

# **Francis Howell North High School**

## **Student Handbook**

### **2024-2025**



**Francis Howell North High School**  
**2549 Hackmann Road**  
**St. Charles, MO 63303**  
**Phone: 636-851-4900**  
**Fax: 636-851-6199**

**School Website:**

[fhn.fhdschools.org](http://fhn.fhdschools.org)

**District Website:**

[fhdschools.org](http://fhdschools.org)

**School Hours:**

7:20 a.m. - 2:20 p.m.

Students can begin arriving at 6:30 a.m.

**Office Hours:**

6:30 am- 3:00 pm, Monday - Friday

**Francis Howell School District Administration Office:**

636-851-4000

**Transportation:**

636-851-6220

**Please Note:** Student Handbooks are published annually in August. Any staff changes that occur after publication will be updated in the [Francis Howell North High School Staff Directory](#).

**FHC Administration**

Mr. Jeffrey Fletcher - Principal  
Dr. Erin Steep - Associate Principal  
Mr. Brett Bevill - Assistant Principal  
Mrs. Shelly Parks - Assistant Principal  
Dr. Monica Perry - Assistant Principal  
Mr. Michael Janes - Activities Director  
Mr. Dusty Weiskopf - Dean/Assistant Activities Director

**FHN School Resource Officer**

Officer Travis Scherder - 636-851-4973

**Office Staff**

Mr. Fletcher's Administrative Assistant: Cara McHaffie, 636-851-5023  
Dr. Steep & Dr. Perry's Administrative Assistant: Stephanie Slaughter, 636-851-5031  
Mr. Bevill's Administrative Assistant: Codi Sutton, 636-851-5020  
Mrs. Parks & Mr. Weiskopf's Administrative Assistant: Dana Button, 636-851-5068  
Mr. Janes' Administrative Assistant: Arlene Kearns, 636-851-5006

### **Nurse's Office**

Heather Marren, 636-851-5065

Amy Kelly, 636-851-5066

### **Attendance Office**

Attendance Administrative Assistants: Susan Seay & Brittany Kreifels 636-851-4900

### **Finance Office**

Finance Administrative Assistant: Bekah Sawyer 636-851-4962

### **School Mascot and Colors:**

We are the "Knights" and our colors are black and gold.



### **School Core Values**

We are committed to using best teaching practices daily.

We monitor and measure student goals and growth using assessments for learning.

We are committed to the PLC process.

We respect each other's property, both personal and community.

We will prepare students for a successful transition to the postsecondary world.

### **Mission Statement**

Graduates of Francis Howell North High School will contribute as productive citizens to our ever-changing global society. Therefore, it is our mission to provide an environment which will inspire students to be lifelong learners and to develop their individual academic, social, aesthetic, and physical potentials.

## **Welcome to Francis Howell North!**

I am thrilled to extend a warm welcome to each of you as we embark on an exciting journey together at our wonderful school. Whether you are returning families or joining us for the first time, we are delighted to have you as part of our school community.

As the principal of FHN, I am committed to ensuring that every student receives a high-quality education in a safe, nurturing, and inclusive environment. Our dedicated team of educators is passionate about inspiring and empowering each child to reach their full potential academically, socially, and emotionally.

Enclosed in this Parent Handbook, you will find valuable information about our school's policies, procedures, and programs. Please take the time to review this handbook carefully as it will serve as a useful resource throughout the school year.

I am looking forward to getting to know each of you and working together to make this school year a memorable and enriching experience for everyone. Together, we will celebrate achievements, overcome challenges, and create lasting memories that will shape the future of our students.

I am proud to be a Knight and am honored to have the opportunity to partner with everyone in our community. With compassion, resilience, and hard work, our community will be the first year in the new building a major success.

Sincerely,  
Mr. Jeff Fletcher  
Principal

# Schedules and Calendar

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## Bell Schedules

### Regular Full Day Schedule:

Period	Times
1 <sup>st</sup> Period	7:20 - 8:13 AM
2 <sup>nd</sup> Period	8:18 - 9:10 AM
3 <sup>rd</sup> Period	9:15 - 10:07 AM
4A/4B Period (4C or 5B Lunch)	10:12 - 11:04 AM
4B/4C Period (4A Lunch)	10:37 - 11:29 AM
4C/5A Period (5B Lunch)	11:09 AM - 12:01 PM
5A/B Period (4A or 4C Lunch)	11:34 AM - 12:26 PM
6 <sup>th</sup> Period	12:31 - 1:23 PM
7 <sup>th</sup> Period	1:28 - 2:20 PM
Lunch Period Times	4A Lunch - 10:07 - 10:32 AM 4C Lunch - 11:04 - 11:29 AM 5B Lunch - 12:01 - 12:26 PM

### Collaboration Wednesday Schedule:

Period	Times
1 <sup>st</sup> Period	7:20 - 8:00 AM
2 <sup>nd</sup> Period	8:05 - 8:45 AM
Knight Time	8:50 - 9:25 AM
3 <sup>rd</sup> Period	9:30 - 10:10 AM
4A/4B Period	10:15 - 10:55 AM
4B/4C Period	10:40 - 11:20 AM
4C/5A Period	11:00 - 11:40 AM
5A/B Period	11:25 AM - 12:05 PM
6 <sup>th</sup> Period	12:10 - 12:50 PM
7 <sup>th</sup> Period	12:55 - 1:35 PM
P.L.C. Teacher Collaboration Time	1:45 - 2:30 PM
Lunch Period Times	4A Lunch - 10:10 - 10:35 AM 4C Lunch - 10:55 - 11:20 AM 5B Lunch - 11:40 AM - 12:05 PM

### **Full Day Wednesday Knight Time Schedule:**

<b>Period</b>	<b>Times</b>
1 <sup>st</sup> Period	7:20 - 8:06 AM
2 <sup>nd</sup> Period	8:11 - 8:57 AM
Knight Time	9:02 - 9:40 AM
3 <sup>rd</sup> Period	9:45 - 10:31 AM
4A/4B Period	10:36 - 11:22 AM
4B/4C Period	11:01 - 11:47 AM
4C/5A Period	11:27 AM - 12:13 PM
5A/B Period	11:52 AM - 12:38 PM
6 <sup>th</sup> Period	12:43 - 1:29 PM
7 <sup>th</sup> Period	1:34 - 2:20 PM

### **Arrival / Dismissal Procedures**

View the [FHN Parking Map](#) for guidance on arrival / dismissal procedures.

### **Academic Information**

Academics are important to FHN. We want every student to receive a high quality education in an environment that is nurturing and inclusion. We offer academic interventions such as Knight Time before and after school tutoring, ELL services, and reading resources for our students needing additional support.

### **Cell Phone/Smart Watches**

If a student chooses to bring cell phones or other electronic devices to school, they are not to be seen, heard, or used during class time unless authorized by the teacher. Cell phones and electronic devices will be collected and turned into the main office if they are seen or heard without teacher permission. A student will receive a warning for the first offense and be allowed to pick up the device in the office after school. Students will receive one detention on the second infraction and be allowed to pick up the phone at the conclusion of the school day. Any subsequent infractions will result in parents picking up the device and further discipline.

Students may only use cell phones and electronic devices before/after school, between classes and at lunch.

Students who bring these items to school do so at their own risk. The school is not responsible for lost, broken, or stolen phones, headphones, or other electronic devices.

### **Electronic Device Misuse**

Inappropriate, unauthorized device use that captures, transmits or duplicates an unauthorized picture of school staff, students or school documents, including electronic cheating, will result in discipline according to the FHSD Code of Conduct.

### **Communication**

Families and students can follow FHN on the following social media sites:

- "X" (formerly known as Twitter): @FHNtoday
- Facebook: facebook.com/FHNtodayFan
- Instagram: @FHNtoday
- YouTube: youtube.com/FHNtoday
- TikTok: @FHNtoday
- SnapChat: @fhntoday
- Pinterest: fhntoday
- FHN Media: www.FHNtoday.com

### **Counseling Office**

FHN counseling team offers students a full range of counseling support services to help students develop strategies to achieve their academic, personal, and career goals. The counseling team accepts walk-ins as well as by appointment.

