Francis Howell High School
Student Handbook
2026-2027



Francis Howell High School
7001 South Highway 94
St. Charles, MO 63303
Phone: 636-851-4700
Fax: 636-851-4116

School Website:

fhhs.fhsdschools.org

District Website:

fhsdschools.org

Activities Website:

https://sites.google.com/g.fhsdschools.org/howellactivities/home

School Hours:

7:20 a.m. - 2:20 p.m.
Students can begin arriving at 6:45 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 High School Staff Directory.

FHHS Administration

Dr. Dave Wedlock, Principal
Mrs. Theresa Maher, Associate Principal
Mrs. Amanda McGovern, Assistant Principal (Student last names A-E)
Mrs. Jennifer Beckmann Brown, Assistant Principal (Student last names J-Pot)
Mr. Mike Parker, Assistant Principal (Student last names Pou-Z)
Dr. Jacob Adams, Activities Director
Brent Chojnacki, Dean of Students/Assistant Activities Director (Student last names F-I)

Office Staff

Dr. Wedlock's Secretary: Nancy VanDenBosch
Nancy.Vandenbosch@fhsdschools.org, 636-851-4728

Mrs. Maher's Secretary: TBA

Financial Secretary: Susana Padilla
susana.padilla@fhsdschools.org, 636-851-4736

Guidance Secretary: Stacie Machado
Stacie.Machado@fhsdschools.org, 636-851-4789

Mrs. Beckmann-Brown's Secretary: Pepper Vaughn
pepper.vaughn@fhsdschools.org, 636-851-4760

Mrs. McGovern's Secretary: Malinda Hall
malinda.hall@fhsdschools.org, 636-851-4725

Mr. Parker's Secretary: TBA
636-851-4701

Brent Chojnacki's Secretary: TBA
636-851-4701

Dr. Jacob Adams' Activities Secretary: Gina Kerns
gina.kerns@fhsdschools.org, 636-851-4765

Attendance Secretary:
Jennifer Guthart, Jennifer.Guthart@Fhsdschools.org, 636-851-6249
Erin Civey, erin.civey@fhsdschools.org, 636-851-4781

Counselors

Counselor for students with last names A-Co: Jenna Hutfless
Jenna.Hutfless@fhsdschools.org 636-851-4789

Counselor for last names Cr-Ha: Brett Griffin
Brett.Griffin@fhsdschools.org, 636-851-4789

Counselor for He-Lu: Jennifer Eagan
Jennifer.Eagan@fhsdschools.org, 636-851-4789

Counselor for last names Ly-Q: Chelsea Reilmann
Chelsea.Reilmann@fhsdschools.org, 636-851-4789

Counselor for R-Si: Kristin Adams
Kristin.Adams@fhsdschools.org, 636-851-4789

Counselor for Sk-Z: Lauren Julius
lauren.julius@fhsdschools.org, 636-851-4789

College and Career Counselor: Jennifer Lowrey
Jennifer.Lowrey@fhsdschools.org, 636-851-4789

Nurse's Office

Julie Mottert julie.mottert@fhsdschools.org, 636-851-4807
Nancy Pope, nancy.pope@fhsdschools.org, 636-851-4809

School Mascot and Colors:

We are the "Vikings" and our colors are blue and gold.



School Motto

"It's a Great Day to be a Viking!"

School Core Values

Respect, Integrity, Scholarship and Empathy (R.I.S.E.)
For more information including a brief history of the high school that opened in 1915 and won the National Blue Ribbon Award in 2020.

Mission Statement

Francis Howell High School is committed to working in partnership with the community (staff, students, parents, and community members) to provide a quality learning environment that promotes continuous improvement for students in achievement, attachment and awareness.

Welcome to Francis Howell High School!

Hello Viking Parents!

Thank you for joining us at FHHS! We understand that coming to a large high school can seem overwhelming with all of the information to learn, people to know, and places to locate. The FHHS parent action team has composed a new parent brochure along with other helpful links communicated to parents before school begins to assist you in this transition process and embrace the opportunities ahead. We believe the best educational experiences stem from partnerships between students, parents, and the school; the information provided here can assist us in building positive relationships with open communication at the center.

One key beginning point for the FHHS community is that high school is an extension of middle school. As students gain maturity and intellectual capacity, they will be given more opportunities to make choices, demonstrate independence, and show their emerging skills. This means encouragement and support from the home and school are as critically important as ever. High school students may not cheer on parent support or communicate appreciation for it, but the confidence in taking on new challenges it may produce can nurture achievement in growing minds.

We ask that you continue to monitor, support, and maintain high expectations for your student as the abilities to accept greater responsibility and challenge increase. We, too, will maintain high expectations for our students and will partner with you to help your child succeed. Please do not hesitate to contact your child's teacher, counselor, or administrator when you have questions or concerns. FHHS values your involvement as a key piece of the process of helping a student to learn.

This information guide is designed to help you do just that—get plugged in and get in the know. We wish you good luck and much success in your first year as a Viking!

Sincerely,
Dr. David Wedlock
Principal

Quick Reference

For the latest information:

All parents/guardians listed in Infinite Campus Parent Portal are automatically signed up to receive District and school eNews. Community members can sign up to receive eNews through the Get News & Updates page.

To see a calendar of events:

A link to a tentative list of planned activities and events will be communicated before school begins.

To see your counselor:

Place a request online by scanning any of the conveniently placed QR codes scattered around the school, or submit a Counselor Request in the Counseling Office.

For scholarship information:

Check the eNews, the College & Career website.

To see the nurse:

Ask the teacher for a hall pass to the nurse.

You would see your principal for:

Disciplinary matters, questions or concerns about FHHS.

To purchase a replacement I.D. badge:

Cost $5 (Finance Office located in Main Office). Pick up an ID badge in the Attendance Office.

To drive to school:

Parking applications are to be completed through a link sent to families before school begins. Once applications are complete and approved, students will be invited to purchase a parking tag at the school's website. Visit the Parking webpage for more guidance and

information and see parking expectations on page 41 below. We no longer have paper applications. Computers are available in the parking office (A111) if needed.

For information regarding activity schedules/eligibility:

Contact the Activities Office or call the Viking Sports Hotline 851-4700, Option 1.
Online you can go to the Howell Vikings website or Twitter @FHVikings.

For locker requests or trouble with your locker:

Go to the main office to see Mrs. Hoffman

For a pre-arranged absence:

A parent phone call (851-4849) or email FHHSAttendance@fhsdschools.org must be made to the Attendance Office. A separate call must be made to the Activities Office 636-851-4765 if the student is involved in school activities, prior to the absence.

To check in or out of school:

A parent phone call (851-4849) must be made to the Attendance Office prior to a student leaving or arriving late to school for the day. To be eligible to practice or compete in any competition, parents must also contact the Activities Office (851-4765) in addition to pre-arranged absence status.

To visit lost and found

Lost and Found is located in the Main Office.

School Policies & Conduct

Arrival / Dismissal Procedures

View the video explaining the arrival and dismissal traffic pattern at FHHS.



Daily Schedules

Full Day Schedule:

Period	Times
1st Period	7:20 - 8:13 AM
2nd Period	8:18 - 9:10 AM
3rd Period	9:15 - 10:07 AM
4A/B 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
6th Period	12:31 - 1:23 PM
7th 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
1st Period	7:20 - 8:00 AM
2nd Period	8:05 - 8:45 AM
Howell Time	8:50 - 9:25 AM
3rd Hour	9:30 - 10:10 AM
4A/B Period	10:15 - 10:55 AM
4B/4C Period	10:40 - 11:20 AM
4C/5A Period	11:00 - 11:40 PM
5A/B Period	11:25 AM - 12:05 PM
6th Period	12:10 - 12:50 PM
7th Period	12:55 - 1:35 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 Howell Time Schedule:

Period	Times
1st Period	7:20 - 8:06 AM
2nd Period	8:11 - 8:57 AM
Howell Time	9:02 - 9:40 AM
3rd Hour	9:45 - 10:31 AM
4A/B 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
6th Period	12:43 - 1:29 PM
7th Period	1:34 - 2:20 PM
Lunch Period Times	4A Lunch - 10:31 - 10:56 AM
	4C Lunch - 11:22 - 11:47 AM
	5B Lunch - 12:13 AM - 12:38 PM

Academic Integrity

Francis Howell High School believes in the importance of teaching students the importance of upholding, modeling and remaining accountable to the values of respect, integrity, scholarship, and empathy. This extends to academic integrity in the classroom. A detailed explanation of this emphasis along with a list of behaviors everyone in the learning

community can do to stem cheating can be found in the Academic Integrity Procedures handbook.

