication Arts	4.0 units
Social Studies	3.0 units
Mathematics	3.0 units
Science	3.0 units
Fine Arts	1.0 unit
Practical Arts	1.0 unit
Physical Education	1.0 unit
Health	.5 unit
Personal Finance	.5 units
Electives	7.0 units

## ACADEMIC AND SPECIAL AWARDS

The following awards will be bestowed upon qualified graduates of Francis Howell Central High School:

Missouri College Preparatory Studies Certificate  
President's Award for Educational Excellence  
Standard of Academic Accomplishments Award  
Francis Howell College Prep Studies Certificate

The criteria for these awards are outlined below. Students are encouraged to plan accordingly and to PETITION FOR THE AWARDS FOR WHICH THEY QUALIFY during the spring of their senior year. Additional information regarding these awards is available in the Guidance Office.

The Missouri Department of Education presents the FRANCIS HOWELL COLLEGE PREPARATORY STUDIES CERTIFICATE to all students graduating who complete a more rigorous academic program. This program is highly recommended for students entering college in order for them to meet high school curriculum requirements at most universities. The minimum program requirements are:

<u>Subject(s)</u>	<u>Unit(s)</u>
+Communication Skills*	4.0
+Social Studies**	3.0
+Mathematics***	3.0
+Science****	3.0
Fine Arts	1.0
Practical Arts	1.0
Physical Education	1.0
Health	0.5
Foreign Language*****	3.0
Electives	4.5

TOTAL MINIMUM REQUIREMENTS 24.0

+ A 3.0 G.P.A. is required in these courses and a score above the National Average on ACT or SAT tests.

\*Required: 9<sup>th</sup> Communication Arts, 10<sup>th</sup> Communication Arts, and 11<sup>th</sup> Communication Arts

\*\*Required: American History, World History, and American Government

\*\*\*Required: Geometry and Algebra II

\*\*\*\*Required: Biology and two additional units of science, two of the three required units in this area must include Biology, Chemistry or Physics.

\*\*\*\*\*Strongly Recommended: 2 units in same foreign language

**THE PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE** is awarded during the senior year. A student must meet all specified requirements for the Missouri College Preparatory Certificate with the addition of the following conditions:

A student must have a minimum G.P.A. of 3.5 in a 4.0 system and score at or above the 85<sup>TH</sup> PERCENTILE on one of the following: A.C.T., S.A.T. or P.S.A.T. See Guidance for any ACT, SAT or PSAT prep information.



In order to receive the STANDARD OF ACADEMIC ACCOMPLISHMENT AWARD, a student must meet all specified requirements for the Missouri College Preparatory Studies Certificate with the following additions and exceptions.

#### ADDITIONS

1. A student must participate in at least one co-curricular activity for each of the four high school years.
2. A student must have an excellent citizenship/attendance record in each of his/her four years in high school.

#### EXCEPTIONS

1. Three units of approved Mathematics credit may be substituted for Geometry and Algebra II as required by the Missouri College Preparatory Studies Certificate.
2. If a student has a G.P.A. less than 3.3 but not less than 2.5 and has scores at the national average on the ACT, SAT, Missouri SCAT or the PSAT, he/she may still be deemed qualified if the Principal believes these grades/scores are truly commensurate with the student's ability level.

### STUDENT RECOGNITION – ARÊTE

The Francis Howell Central Student Recognition Committee, Arête, recognizes students through the four 'Pillars of Excellence'. Students are selected for Arête when at least one pillar is achieved per school year. While only one pillar is necessary for membership per school year, students are encouraged to achieve all four. Students are responsible for completing the Arête Pillar form. Register your Pillar form at <https://tinyurl.com/Artepillar>. When all four Pillars are achieved, students will receive an Arête graduation cord.

- I. Academic Excellence – Exemplary Grades  
This pillar represents a school member's dedication to academics through exemplary performance. Students achieve this pillar by maintaining 3 consecutive semesters of a G.P.A. of 3.4 or higher.
- II. Athletic Sportsmanship – Collaboration and Model Participation in Athletics  
This pillar represents a student's ability to show meaningful athletic sportsmanship. Students achieve this pillar by participating in a sport this academic school year or previous semester.
- III. Extracurricular Service – Dedication and Leadership to Extracurricular Activities  
This pillar is offered to students who demonstrate model behavior and service to areas beyond their academics and/or athletics. Students achieve this pillar by demonstrating a meaningful contribution to a club/extracurricular program or school-wide committee this academic school year.
- IV. Productive Citizenship – Civic Responsibility and Community Involvement  
This pillar represents a student's exemplary dedication to their community. Students achieve this pillar by demonstrating specific actions that are meaningful and have contributed to the community this academic school year.

#### CUM LAUDE PROCEDURES:

1. Requirements to be eligible for cum laude awards:
  - A. GPA calculated after eight semesters (GPA includes all classes taken in high school excluding Correspondence courses. Note: GPA's will not be rounded up):

4.2 and above	Summa Cum Laude
4.01 - 4.19	Magna Cum Laude
3.8 – 4.0	Cum Laude
  - B. Students must accumulate a minimum of twenty-seven (27) credits at graduation (to be modified to twenty-four if six period days are adopted.) Only high school courses qualify for cum laude credit - classes taken through dual enrollment, correspondence and middle school do not meet this standard. The credit standard needed to be eligible to cum laude honors will be phased in as follows:

Note: Students transferring from other school districts must have taken the maximum amount of credits available at their previous school(s) and then meet the above credit requirements prorated for the period they attend high school in the FHSD.