### **Detention ISAP/OSS**

Students must sign discipline notices when requested by a staff member. The signature only means the student has read the notice and is aware of the information. Refusal to sign may result in further disciplinary action.

### **Detention**

A detention study hall is forty-five minutes long. Detention is held in Room 1218. Detention is held Monday through Friday mornings from 6:30 a.m. to 7:15 a.m. and Monday through Thursday afternoon from 2:30 p.m. to 3:15 p.m. There is no Friday afternoon or Wednesday morning detention. One or two detentions may be served during Thursday afternoon with one detention from 2:30 p.m. to 3:15 p.m. and two detentions

from 2:30 p.m. to 4:00 p.m. Detention is also held on Saturday morning beginning at 9:00 a.m. Up to 4 detentions may be served on Saturday. Students/Parents are responsible for transportation regarding detentions. Parking permits are not necessary to park on campus for Saturday detention.

- **Monday:** 6:30 to 7:15 AM, 2:30 to 3:15 PM
- **Tuesday:** 6:30 to 7:15 AM, 1 = 2:30 to 3:15 PM
- **Wednesday:** 2:30 to 3:15 PM
- **Thursday:** 2:30 to 3:15 PM, 2:30 to 3:15 PM, 2:30 to 3:15 PM
- **Friday:** 2:30 to 3:15 PM, 2:30 to 3:15 PM
- **Saturday:** 2:30 to 3:15 PM, 2:30 to 3:15 PM, 2:30 to 3:15 PM, 2:30 to 3:15 PM

It is the student's responsibility to serve the detention(s) before the due date specified on their discipline notice. Students who do not serve their detention(s) by the assigned deadline date will be subject to further disciplinary action unless they have received prior permission from their principal.

Saturday detention is another option for some disciplinary infractions. Failure to serve a Saturday detention under this circumstance will result in suspension and loss of parking privileges for students with parking permits.

If a student is absent from school on the date a detention deadline was assigned, it will be the **student's responsibility to fulfill this obligation** the first day back in school. If, for example, a student's deadline was on Monday, but the student was absent, the detention must be served on the first day back to school. In this case, if the student returns on Tuesday, the student would report to the detention study hall Tuesday morning or afternoon. Failure of the student to assume this responsibility will result in the student being considered truant from detention (disobedience) and referred to their principal for discipline.

A student who is unable to serve an assigned detention and has a legitimate excuse, must contact his/her principal, **prior to the deadline**, to arrange for an extension. Students contacting their principal after they have missed the detention will be considered truant from detention. There are no excused absences from detention unless it has been approved in advance by the assistant principal/dean.



## **Rules and Regulations for Detention**

Violation of these rules will result in the student being removed from the detention study hall and the detention being considered unserved.

1. Students will NOT be allowed to enter the detention study hall after 6:30 a.m. or 2:30 p.m. on weekdays and after 9:00 a.m. on Saturdays.
2. Students may not leave campus between the end of school and the beginning of weekday detention study hall.
3. Students are expected to bring study materials and do school work during detention study hall.
4. No electronic devices, talking, sleeping, or eating is permitted. Students asked to leave detention, or violating building rules will be referred to their principal for disciplinary action.
5. Students must leave the building immediately after dismissal from detentions. Anything the student is to take home should be brought with them to the detention study hall.
6. Students who are absent must immediately serve their detention(s) upon returning to school.

## **Suspensions**

Students will be dropped from the A+ Program if they receive three or more suspensions (in or out of school) in a year, five or more suspensions (in or out of school) throughout all four years, or any suspension which results in a COC (Committee on Conduct).

## **In-School Suspension Alternative Program (ISAP)**

The In-School Suspension 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 principal. The program is a closed-room environment, monitored by a staff member trained to provide assistance to students.

Curricular assignments are scheduled 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 suspended in-school may not participate in or attend extracurricular activities (home or away) during their suspension (beginning at 7:20 am on the first**

**day of ISAP and ending at the completion of their first full day back in regular classes).**

Failure to comply with ISAP rules will result in out-of-school suspension. Students may be visited by their teachers, counselor and principal while in ISAP.

### **Rules and Regulations for ISAP**

1. Electronic devices are turned in to the ISAP teacher at the beginning of each day in ISAP.
2. Students must report to the ISAP room by 7:20 am each day.
3. There are two restroom breaks daily.
4. A student must eat lunch in the room with the ISAP students and teacher.
5. A student will receive credit and a grade for work completed in ISAP.
6. A student will remain in the ISAP room to complete work during Knight Time.
7. All work not completed in ISAP will result in zero. There is NO ISAP make-up work.
8. The number of days assigned to ISAP must be served in total. Any days missed due to illness or other excused reasons will be made up. (This includes snow days).
9. Unexcused absences result in the remainder of the ISAP time being served as an out of school suspension and/or one additional day of out of school suspension if the absence is on the last day of ISAP. No credit will be given for work missed as a result of the out of school suspension.
10. An unexcused tardy to ISAP may result in additional discipline which will be determined by the student's Principal.
11. A student must follow all ISAP teacher directives or be referred to the office.
12. A student referred to his/her principal may be dismissed from ISAP. Students who refuse to do work in ISAP **will be referred to the office**. Should this occur, the remaining days of ISAP will become out of school suspension, plus additional out of school days may be added.
13. Teachers will be allowed to request a student to be released from ISAP by making arrangements via phone or email with the ISAP supervisor. This option is only available when the day's learning activity requires the student be in class i.e. Science lab.
14. A student **is not allowed to attend or participate** in extracurricular school events (home or away) during their period of suspension (beginning at 7:20am the first day of suspension and ending at the beginning of their first full day back in regular classes).
15. NO ELECTRONIC DEVICES ARE ALLOWED IN ISAP AT ANY TIME.

## **Suspension (Out of School)**

Students who receive OSS will have the opportunity to make up their missed work for 100% credit. If the suspension is for 3 days or less, the student must request work when they return from suspension. If the suspension is for 4 days or more, parents must request work at the beginning of the suspension. Work must be picked up by the end of the fifth day of suspension and completed within the first three (3) days after their return to school. Work not returned by the due date is not eligible for credit.

Students who are suspended out of school lose their parking privilege for a period no less than 30 calendar days (administration may add additional days based on severity of offense) from the first day of suspension. Principal will hold the hang tag. If a student is caught driving during this suspended period, that student will lose their parking privileges for the remainder of the school year.

Students who attend Tech School and are suspended out of school are not allowed to attend Tech School on the suspension dates.

No suspended student is allowed to attend or participate in extracurricular school events (home or away) during their period of suspension.

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.

## **Homework/Makeup Work**

Students who are absent will be allowed to make-up work. It is the student's responsibility to ask their teachers for any work missed when they return from an absence. Although the general rule applied 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 with absences will be expected to make up missed tests, quizzes, etc. before or after school or during homeroom. All teachers post homework on Canvas.

For long term absences, a formal homework request may be made if a student will be absent 4 days or more. Homework requests may be made on the second consecutive day of his/her absence and may be picked up on the third day of absence. A minimum of 24

hours between notification of the school and actual pick up from the office will be necessary to ensure that all work requested is available. Students pre-arranging absences and requesting homework are responsible for having their work completed upon their return to school. Due to these guidelines, homework should not be requested if the student is expected to return to school the next day.

Requests for additional homework during the same absence period will be honored once teachers have received and graded the first homework collected.

## **Honor Roll**

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, grade point averages are determined by the following system:

- A=5
- B=4
- C=3
- D=1
- F=0

## **Library/Learning Commons**

The LC is open on school days from 6:45 a.m. to 2:30 p.m. (early release Wednesdays: 6:45-1:20). During the school day, students should have a pass from a teacher to enter the Learning Commons.

In the Learning Commons, all students are welcome to:

- Check out items
- Browse through books
- Read, study, research
- Use computers and iPads
- Collaborate on group projects

- Use the wireless network, per FHSD policies and procedures
- Stay up-to-date by watching the news, and viewing LC announcements in our Learning Commons Lounge
- Work on makerspace activities such as origami, coloring, activity books, chess, checkers, Scrabble and Legos
- Visit the “Genius Bar” to charge devices, get research instruction, and get technology help
- Buy coffee, mocha, and hot chocolate, and seasonal coffees before school on Coffee Fridays.