Academic Awards

Honor Roll Recognition

To receive the honor roll designation at FHHS, a student must have earned a 3.0+ grade point average (GPA), maintained 95% attendance (typically 5 or fewer absences for the semester), encountered no referrals or suspensions from school during the previous semester, and be a senior, junior, sophomore, or second semester freshman. The purpose of this structure is to promote academic, attendance, and behavioral excellence.

To compute the GPA, the following point system is implemented: A=4, B=3, C=2, D=1, F=0.

For students in honors courses, the following point system is implemented for those courses to compute the GPA: A=5, B=4, C=3, D=1, F=0.

National Honor Society

Admission is based on academic achievement, service, leadership and character. Candidates eligible for election to membership in the National Honor Society must be second semester sophomores or juniors with a minimum grade point average of 3.75. Students must not have any instances of in-school suspension, out-of-school suspension, academic dishonesty, or other discipline from the time school resumes after winter break until the induction ceremony in the spring of the next school year to be eligible to apply for membership. For example, January 1, 2026 through when the induction ceremony occurs in the spring, 2027 semester. Students who fail to disclose discipline history at the time of application and/or during their membership are subject to immediate dismissal. Invitations are typically given to students meeting these requirements in February for the induction ceremony that spring. To continue membership, students must maintain a 3.75 GPA, 90% attendance, and no in or out of school suspensions. Students who do not meet these expectations are subject to club guidelines that include probation or removal from the club.

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.

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

Cum Laude awards are calculated after the final completion of all grades on the high school transcript.

Missouri College Preparatory Studies Certificate

The Missouri Department of Education presents this award to students who complete a more rigorous academic program by graduation. To be eligible students must meet the following requirements:

1. Meet the following Unit requirements:
    a. Communication Arts – 4.0 units
    b. Physical Education - 1.0 unit
    c. Social Studies - 3.0 units
    d. Health - .5 unit

    e. Mathematics - 4.0 units
    f. Personal Finance - .5 unit
    g. Science - 3.0 units
    h. Specified Core Electives 3.0 unit
    i. Fine Arts 1.0 unit
    j. Electives - 4.0 units
    k. Practical Arts - 1.0
    l. Total Minimum Requirements - 25.0 units
2. Earn a cumulative 3.0 or above on a 4.0 scale in core areas of Mathematics, Science, Social Studies and English or overall GPA, and score above the prior year's national composite average on the ACT.
3. Complete a strong academic program in the subject areas of English/Communication Arts, Mathematics, Science, Social Studies and specified core electives. No substitutions are authorized.
4. Must maintain an attendance rate of at least 95% for grades 9 through 12.

President's Award for Educational Excellence

This award is given during a student's senior year. A student must meet all specified requirements for the Missouri College Preparatory Certificate with the addition of the following conditions:

- Earn a cumulative GPA of 3.5 on a 4.0 system
- Score at or above the 85th percentile on the ACT

Standard of Academic Accomplishment Award (SAA)

In order to receive this award a student must meet all specified requirements for the Missouri College Preparatory Studies Certificate as well as the following additions and exceptions:

- Additions
    - Must participate in at least one co-curricular activity during each of the four high school years.
    - Must have an excellent citizenship record in each of his/her fours in high school.
    - Must have an excellent record of attendance for four years of high school (9 days or less).
- Exceptions:
    - Math (any 3 units).

- A cumulative GPA commensurate with the student's ability (2.5-2.99 and ACT score of 21 or above) or 3.0 GPA or higher.

Department Awards

An outstanding student award will be given to one student each year in every academic department. The department chair will be responsible for implementing the procedure to select the recipient.

Golden Helmet Award

Students are selected by a staff member for criteria set by the nominating person. Each staff member has the opportunity to select a student that has shown special, unique qualities. Students are honored at a special ceremony in the spring. The medal received will be worn at graduation.

Viking Honor Roll Celebration

Students will be eligible for the Viking Celebration in the spring if they meet the following criteria: 3.0 GPA or above for the previous semester, 95% attendance for the previous semester, no referrals for the previous semester, and be Seniors, Juniors, Sophomores, second semester Freshmen.

Straight A Baseball Tickets

Any student with a 3.5 grade point average is eligible for two Cardinal baseball ticket vouchers in the spring. Vouchers can be picked up at the Associate Principal's office in the Main Office (A102.6).

The Viking Way Academic Achievement Program

The Viking Way Program is designed to provide academic awards and incentives to students and staff members for outstanding achievement or improvement. Events are held throughout the year to honor those students who qualify. Every semester students will be notified if they qualify. All appeals should be directed to the Viking Way sponsors.

Qualifications are:

- Seniors, Juniors, Sophomores, second semester Freshmen
- Grade point average for the previous semester must be above 3.0
- No more than 5 absences to any class the previous semester
- Not in ISAP or OSS during the previous semester

The mission of The Viking Way is to promote academic excellence and a community of caring teachers and students. The Viking Way is a partnership between business and education, which brings ideas and people together, and finds ways for students to experience the joy of learning. It also recognizes educators as dedicated and valued professionals.

Goals of Viking Way

- Create a Caring Campus Community
- To build student success
- Raise Grade Point Averages
- To build on positive actions
- Lower Discipline Referrals
- To build teamwork and support each other
- Raise School Pride and Spirit
- Increase Attendance Rate

Attendance Procedures

A copy of the Francis Howell School District Attendance Policy is located in the District Policy section of this document below. All students will be required to follow the policy and will be subject to enforcement of its procedures and applications. FHHS appreciates the efforts to attend school and follow attendance reporting procedures. Attendance is taken every hour by the teacher and recorded in the teacher/school records.

When absences are recorded, it is important to be aware of potential cumulative impacts such as the following:

- Student absences will be recorded regardless of the reason for the absence.
- Non-medical student absences approved by guardians may negatively impact or preclude student eligibility for rewards and/or student reward programs that contain an attendance requirement such as Missouri's A+ college tuition program and FHHS activities such as honor roll; final exam exemptions; work program, dual enrollment, technical school, and CAPS program eligibility; parking passes; Viking Way celebrations; etc.

On the day of the absence

Parents/guardians are expected to call the school on the day of the student's absence. Parents can call the attendance office 24 hours a day at (636) 851-4849 or email FHHSAttendance@fhsdschools.org and leave a message reporting the student absence.

The parent must also contact the Activities Office to report an absence if the student is involved in an extracurricular activity and wishes to determine the possibility of eligibility for that day's practice or event. The number to Activities is (636) 851-4765.

If a student is absent from a class without parent/guardian communication, the students' attendance will be recorded as unexcused. (Students representing the school in connection with school activities, field trips, or sports will have the time noted as a field trip and this is not counted as an absence from school).

Parents can check Parent Portal after 48 hours to ensure it has been updated with the correct absence information.

When are students expected to be at school?

- Students are expected to arrive at school on time and be in their first hour classroom no later than 7:20 am. If a student arrives at school after 7:20 am, the student must report to the attendance office for a pass to class.
- Only students who are in the classroom when the bell rings to begin class will be considered to be punctual.
- A parent also must call the attendance office to verify a late arrival. Once on campus, students sign in at the attendance office and report to their scheduled class.
- **Note:** Oversleeping, missing the bus, or automobile breakdown are not excused.

Additional attendance procedures at FHHS:

- Francis Howell High School does not accept parent notes reporting student absences. Parents are asked to call the attendance office at the number above.
- If a student (juniors and seniors only) is attending a college visit, the parent must call to report the absence and excuse it. All absences for college visits will be recorded as any other absence from school.
- Parents are encouraged to sign up for the SchoolMessenger system to contact them when their child is not in school. The quick link tab is on this school district page. If parents are enrolled in the SchoolMessenger system they will receive an automated call letting them know that their child has missed a class or classes.
- If an absence is known in advance the student can pick up a pre-arranged absence form in the attendance office. This will allow the student to get any work that can be

completed outside of school while gone. A parent must call to report the absence in order for the student to receive the pre-arranged absence form.

- Daily as well as weekly reports will be generated to identify students who have been truant from school or class, and administrators will apply the Francis Howell School District Code of Conduct.
- In instances of truancy, students may be assigned one detention for each class missed, or in cases of extended truancy, suspension from school may apply.
- If a student's attendance becomes an escalating concern, the student's family may be contacted and the student required to work with counselors, administrators, teachers, etc. to develop individual attendance success plans. These will be ongoing until improvements are made and concerns no longer exist.

We look forward to working with you to support every Viking! Please feel free to reach out to your child's administrator or counselor for more information and/or assistance with questions. The school phone number is 851-4700.