- C. Students are required to take a minimum of four classes in each of the core areas: math, communication arts, science and social studies.
- D. Students are required to earn a minimum of (proficient) or an 88% National Percentile Rank on three of four content areas of the MAP test. (Exceptions: (1) The eligibility standard for the Class of 2024 will be (proficient) or 88% National Percentile Rank for either social studies or communication arts only. Math and science MAP scores will not be used as

qualifiers for this class. (2) Students transferring to the FHSD from districts out of state must have attained a minimum score equivalent to the 88th percentile on the standardized test from the sending state.)

- E. On college entry exams, students are required to attain a minimum of a twenty-seven (27) composite score on the ACT or a combined 1815 on the SAT.
- F. A student must have attended high school in the Francis Howell School District for a minimum of one year.

- 2. Cum Laude honors will be announced as students' names are read at commencement.
- 3. Students will wear a cum laude medallion with the color ribbon selected by the individual high school:  
 Summa Cum Laude = gold medal  
 Magna Cum Laude = silver medallion  
 Cum Laude = bronze medallion
- 4. A seal will be placed on the student's diploma indicating the appropriate honor.
- 5. Class rank will be reported on transcripts only.

### **DEPARTMENTAL AWARDS**

An outstanding student award will be given to one senior each year in every academic department. The departmental coordinator will be responsible for implementing the procedure to select the recipient. The outstanding graduate in each department is presented a colored departmental cord which is worn at graduation.

#### GRADUATION REHEARSAL

Graduating seniors are required to attend graduation practice and have a signed commencement pledge turned in to Mrs. Wassilak (principal's office) in order to participate in the commencement ceremony.

#### COMMENCEMENT

12:30 pm on June 1, 2024, at the Family Arena in St. Charles.

### **ACTIVITIES**

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Football	Boys Basketball	Baseball
Boys Soccer	Girls Basketball	Girls Soccer
Girls Softball	Boys Wrestling	Boys Track
Volleyball	Girls Wrestling	Girls Track
Cross Country	Girls Swimming	Boys Golf
Girls Tennis		Boys Tennis
Girls Golf		Boys Volleyball
Boys Swimming		Girls Lacrosse

#### YEAR-ROUND (with Sponsors) \*

Arête	FCCLA	Robotics
Art Club	Future Educators of America	Scholar Bowl
Bowling	Harmony/Acapella Club	Scholar Quiz Bowl
Central Outreach	High School Democrats of Am. (HSDA)	Senior Class
Cheerleading	HOSA	Sensations (Pommers)
Choir/Chorus	International Club (World Language)	Spanish Honor Society
Cultural Awareness (Diversity Club)	Journalism (FHC Newspaper)	Spartan Regiment & Color Guard
DECA	Junior Class	Speech & Debate
Environmental Science	MAC Scholars	Student Council

Epsilon Beta	Mentor	Teens for Change
E-Sports	National Art Honor Society (NAHS)	Theater
FBLA	National French Honor Society	TSA
FCA (Fellow Christian Athletes)	Pep Club	Yearbook
FCCLA	Professional Young Entrepreneurs	Youth in Government

\*For a complete list of all clubs, please refer to the Sports and Club Descriptor.

### WHO IS ELIGIBLE FOR ACTIVITIES

In order for students to participate in activities, they must fulfill completely all the regulations and requirements set forth by the M.S.H.S.A.A. and the Francis Howell School District.

### M.S.H.S.A.A. ELIGIBILITY STANDARDS

- Students must be amateurs:
  - They cannot play under an assumed name.
  - They cannot receive money or valuable awards for playing.
  - They cannot sign a contract to play for a professional team.
- Students must not have reached their 19th birthday prior to July 1, preceding the opening of the school year.
- Students are ineligible after the class in which they entered 9th grade has graduated from high school.
- Students are ineligible for varsity competition for one calendar year if they transfer to Francis Howell from either a public or private high school without a corresponding change of residence of parent or guardian.
- Ninth grade students who are promoted from the eighth grade are eligible for participation the first semester. Second semester they must pass six classes and have a 1.5 G.P.A.
- Students must be good school citizens. Behavior unbecoming a participant could result in the principal revoking the privilege of a student to participate in an activity temporarily or permanently.
- Students must have satisfactorily passed the physical examination dated February 1, or later.
- Exams can be taken after the preceding year and before school starts.
- Students must have a signed parent permission form to participate in interscholastic activities.

### **FRANCIS HOWELL DISTRICT ELIGIBILITY STANDARDS**

Any student who represents one of the Francis Howell High Schools by participating on athletic teams or other groups that perform in public (bands, chorus, dramatics, cheerleaders, pomms and others) shall meet the standards of eligibility specified in Articles VII, VIII, IX, X and/or XI of the Constitution of the Missouri State High School Activities Association and those additional standards of the Francis Howell School District.

- Students must be enrolled in courses offering 3.0 units of credit.
- Students must have earned 3.0 units of credit the preceding semester.
- Students must maintain a minimum 1.5 current G.P.A.
- Students must attend all practices and contests unless excused by the coach
- Students must not be a smoker, user of alcohol or user of drugs
- Students must not wear school equipment at any time except while participating in practice or school contests.
- Students must make themselves familiar with the training rules and the requirements for lettering for the activity in which they are participating.
- Students must have no outstanding athletic fines.
- A student must attend school the entire school day on the day of a game. If a game is played on Saturday, he/she must attend school on Friday. Any exception to this rule must have the prior approval of the Activities Director and the Principal.
- A student who is suspended from school or serving in the In-School Alternative Program (ISAP) is not allowed to practice or participate until his/her assignment is served (i.e., assignment ends on Wednesday, eligible on Thursday or next school day).
- Note--Summer School credits may apply to state eligibility standards provided the course is necessary for graduation or promotion and it is placed on the school transcript. No more than one (1) credit in Summer School shall be counted toward eligibility. (No Electives)
- Any student who falsifies records will be subject to dismissal from the activities in which they are involved.
- The COC applies to all student/athletes during any contests and overnight events.