During school hours students need a pass from a staff member to come to the LC. Students who have work that must be completed in the LC are welcome. Students will also come to the LC with various classes to check out books, do research, and complete other assignments. Students may check out up to five print books and five eBooks for a period of two weeks at a time. Overdue print books are charged 10¢ per day per book. Visit the [Virtual Learning Commons](#) for more information.

### **Lockers and Book Bags**

Lockers will only be assigned by requests. Requests will only be accepted after the first three weeks of school UNLESS a student is participating in extracurricular activities. It is the responsibility of each student to keep the locker locked at all times.

Lockers are the property of the school and are provided to students only as a convenience. Lockers are not the personal property of the student. Lockers are subject to search at any time deemed necessary by administrators. Students are not allowed to share a locker or its combination with other students. In the event of your absence or a locker jam, we will not let another student into your locker. Any damage to the locker will result in a locker cleaning fee.

Your locker is only as safe as you make it. Do not share your locker or combination with others! Lockers should be kept locked at all times. 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. Check your locker every time you close it to make sure it is locked. Students are not allowed to write or draw on the inside or outside of lockers, allow other students to write or draw on the inside or outside of your locker, or put stickers on the locker. Doing so will result in a \$10.00 locker cleaning fee.

## **Parking**

Student parking is a privilege. All seniors and juniors who have at least a 2.0 cumulative GPA are eligible for an unrestricted parking permit. Seniors and juniors with a cumulative GPA ranging between 1.5 and 2.0 will receive a provisional parking permit, however, grades will be reviewed at the end of first semester and only those students who achieve a 2.0 GPA or higher will be eligible to park second semester as outlined in the GPA provisional parking agreement.

Per school policy, attendance must be at 90% or higher to purchase a parking pass. If attendance from the previous school year is below 90%, the student will have to sign a waiver agreeing to show improvement in their attendance by the end of next quarter or forfeit their parking pass. No refunds will be issued. Attendance will be checked quarterly and passes will be pulled if a student's attendance falls below 90%. Passes can be reinstated if a student's attendance improves during the quarter.

Students granted the privilege to park at FHN during school hours agree to:

- Have an approved parking permit. Display hang tag on rear view mirror at all times while on school property.
- Park only in designated student areas. Students parking in teacher / staff / visitor areas or at Henderson will receive a \$30.00 fine and jeopardize their current and / or future parking privileges.
- Be on time – Driving is not an excuse for being tardy. Privileges may be lost and / or suspended as a result of excessive unexcused absences or late arrivals to school.
- Observe Missouri driving laws and campus speed of 10 MPH.
- Have liability insurance as required by the state of Missouri.
- Update the Main Office of any changes, i.e. new car, new license plate, new insurance company.

**Parking privilege will be revoked immediately, without a refund, if permit and/or hangtag is given and/or loaned to another student for any reason.**

Failure to abide by the FHN parking guidelines will result in the following consequences:

- 1 – 3 offenses - \$10.00 fine - reduced to \$5 if paid within 24 hours.
- 4th offense - \$20.00 fine and loss of permit and a tow warning letter.
- 5th offense – Permit will be revoked and the car will be towed at the owners' expense.
- 6th or more offenses – Suspension and car will be towed at owner's expense.

If you receive a parking violation on your car, you have received a fine. Duplicate copies of all violations are brought to the Main Office by security. The fine must be paid within 10 school days. Fines not paid on time may result in loss of parking privileges until fines are paid. Students who wish to dispute a violation / fine must do so within 24 hours in the Main Office.

Students face loss of parking privilege without refund due to:

1. Students leaving campus without permission
2. Students transporting another student off campus without permission
3. Careless and reckless driving on school grounds
4. Repeated parking in teacher / visitor / Henderson parking
5. Failure to pay parking fines
6. Giving Hang Tag to other students.

Flagrant parking / driving infractions may result in additional discipline from the student's principal, including being issued a tow warning letter. Behavior infractions may result in removal of parking privileges.

**Warning:** St. Peters police may issue tickets on school property for careless and reckless driving.

### **Permission to Leave Campus and Signing Out**

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

1. Notwithstanding emergencies, parents must contact or inform the Attendance Office via email in order to arrange an early dismissal from school. **Emails must be submitted to the Attendance Office prior to the first hour for verification.** If emails for early dismissal are not turned in prior to the first hour, students will not be permitted to leave unless a parent/guardian comes to school to sign the student out. Parents should indicate the student's name, reason for leaving campus, and time of departure from school.
2. Prior to leaving, students must sign out in the Attendance Office. Students returning the same day must sign in upon their return.
3. Students who leave without permission will be considered truant, will receive disciplinary action from the supervising principal, and will be subject to losing parking privileges. (Includes students going to their car during the school day.)

4. All students who have permission to leave school will be given a printed pass to present to the security guards outside the building. Students without a pass will be referred to the attendance office.

Students will NOT be excused from school for the following reasons: forgotten homework, forgotten books, forgotten sports equipment, forgotten gym clothes, forgotten lunch money, forgotten lunch, forgotten ID, to change clothes, etc.

**Students are not to leave the school building or school grounds during the school day without permission. This includes lunch periods and passing periods.**

Anyone who leaves the school building or campus after arrival to campus in the morning will be subject to disciplinary action. In addition, students are not permitted to loiter outside (on school grounds or on neighboring properties) at any time during the school day.

Students are not permitted in the parking lot during the day. This includes lunch periods, passing periods or to go to your car because you forgot something. Students found in the parking lot without permission will be considered truant and will be disciplined. Students should make sure they have everything they need for the day when leaving their cars and entering the building.

Teachers, administrators or building staff cannot grant students permission to leave campus during the school day.

Students must stop at the Security Guard post and show proof of permission to leave campus, i.e. sign out attendance slips, off campus stickers on student IDs.

### **Poster/Flyer/Sign Policy**

All flyers hung in the building must be school related and approved by the Activities Director. The Activities Office will stamp the flier prior to being posted throughout the building.

Flyers can only be hung on the bulletin boards designated for Student Announcements. Flyers are not allowed on lockers, in stairwells, hallways, doors, or other areas not outlined as Student News areas.



Flyers not approved by the Activities Office or not hung in the Student News Flyer boxes will be removed.

Please remember to take your flier down once your event is over.

Multiple copies of flyers should not be made and put in staff mailboxes or simply handed out to students passing by. Many flyers end up on the floor, in the trash, or in recycle bins that contribute to the excessive trash in our building and eventually our landfills.

Flyers from outside groups must receive approval from the district Communication department before they can be posted in the building. Once approved by the district they will notify the school principal's A.A. that it can be posted. Flyers from outside organizations can only be hung in the snack hallway's flier box and not throughout the entire building.

### **Schedule Change Procedures**

Please make your choices of courses for next year very carefully. Once the enrollment process has been completed, it is very difficult to change schedule requests. Parents should review their student's course requests prior to the completion of enrollment.

Teaching assignments, textbook allocations, and supply/equipment expenditures are made based upon the classes that students select during the spring enrollment period. For this reason, student requests for changes cannot not be honored outside of extreme circumstances. Changes in preference are not extreme.

Schedule changes due to the cancellation of courses or sections, failures of required or prerequisite classes, or other unplanned occurrences will be handled by the high school counselor's office. Students impacted by these situations will be contacted about possible alternatives during the summer. There will be no schedule changes after the first ten (10) days of the semester.

If a student drops a class after the first ten (10) days of a semester, the student may receive an "F" for the semester for that course on the transcript.