Alternative education plan senior year (Early College)

Eight semesters of full time attendance are required for students to graduate from Francis Howell High School. This requirement may be waived by the principal, subject to the guidelines set forth: Students will be excused from school attendance only to participate in an educational experience. If the student fails to complete that educational experience, then attendance for eight semesters may be necessary in order to complete graduation requirements. Alternate Education Plans may include full-time enrollment in college, trade or tech school, military service or an apprenticeship program. A minimum of 12 college hours of credit must be earned by the student in each semester for which he/she petitions to be completely excused from high school attendance. Students may attend part-time at Francis Howell and part-time at college (4 credit hours at Francis Howell and a minimum of 6 college credit hours, or 5-6 hours at Francis Howell and a minimum of 3 college credit hours.) Please make note that a student's Francis Howell High School schedule takes priority over any/all off campus schedules. The high school cannot guarantee that any students on campus schedule will be compatible with a student's desired off campus program. Students should be aware of this priority before they attempt to enroll in any alternative educational plan. Also, in order for a student to be in the Dual Enrollment Program the student must have an overall grade point average (GPA) of 3.0 (B) or higher at the time of enrollment into the off campus college program.

Work study and Dual Enrollment Required Hours on Campus.

All students enrolled in any Work/Study and/or Dual Enrollment Program are required to be enrolled in at least five credit hours of on-campus courses offered at Francis Howell High School. Work/Study and Dual Enrollment students must attend all on-campus classes and must be in full-time enrollment for eight semesters in order to qualify for graduation.

Lewis and Clark Tech School Attendance

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.

A+ Schools Program

The specific guidelines outlined in this manual for Francis Howell High School have been developed in accordance with Missouri Senate Bill 380. Those guidelines can be found here

History

Francis Howell High School (FHHS) went through a period of A+ designation for three years during 1997 - 2000. The graduating class of 2000 was the first class to be eligible for the A+ incentive. Each succeeding graduating class will be eligible to participate in the A+ Schools Financial Incentive Program pending the school receives A+ Schools designation each year and State funds are available.

Goals

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

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

Funding for the Financial Incentives

The funding for the financial incentive is dependent upon the availability of state appropriations from the Missouri General Assembly and on Francis Howell High School being granted A+ Schools status each year.

Student Financial Incentive

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

1. Enter into a written agreement by filling out an A+ Agreement Form. Due to the requirements to accumulate tutoring hours, seniors must sign the agreement no later than September 1 of the student's senior year.
2. Attend a designated A+ school for any two of the four years prior to high school graduation.
3. Graduate from high school with an unweighted grade point average of 2.5 or better.
4. Maintain at least a 95% attendance rate for the student's high school career (equates to 35 or less absences over 8 semesters).
5. Perform and document 50 hours of unpaid tutoring to other students which includes:
    a. Have all tutoring placements arranged by the A+ Coordinator or the hours will not count
    b. Have the tutoring log sheet signed by the site teacher every day that the student tutors
    c. Turn in the A+ tutoring log sheet to the A+ secretary.
    d. Perform A+ hours on Francis Howell School District campuses under the supervision of an FHSD employee
    e. Provide own transportation and waive school district liability
    f. Acquire 50 hours of tutoring by January 1 of senior year
    g. Finish the 50 hours of tutoring in the semester assigned
    h. FAILURE TO ACQUIRE THE 50 HOURS IN THE SEMESTER ASSIGNED AND HAVE THE LOG SHEETS TURNED IN MAY RESULT IN REMOVAL FROM THE PROGRAM.
6. Maintain a record of good citizenship and avoid the unlawful use of drugs and/or alcohol; as defined by law and as stated in the Francis Howell School District Code of Conduct. Certification of good citizenship will be based on the official discipline

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

a. **A+ Citizenship Policy During Grades 9-12**
    i. The Citizenship record includes all four years of a student's high school career. The Francis Howell High School A+ Advisory Committee believes that good citizenship is paramount for a student graduating with A+. The following will result in removal from the A+ Program at Francis Howell High School:
        1. 5 or more occurrences of in school and/or out of school suspensions during the student's high school career (grades 9-12)
        2. Any suspension that results in an out of school suspension that is 10 or more days
        3. Possession, use, sale or transfer of alcohol, drugs, narcotics, or any substance represented to be such
        4. Possession of drug paraphernalia
        5. Any level IV Code of Conduct* offense that results in an out-of-school suspension. (*Francis Howell School District –Code of Conduct)

7. Students must score Proficient or Advanced on the Algebra I End-of-Course test. If a student does not meet the Algebra I EOC requirement they may still qualify through the ACT Math Subscore. Students with a 3.0 GPA must score a 15 ACT Math, 2.8 GPA must score a 16, and 2.5 GPA must score a 17 or greater. To request a second assessment please see the A+ Coordinator in the Counseling Office.
8. Attempt to secure all available federal financial assistance funds that do not require repayment. All A+ students must complete the Free Application for Federal Student Aid (FAFSA) form. Reimbursement from the state will be given only after federal funds that do not require repayment have been applied.

A+ Appeal Process

A student and/or parent have the right to request an A+ appeal within 10-days of the notice of an attendance or citizenship infraction. A+ appeals will not be granted after that time. Attendance appeals will only be considered for serious, debilitating conditions that result in five (5) or more consecutive days of absences. A student may not request a Citizenship appeal involving a drug or alcohol infraction due to the fact that being in possession or under the influence of drugs, drug paraphernalia or alcohol is a significant violation of the Code of Conduct and the A+ Program requirements. Additionally, a student's GPA will not

be rounded up or appealed and must be a 2.5 on a 4.0 unweighted scale. In cases of concern or ineligibility, the:

- Student and parent must notify the A+ Coordinator in writing of his/her intent to discuss the concern or ineligibility.
- A+ Coordinator will then convene an A+ Appeals Committee meeting for consideration for eligibility.
- The A+ Appeals Committee will hear the request and return its decision to the parent.

Instructions on how to file an Appeal are in the Disqualification letter sent to the student and parents. Questions may also be answered by contacting the A+ office. After the review committee reaches a decision, the A+ Coordinator will notify the parents.

Monitoring A+ Status

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

Notification of A+ Status

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

Sign Up For A+ REMIND

Students and parents are encouraged to sign up for the messaging/notification system, REMIND. Our A+ office sends grade level appropriate messages via text and/or email (you pick your preference) concerning the latest A+ news and reminders, such as college nights, timesheet deadlines, upcoming meetings, FAFSA nights, attendance warnings, etc. For more information, visit the College and Career website.

Requirements for Maintaining A+ Eligibility after High School Graduation

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

- Enroll in and attend on a full-time basis a Missouri public community college or vocational/technical school.

- Students may receive this incentive for a maximum of six (6) semesters.
- Students are eligible to use the incentive for up to four years after high school graduation.
- Maintain a grade point average of 2.50 or higher on a 4.00 scale

Visit the Department of Higher Education & Workforce Development website for more information.

Cafeteria

Students are to report directly to the cafeteria at the beginning of their assigned lunch period. Failure to do so may result in disciplinary action.

- Students are not permitted to leave the cafeteria area during their lunch period.
- All food, drinks and snacks are to be consumed in the cafeteria.
- Students may not purchase food during lunch shifts other than their assigned lunch shift.
- When finished eating, each student should clean up their area
- Each student is responsible for throwing their own trash away in the trash/recycling containers provided
- If a student needs to leave the area for any reason, he/she must get permission from the teacher or principal on duty.
- Failure to obtain permission to leave the area before the lunch period is over is considered truancy and will result in disciplinary action.
- Students are not to use the gym area during their lunch periods.

Food Service Program: Meal Charges

Purpose: The purpose of this Policy is to maintain consistent meal account procedures throughout the District. Unpaid charges place a financial strain on District finances. If sufficient funds are not present in a student's food service account at the time of the charge,

1. High school students will be allowed to reach a maximum deficit of -$25.00. After this maximum has been met, no additional charges will be accepted and students will only have the choice of a sun butter and Jelly or cheese sandwich.
2. When the account reaches a zero balance, students will not be allowed to charge a maximum of a $2.00 purchase.
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. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.
5. The complete Policy 5550 is published on the District's website as well as page 46 of this handbook.

Care of School Property

Students are held responsible for proper care of school property. Defacing or destruction of school property is a violation of Missouri State Law. Any person who willfully defaces or destroys any school property can be expected to pay the actual amount of repair according to Missouri Law and face appropriate disciplinary action.

Tobacco/E-Cigarette Use

Both the possession and use of tobacco, electronic cigarettes (or anything of that nature), and/or smoking materials (i.e., lighters, matches) in any form are absolutely forbidden on school property or school sponsored activities. Possession or use of tobacco and/or smoking materials will result in disciplinary action as determined by the Francis Howell Student Code of Conduct. Any tobacco or drug related infraction also requires prohibition from participation in school activities beginning with missing 20% of the season on the first infraction.