## **SCHOLAR ATHLETE AWARD**

To be eligible for the Scholar Athlete Award a student must:

1. Have an accumulative grade point average of 3.250 or better after seven semesters of school or a 3.125 average if the 3.250 criteria cannot be satisfied by the candidates.
2. Have participated in at least one sport during the last two years; earned a varsity letter; and participated in a sport all four years.
3. Have shown outstanding achievement in a varsity sport while in attendance at Francis Howell Schools.
4. Have been a good school citizen worthy of representing his/her school.

The principal and athletic director will determine which students meet the preceding criteria and will present these eligible candidates to a voting committee. The committee consists of the superintendent, district activities director, principal, the athletic director, every head coach and four teachers from the language arts, math, social studies and science departments. These four teachers will be designated by the departmental coordinators. If there are no candidates eligible, no Scholar Athlete will be selected.

## **ULTIMATE SPARTAN AWARD**

This award will be given seasonal by the Howell Central Activities Department. It recognizes the student- participant who earned the highest cumulative grade point average during their respective season in a Missouri State High School Activities Association (MSHSAA) sanctioned sport or activity and was awarded a Varsity letter. The fall awards will be based on the 1<sup>st</sup> semester's grades, the winter awards will be based on an average of 2<sup>nd</sup> and 3<sup>rd</sup> quarter grades and the Spring awards will be based on 2<sup>nd</sup> semester's grades.

## **SPARTAN ELITE AWARD**

This award will be for a Francis Howell Central graduate who has earned at least eight (8) varsity letters in three (3) Missouri State High School Activities Association (MSHSAA) Sports.

## **ATHLETIC/ACTIVITY LETTER AWARDS**

Letter recognitions/certificates are given to student participants who have distinguished themselves in some capacity as members of a MSHSAA sanctioned sport or activity. Participants satisfying letter criteria are recommended to the activities director by their coach, director or sponsor. Written requirements describing the standards by which student performance is judged and "letters" recommended may be obtained from the student's coach, director or sponsor upon request. No student athlete may receive an award in a sport for which they are academically ineligible at the completion of the season or if under suspension for an athletic violation. No awards will be issued to an athlete until all equipment for his/her sport is turned into the coach/director/sponsor and paid activity fee.

## **ACTIVITIES**

Students are encouraged to attend the various public and school events held at Howell Central during the year. Public events such as sporting contests, band performances or choir performances are open to students, members of the community and all interested parties. School events, such as dances and other specified activities are intended for Howell Central students only, although guests may attend with principal's approval.

Students attending either public or school activities (home or away) will be held accountable for their actions. Any inappropriate behavior as defined in the "Student Code of Conduct" will not be tolerated. Furthermore, any student attending an activity and leaving the building before its conclusion will not be re- admitted.

## **ATTENDANCE**

(See District Attendance Policy Under Separate Cover for More Information)

### **High School Procedures**

Excessive absences, whether excused or unexcused, may affect the academic grade. An integral part of the learning experience is the interaction between students and teachers. Students who are absent from school are not able to participate in class discussions, small group activities or class experiments. It is not possible to make up activities of this nature. Therefore, regular attendance is an important component of the educational process. Accordingly, the ability to earn credit, especially at the secondary level, must depend in part upon regular class attendance. Failure to attend regularly may result in a failing grade for the semester/year.

Parents are asked to report their child's absence within 48 hours by calling 636-851-4582 or sending a note with the student upon his/her return to school. All notes are to be turned in to the Attendance office. The phone call or note should contain the following information.

1. Full name of student (please print last name) and Student ID # (if known)
2. Date
3. Reason for absence
4. Phone number for confirmation if needed

If an absence continues on for a prolonged period of time, please contact your child's administrator for additional educational supports if necessary.

Dr. Ashley Mair (A-G)	636-851-4593
Mr. Brian Warner (H-O)	636-851-4586
Dr. Bart Denbow (P-Z)	636-851-4593

#### Hourly Attendance

Attendance will be taken every class period and recorded in Infinite Campus by the teacher. Truant students will be reported to the appropriate assistant principals for disciplinary action as indicated in the Code of Conduct policy. Pre-arranged off-campus college visits, made by juniors and seniors only and school sponsored field trips/activities will not be recorded as absences.

#### Pre-Arranged Absence (Excused Absence)

When parents know ahead of time that their son or daughter must miss school as a result of some necessary obligation or family circumstance, the school should be informed and the absence pre-arranged. Although this absence is not encouraged (and requires the approval of a principal if absence occurs during finals) some circumstances are simply unavoidable. Consequently, pre-arranged Absence Permission forms should be picked up in the office. The parent must notify the school AS SOON AS POSSIBLE prior to the absence if homework is to be obtained. All such work should be completed upon return to school.

#### Late Arrivals/ Tardy

Students who arrive at school between 7:20 and 7:25 will be considered tardy to first hour. Students who arrive at school between 7:25 and 8:00 am will be documented as a late arrival. Students who arrive late to school will have a follow-up meeting with their supervising principal and will be given discipline in accordance with the district's Code of Conduct.