## School Dances

Several all-school dances are held during the year. The following guidelines have been established for school dances on or off campus:

1. Tickets must be purchased in advance. Tickets are not sold at the door. No one will be admitted without a ticket.
2. Must be a student in good standing with no outstanding fines.
3. If a student leaves, he/she may not return.
4. No chemical substances, tobacco, or alcoholic beverages of any kind are allowed. Students who have been drinking or using drugs will be subject to arrest and disciplinary action based on the district Code of Conduct. The Francis Howell School District Code of Conduct applies to all extracurricular activities.
5. Students will be expected to adhere to the Francis Howell North dress code. Failure to comply with the school dress code may result in non-admission to a school-sponsored dance (including Prom.)
6. Proper respect should be paid to all sponsors and you should do everything possible to help sponsors make all school activities a success.
7. Students may bring a guest after pre-registering with the school, however, any middle school student may NOT attend a high school dance. In addition, no one 21 or older will be permitted to participate in school dances.
8. Students and guests will be required to show a school ID or driver's license upon arrival.
9. Students must arrive within the first 60 minutes of the start time.
10. Students suspected of being under the influence of alcohol will be subject to a breathalyzer test.
11. Dances held at school will start at 7:00 p.m. and end at 10:00 p.m.
12. Students placed on in-school or out-of-school suspension during the time of the dance will not be allowed to attend.
13. Students are expected to behave appropriately on and off the dance floor. Sexually explicit dancing is not allowed.

These guidelines should serve as notice and will be explained to students.

Students who fail to follow these rules and guidelines may be escorted from the dance immediately with no refund.

## **Student 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. Students who bring cell phones/electronic devices to school do so at their own risk. The school is not responsible for lost, broken, or stolen phones, headphones, or other electronic devices.

## **Tardy/Late Arrival Procedures**

Students arriving at school **after 7:40 am** must sign in at the Attendance office. A written note, fax, e-mail, or phone call from the parent stating the reason for lateness must be presented upon arrival or within 24 hours of signing into school. Oversleeping, finishing homework, car trouble or missing the bus are considered unexcused absences and shall be treated as a degree of truancy and students will be subject to disciplinary action. Students who drive to school and are late more than once may have their parking privileges revoked.

Tardy students are disruptive to any class. 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. All tardies are documented in Infinite Campus.
2. Tardies will be counted per quarter on a per class basis.
3. When a student is tardy, the teacher will notify the student they are tardy and record it in Infinite Campus.
4. On the 5th tardy, a student will be issued a warning.
5. On the 10th tardy, a student will receive a detention.
6. On the 15th tardy, a student will receive a Saturday detention.
7. On the 20th tardy, a student will receive a day of ISAP.
8. On the 25th tardy, a student will receive two days of ISAP.
9. 30+ tardies equals additional days of ISAP.
10. Any unexcused absence of more than five (5) minutes to any class hour will constitute a truancy.

**\*Note\*** All absences, excused or unexcused will count toward the student's total number of days absent from school and may result in a student being placed on credit suspension.

## **Textbooks**

Students are responsible for textbooks assigned to them by specific identification numbers. Students fill out a book inventory sheet when they receive a book from their teacher. Fines will be assessed against students for any book that is not returned to the teacher who assigned the book. Students must return the specific text originally assigned to them (the identification number must match). The teacher will return the student copy of the book inventory form to the student when they turn in the book at the end of the semester/year. Students should hang on to these as they are their receipts that the book was turned in.

Students should never just leave a book on a teacher's desk, leave it in their locker (or another student's locker), and give it to a teacher other than the teacher who assigned them the book or give it to a teacher walking down the hallway. Students who do not turn in their book in the proper way usually end up with a book fine because they do not receive their book inventory sheet back from their teacher as proof the book was turned in.

Books must be returned to teachers before students will be allowed to take final exams. Each book not returned to your teacher by the last day of school will be assessed a \$10.00 late fee.

Lost books = replacement cost

Damaged books = \$3.00 to replacement cost depending on extent of damage

Books not turned into teacher during regular collection time = \$10.00 late fee

## **Transportation**

Please call the FHSD Transportation Department at 636-851-6220 with any questions.



# District Policies & Conduct

## Activities

### **Academic Enrollment Requirements Relating to Participation in Athletics and/or Activities**

In order for students to be academically eligible to participate in any MSHSAA athletics or MSHSAA activities program they must meet the following criteria:

1. Students must be enrolled in courses offering at least 3 units of academic credit during the semester of desired participation.
2. All participating students must earn a minimum of 3 units of academic credit (Pass 6 Courses) during the preceding Semester of desired participation (excepting first semester freshmen).
3. Participants must have a current grade point coverage of 1.5 or above.
4. Students must adhere to all rules, regulations and policies stipulated by the Missouri State High School Activities Association regarding participation.
5. Families and students are responsible for familiarizing themselves with all school district, school, M.S.H.S.A.A. and N.C.A.A. rules, regulations and policies regarding athletics and activities eligibility and other expectations as they may apply.

All questions regarding athletics and/or activities eligibility and/or participation must be directed to the office of the Activities Director.

Eligibility requirements apply to all M.S.H.S.A.A. sanctioned athletics and activities which includes all sports teams, all levels of Choir, and levels of Band, Winter Guard, Color Guard, Drumline, Speech Competition, Debate Competition, Drama Competition, Scholar Bowl, Dance Groups, Pom Pom Squads and Cheer Squads. Parents are encouraged to visit the M.S.H.S.A.A. website for any additional listings/information.

In order for a student to participate in MSHSAA activities/sports, he/she must completely fulfill all the regulations and the requirements set forth by the MSHSAA and the Francis Howell School District.

## **MSHSAA & Francis Howell School District Eligibility Standards**

1. Must be a credible school citizen. Students who are serving out-of-school (or in-school) suspensions may not practice for or participate in school activities during the suspension. Multiple and/or serious violations of the Code of Student Conduct may result in long-term suspension and/or permanent removal from current and future school activities.
2. Must be enrolled in courses offering 3.0 units of credit. (6 courses)
3. Must have earned 3.0 units of credit (passing 6 courses) the preceding semester. Summer school credits may apply to state eligibility standards. \*No more than 1 credit in summer school shall be counted towards eligibility.
4. Must maintain a minimum 1.5 current G.P.A.
5. Must have satisfactorily passed a physical examination dated after February 1 immediately preceding the first day of the season for the activity in which you wish to participate. The examination report must specifically state that you “may participate in physical activities,” and must be signed by the physician who conducted the examination.
6. Must attend all practices, contests, and other performances unless excused by the coach.
7. Must not have any outstanding fines.
8. Must attend school the entire day of a game and must attend school on Friday to play on Saturday.

Please access the [Activities Handbook](#) for more information.

## **Attendance Policy**

Board Policy and Regulation 2310 cover student attendance. All students will be required to follow the policy and will be subject to enforcement of its procedures and applications.

Research clearly indicates that students who attend school regularly have more success both academically and socially. If your child’s attendance falls below 90%, the District will employ a variety of attendance interventions. The level of interventions the school uses will increase as student’s attendance decreases, so we can help ensure that your child and family have the appropriate support.

Interventions may include: letters, student goal setting, phone calls home, lessons on attendance, home visits, meetings with your student’s teacher, principal, counselor and/or nurse, development of a support plan, possible referral to the Juvenile Office of St. Charles County, or possible referral to the Missouri Children’s Division. These interventions will become more intensive if your child shows a decrease in attendance. Our hope is that

your child's attendance will increase as the year progresses with the continued support of home and school.

View the [FHSD Attendance Pyramid of Interventions](#).

Students who are in attendance at Lewis and Clark Tech School are required to be in attendance at FHHS on the same date. Students who wish to be excused from either Tech or FHHS to attend a school related event are required to get permission from the Counseling Office and should then notify both attendance offices in order for their absence to be excused.

## **Bullying**

FHSD is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context as stated in Bullying Policy 2655 of the District Board Policy and Regulations document. The safety of students and staff in our schools and community is of primary importance. Policy 2655 states the following:

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, on school-time, at a school sponsored activity or in a school-related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyber bullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyber bullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyber bullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication

was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this Policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their principal/designee. District employees are required to report any instance of bullying which the employee has witnessed within two (2) school-days of the occurrence. Employees shall report the occurrence to the principal/designee, who is the person the District designates to receive reports of incidents of bullying. A principal/designee who receives a report of an incident of bullying shall initiate an investigation into the allegations, as soon as possible but within two (2) school-days of receipt of the report. The principal/designee may assign other employees to assist in the investigation, or request that the superintendent/designee assign an outside investigator. The investigation shall be completed within ten school-days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this Policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences for a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parent contact, conference with teacher/principal/designee, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

The District shall give annual notice of the policy to students, parents/guardians and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's website (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding this policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.