Pranks

Student pranks will result in school discipline up to Out of School Suspension (OSS) for the remainder of the year. No students are allowed on any FHSD properties without adult supervision. The consequence for trespassing is at minimum In-School-Suspension. For seniors preparing to graduate, consequences may include withholding the privilege of participating in the commencement ceremony.

Communication

Email Addresses

A staff directory along with email addresses can be found under the Contact Us tab on the Francis Howell High School website. All FHSD employee email addresses follow the same format: firstname.lastname@fhsdschools.org.

Enews

All parents/guardians listed in Infinite Campus Parent Portal are automatically signed up to receive District and school eNews. Community members can sign up to receive eNews through the Get News & Updates page.

Infinite Campus / Parent Portal

Campus Portal is an internet site that provides access for parents and students to their information as it is being entered by teachers, counselors and staff. Campus Portal allows parents and students to view class schedules, assignments, attendance, bus routes, grades and report cards. Parents are also able to update their contact information through the Portal.

Parents and students can also download the Infinite Campus Mobile Portal app for free. Each parent has their own first time Activation Key they will need to get from the school in order to set up their Portal. Students can get assistance logging on for the first time by stopping into any office or the Learning Commons.

Forgotten passwords can be reset from the login screen providing the user knows the email address they registered. Forgotten email addresses and all other issues will need to contact 636-851-HELP (4357).

Facebook

Francis Howell High School has a Facebook page with current events and celebrations from the school and around the district. Visit the FHHS Vikings Facebook page.

Counseling Office:

(636) 851-4789

Counselor assignments are determined by the student's last name

- A-Con: Chelsea Reilmann
- Coo-Hal: Brett Griffin
- Ham-Loo: Jennifer Eagan
- Lop-Pot: Jenna Hutfless
- Pou-Schu: Kristin Adams
- Schw-Z: Lauren Julius
- College and Career Specialist: Jen Lowrey
- Educational Support Counselor: Erin Young

Students wishing to see their counselor should request to see a counselor by scanning the QR code and filling out the Google form. Links to this information are found at FHHS. Students will be called to the office by their counselor. Teachers are asked not to send students to the counseling office for schedule changes until the counselor calls for them. Non-schedule related urgent needs will take priority. Students may be sent the the office with a pass if they need immediate assistance with a social emotional need.

Detention, In and Out of School Suspension

Detention Rules

Students will be required to serve detention per posted schedule. Failure to serve the detention by the due date indicated on the discipline notice will result in additional discipline per the District's Code of Conduct. Students must arrange for their own transportation. Detention study hall is held Monday through Friday from 6:30 a.m. - 7:15 a.m. and 2:30 p.m. - 3:15 p.m. and on Saturdays from 9:00 a.m. - 12:00 p.m.. A full Saturday detention is from 9:00 a.m. - 12:00 p.m.; up to four individual detentions can be served on Saturday however students must be here at 9:00 a.m. to serve detentions. No after school detentions on Early Release Wednesdays.

Students must arrive promptly to be admitted to the detention study hall. Students may be asked to show their ID upon signing in for detention. If the student does not have their ID they may/can be asked to leave detention. Students must be in their seat by the start time. Students who are late will not be allowed to enter or serve their detention.

- Students will not be allowed to enter the detention room after the session begins.
- Students are not allowed to leave the room, except for restroom emergencies, per teacher discretion.
- Students are expected to bring study materials.
- No talking, sleeping, or eating is permitted.
- Students must leave the building immediately after dismissal from detention; books necessary for homework and coats to be worn home should be brought to detention.
- No use of cell phones or electronic devices.

Any violation of these rules will result in an immediate removal from detention with no credit allowed for time served.

Detention Policy

Students should make arrangements to serve any/all detentions that have been assigned to them. Additionally, detentions must be served no later than the date indicated on the discipline notice.

Detentions are considered to be obligations that students will be expected to meet. Detention obligations must be met in order for students to be considered in good standing with the school.

If a student has a family or emergency situation that might cause him/her to miss serving a detention, the student should discuss the situation with the appropriate assistant principal or dean before the due date of the detention.

Those students who miss detentions without school administrative permission will have the number of missed detention doubled, for the first three times that detentions are missed. If students do not serve doubled detentions they will be subject to in-school suspension.

Students who fail to serve detentions, and have those detentions doubled three times during the school year, will be placed on in-school suspension beginning with the fourth time detentions are not served (unless they have previously served ISAP for unserved, doubled detentions. If so, they will be placed on out of school suspension). Detentions will not be doubled upon the fourth occurrence of not serving detention or upon future non-serving occurrences -- students will face out-of-school suspension for one, three or five days. If failure to serve detentions continues, students will be considered insubordinate and may be subject to further disciplinary action up to, and including, a Committee on Conduct hearing (a COC).

If students or parents have questions concerning any aspect of the detention policy or related procedures, they should contact the student's assistant principal or dean.

In School Suspension (ISAP)

The In-School Alternative Program is designed to be an alternative to out of school suspension. The program is a restricted, 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. Parental contact will be made, or

attempted, prior to a student being assigned to ISAP. Students assigned to ISAP will be given an ISAP rules/procedures form to take home.

Placement of a student into ISAP is at the discretion of the disciplining principal. Students are expected to follow all ISAP rules and staff directives while in ISAP. All students are required to complete assignments as given by the ISAP supervisor; all assignments must be completed and returned to the ISAP teacher by the last day the student is assigned to ISAP. Students who violate ISAP rules will be removed from the program immediately, and will receive out-of-school suspension for the remainder of the assigned time or longer. Students are also prohibited from attending any school sponsored events home or away and may not visit any district property during the suspension.

Out-of-school Suspension (OSS)

Suspensions from school result in the student being prohibited from attending classes for a particular number of days. During Out-of-School Suspension, students may receive class work to be completed while on short-term suspension. Students will receive full credit for such work if it is submitted upon return from suspension or within a number of days equal to the number of days suspended. For example, a student suspended for 2 days must turn in work within 2 days of returning to have the opportunity to earn full credit for the makeup assignments. Students are also prohibited from attending any school sponsored events home or away and may not visit any district property during the suspension. (This includes dropping off or picking up other students.)

Final Exams

The district wide calendar designates the final 3 days of each semester for final exams and attendance is required on final examination days. 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.

Completing exams before the school wide exam period may only be available in cases of emergency. Vacations should not be scheduled during final exam days or during the district published snow makeup days.

Grades, Credit, and Reporting

Students' grades will be available by using the Parent Portal. If a paper copy is necessary, please contact the Counseling Office at (636) 851-4789.

***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

Credit Awarded by Semester

Credit for graduation will be awarded upon the successful completion of a semester's course of study in each class. Credit will not be awarded by quarter. The semester grade will be 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.

Health (Nurse) Office

Nurses:

- Julie Mottert (636) 851-4807
- Nancy Pope (636) 851-4809

The student health service program (Health Office) shall not include diagnosis or treatment of physical ailments of which the parent/guardian is aware before the child is sent to school, unless special arrangements have been made with the health service staff.

Students should not call home prior to receiving permission from the nurse. If the student is ill, the nurse will call the student's parent/guardian to discuss dismissal from school. Students are reminded that a hall pass is necessary to visit the Nurses' Office.

Howell Time Homeroom and Opportunities for Academic Support

The Howell Time Schedule will be followed on all Wednesday unless there is a special scheduled day during the week. All students will report to their assigned locations between 2nd and 3rd periods. Teachers may request a student meet with them for extra support during this time. Students with a prearranged pass will be allowed to go to a requesting teachers classroom for extra support and/or enrichment. Community building meetings will be held monthly during Howell Time throughout the year. Students will be dismissed from campus at 1:35 p.m. on Early Release Wednesdays. See Howell Time Wednesdays listed below.

Early Release Wednesdays

1st Q: 9/2, 9/9, 9/16, 9/23, 9/30, 10/7, 10/14
2nd Q: 10/28, 11/4, 11/11, 11/18, 12/2, 12/9, 12/16
3rd Q: 1/13, 1/27, 2/3, 2/17, 2/24, 3/3, 3/10
4th Q: 3/17, 4/7, 4/14, 4/21, 4/28, 5/5, 5/12

Homework and Make-up Work

A student will have one day to make up work for the assignments that were given to the class on the specific day of the absence. Students are responsible for an assignment given by the teacher which has a specific time frame for completion by the due date of the assignment. If, for example, an assignment was given on a day a student was absent, the student would be allowed to complete the assignment in the same number of days in which a student that was present in class had to complete it. If an assignment was given when the student was present, and no other class time was used to complete the assignment during the days the student is absent, the absent student would be required to have the assignment completed upon return.