#### Early Dismissal

A note or telephone contact from a parent or guardian on record with the school is required for an early dismissal. Students are to sign out in the attendance office before leaving school prior to the end of the school day.

#### Student-Parent Contact and Deliveries

The Attendance Office is not allowed to call students out of class without a principal's approval. Parents may drop off forgotten items on a table inside the main office. It is the parent/student responsibility to notify of drop off/pick up. Students are not allowed to order food from area restaurants during the school day. Such deliveries will not be allowed or accepted on school grounds.

## **PERMISSION TO LEAVE CAMPUS**

Students needing to leave campus during the day must have prior permission from the Attendance Office. The procedures for signing out are as follow:

1. Notwithstanding emergencies, parents must contact or inform the Attendance Office in order to arrange an early dismissal from school. Notes must be submitted to the attendance office prior to first hour for verification. Parents should indicate the student's name, grade, and reason for leaving campus.
2. Prior to leaving, students must sign out in the Attendance Office. Students returning the same day must sign back in at the Attendance Office.
3. Upon returning to school, students will receive an excused ADMIT SLIP from the Attendance Office to show to their teachers upon returning to classes.
4. **STUDENTS WHO LEAVE WITHOUT PERMISSION WILL BE CONSIDERED TRUANT, WILL RECEIVE DISCIPLINARY ACTION FROM THE SUPERVISING PRINCIPAL.**

## **LEAVING THE BUILDING**

Students are not to leave the school building or school grounds during the school day without permission from the Attendance Office. Anyone who leaves the school campus or building after arrival to school in the morning will be subject to disciplinary action. In addition, students are not permitted to loiter outside at any time during the school day.

## **MAKE-UP WORK**

Students who are absent are responsible for accessing their work through Canvas. Although the general rule applied to excused absences is that students will have one day to make up work for each day absent, other factors may be taken into account as well, depending upon the circumstances involved. In any case, students need to check with their teachers for instructions regarding long-term assignments or scheduled tests. Students pre-arranging absences and requesting homework are responsible for having their work completed upon their return to school.

## **HOMEWORK**

All homework should be available on Canvas. If a student is unable to access Canvas while absent, work may be requested and picked up from the Guidance office. A minimum of 24 hours between notification of the school and actual pick up from the Guidance Office will be necessary to ensure that all work requested is available. Requests for additional homework during the same absence period will be honored once teachers have received and graded the first homework collection. The guidance secretaries will notify the appropriate teachers of homework requests. No homework will be sent home with another student.

## **HOMEBOUND**

Homebound instruction is available to students who, because of the nature of their condition, are unable to attend school. When a long-term absence is anticipated, the parent should contact Alternative Learning at the Administration Building, 851-4007, to request a homebound application form, eligibility information and guidelines. Once the Homebound application process has been completed, a Homebound Determination meeting is held with the student's educational team, parent and student. Communication between the classroom teacher and the homebound teacher is essential to ensure that the student is progressing satisfactorily with their studies. Please refer to the District Website for more detailed information regarding Homebound.

## **TARDIES**

Tardies are disruptive to the learning environment. Therefore, students are expected to arrive on time. If, for some reason, a student is detained by a teacher or administrator, the student should have that person provide a pass to enter class.

1. On the second tardy to any particular class, the teacher will notify the student that the third tardy will result in a detention.
2. For tardies 3-4, the teacher will assign one detention. Any additional tardies will receive an office referral to speak with their principal.
3. A student who has accumulated five or more tardies in a semester will constitute truancy and discipline referral.
4. Any unexcused tardy of more than five (5) minutes will constitute truancy and discipline referral.

## CONDUCT

It is a desire of the Administration and staff that all students conduct themselves in a manner demonstrating respect for their fellow students and the school in general. Any student in violation of the "Code of Conduct" will be assigned appropriate disciplinary action.

### CODE OF CONDUCT

The Board of Education of the Francis Howell School District takes great pride in the accomplishments, diversity, positive behaviors and aspirations of the district's many students. The Board of Education recognizes the growth challenges experienced by young people of all ages and their need for an educational setting which respects their individuality while directing their efforts in a safe, harmonious and effective manner. Policies of the Francis Howell School District and its member schools are designed to contribute to a positive environment focused on safety, achievement and personal success. **It is the responsibility of both the student and parents to familiarize themselves with the Code of Conduct which is renewed on the first day of school or upon enrollment.**

### STUDENT CONDUCT AT ACTIVITIES AND EVENTS

Students are responsible for their conduct at extracurricular and school related activities and events. In this regard, the Board approved Student Code of Conduct applies to any and all curricular, extracurricular and school sponsored activities, on or off the campus, day or night. Students choosing to violate any portion of the Code of Conduct will be held accountable in the same manner as they would during the regular school day. Students are encouraged to: cheer opposing teams and officials when introduced; cheer all good plays; be a positive influence on everyone around them; treat all opposing players and fans courteously, be humble in victory and gracious in accepting defeat...and are expected to respect the playing of the National Anthem.