The District shall provide education and information to students regarding bullying, including information regarding this Policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

If you suspect that a student is being bullied please contact your school's principal. [Visit the District website to view Bullying Resources.](#)

## **Buses**

The Francis Howell School District assigns each student living within the district's boundary a bus which will be available to transport the student to and from school each academic day. This assignment is based on the student's primary address listed in Infinite Campus. If a parent requires their student to be transported to and/or from a secondary or alternate address the parent/guardian must contact the school and speak with the administrative assistant who handles transportation. Students purchasing a parking permit are choosing to opt out of ridership. Allow forty-eight (48) hours for processing any change requests in transportation. The Francis Howell School District does not allow students to ride a friend's bus.

## **Cell Phone/Smart Watches**

Cell Phones and smart watches can create problems at school and we highly discourage students from bringing cell phones/smart watches to school for fear of them being lost or misused. If your child does need to bring a phone or smart watch to school, it will need to be stored in a backpack and turned off upon entering the building and during school

hours. Phones and smart watches that are out during the day will be confiscated and the parent will need to pick the phone or watch up from the office.

## **Student Discipline**

The District has the authority to investigate and discipline for student conduct which is prejudicial to good order and discipline in the schools as provided by state and federal law. District staff may interview students, search students and their property, as well as seize any inappropriate items, upon reasonable suspicion of a code of student conduct violation, without parental notification. School officials are authorized to hold students accountable for misconduct in school, on school property, and during school-sponsored activities. Students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline up to and including expulsion. However, no student will be confined in an unattended locked space except for emergency situations while awaiting the arrival of law enforcement officials.

Students forfeit their right to a public school education by engaging in conduct prohibited in Regulation 2610, the "[Code of Student Conduct](#)", and/or state or federal law. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social events), the reassignment of the student to another school, removal for up to ten (10) school days by the principal(s)/designee(s), extension of suspensions for a total of one hundred eighty (180) days by the superintendent/designee, and longer term suspension and expulsion from school by the Board of Education. See Policy 2610 and the "[Code of Student Conduct](#)."

## **Computer and Related Technology Use by Students**

Students will be expected to use all technologies in a proper and correct manner. Such technologies include, but are not limited to, school/district computers, Chromebooks, iPads, software, internet use, peripheral hardware, file servers, email, Google Suite (Gmail, Docs, Drive, etc.), and audio-visual equipment.

Students who improperly utilize or damage technologies will be subject to the loss of technological privileges and/or other disciplinary actions. If any parent does not wish the school to allow his/her son or daughter to have technology-based privileges (i.e., use of computers, access to the internet, etc.), the parent should contact the student's assistant principal each school year. The administrator will inform the student's teachers. Parents should also inform their student that they are not to utilize specific technologies.

## **Credits**

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 composed of 90% class grade and 10% final exam.

### **Minimum Credit Requirements for Grade Level Classification**

- Grade 9 to 10 - 5 Units
- Grade 10 to 11 - 11 Units
- Grade 11 to 12 - 17 Units

### **Credit Recovery**

Students who are credit deficient may recover that credit in one of the following manners:

1. Summer School– courses may be offered during the summer at one of the FHSD high schools for students to earn credit. Please contact your guidance counselor for more information.
2. CR(Credit Recovery Program)– this credit recovery program is offered during the school year, after the school day, at a cost for students. The program has limited space availability with priority given to seniors, juniors, and then sophomores for enrollment. This program is NOT open to freshmen. Please see your guidance counselor for more information.

For other credit recovery options, please contact your guidance counselor.

### **Online Coursework**

The Francis Howell School District will provide access to virtual (online) coursework. Students and families that are interested should contact the student's school counselor and inquire about the Missouri Course Access Program (MOCAP).

### **Work/Study Class Job-Related Credit**

Students who are enrolled in work/study classes for any given semester, and have earned one credit for the work portion of the class, may not elect to decrease work credit after their hours have been submitted to their work experience teacher.

A student must work a total of 360 hours in order to receive one (1) unit of credit per semester. Any student electing to work 180 hours during a semester will receive a .5 unit of credit. Please remember that these credits relate to on-the job/work credits; the classroom portion of the course carries its own separate credit value.

## **Dress Code**

Students should dress in a reasonable manner that is in good taste, is safe, and does not detract from the educational environment. For safety reasons shoes must be worn at all times. Students may wear caps, hats, or any head coverings that are not distracting to the learning environment. Students will not be allowed to pull hoods up on hoodies, sun glasses, or anything that potentially hides their identity; headwear that restricts or impairs other students' vision in class may be asked to be removed or relocated within the classroom. If the learning environment requires additional restrictions during exams or laboratory experiences, the teacher will communicate these expectations in writing.

In addition, sleeveless shirts, shirts exposing the midriff, excessively short skirts or shorts and exaggerated sagging clothes are not acceptable forms of dress. Clothing depicting the following specific elements are prohibited: tobacco products, drug related materials, alcohol, profanity, weapons, inappropriate suggestive sayings or drawings or anything that could cause disruption of the school environment. Articles of clothing or colors with the purpose of gang identification are not permitted. Chains (including wallet chains), spiked or studded accessories are also inappropriate.

Costumes and/or costume accessories are not allowed to be worn unless it is an approved school-sponsored spirit day. On school approved spirit days, costumes and accessories must adhere to the principles of reasonable dress, safety, and distraction from the educational environment named above. Non-compliance with the dress code may result in the student being required to change their attire or miss out on a class activity. Appropriate attire may be available through the nurse's office if unavailable to the student at the time of the request. Students who refuse to change inappropriate attire face possible disciplinary consequences for insubordination. Students in extracurricular activities need to refer to their coach or the director regarding acceptable clothing guidelines.

## **Early Dismissal**

[Visit the District website to view the Early Release Days on the FHSD Calendar.](#)

## **Emergency Drills/Procedures**

### **Fire drills**

Fire drills are held each year. It is important that students and staff know procedures in case of a real emergency. During fire drills, students and staff evacuate the building

through the nearest doorways to the outside areas and move away from the building as far as possible.

### **Tornado drills**

Tornado drills are also held to instruct the children of the procedures in place in case of a real tornado. If a tornado “warning” is in effect at the close of school, buses will wait until the “all clear” before departure. This procedure does not apply when there is a tornado or severe weather “watch.” Parents should use their own judgment concerning picking up their children under these circumstances. Children and teachers at school will follow tornado emergency procedures.

During severe weather, school personnel will be alert for dangerous conditions. Each school is equipped with radios for scanning the National Weather Service .It is important to have a family plan in the event that a tornado warning is issued before school. All schools conduct tornado drills with students twice a year to ensure they are aware of procedures.

### **Tornado Alerts/Tornado Watch**

- Tornado Watch: During a tornado watch, or other threatening weather, school officials are alert for developing and dangerous conditions, and actions deemed necessary for safety will be taken per building procedures. Phones will be in operation for emergency calls and for preparedness. Outside calls may not get through during a weather event.
- Tornado Warning: During a tornado warning, when sirens have sounded, seek shelter. Do not attempt to pick up students at schools. Disaster experts advise that automobiles are among the most dangerous places to be in a storm. If you are in the parent pickup line, please go to the school to seek shelter. Communication will be limited during the tornado due to the supervision of students and limitations the weather may present.
- All Clear: FHSD consults the weather channel for the tornado warning expiration and all clear notice. The siren silencing does not mean the warning has ended. After the all clear is given, students may be picked up by parents. Depending on the time of day the all-clear is announced, buses may run later than normal. Any special announcements to parents will be made via the School Messenger notification system and District website.

### **Before School:**

- Keep children at home or in a safe location until tornado warning is lifted. We want to ensure students are not waiting at bus stops during this critical time.
- School buses will be held at the bus garage. The start of school days will be delayed until the tornado warning is lifted and the all clear is given.
- If buses are en route, they will proceed to the nearest school or other predetermined location, and remain there until the warning has been lifted and the all clear is given.