A parent may request homework after a student has been absent for more than three days. Homework may be requested by emailing teachers or calling the attendance office. Direct contact with teachers is the most effective and recommended method as teachers can directly communicate the assignment, resources, and due dates to the student and family. Teachers have a 24 hour period to respond to requests. For absences in excess of one week or when work is to be picked up from school, please contact the Attendance Office to make arrangements to pick up the work in this office.

Homebound Instruction

Homebound instruction is available to students who are required to be absent from school for more than two weeks due to medical reasons. Medical reasons must be documented by a licensed physician in the State of Missouri as well as specific dates that absences will occur. This document can be requested from the Special Services Department located in the Administration Building by contacting (636) 851-4020.

The Special Services Department reserves the right to make approval of all requests for homebound instruction that are submitted, and to contact physicians making requests in order to discuss issues relating to the request/diagnosis presented.

Before students receiving homebound instruction may return to school, they must have a signed medical release from their doctor indicating they may resume attendance. This document must be submitted to the Special Services Department.
If students on homebound instruction fail to complete assignments, submit work late, or do not meet with their homebound teacher at the appointed time, with a parent/guardian being present, they will receive failing grades for the assignments (this includes daily work, tests, quizzes and exams).

Library/Learning Commons

Learning Commons Hours: 6:50 a.m. to 2:30 p.m.

Learning Commons Passes

All Learning Commons passes must come from the classroom teacher or staff member. Only five students may be sent to the Learning Commons from any classroom unless the teacher accompanies the students. Students' must have an official pass written and signed by a teacher or staff member. All Howell Time passes must be signed prior to the end of second hour on Wednesdays.

Printing and Copies

All copies and computer printings are black and white.

Checkouts

Normal checkout time for books will be two weeks. Late returns are ten cents per school day. Prompt payment of fines assessed for overdue materials is encouraged. All materials may be renewed. Students can request renewals in person at the Learning Commons or renew online. Monthly overdue notices are sent via email to students and parents. Fines can be paid online using RevTrac or in the Learning Commons. Students will not be able to purchase parking passes, dance tickets or pick up graduation tickets until fines are paid.

The Learning Commons may be closed occasionally for special events, testing or meetings.

Contact a Learning Commons staff member for Passwords to access resources off campus. Passwords for the online database are linked to the "Resources/Databases" section of the Learning Commons webpage. Students must be logged into their FHSD Google Account to Access the Password File.

If a student does not have access to the Internet or a computer at home, the Learning Commons will provide these resources with parental permission. Contact the Learning Commons staff member for details.

Computer labs

Francis Howell High School has computer labs available for student use and class use. Teachers will act as supervisors for their students while working on course related assignments/projects. Students utilizing equipment and software will be expected to use these items in a responsible and appropriate manner. All hardware, software and related connections are school district property.

Lockers and Book Bags

Student lockers are the property of the Francis Howell School District. Lockers are not assigned to all students. Students may request lockers prior to the start of the next school year through a Google Form posted at school. Each student is expected to use only the locker assigned to them. Students are encouraged to not leave valuable items in their locker; this includes phones and other electronic devices. The Francis Howell School District and Francis Howell High School are not responsible for items that are damaged, lost or stolen. Only the combination locks provided by the school are to be used on lockers. Trouble with lockers should be reported to the Main Office. If a lock is lost or stolen, students are expected to pay for a replacement lock. Lockers may be inspected by school authorities at any time.

Lunch Visitor Procedures

Francis Howell encourages parent involvement in school activities and has accommodations for parents who wish to eat lunch with their child(ren). Should a parent guardian want to eat lunch with his/her child, he/she is asked to contact the school in advance. The parent and the child will be assigned to a designated area in the office to eat lunch.

Students who are not currently enrolled at FHHS are not permitted to eat lunch with FHHS students in the cafeteria.

Permission to Leave Campus and Signing Out

Students needing to leave campus during the day must have prior permission to do so from the attendance office. Students leaving campus without permission will be considered

truant and will receive disciplinary action from the supervising principal. Only a student's parent guardian may call the attendance office in order for the student to leave campus. Permission will be granted for reasons that preclude the importance of attending school.

- Leaving during the school day is strongly discouraged but unavoidable at times due to time constraints for appointments with physicians and dentists.
- Parents Guardians must call the attendance office (636) 851-4849 2 hours in advance or email FHHSAttendance@fhsdschools.org from an account address provided to the school 24 hours prior to the absence to give the student permission to leave and allow the office time to receive the message and arrange the absence.
- The parent guardian will need to give your name along with the student, grade, reason for leaving and the time the student is leaving campus. When calling, this information can be left on the attendance office voicemail if there is not an answer.
- When advance notice is provided a student can be called during a passing period. If at all possible parents should arrange a departure of the student during passing periods so as to not disrupt classroom instruction.
- For students involved in any extracurricular activity, the parent must also contact the Activities Office to report an early dismissal. The number to Activities is (636) 851-4765.
- When the time arrives for the student to leave
    - The parent must come to the attendance office at the front of the building and present photo identification such as a driver license
    - The student must sign out at the attendance office and have their pass stamped to give to the security officer at the front gate. If the pass has not been stamped the student will not be allowed to leave campus and will be sent back to the attendance office.
- If the student leaves campus without signing out in the attendance office the student will be considered truant and subject to consequences according to the student Code of Conduct.
- Teachers may not grant permission for students to leave the building or campus.
- Early dismissal (work program/tech school/dual enrolled) students will be provided with a Student ID stating the time of dismissal. This will be shown to security when leaving campus.

Leaving the School Building or Campus

Students are not allowed to leave the building or school grounds during the school day without permission from their principal's office. Anyone who leaves the school after arrival will be subject to disciplinary action. Students are not permitted to go to the parking lot

without permission from an administrator. 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.

Poster/Flier/Sign Policy

All signs, posters, and fliers must be approved and stamped by the building Principal's office. All approved signage is to be posted in designated areas in the commons and hallways. The following are guidelines that must be followed:

The following groups may post signs:

- Organizations recognized as Student Sponsored Co-Curricular Clubs.
- Clubs must be recognized by STUCO.
- Students running for a school office or club sponsored position.
- Athletics must be MSHSAA sponsored teams or approved club teams that draw from FHHS students.

Limitations:

- All signs must be neat and of appropriate content.
- Approval times:
    - We will attempt to approve signs throughout the school day and ask groups to be aware it may take some time (1 or 2 days) to process the request. Individuals may request approval before or after school and during passing periods.

Placement and Removal:

- All approved signage can only be posted in designated areas in the commons and hallways. The designated areas are the tack boards on the wall of the main office (facing the commons) and bulletin boards in the hallways. It is the responsibility of the students and sponsors involved to properly dispose of the signs, posters, and fliers when the event/election is over.

Security

Francis Howell High School strives to provide a safe and secure learning environment for our students, staff and faculty. Threats and acts of violence that include but are not limited to threats on the life of self or another person or any threat of using a weapon are not permitted.

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

Francis Howell High School has a full time School Resource Officer (SRO) on-site, provided by the St. Charles County Police Department. Our district SRO's make it a point to get out and make themselves visible during the school day. They get to know our students and staff, and make themselves available to those who may have issues or concerns. They also keep in contact with other area SRO's and the St. Charles County Police Department. This open line of communications with surrounding communities ensures added security for our students and staff.

The Francis Howell School District is part of the State-wide school safety threat reporting system known as Courage 2 Report and the Francis Howell School District maintains an anonymous reporting system. Reports made are available to school administrators, police, and other safety personnel.

Video Surveillance

In the effort to promote the safest possible environment for our students, security cameras are strategically positioned both inside and outside of our school to monitor all building activity. Any student who is found vandalizing and or interfering with the operation of these cameras will be subject to disciplinary action consistent with the District's Student Code of Conduct.

Search and Seizure

Any school official, whether a teacher or principal, has a responsibility for the general well-being of any and all youth enrolled in school. As such, the official has certain privileges that a law enforcement officer does not have in dealing with one who may be in violation of the law. Reasonable suspicion or general safety alone is sufficient for a school official to question a youth, request that he/she provide a student ID, surrender any drug(s) and/or weapon(s) or search his/her personal property, locker, or vehicle. If drugs and/or weapons are found, the Code of Conduct will be followed and the St. Charles County Police Department will respond and take appropriate action.

School Dances

Howell High School offers two student dances per academic year.