We, the members of the Activities Advisory Council,

1. insist that Central students' sportsmanship reflect favorably upon themselves and the reputation of the school;
2. encourage cheering that is positive, appropriate and specific to our teams' efforts and discourage cheering that is derogatory, distracting, or demeaning to any opposing team or contest participant;
3. respect the solemn right of all Americans in honoring their country through the playing and singing of the National Anthem;
4. strongly object to the throwing of any objects at any person(s) at any time during a contest;
5. conclude that all foot stomping in bleachers be curtailed in consideration of safety concerns regarding the danger of bleacher collapse.
6. ask that all spectators show consideration for the rights of others to support their team and enjoy the excitement of interscholastic competition; and
7. forewarn Central's students and spectators that some, if not all, away contests, and all post-season contests, sanctioned by the Missouri State High School Activities Association, including districts, sectionals or regionals, and state, may restrict or prohibit some cheering activities considered unacceptable at seasonal contests at home, and, in consideration, endorse the full compliance and cooperation of our students and fans at these events.
8. Under MSHSAA guidelines, noisemakers are not allowed during athletic events.  
Above all else, safety and good sportsmanship will be maintained throughout the duration of any contest.

### FUNDAMENTALS OF SPARTAN SPORTSMANSHIP

High school athletes who perform here are friendly rivals as members of opposing teams. They are not enemies. This, basically, is the theme of interscholastic athletics.... the idea of friendly competition. The visiting team on any given night and in every interscholastic game is a guest of the home team. They are expected to be so regarded and so treated.

The officials are individuals who, by agreement between the competing teams, are assigned to administer the rules of the game. Their experience and integrity qualify them for their part in this friendly interscholastic contest. This attitude of sportsmanship should be reflected by all spectators, too, no matter what their personal feelings of loyalty may be to one or the other of the teams in the contest.

### SEARCH AND SEIZURE

Any school official, whether they are a teacher or principal, has a responsibility for the general well-being of any and all students enrolled in school. As such, the official has certain privileges that a law enforcement officer does not have in dealing with one who may be in violation of the law. A school official is not bound by the restriction of the Fourth Amendment. Reasonable suspicion alone is sufficient for a school official to question a student, request that he/she surrender any drug(s) and/or weapon(s) or search his/her person, property, locker or vehicle. Any student who refuses to be searched may be suspended.

## **THREATS AND PRANKS**

Threats and pranks of any sort will not be tolerated. Threats and pranks are negative in nature and can lead to disruption of the learning environment, property damage, and physical harm to others. Discipline for threats and pranks will be determined using the Francis Howell School District Code of Conduct and appropriate legal action may be taken. Furthermore, seniors who are involved in such activities may not be allowed to participate in the graduation ceremony.

## **CODE OF DRESS**

Students are asked to dress in a reasonable manner that is in good taste. Acceptable and unacceptable dress will be determined by the classroom teacher and school administration. Clothing and accessories that cause a disruption to the learning environment will not be allowed for either males or females. This includes any logos, designs or messages considered to be of an obscene or inappropriate nature. For safety reasons, shoes must be worn at all times.

Students who violate the dress code will be requested to change into more appropriate clothing. In addition, students will be subject to disciplinary action based upon the school code of conduct.

Certain fashions or styles of wearing apparel that can be construed as gang related are prohibited. Exaggerated sagging will not be tolerated. Pant legs, sleeves, or any garment worn must be worn without orientation to the left or right. In addition, chains, including those used with men's wallets, will not be allowed at school and studded accessories are not appropriate for school.

**Non-compliance with the Dress Code may result in the student being required to change his or her attire, surrender the inappropriate item(s) to the school administrator, parent contact and possible disciplinary action according to the Student Code of Conduct.**

## **PLAGIARISM AND CHEATING**

If it has been determined that a student has cheated on academic work, such as on a test, exam, major paper, etc., the student is liable to be given no credit for the work. Such an incident could also result in disciplinary action. Plagiarism occurs when one steals and uses (the work of another person) as one's own. It is permissible to use ideas taken from others provided that they are given credit for that work. Examples of plagiarism include such things as not placing quotation marks around a quote, failing to properly attribute an idea to a source, or taking and using another person's work off of the Internet. Plagiarism is considered academic dishonesty and students who plagiarize material risk receiving no credit for an assignment.

## **SEXUAL HARASSMENT/BULLYING**

Anyone of any age, male or female, can sexually harass others or be the target of harassment. Sexual harassment means unwanted sexually oriented words or actions that hurt or humiliate people. It doesn't matter how these words or actions are intended. They have no place in school or anywhere people believe in fairness and respect for one another. Bullying a student through means of physical contact (including gestures) or any other form of communication such as telephone, writing, or through the use of electronic devices with the intent to intimidate, or inflict physical, emotional, or mental harm will not be tolerated. This behavior includes the acts of extortion (threatening or intimidating a person for or with the intent of obtaining money or anything of value from that person).

Any student who feels he/she has been sexually harassed should report it to his/her principal or counselor. The school Crisis Counselor and Title IX Officer are responsible for investigating and recording incidents of sexual harassment.

Those found to be in violation of District policies regarding harassment or bullying will be subject to disciplinary action as outlined in the Code of Conduct. Offenders may also be subject to formal investigation/complaint procedures, and law enforcement may be involved in this process.

## **DEMEANING SPEECH OR CONDUCT**

Anyone can be the target of demeaning speech or conduct. Demeaning speech or conduct means words or actions that hurt or humiliate people based on race, color, sex, national origin, age, ethnicity, disability, religion, sexual orientation, or perceived orientation (may result in a referral to the compliance officer). It doesn't matter how these words or actions are intended. They have no place in school or any place people believe in fairness and respect for one another. It will not be tolerated. This behavior includes conduct, verbal, written, or symbolic speech. This year administrators will be implementing a consistent application for discipline in these cases.



Any student who feels he/she has been sexually harassed should report it to his/her principal or counselor. The school Crisis Counselor and Compliance Officer are responsible for investigating and recording incidents of sexual harassment.