### **During School Hours**

- Students and staff will move to designated safe places and proceed into the precautionary duck and cover position.
- Please refrain from coming to school to pick up your child during a tornado warning.
- Parents who arrive at school during a warning will be asked to wait inside until the warning is lifted and personnel are available to assist parents.

### **At Dismissal**

- Students will not be dismissed from school while the area is under a tornado warning.
- Students will be held at school and buses will not be allowed to transport students until the tornado warning has been lifted and the all clear is given.
- Please refrain from coming to school to pick up your child during a tornado warning.
- Parents who arrive at school during a warning will be asked to wait inside until the warning is lifted and the all clear is given, and personnel are available to assist parents.

### **Buses en Route**

- Buses will proceed to the nearest school or other predetermined location.
- Drivers and students will remain at that location until the warning has been lifted and the all clear is given.

### **Communication Procedures**

- Phones may not be answered during a tornado warning, as students and staff will be in the precautionary duck and cover position. To the extent possible, the

outgoing message will be changed to let parents know we are under a tornado warning.

- Parents will be notified via the School Messenger Notification System of any changes in transportation, as well as school delays associated with a tornado warning.
- FHSD will share updates via the District website as soon as information becomes available.

### **Earthquake**

Earthquake drills are held twice a year.

### **Shelter in place**

Shelter in place procedures for safety during hazardous material incidents are reviewed annually.

### **Intruder**

Intruder Drills are also held during the school year. The school will be locked down and all students will be moved to a safe location.

[Visit the District website to view more weather guidelines.](#)

### **Field Trips**

All students planning to take part in a school sponsored field trip must submit a field trip form to the sponsoring teacher three days prior to the field trip. The form must be signed by the student, parent and teachers. Teachers' signatures indicate they have been informed of the trip and that students have agreed to make up any work missed due to the absence caused by the field trip. \*\*School approved and sponsored field trips do not count as student absences; given this, students must turn in assigned work prior to or immediately following the field trip in all their classes to avoid late penalties. Field Trip Forms should be provided to participating students by the teacher sponsoring the activity. The supervising teacher will collect all completed forms before students will be allowed to take part in the trip.

### **Final Examinations**

A school-wide examination schedule will be published during the first quarter of the school year. Attendance is required on final examination days. Only students who are ill on the

actual examination day(s) are allowed to make-up examinations. Parents are required to call the office if their child is absent for any reason. Examinations must be made up during the approved exam make-up period.

No early or advanced examinations are given. Vacations should not be scheduled during final exam days or during snow makeup days.

All Students MUST complete the Performance Event portion of the final exam. Students will be able to earn an exemption for each end of course exam when they score advanced or proficient. In addition, they can earn an additional exemption for scoring a 22 or higher on the ACT.

- Students can qualify to use an exemption providing they have met the qualifications below:
  - No more than 9 absences from the previous semester
  - No ISAP or OSS from the previous semester
  - Have an A in the class selected
- Advanced Placement Classes
- All students who take an AP exam and meet the above criteria will be exempt from the final exam in the AP course they are enrolled in the second semester.

Students will be notified near the end of each semester if they qualify for any exemptions. Any student wishing to appeal should contact the Office.

To ensure necessary progress toward graduation, all students in grades nine through twelve must be enrolled in a minimum of six classes per semester. Students in grade 12 may be enrolled in fewer than 6 courses if they meet one of the following criteria:

1. They are enrolled in a Vocational Work Program.
2. They are enrolled in an Alternative Education Program successfully completing college or vocational courses (approved by the principal).
  - a. Full-time college / vocational school for 12 or more hours.
  - b. Part-time college (3 hours) plus 5 high school credit classes per semester (Dual Enrollment).



## **Graduation Requirements**

### **Required Units:**

#### **Communication Arts:**

English I, II and III, plus one unit of C/A elective (4 units)

#### **Social Studies:**

American History, World History, American Government (3 units)

#### **Mathematics:**

Algebra, Geometry, Algebra 2, and advanced math courses (3 units)

#### **Science:**

Physical Science, Biology, plus one unit of Science elective (3 units)

#### **Fine Arts:**

Art, Music, Theatre (1 unit)

#### **Practical Arts:**

Business, FACS, Industrial Tech, Yearbook (1 unit)

(NOTE: Everyone must take Personal Finance (0.5 units) as a Practical Art

#### **P.E.:**

(1 unit)

#### **Health:**

(0.5 unit)

#### **Electives:**

(7.0 units)

### **Total minimum units necessary for graduation:**

24 units

Students are also required to pass tests on the U.S. Constitution, the Missouri Constitution as well as receive their CPR Certification before graduation.

All students are required to have eight semesters of full time high school enrollment/attendance for graduation.

### **Cum Laude Requirements for Graduation**

For students transferring from other school districts, the district will transcribe the letter grade exactly as it is represented on the student transcript from the sending school. Allowance will not be made for different percentage ranges in the grading scale.

Cum Laude GPA requirements are:

- 4.2 and above Summa Cum Laude
- 4.01- 4.19 Magna Cum Laude
- 3.8- 4.0 Cum Laude

GPA will be calculated to include all high school classes (including MOCAP classes), non-remedial college classes, and MOTR-numbered college classes taken as part of the Early College/CORE 42 program, but exclude correspondence and night school courses. College courses at a 200-level or higher (or the equivalent of a 2nd-year college course depending on the college's institutional course numeration) will carry an honors point. GPAs will not be rounded up.

To be eligible for Cum Laude status, students must accumulate a minimum of twenty-seven (27) credits for graduation, unless prorated due to Advanced Standing acknowledgement of high school level coursework successfully completed before grade nine. Students in eighth grade or below who complete high school level courses will be able to use these courses to satisfy high school graduation requirements. High school courses completed by students in eighth grade or below will impact a student's high school GPA and transcript.

Cum Laude honors will be announced as students' names are read at commencement. Students will wear a Cum Laude medallion with the color ribbon selected by the individual high school:

- Summa Cum Laude - Gold Medallion
- Magna Cum Laude - Silver Medallion
- Cum Laude - Bronze Medallion

Since Cum Laude awards are calculated after the final completion of all grades on the high school transcript, students receiving this award have the option to return to school after graduation to have their diplomas embossed with the Cum Laude seal.

## **Health/Nurse/Medication Information**

### **Illnesses**

Children with any of the following symptoms should be kept home from school: diarrhea or vomiting, unexplained rashes, red or discharging eyes, acute cold, signs of weakness, drowsiness, temperature of 100 degrees or higher, persistent cough or untreated head lice. Please notify the school nurse if your child has a special health condition such as epilepsy, allergies, hemophilia, diabetes, heart condition, HIV positive, hearing or vision problems or physical limitations.

The school nurse will contact you should your child become ill.

PLEASE MAKE ARRANGEMENT FOR TRANSPORTATION TO BE AVAILABLE SHOULD YOUR CHILD NEED TO LEAVE SCHOOL EARLY.

The school cannot transport ill children.

If your child is sent home with a fever of 100 degrees or above, the student should not attend school until he/she has been fever free for 24 hours without the use of Tylenol or ibuprofen.

Please do not send your child back the next day for the protection of your child as well as other students.

Parents are requested to send a note each day that a student is to be excused from outdoor recess stating the reason. If a child is to be excused for more than three consecutive days, a doctor's excuse is required to stay indoors for recess.

### **Medication Procedures for Prescription and Nonprescription Medicines**

Pursuant to Francis Howell School District policy, the giving of prescription and non-prescription medicine by the nurse, principal, or designee, shall be restricted to necessary medication that cannot be given on an alternative schedule. Your physician may fax a medication order to school or you may bring in the order with the medication. Please ask your pharmacist for a "school bottle" with dosages to be given at school.

When medications need to be given at school, they should be brought by the parent to the nurse or by the student directly to the nurse when arriving at school and before going to the classroom.