- Homecoming is held in the fall and sponsored by the Student Council. It is held in the commons with check in beginning at 6:30 and the day from 7:00 p.m. to 10:00 p.m.
- Prom is held in the spring and sponsored by the Junior Class. It is held off-campus, check-in will start at 6:30 p.m. and the dance from 7:00 p.m. to 10:00 p.m.

Dance Guest Policy

If an FHHS student desires to bring a guest to a school sponsored dance, the guest's supervising principal and/or parent will be required to complete a permission form. Guests who are out of high school and over the age of 18 may sign the permission form; however, it should be noted that should a guest become a discipline problem at the event, the FHHS student and the guest will be asked to leave the event. Per district policy, no student guest at any school dance may be 21 years of age or older. Additionally, no student guest at any school dance may be currently classified as a student in grades 8 or lower. Before a guest ticket may be purchased, a photo ID must be presented. The guest must show ID at the dance to be admitted. All FHHS students must show ID to be admitted to dances.

Dance Protocol

The Francis Howell School District Code of Conduct is enforced at all dance events and violations will result in removal from the event and any additional consequences determined by administration.

Clothing and behavioral standards are enforced including any dance movements considered as school inappropriate by administrators, sponsors, or chaperones on duty.

Available music will be of a nature appropriate for a high school event. This contractual expectation will be in place prior to the event.

Dance – Additional Considerations

Lighting at each dance event shall be appropriate to the event and enable supervisory assignments to be fulfilled. While sponsors have primary responsibility for appropriate music and lighting considerations, administrators on duty will have final determination.

A minimum of 200 tickets must be sold to the date of any given dance prior to the date of the dance or that dance will be canceled.

Student Valuables

Please do not leave personal items (book bags, purses, etc.) unattended! Francis Howell High School does not assume responsibility for lost or stolen items. We ask students to not bring large amounts of money to school and to keep all valuable items in their possession at all times. Students sharing their locker combination do so at their own risk.

Lost and Found is located in the Main Office. Unclaimed items will be donated to charity at the end of each academic quarter.

Student Activities

Viking Sports Hotlines

For information on sporting events or cancellations, call 851-4700, Option 1. To contact coaches/directors, or sponsors, call 851 and the coach's four digit voicemail extension. (You may reach an electronic directory by pressing the "star" button (*) on your telephone, or by finding the appropriate number provided in the voicemail directory printed in this handbook).

In the event that the Francis Howell School District announces that schools will be closed due to inclement weather, all activities including practice, performances, or competitions will be canceled.

Supervision Policies of Student Body Activities

Only students of Francis Howell High School are permitted to attend student body activities unless otherwise approved by a high school administrator. All student rules and regulations will be enforced the same as during the regular school day. Once leaving an activity, a student is not allowed to return.

Fundamentals of Sportsmanship

1. Show respect for the opponent at all times. The opponent should be treated as a guest. Do not heckle, jeer or distract members of the opposing team. Good sportsmanship is the Golden Rule in action.
2. Show respect for the officials.
3. Know, understand and appreciate the rules of the contest.
4. Maintain self-control at all times.
5. Recognize and appreciate skills in performance regardless of affiliation.

Discipline of Student Participants

When addressing student participant discipline, the following procedures will be followed:

1. If the problem is in violation of the team rules, the coach/director will make the decision on the appropriate disciplinary measures to be administered.
2. If the problem occurs during a contest in which an ejection from the event results, a Special Report to MSHSAA will be filed by the official, the student will be benched for the remainder of the event and be ineligible for at least the next contest. The Special Report to the state will be forwarded to the Activities Director; the AD will meet with the student and coach and send a written report to the state, explaining the action taken.
3. If the problem occurs at practice or an event, which is in violation of the Safe Schools Act, besides the actions by the coach and Activities Director, the student will also be held accountable to penalties in compliance with the student Code of Conduct. These violations include, but are not limited to, fighting, (throwing punches), threats to harm or kill another individual, or violation of the drug and alcohol code.
4. If a student involved in an MSHSAA sanctioned activity becomes involved in a legal problem which may or does result in charges being filed and a date to appear in court, the student will be suspended from the activity pending full adjudication by the legal system.

Scholar Athlete Award

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

1. Have an accumulative grade point average of 3.25 or better after seven semesters of school or a 3.125 average if the 3.25 criteria cannot be satisfied by the candidates.
2. Have participated in at least two sports during the voting year and have earned a varsity letter in at least one.
3. Have shown outstanding achievement in at least one varsity sport.
4. Have been a good school citizen worthy of representing his/her school.

The Principal and Athletic Director will determine which students meet the preceding criteria and will present these eligible candidates to a voting committee. The committee consists of the principal, the athletic director, every head coach and four teachers without coaching responsibilities from the language arts, math, social studies and science departments. These four teachers will be designated by the departmental coordinators. If there are no candidates eligible, no Scholar Athlete will be selected.

Activities and Clubs

Francis Howell High School offers many activities and clubs for students. You can learn more about activities and clubs and gain sponsor contact information by visiting the Francis Howell Vikings website.

New clubs may be formed by verifying student interest of at least ten (10) students, identifying a willing sponsor, and writing a constitution. Submitted applications must be approved by the Student Council.

Edge Mentoring

Admission and continued participation as an Edge mentor is based on leadership and character. Candidates eligible for service as an Edge mentor must be entering grades 11-12 and have a positive academic, attendance, and behavior record. Students seeking participation or continuing to participate as a mentor who have received in or out of school suspension in the previous twelve months, maintain attendance below 90%, and/or receive discipline for behaviors impacting the trust to lead other Vikings are subject to delay in admission, probation, and/or immediate removal from the program.

Schedule Changes and Dropping a Class

Schedule changes may be requested by use of the Schedule Change Request form only. All year long and AP drops are approved through the Associate Principals office.

1. The Principal or Associate may authorize changes for the following reasons:
    a. To alleviate over-crowded classes.
    b. To resolve discipline problems.
    c. To assist a student affected by the cancellation of a class.
    d. To accommodate parental requests. Consistent policies will be practiced by all administrators. Parental requests prompted by imploring students with no rational motivation will be denied, as will all requests contradictory to established academic standards.
2. All schedule changes must be made within the first ten days of the semester.
3. All schedule changes need to consider MSHSAA eligibility requirements for involved students.

Dropping a Class

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.

Tardy/Late Arrival Procedures

Any student arriving late to school should report directly to his/her first hour class before 7:25 a.m. Students arriving after 7:25 a.m. must sign in at the attendance office and receive a pass to class.

If a student is detained by a teacher or administrator, the student should request a pass from the teacher/administrator to return to class to avoid being marked tardy.

- The tardy policy is based per semester
- The second tardy to any class will be issued a detention warning.
- The third tardy and each thereafter will result in detention assignment.
- A student receiving the 7th tardy within a semester will be referred to an administrator.
- A student arriving 5 minutes or more after the tardy bell may receive an immediate detention for truancy from the teacher.
- Repeated truancies from class and/or school will subject the student to further significant disciplinary action.
- Students found in the hall during class time without a pass from a faculty member, regardless of time, may be issued a detention or other disciplinary action.

Transportation

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

Veterans Benefits

FHHS complies with Section 103 of the Veterans Benefits and Transition Act of 2018. This pertains to assistance for children of military veterans.

Asbestos

The U.S. EPA Asbestos Hazard Emergency Response Act (AHERA) under the Federal Code of Regulations 40 CFR 763.93g(4) requires that building occupants be notified annually of the presence of asbestos in the building and the availability of the Asbestos Management Plan.

A copy of the management plan and inspection reports are available for review at the Facilities and Operations Building located at 828 O'Fallon Rd. in St. Charles, MO 63304, as well as each school site office. Questions regarding asbestos or the management plan may be directed to the Director of Facilities and Operations by calling 636-851-6100.

General Procedures

Distribution of Literature

No pamphlets, posters, or literature of any kind may be displayed or distributed on school grounds without prior approval of the building principal. All items must be stamped by the Principal's office personnel.

Flowers and Balloons

Students and parents are discouraged from having flowers, balloons, and other gifts delivered to school. Deliveries will be held in the office until the end of the day to prevent classroom distractions. Please consider the classroom distraction and potential safety hazard helium balloons can cause teenage drivers and bus drivers. We ask parents to save this kind of celebration for time spent away from the school.

Forgotten Items and Items dropped off for Students

Students will be called to the office during passing periods only to retrieve items that parents have dropped off for the student (i.e.: shoes, lunch money, projects, keys, etc.). Due to the high traffic of our offices and the limited time students have to get to and from class, we ask parents to consider the true necessity of the item prior to bringing it up to the school. Although we do want students to be prepared, we also believe there is a lesson to be learned in responsibility.