Those found to be in violation of District policies regarding demeaning speech or conduct will be subject to disciplinary action as outlined in the Code of Conduct. Offenders may also be subject to formal investigation/complaint procedures, and law enforcement may be involved in this process.

### SUBSTITUTES

Substitute teachers are to be accorded the same respect as regular classroom teachers. Any student failing to maintain a proper relationship with a substitute teacher will be dealt with accordingly. The responsibility is on the student to treat a substitute with respect and courtesy that is due to all persons at Francis Howell Central High School.

### **DANCES**

Dances are intended for Francis Howell Central students, although guests may attend with the principal's approval. Individuals 21 years of age or older and middle school students will not be allowed to attend dances as a guest of a Francis Howell Central student. Each dance will also have a non-admittance cut-off time. Please see specific dance for exact time.

### **DETENTION STUDY HALL**

Detention study halls are held according to the following schedule:

Mornings: 6:30 – 7:15 am (In Main Office)  
Afternoons: 2:30 – 3:15 pm (Meet in Cafeteria)  
Saturdays: 9:00 am – 12:00 pm (Meet in Front Entrance)

Lunch: 3 lunch detentions equal 1 regular detention.

Saturday Detention is held from 9:00 am until noon. Up to four detentions may be served during the three hour Saturday detention (each detention equals forty-five minutes). Regardless of the number of detentions to be served, students must be in the detention room by 9:00 am sharp. Parents and students are responsible for transportation to and from detentions and students should leave campus immediately following dismissal from detention. Exceptions can be arranged through the student's principal. (Refer to After-School Activities below.)

Students who do not serve their detention(s) by the assigned deadline date will be considered truant unless they have made prior arrangements with their principal for an extension. There are no excused absences from detention unless it has been approved in advance by a principal.

### LUNCH DETENTION

Detentions may be assigned during lunch, at the discretion of the administration. Lunch detentions will be held in room 003/ISAP. Students assigned to lunch detention are expected to arrive within 7 minutes of class dismissal. This will be treated as a study hall, with the exception of being allowed to eat lunch: 3 lunch detentions equal 1 regular detention.

### RULES AND REGULATIONS FOR DETENTION STUDY HALL

1. Students will not be allowed to enter detention if they are tardy.
2. Students are not allowed to leave the room for any reason during the detention period.
3. Students may not leave campus between the end of school and the beginning of afternoon detention study hall.
4. Students are expected to bring study materials.
5. No talking, sleeping, eating, note passing or electronic use is permitted.
6. Students must leave the building immediately after dismissal from afternoon and Saturday detentions; books necessary for homework and coats to be worn home should be brought with students.

### IN-SCHOOL ALTERNATIVE PROGRAM (ISAP)

The In-School Alternative Program (ISAP) is designed to be an alternative to out-of-school suspension. ISAP is an optional disciplinary alternative that may be assigned by a student's administrator. The program is a closed-room environment, monitored by a staff member

trained to provide assistance to students. Curricular assignments are provided by the classroom teacher and sent to the ISAP room. This program allows students the opportunity to receive credit for course work, while isolating them from the school's daily activities. Students may be visited by their teachers, counselor and administrator while in ISAP.

Specific ISAP rules are posted in the ISAP room. Failure to comply with ISAP rules will result in out-of-school suspension and no credit for make-up work.

## GENERAL INFORMATION

### AFTER SCHOOL ACTIVITIES

Students on campus after 2:30 pm must be involved in a school-sponsored and supervised activity (except in the case of detention study hall, in which case, at its conclusion, a student must have made arrangements to leave campus promptly.) Our building will close at 2:30. If students are in other areas of the building after 2:30, they will receive a consequence.

### BUSES

School transportation is provided for every student at FHC. Students are under the supervision of and accountable to the bus driver on the way to and from school. Unacceptable behavior may result in disciplinary action, which could include suspension from the bus or school.

Francis Howell School District does not allow students to ride any bus either to school or home from school, other than his/her regular bus. The state requires the District to provide bus transportation to and from school. Requests for students to ride a different bus to school or home from school will be denied both at the school level and the administration level. If there is a dire case to ride another student's bus, students must get prior approval from their assistant principal's office 24 hours in advance.

### CARE OF SCHOOL PROPERTY

Students are held responsible for proper 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/replacement according to Missouri Law and face appropriate disciplinary action.

### DISTRIBUTION OF LITERATURE

Anyone wishing to distribute unofficial written material must first submit a copy of the material to the principal 24 hours in advance of desired distribution time for approval. The following information will also be necessary:

1. Name and phone number of the person submitting request.
2. Date(s) and time(s) of day of intended display or distribution.
3. Location where material will be displayed or distributed.
4. The grade(s) of students to whom the display or distribution is intended.

All of the above must be submitted to the principal. Within 24 hours of submission, the principal or designee will render a decision whether the material may be distributed.

### EMERGENCY PROCEDURES

For the safety of students and staff, fire, earthquake, tornado and intruder drills will be conducted at designated intervals throughout the school year.

### HALL PASSES

Students should never leave a class without a hall pass stating name, date, time and destination. **This is the student's responsibility.** If it is necessary for a student to be in the hall during class time, the student's supervising teacher must issue a hall pass. Students also must sign out and into class. Any student in the hall during class without a hall pass may be referred to the assistant principal for disciplinary action. Teacher Aides must wear their FHC provided ID anytime they leave their assigned classroom.