### **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 be accompanied by an updated Rx prescription label. No outdated medication prescription label will be accepted. Each new prescription must have a new label and vial.
5. This authorization is effective for the school year for which it is granted and must be reviewed 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 medication, the name of the child, dosage and 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. This authorization is effective for the school year for which it is granted and must be renewed annually.

### **Emergency Medication**

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

### **Parent/Guardian Administration**

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

### **Security**

All medication shall be kept in a locked cabinet in the nurse's office or the principal's office.

## **Medications on Field Trips**

1. Medications that must be given during the time a student is off campus (seizure meds, inhalers, and allergy meds) may only be given by a responsible adult employed by the district and trained by the nurse on the "5 R's" of medication administration or the child's parent. 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, trained adult or the child's parent.
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. If the student has severe allergies an EpiPen auto injector will be carried by a trained staff member and used as needed.
5. If the adult in charge of the off-campus trip refuses to take responsibility for the giving of medications, the parent 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 physician's statement regarding the limitations and duration of their use 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 student's books. Both students will be dismissed five minutes early to facilitate getting to the bus on time at the end of the 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.

## **Identification Badges**

All students are required to have their school issued ID with them at all times. An ID will be provided to each student free of charge. If a replacement ID is needed, the cost is \$5.00. Replacement ID's are paid for through the Finance Office and picked up in the Attendance office.

Students leaving school early daily for off-campus activities will be issued an ID that indicates the student's release time. This ID will indicate to security and staff that the student is authorized to leave early and should be shown daily upon leaving. Students who do not produce an ID when leaving campus will be required to report to the appropriate office for schedule verification.

## **Inclement Weather**

Please access this link for Weather Guidelines

[Visit the District website to FHSD Weather Guidelines.](#)

## **Meal Prices/Free & Reduced Forms**

Please access this link for Nutrition Services and Forms.

[Visit the District website to view information about Nutrition Services](#)

## **Parent Portal**

Campus Portal is our tool for parents to access instant, online, timely and secure student information. For elementary parents, attendance is visible through parent portal, report cards and bus routes. Middle and high school parents can access class schedules, assignments, attendance, discipline, course registrations for next year, report cards and transcripts. Campus Portal is a means to further promote educational excellence by enhancing our program of communication with parents and students.

[Visit the District website to view Parent Portal and Log-in directions.](#)

## **Report Card Dates/Access/Grading Scales**

Student Progress Reports are available four times per year, approximately mid-quarter.

Progress Reports are available online only through the Parent Portal app. If families are not able to access the internet portal, please contact our Counseling Office for a hard copy.

Parents have access to their Parent Portal at all times. We strongly recommend that parents log in to their account as soon as the school year begins and follow their student's progress on a regular basis. Teachers are available by phone or email throughout the school year. We suggest email as the easiest way to make initial contact with your student's teacher. From there you can arrange phone contact if necessary.

[Visit the District website to view Parent Portal and Log-in directions.](#)

Students' grades will be available by using the Parent Portal. Like Progress Reports, if a hard copy is necessary, please contact the Counseling Office. (\*Note: Many insurance companies require a copy of student grades for a discount. Most insurance companies will accept a copy of grades printed directly from the Parent Portal App. Grades are available for a limited time. We recommend printing them immediately upon availability to avoid delay.)

**The following is the official grading scale for secondary schools in the FHSD:**

- A —90-100%
- B—80-89%
- C—70-79%
- D—60-69%
- F —59% OR BELOW

**The listing below indicates the Point Values for grades earned in the FHSD:**

Reg. Wt.

- A-4
- B-3
- C-2
- D-1
- F-0

Honors Class Wt.

- A - 5
- B - 4
- C - 3
- D - 1
- F - 0

**Online Registration Annual Verification (ORAV)**

Beginning with the 2024-25 school year, all families enrolling students from early childhood through 12th grade in the Francis Howell School District (FHSD) will be required to complete the Online Registration Annual Verification (ORAV). Previously an optional process, ORAV will now be mandatory for all families.

The registration window is set to open on July 1, providing families with ample time to complete the process. Completing the ORAV typically takes 15-20 minutes, with the option to save applications for later completion. Unfinished applications will display incomplete information in yellow upon reopening.

Failure to complete ORAV will result in students being unenrolled from the District, except for McKinney-Vento and Foster families, who will be granted exceptions. Furthermore,

middle and high school students will face restrictions, including the inability to change schedules, participate in activities, or purchase parking passes until ORAV is complete.

The ORAV process will include acknowledgment of annual FERPA notification, alongside other standard acknowledgments such as the COC Handbook. Additionally, families in transition years, including kindergarten, 6th, and 9th grades, must provide proof of residency when completing the ORAV process. To assist families with completing the forms, each school building will host two in-person assistance days in July.

For questions regarding the ORAV process, families are encouraged to visit the FHSD website to locate their child's school and then call that school directly.

### **Senior Survey**

All students classified as seniors (grade 12) are required to complete The Francis Howell School District Senior Survey. The survey will be presented to students during their final semester of attendance. The survey is taken online and proctored by the guidance office during the school day. Results of the survey are utilized to determine ways to improve service to students and modify programs to better meet students' academic needs. Please see your guidance counselor if you have any questions.

### **Snow Days/AMI Plan**

[Visit the District website to view FHSD AMI Information.](#)

### **Volunteer/Visitor Process**

Become an approved volunteer in 3 easy steps:

1. Watch the [Mandatory Training Videos](#) and complete the [FHSD Volunteer Application](#).

Sign and initial the form where indicated (digital signatures are not accepted), then scan and email the completed application to the [FHSD Volunteer Email](#) or drop off in-person at the District Administration Building (801 Corporate Centre Drive, O'Fallon, Missouri). **Please note:** If you watched the mandatory training in previous years, you will need to create a new username in order to view the videos. To ensure a smooth training experience, we recommend watching all three required training videos in one continuous session to avoid potential login issues. Starting



and stopping between videos can sometimes result in logging you out of the training platform.

2. Register online with the [Missouri Family Care Safety Registry](#) and pay applicable fees (approximately \$15) to the state.

If you previously joined the Registry, you do not need to join again. This is a one-time process. You can check the Registry for your social security number prior to submitting another registration. Please note, the wait time for the FCSR registration to be processed and for the District to be notified can be up to two weeks. We recommend completing this process as early as possible.

3. Schedule your [Digital Fingerprinting Appointment with MACHS](#).

This can be scheduled online through the Missouri Automated Criminal History System (MACHS) or by calling (844) 543-9712. When prompted for a 4-digit code, use 8403 so the Francis Howell School District can view the fingerprint report when it is complete. Please note that 8403 is a code specific to FHSD volunteers and should not be used when requesting fingerprints for other purposes. The cost for fingerprinting is approximately \$40, paid by the applicant; you have the option of paying online or at the fingerprinting facility. Facility locations are subject to change without notice, so please check the list toward the end of the registration process for locations and appointments currently available. Bring your online confirmation page and a photo ID to the facility. Please note: Those who have been fingerprinted previously for past employment or volunteer positions must go through the process again using our school district code (8403). Without this specific code, FHSD cannot see your results and therefore cannot process your volunteer application. Ink fingerprints taken at your local police department are not valid.

After you've completed these three steps, look for email confirmation from the FHSD Human Resources Department that your application has been approved. Confirmation emails received from the Family Care Safety Registry or the MACHS/IdentoGo fingerprinting facility are not sufficient for your volunteer approval with the District. Due to a high volume of volunteer applications, it could take up to six weeks for your application to be approved.

[Visit the District website to view more information at volunteering at FHSD.](#)

## **Withdrawal Policy**

If a student withdraws from school, no grade other than (W) "withdrawn" or (F) "failure" shall be recorded except in the following cases:

1. If a student is transferring to another school and cannot enroll until the new quarter has begun, a grade shall be given based on performance up to the date of the drop, providing the student has been enrolled in class for at least 30 school days.
2. If a student drops from school prior to the end of the grading period, a determination will be made by the assistant principal, guidance counselor and teachers if the student is to receive current grades or an F.
3. If a student is transferring to another school after a new quarter has begun, a transfer grade shall be sent to the Counseling Office to be sent on to the new school with the student's transcripts.