Guests

Parents of Francis Howell High School students are always welcome to visit school. For the protection of our students, all visitors are required to check in with security at the front gate, sign in through the Attendance Office and wear FHHS provided visitor identification. Visitors are asked to remain with a staff member while on campus and may be asked to complete background checks prior to visiting the school.

Graduates who wish to visit a teacher are asked to contact the teacher and make an appointment for after school hours. Graduates will not be permitted to visit teachers during the school day as it interrupts instruction of current students.

All other visitors, such as guest speakers, are allowed on campus when their visit has been pre-arranged and approved by the principal in the Main Office.

Student visitors are not permitted without permission from the building principal. Students may not have friends who are not Francis Howell High School students meet them in the building at dismissal. Please prearrange meeting locations outside the building.

Hall Passes

If it is necessary for a student to be in the hall during class time, the student's supervising teacher must issue a hall pass. Any student in the hall during class without a hall pass may be issued a detention. Repeated occurrences during the year may result in ISAP or OSS. No more than one student may leave a class at a time.

Identification Badges (ID's)

All students are required to have their school issued ID with them at all times. Failure to produce an ID upon request of any school employee will result in disciplinary action. 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.

Parking

Parking on the Francis Howell High School campus is a privilege. All seniors and juniors may apply for a permit. Depending upon parking availability, sophomores who are actively involved in a school sponsored sport or activity may apply for a season permit. Freshmen are not eligible to drive. Parking rules and regulations can be found on the school's website. Students must be familiar with them prior to completing the online application. No paper applications will be available. Computers are available at school and in the Parking Office (A111) if needed.

To qualify for a parking permit students must:

- Have a satisfactory attendance record of at least 90% attendance from the previous year and maintain 90% attendance during the current year. (truancies, seven or more tardies in a semester or excessive absences may constitute forfeiture of permit)
- Have a satisfactory citizenship record (no more than 7 disciplinary referrals from the previous semester)
- Have a G.P.A. from the previous semester of 2.0 or above in order to receive a parking permit
- Have all financial obligations to FHHS (books, locks, activities, parking and/or other school fines) paid at application.
- Have a valid driver's license, insurance and license plate.
- All students who drive to school must participate in the random drug testing program
- Sophomores must be active in a school sponsored sport and/or activity that meets at least 3 times a week
- Any student falsifying information or quitting a program or activity will lose driving privileges

The parking rates are in effect as follows: yearly permits for seniors and juniors are $60.00 each, or a semester permit can be purchased for $30.00 each. Pending space availability, sophomores can purchase seasonal permits for $20.00.

Temporary (1 day) parking permits should be purchased 24/48 hours in advance. A parent phone call is required before a temporary permit will be issued. If a parent phone call is not received and the student drives to school, a ticket will be issued. Students will not be allowed to drive without prior approval. Temporary permits are $2.00 and will allow the student to drive as approved by the Administration. Students who are parked illegally (i.e., without a permit displayed correctly in the vehicle or park in faculty parking lot or on the grass, etc.) will be issued a parking ticket. Parking violations are subject to a $10.00 fine for the first, second and third incident. Subsequent violations will be assessed a $20.00 fine plus school discipline which may result in removal of parking privileges, detentions or a suspension. Parking in a faculty, visitor or handicapped space will be assessed a $30.00 fine on the first offense. If a replacement permit is needed, a replacement fee of up to the original cost of the permit will be assessed. Students who continue to park illegally on the FHHS campus will have their vehicle towed at the owner's expense.

Please note: If you receive a Parking Ticket on your vehicle, you have received a fine. Students who wish to dispute a ticket must do so within 24 hours. Subsequent tickets and failure to pay fines could result in a loss of parking privileges or other disciplinary action.

Francis Howell High School reserves the right to enter and inspect, without the owner's consent, the interior of a student's vehicle whenever a school authority has reason to believe illegal or unauthorized materials are contained inside the vehicle.
A parking permit may be revoked for the following (but not limited to) reasons: careless and imprudent handling of a vehicle, illegal unauthorized use of a parking permit, persistent violation of parking policies, excessive tardiness and/or absences to school, transporting of student(s) off campus without permission, suspension from school, use of a registered vehicle to promote truancy, unacceptable behavior; or nonpayment of parking and/or other school fines.

Parking permits are non-transferable and non-refundable.

Students serving as teacher aids

In order for students to be released from study hall to become a teacher aide, they must get a Student Aide Form from the Counseling Office and have it signed by both the teachers they want to work with and by their parents.

Once the form has been completed, only the teacher may submit the document to the Counseling Office wherein the student's schedule may be changed.

Absolutely no student will be excused from study hall in order to be an aide until all required paperwork has been completed. Study hall teachers and students will be informed of assignment as an aide via notice from the Counseling Office. Being a teacher/office aide is a privilege that can be revoked by school administration if students do not maintain good citizenship/school behavior.

Study Hall

This class is designed to be used by students who need or desire extra time to study assignments or read. Students will be expected to bring their own materials to class and to work throughout the hour. No academic grade will be given. A student may have only one study hall per semester (unless additional study halls are assigned by school administration).

In order to insure a climate that supports academic success, the following rules are in effect:

Study Hall Rules:

- No food or beverages are allowed.
- Students may not sell merchandise of any kind.
- Students may not talk without permission.
- Students must bring class materials.
- Students are not allowed to sleep.
- Students may not use electronic devices, cell phones, etc. during study hall.
- A limited number of passes from study hall may be given for students to go to the Library. This is a privilege that can be revoked for inappropriate behavior.

Telephone Messages

Telephone messages will only be delivered to a student's classroom if there is a family emergency and the call is placed by an adult parent/guardian. Other important messages that are phoned in by a parent/guardian will be delivered during passing periods only. The student will be called to retrieve the message from the appropriate office. Parents should refrain from calling their student's cell phone during class time unless there is an emergency. Students are not allowed to answer their phones during instructional time.

Telephone Usage

The office telephones are business phones and should not be used by the students except in emergencies. These phones may be used, with permission, before and after school and during passing periods only. Tardies to class due to non-emergency phone usage are considered unexcused. Students who have emergencies that require the use of a phone may contact an office.

Textbook Availability

Textbooks will be available for all students. Students will have access to textbooks through several procedures. Textbooks may be checked out to individual pupils; they may be available as room sets; or books may be checked out by teachers to students who need them for study outside of class. Books will also be available in the library as reference materials.

Textbook/Fine Cards

A fine card should be completed by the student for every textbook that is issued by a teacher. When a student returns a book, a fine card should be returned to the student. Students should keep returned fine cards until the end of the year report cards are received showing owed fines. This returned fine card is your receipt for having turned in a book. Students should not leave their book if the teacher does not present the student with a return fine card. Students who do not turn in books at the end of the semester also may be assessed a late fee.

District Policies & Conduct

Activities

<u>Academic Enrollment Requirements Relating to Participation in Athletics and/or - Activities</u>

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

- Students must be enrolled in courses offering at least 3 units of academic credit during the semester of desired participation.
- 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).
- Participants must have a current grade point coverage of 1.5 or above.
- Students must adhere to all rules, regulations and policies stipulated by the Missouri State High School Activities Association regarding participation.
- 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

- 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.
- Must be enrolled in courses offering 3.0 units of credit. (6 courses)
- 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.
- Must maintain a minimum 1.5 current G.P.A.
- Must have satisfactorily passed a physical examination 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.
- Must attend all practices, contests, and other performances unless excused by the coach.
- Must not have any outstanding fines.
- Students must attend school the entire school day on the day of a game or competition. If a game is played on Saturday, they must attend school on Friday. Any exception to this rule must have the prior approval of the activities director and/or the principal. Resident participant students who are participating through Non-Traditional Option 3 are expected to participate in a full day of academic programming.

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

Consistent with state law, students at all grade levels are prohibited from using cell phones and other personal electronic devices during the school day, including lunch and passing periods. Individual schools within the Francis Howell School District have the authority to

enact additional restrictions on cell phone use beyond what is required by statute. Students may use their cell phone or personal devices during the school day in limited circumstances, including when such use is required by a student's IEP or 504 Plan, when authorized by a teacher or administrator for an approved educational purpose, and during school emergencies. Students who do not comply with the new state law and district policy will be subject to disciplinary action in accordance with the FHSD Code of Student Conduct. Depending on the severity and frequency of the violation, a student may have their device confiscated by a school administrator. If this occurs, the student may pick it up at the end of the school day and/or the parent may be contacted to pick it up.

Learn more: Policy 2656: Student Cell Phone Usage

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 is composed depending on the course. The ranges are from 10-20% for final exam and 80-90% for course composite.