### ID CARDS

Students will be issued an ID card at the beginning of the school year. **IDs must be carried by the student at all times and presented upon the request of district personnel.** Failure to do so may result in disciplinary action. The student ID also serves as a school library

card. The prompt replacement of a lost ID card is the responsibility of the student. The replacement cost is \$5.00 and it may be obtained in the Guidance office.

## **INCLEMENT WEATHER**

There are days when bad weather affects the roads of the school district to the point that it would be hazardous to attempt to transport students to school. On these days, designated school officials go out and test the roads at approximately 3:30 am. The superintendent then makes the decision at approximately 5:30 am to either have school or to call school off for that day. If school is called off, the District's Communications Department will notify local television affiliates. These affiliates then broadcast that school is closed for that day. The District will also post school closure information on the District's web site and will communicate directly with parents via the District's communication system. If school is dismissed, all activities scheduled for that day are automatically canceled.

## **NETWORK AND INTERNET USE POLICY**

Use Regulations/Networked information resources for the Francis Howell School District. Network and Internet Acceptable Use Policy (Policy 6320)

A parent or 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 Network department at FHSD 636-851-4000. Forms must be returned to the principal of the school which the student attends.

### **General school rules apply for behavior on the Internet.**

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

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

The following actions are **NOT** allowable on the district networks:

- \* Sharing confidential information
- \* Giving out personal information on the Internet
- \* Trying to bypass or break the security system
- \* Illegally copying software
- \* Attempting to destroy or harm data/files of others
- \* Using obscene language
- \* Violating Copyright laws or plagiarism
- \* Giving your password to others
- \* Harassing, insulting or harming other in any way
- \* Accessing pornographic/illegal material
- \* Trespassing in others folders, files or documents
- \* Utilizing the network for commercial purposes
- \* Use of non-curricular Internet games
- \* Attempting to destroy or harm equipment

## **LOCKERS**

Lockers are available to students by request. During schedule pick-up and the first week of school, students may request a locker electronically or in person. If you're assigned a locker, you will have an individual locker. Students should not share their lockers or combinations. Students are expected to keep their locker clean and free of trash and perishable items.

**(The school does not assume liability for any damage to or loss of belongings stored in lockers.) Do not leave valuables of any kind in your locker.** If your locker will not open, or if items are missing, report this to the main office. If you encounter difficulties opening your locker and find you may be tardy to your next class, contact the nearest teacher for assistance and a pass to class.

**REMEMBER** - Your locker is only as safe as you make it; keep your combination to yourself! Check your locker every time you close it to make sure it is locked! Students are reminded that lockers are the property of the school district and may be searched by school administrators as deemed necessary at any time.

## **LOST AND FOUND**

There is a Lost and Found located in the main office. Students are reminded that items not claimed during the school year and during a period extending to 2 weeks after the end of the school year will be donated to charity.

### MONEY AND VALUABLES

Please do not bring large amounts of money to school. All valuable articles should be in the possession of the owner at all times. The school does not accept responsibility for stolen money or other valuables. Students who bring these items to school do so at their own risk.

## **PRIVATE PROPERTY**

Students walking to or from the campus must not trespass by cutting through or loitering on neighborhood yards. Homeowners are encouraged to notify the police when students infringe on their property rights.

## **PARKING**

School transportation is provided for every student at FHC. However, parking permits may be purchased through the parking office for students when self-transportation is necessary.

### **PARKING GUIDELINES**

All students who hold a valid driver's license are eligible to purchase a yearly or semester pass through the parking office. Yearly passes cost \$60 and a semester pass can be purchased for \$30.

### PARKING REQUIREMENTS

- ☒ An approved parking permit must be displayed in your car at all times.
- ☒ Park only in assigned spaces in student parking
- ☒ Be on time (driving is not an excuse for tardiness). Be out of vehicle by 7:15 AM
- ☒ Observe MO driving laws and campus speed limits, have liability insurance, attach permits permanently in designated area (lower drivers side of windshield) with only the current valid permit displayed.
- ☒ Do not transfer permits to different vehicles or pass on to another student. Non eligible students who use another student's permit will not be allowed to drive and the permit-holding student will lose the parking privilege.
- ☒

**NOTE:** If the parking/driving violation is flagrant, the assistant principal may suspend the student immediately. If discipline is related, parking pass will be suspended in addition to other school discipline. No refunds will be granted in these cases.

### **Drug/Alcohol Use**

Any student disciplined for drugs or alcohol possession or under the influence while on campus may lose all driving privileges for the current school year.

### **Fines and Towing**

Failure to abide by FHC Parking Guidelines will result in the following consequences: Parking illegally in a student assigned parking slot:

1 <sup>st</sup> offense	\$10 fine
2 <sup>nd</sup> offense	\$10 fine
3 <sup>rd</sup> offense	\$10 fine and parent phone call
4 <sup>th</sup> offense	\$20 fine with Towing Contract and parent phone call
5 <sup>th</sup> offense	Car is towed from campus at student/owner expense

Parking illegally in a teacher assigned parking slot:

1 <sup>st</sup> offense	\$30 fine and parent phone call
2 <sup>nd</sup> offense	\$30 fine with Towing Contract and parent phone call
3 <sup>rd</sup> offense	Car is towed from campus at student/owner expense

\*\*If the parking/driving infraction is flagrant, the administration may suspend the student immediately.

### **Senior Parking Guidelines**

FHC senior student drivers will have the opportunity to paint/personalize a parking space on campus for an additional \$20.00. These parking spaces are limited to seniors who have purchased a yearly parking permit and will be on a first come, first serve basis. There are 130 parking spaces available for senior painting/personalization. Guidelines for the approval process can be found on the school website. If you have any questions, please contact the parking office at 636-851-4586.