All withdrawals (transfers and dropouts) originate with the counselor. A student who is planning to transfer to another school should contact the counselor and teachers at least one week before the final day. A few days before the day of withdrawal, the student should see the Counseling Office to obtain a withdrawal form. All books must be returned to the teachers, and fines paid to the Finance Office. The student should then take the form to the library for clearance and follow the checkout procedure on the form for each period of the day. After the form has been signed by the student's teachers, counselor, all offices and the librarian, the student should then return the form to the Counseling Office. Please have the address and phone number of the institution you will be attending. On the day of withdrawal, for a transferring student, the teachers should have the student's withdrawal grade ready to enter on the withdrawal form.

# **District Notices**

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

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

Parents or eligible students 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 to 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, 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 [FERPA Student Directory Information & Media Opt-Out Form](#) and designate that you are refusing to disclose directory information or that disclosure of directory information should be limited to school affiliated organizations and activities as described in Regulation 2600. Return the form to the principal of the school which the student attends. The completed form must be returned by September 1 each year or within 10 days of new student enrollment, whichever is later. [View the Spanish](#)

[translation of the Opt-Out Form](#). Additional translations can be provided by contacting your child's school.

## **ESSA Complaint Procedures - Missouri Department of Elementary & Secondary Education Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures**

This guide explains how to file a complaint about any of the programs <sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents

### **General Information**

1. What is a complaint under ESSA?
2. Who may file a complaint?
3. How can a complaint be filed?

### **Complaints filed with LEA**

4. How will a complaint filed with the LEA be investigated?
5. What happens if a complaint is not resolved at the local level (LEA)?

### **Complaints filed with the Department**

6. How can a complaint be filed with the Department?
7. How will a complaint filed with the Department be investigated?
8. How are complaints related to equitable services to private school children handle differently?

### **Appeals**

9. How will appeals to the Department be investigated?
10. What happens if the complaint is not resolved at the state level (the Department)?

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## **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:

- a. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
- b. The facts on which the statement is based and the specific requirements 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 investigation:

- a. Record. A written record of the investigation will be kept.
- b. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.
- c. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- d. Report by LEA. Within forty-five days of the complaint being filed, the IEA 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.

- e. 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).
- f. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

**8. How are the 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.*

*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.*

*Revised 2017*

## **FHSD Equal Opportunity Policy 1300**

Book FHSD POLICIES

Section 1000 GENERAL ADMINISTRATION/ 1300 Equal Opportunity

Title Equal Opportunity

Code 1300

Status Active

Adopted April 1, 2007

Last Revised January 21, 2021

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

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

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



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

Lisa Simpkins  
Chief Human Resources Officer  
801 Corporate Centre Drive, O Fallon, MO 63368  
636-851-4004

Dr. Brian Rich  
Director of Human Resources  
801 Corporate Centre Drive, O Fallon, MO 63368  
636-851-4057

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

Revised May 2024

## **Individuals with Disabilities Education Act**

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

## **FHSD Public Notice – Section 504 and Title II**

The District is required to undertake measures to identify and locate every qualified disabled student residing in the District who is not receiving a public education; and take appropriate steps to notify disabled students and their parents or guardians of the District's duty. Section 504 of the Rehabilitation Act of 1973 is a federal law that prohibits discrimination against persons with disabilities in any program or activity that receives federal financial assistance from the United States Department of Education. The Francis Howell School District is a recipient of federal financial assistance from the United States Department of Education and, therefore, is covered by Section 504. The District has developed 504 procedures for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. These procedures may be reviewed at the Francis Howell School District Alternative Education Department from 8:00 – 4:30 p.m. each school day. Alternative times are available by request. 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

## **FHSD Student Meal Charges**

### **Purpose**

The purpose of this Policy 5550 is to maintain consistent meal account procedures throughout the District. Unpaid charges place a financial strain on District finances. The District's contracted food service vendor is responsible for maintaining food charge records and for notifying the District's accounting department of outstanding balances.

### **Administration**

1. Student Groups:
  - a. All students will be allowed to charge a maximum of twenty-five (\$25.00) dollars.
    - i. These meals will include only the menu items of the reimbursable meal.
    - ii. 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.
  - a. Parent(s)/guardian(s) will be sent a written request for “payment in full.”
  - b. All charges not paid before the end of the school year will be carried forward into the next school year.
  - c. 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.

Revised May 2024

### **Free and Reduced Lunch Eligibility**

The District participates in the national school lunch program. Eligible students will be identified for participation in the free and reduced-price lunch program based upon federal and state guidelines.

Information concerning the eligibility standards will be distributed annually within the District. The identification of student participants in the program will be confidential with such information disclosed to staff members on a strict need-to-know basis.

## Notification of Rights Under PPRA

The 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);
  8. Income, other than as required by law to determine program eligibility.
  
- Receive notice and an opportunity to opt a student out of –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  
- Inspect, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

Francis Howell School District has adopted policies regarding these rights (see Policy and Regulation 1610), 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

### **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.

### **Searches by School Personnel - Automobiles**

Students licensed to drive are permitted to park in school parking lots or facilities, as a matter of privilege, not of right.

Students may park on school parking lots only after obtaining a permit as required by Board of Education or building policy, regulation, or procedure.

The school retains the authority to conduct routine patrols of student parking lots, and to conduct inspections of the exteriors and interiors of student automobiles on school property, to the extent that the interiors are in plain view.

Vehicles operated by students are also subject to search whenever a school administrator has a reasonable suspicion that the vehicle contains (1) illegal, unauthorized or contraband items, or (2) evidence of violation of the law and/or District or school rules or policy. Reasonable suspicion must be based on facts known to the administrator, credible information provided to the administrator, or a reasonable inference drawn from such facts or information.

The school administration may, with or without prior specific notice, use the services of a trained dog and its handler, to assist in the detection of the presence of drugs, explosives, and other contraband in vehicles parked by students on school property. Such searches may be conducted with or without individualized, reasonable suspicion. Law enforcement officials shall be contacted if a search produces a controlled substance, drug paraphernalia, weapons, stolen goods or other evidence of a crime.

Law enforcement officials may also be contacted when a student refuses to allow a search, or where the search cannot safely be conducted. Parents will also be contacted when law enforcement officials are involved.

## **MOCAP**

The Francis Howell School District participates in the Missouri Course Access and Virtual School Program (MOCAP). Because virtual instruction can be an effective education option for some students, there may be courses available either through a District-provided virtual option or through MOCAP. Students have a right to participate in MOCAP. Additional information about MOCAP can be found in Policy/Regulation 6190 and on the District's website.

## **Trauma-Informed School Initiative**

When students endure chronic stress or traumatic incidents, it can have both physiological and emotional consequences, often impairing their ability to function effectively in a school setting. The Francis Howell Trauma-Informed School Initiative is dedicated to establishing safe and nurturing educational environments where students can learn and reach their full potential. This initiative achieves this by recognizing the indicators of chronic stress and trauma and implementing effective response strategies. For further information, visit the Missouri Department of Elementary and Secondary Education's website for more information about the Trauma-Informed School Initiative.

## **Sexual Abuse Awareness Training**

The District will provide trauma-informed, developmentally-appropriate sexual abuse training to students in grades 6-12. Student training will include, but not be limited to:

1. Instruction in recognizing sexual abuse;
2. Instruction in reporting incidents of sexual abuse;
3. Instruction in actions that student-victims of sexual abuse can take to obtain assistance and intervention; and
4. Instruction in resources that are available to students affected by sexual abuse.

Parents/guardians will be notified of the training content and of the parents/guardians right to have their student excused from the training. Upon written request of the parent/guardian their student will be excused from the training.

## **Human Sexuality Instruction**

The parents/guardians of each student will be advised of:

1. The content of the District's human sexuality instruction to be provided to their student.
2. Their right to remove their student from any part of the District's human sexuality instruction.

The District's human sexuality curriculum will be available for public examination prior to their use in actual instruction.



## **Title I Program**

The Board of Education recognizes the importance of parental involvement with the Title I program and will provide a variety of opportunities for parents to be involved in policy design and in the planning, implementation and review of Title I program. Title I teachers