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:

- 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.
- 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.

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

Cum Laude awards are calculated after the final completion of all grades on the high school transcript.

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

- Must be accompanied by a label affixed by a pharmacy or physician showing:
    - Name of student
    - Total daily dosage and schedule of administration
    - Date purchased

    - Physician's name
    - Name of medication
- MUST have a written physician's order
- 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).
- 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.
- This authorization is effective for the school year for which it is granted and must be reviewed annually.

Non-prescription medicine

- Must be in the original container.
- 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.
- A parent/guardian must provide a written request that the district comply with the authorized prescriber's request to give medication.
- 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

- 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.

- 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.
- 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.
- If the student has severe allergies an EpiPen auto injector will be carried by a trained staff member and used as needed.
- 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.

Visitor Management System

The Francis Howell School District has implemented the Raptor Visitor Management System at all campuses as part of ongoing security improvement efforts.

Raptor screens visitors, volunteers and contractors who enter school buildings. The system checks government-issued identification against a national database of registered sex offenders, including individuals with custody restrictions or other safety-related alerts.

How the system works

Visitors will check in at a designated kiosk and scan a driver's license, state ID or passport. Approved visitors will receive a printed badge with their photo, name and reason for the visit. Badges must be worn while on campus. If the system identifies a concern, school administrators and school resource officers will be alerted and respond accordingly.

Who must check in?

The system applies to visitors entering nonpublic areas, including classrooms, libraries and other secured spaces. This includes parents attending meetings, volunteers, contractors and guest speakers. It does not apply to brief office visits, such as student check-in or check-out, or material drop-offs, which is handled by office staff.

Privacy and data use

Visitor information is stored securely and used only for security purposes. The system complies with federal and state privacy requirements. Data is not shared outside the system.

Raptor supports the District's strategic plan, which focuses on safety and security. The plan includes regular safety audits, staff training, emergency response coordination, and partnerships with first responders. It also emphasizes data protection through system testing, secure device access and staff training on privacy and technology use.

Inclement Weather

Please access this link for Weather Guidelines

Visit the District website to FHSD Weather Guidelines.

Nutrition

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. Parents can view student lunch balance and add funds. Campus

Portal is a means to further promote educational excellence by enhancing our program of communication with parents and students.

Meal Prices/Free & Reduced Forms

Please access this link for Nutrition Services and Forms. Visit the District website to view information about Nutrition Services

Visit the District website to view the Nutrition Services information and forms.

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.

FHSD Student Meal Charges UPDATED

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

- Student Groups:
    - All students will be allowed to accrue a negative balance of twenty-five ($25.00) dollars.
        - This accrual will include only the menu items of the reimbursable meal and not à la carte items.
        - After the balance exceeds twenty-five ($25.00) dollars, the student may be given a designated menu alternate (DMA) and the cost of the DMA will be added to the student's balance.
    - 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.
- On May 15 annually, all charging will be cut off.

        - Parent(s)/guardian(s) will be sent a written request for “payment in full.”
        - All charges not paid before the end of the school year will be carried forward into the next school year.
        - Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies.
    - If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year. Building leaders may also establish special funds to assist students with meal purchases.
    - 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.

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)

All families enrolling students from 1st through 12th grade in the Francis Howell School District (FHSD) will be required to complete the Online Registration Annual Verification (ORAV) and is mandatory for 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, early childhood and Kindergarten, and students qualifying for the English for Speakers of Other Languages (ESOL) program. 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:

- **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.
- **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.
- **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:

- 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.
- 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.
- 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:

- 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.
- 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.
- 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.]

- 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

<u>Directory Information</u>

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 2400. 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 [1] that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)[2].

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

General Information

- What is a complaint under ESSA?
- Who may file a complaint?
- How can a complaint be filed?

Complaints filed with LEA

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

Complaints filed with the Department

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

Appeals

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

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.

Who may file a complaint?

Any individual or organization may file a complaint.

How can a complaint be filed?

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

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.

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.

How can a complaint be filed with the Department?

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

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

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:

- Record. A written record of the investigation will be kept.

- Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.
- Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- Report by LEA. Within forty-five days of the complaint being filed, the lEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
- 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).
- Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

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).

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.

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 September 29, 2025

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. Suzanne Leake
Director of Human Resources
801 Corporate Centre Drive, O Fallon, MO 63368
636-851-4057

Dr. Dan Harmon
Director of Student Services
801 Corporate Centre Drive, O Fallon, MO 63368
635-851-5957

Dr. Will Vanderpool
Director of Alternative Learning
801 Corporate Centre Drive, O Fallon, MO 63368
636-851-4006

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 September 2024

FHSD Policy 1301
Prohibition Against Sexual Harassment and Retaliation under Title IX

Book: FHSD POLICIES
Section: 1000 GENERAL ADMINISTRATION/ 1300 Equal Opportunity
Title: Prohibition Against Sexual Harassment and Retaliation under Title IX
Code: 1301
Status: Active
Adopted: January 21, 2021
Last Revised: September 29, 2025
Last Reviewed: September 29, 2025
Prior Revised Dates: January 2024; September 2024

Prohibition Against Sexual Harassment and Retaliation under Title IX

Sexual harassment under Title IX is prohibited in the District. The District also prohibits retaliation against any person who files a complaint of sexual harassment under Title IX or who participates in an investigation of allegations of sexual harassment under Title IX.

This Policy governs the District's compliance with Title IX of the Education Amendments of 1972. The following person is designated and authorized as the District's Title IX Coordinator, with the responsibility to identify, prevent, and remedy unlawful harassment and retaliation under Title IX in the District:

Lisa Simpkins
Chief Human Resources Officer
801 Corporate Centre Drive, O'Fallon, MO 63368
Phone – (636) 851-4024
Email – lisa.simpkins@fhsdschools.org

A complaint regarding sexual harassment under Title IX 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 by students, employees, parents, and patrons of the District alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified in Policy 1300 (outside of Title IX) should be filed in accordance with the procedures outlined in Regulation 1300. 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.

Previously revised dates: January 2024; September 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. The District's Section 504 Coordinator is identified below:

Director of Alternative Learning
Francis Howell School District
801 Corporate Centre Drive

O'Fallon, MO 63368
Phone: 636-851-4060 Fax: 636-851-4094

Programs for Homeless, Migratory, and ESL Students

The District is committed to identifying and assessing the educational needs of homeless students, migrant students, and students whose native or home language is other than English ("ESL students"). Additional information about these programs can be found on the District's website, in Board Policies and Regulations, and through annual notices provided by the District. The District's Director of Student Services serves as the District's "Homeless Liaison" for homeless students and is responsible for implementation and maintenance of the District's program for migrant students. The District's Director of Alternative Learning serves as the District's "ESL Implementor."

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

- Student Groups:
    - All students will be allowed to charge a maximum of twenty-five ($25.00) dollars.
        - These meals will include only the menu items of the reimbursable meal.
        - After the balance exceeds twenty-five ($25.00) dollars, the student will be given a designated menu alternate.
- 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.
- 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.
- On May 15 annually, all charging will be cut off.

- Parent(s)/guardian(s) will be sent a written request for "payment in full."
    - All charges not paid before the end of the school year will be carried forward into the next school year.
    - Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies.
- 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.
- 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)
    - Political affiliations or beliefs of the student or student's parent(s)/guardian(s);
    - Mental or psychological problems of the student or student's family;
    - Sex behavior or attitudes;
    - Illegal, anti-social, self-incriminating, or demeaning behavior;
    - Critical appraisals of others with whom respondents have close family relationships;

    - Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
    - Religious practices, affiliations, or beliefs of the student or parent(s)/guardian(s);
    - Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
    - Any other protected information survey, regardless of funding;
    - 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
    - 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 –
    - Protected information surveys of students;
    - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    - Instructional material used as part of the educational curriculum.

Francis Howell School District has adopted policies regarding these rights (see Policy 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 – Lockers, Desks, and 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 District buildings or 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.

School lockers and desks are the property of the District and are provided for the convenience of students. As such, they are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen property, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy.

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:

- Instruction in recognizing sexual abuse;
- Instruction in reporting incidents of sexual abuse;
- Instruction in actions that student-victims of sexual abuse can take to obtain assistance and intervention; and
- 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 and paraprofessionals must meet the qualifications outlined in Regulation 1621. Pursuant to the provisions of the Every Student Succeeds Act, the District will submit its Federal Title 1 LEA Plan, describing the District's Title I services. Additional information about the Title I program, specific duties, and parental rights can be found in Policy/Regulation 1621. Additionally, at the beginning of each school year the District will provide required notices to the parent(s)/guardian(s) of each student attending any District school receiving Title I funds.