## **CELL PHONES, AIRPODS, IPODS AND OTHER ELECTRONIC DEVICES**

Students are not encouraged to bring cell phones, iPods or other electronic devices to school. **Students bring these items at their own risk.** If students choose to bring such items, they should be turned off and kept out of sight during the school day. These items may be listened to before and after school only. In an emergency situation, students may get permission to use the phone in the main office. Cell phones can be used before school, after school, during passing periods and lunch only.

### **DELIVERIES (FLOWERS, BALLOONS, ETC.)**

The sending of flowers, balloons, etc. to students is discouraged. On delivery to school, these items will be held in the office until the end of the day.

### **SAFETY AND SECURITY**

One of our highest priorities at Francis Howell Central is to provide a safe and secure learning environment for our students, staff and faculty. In light of national events regarding violence in schools over the past few years, we want you to be aware that we have a zero tolerance policy with regard to threats and acts of violence. This includes any mention of a threat on the life of another person or any threat of using a weapon. We take threats like these just as seriously as airports and respond accordingly – consequences will be severe. There are no jokes regarding this issue.

Any student, who has knowledge that the safety of another person is in jeopardy, a weapon is on campus, or a violent act is planned, has a moral responsibility to report it to a teacher, counselor, resource officer, or principal. **We must all work together to keep our school safe.**

### **STUDENT INSURANCE**

Forms are available at school for purchase of accident insurance. One type covers accidents only at school; other plans cover accidents for a twenty-four hour period, for Varsity Tackle Football and an optional 24- hour Dental \$50,000. This insurance is not compulsory but has been valuable to many students.

### **STUDY HALLS**

This class is designed to be used by students who need or desire extra time to study assignments or read. Students will be expected to bring their own materials to class and to work throughout the hour. No academic grade will be given. A student may select this elective twice.

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

Students are not allowed on school district property during an out of school suspension. A student who comes onto school property while serving an out of school suspension will receive additional discipline. Students who receive OSS will have the opportunity to make up their missed work for 100% credit. Students that wish to make up their work needs to contact their teachers.

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

Students who receive in school suspension (ISAP) are allowed to attend school but only during normal school hours. Students who receive (ISAP) will receive 100% credit for their work.

### **PHONES**

The office phones are only to be used by students in the event of a legitimate need. Please be considerate of others and limit phone calls to three minutes. Tardies to class due to phone usage are considered unexcused. These lines must be kept open for school business. Students will not be called to the phone. Messages are a disruption of class time and cannot be delivered except in the case of a family emergency. Please make appointments, bus plans, alternate car rides, etc. before your child leaves for school.

### **TEXTBOOKS**

Students are responsible for textbooks assigned to them by specific identification numbers. Fines will be assessed against students for books that are lost or damaged. Students must return the specific text to the teacher who assigned it.

Lost Books = replacement cost

Damaged Books = \$3.00 minimum up to replacement cost  
Books **not** handed in to teacher (if found) = \$10.00 handling fee

### **TRAFFIC IN HALLWAY**

To help reduce congestion in the hallway students should follow some simple rules: Walk on the right side of the hall, and do not stop and talk in intersections. There will be some areas that standing will not be allowed as not to block the flow of students. Be considerate to others, failure to comply with request to keep halls clear may result in disciplinary action.

### **VISITORS TO CAMPUS AND STUDENTS' GUESTS**

Any parent or volunteer visiting campus will need to check in at the main office. Due to our size, student guests will NOT be permitted during the school day. Guests brought to school will be asked to leave. If any of these safety rules are violated, we hold the right to issue a trespassing charge.

### **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.

## **DISTRICT EQUAL OPPORTUNITY POLICY**

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  
801 Corporate Centre Drive, O'Fallon, MO 63368  
636-851-4024

Mark Delaney  
Director of Human Resources  
801 Corporate Centre Drive, O'Fallon, MO 63368  
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

## **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.

**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;
  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**

## **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

**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>.

<b>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</b>	
<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 handled 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.

**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.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within forty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within ten days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

**8. How are complaints related to equitable services to nonpublic school children handled differently?** If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).

**9. How will appeals to the Department be investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. The investigation may be continued beyond the thirty-day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

**10. What happens if the complaint is not resolved at the state level (the Department)?**

The complainant or LEA may appeal the decision of the Department to the United States Department of Education.

1 Programs include Title I, A, B, C, D, Title II, Title III.A. Revised 2017 2, 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.

# **FRANCIS HOWELL SCHOOL DISTRICT INFORMATION**

## **Francis Howell School District Administration Office**

**801 Corporate Centre Drive**

**O'Fallon, MO 63368**

**636-851-4000**

## **BOARD OF EDUCATION**

Mr. Adam Bertrand, President

Mr. Randy Cook, Vice President

Mrs. Jane Puszkas, Treasurer

Mr. Ron Harmon, Director

Mr. Chad Lange, Director

Mr. Mark Ponder, Director

Ms. Janet Stiglich, Director

## **DISTRICT ADMINISTRATORS**

Dr. Kenneth Roumpos, Superintendent

Dr. Amy Salvo, Deputy Superintendent

Dr. Connie Buckman, Chief Academic Officer

Ms. Carol Embree, Chief Financial Officer

Ms. Lisa Simpkins, Chief Human Resources Officer

Ms. Jennifer Jolls, Director of Communications

Dr. Holly Broadway-Yates, Director Student Services & Operations



Once A Spartan, Always A Spartan