Francis Howell Union High School
Student Handbook
2026-2027



Francis Howell Union High School
801 Corporate Centre Dr
O'Fallon, MO 63368
Phone: 636 851-5121
Fax: 636 851-4127

School Website:

fhu.fhsdschools.org

District Website:

fhsdschools.org

School Hours:

7:25 a.m. - 1:15 p.m. daily
7:25 a.m. - 12:25 p.m. Early Release Wed.
Students can begin arriving at 6:45 a.m.

Office Hours:

7:30 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 Union High School Staff Directory.

FHU Administration

Principal: Dr. Brian Thompson Brian.Thompson@fhsdschools.org 636-851-6140

Teacher Leader: Steve Moorman, Steve.Moorman@fhsdschools.org, 636-851-5774

Office Staff

Principal's Secretary: Karen Baker

636-851-5121

High School Counselors

Academic Counselor: Mandy Brown, Mandy.Knight@fhsdschools.org, 636-851-5635
ESC Counselor: Lisha Ewing, lisha.ewing@fhsdschools.org, 636-851-5116

School Mascot and Colors:

We are the “Phoenix” and our colors are red, black and silver.



School Motto

“Building Resilience!”

School Core Values

Community, Relationship, Collaboration, Caring

Mission Statement

Francis Howell Union High School will help students to overcome obstacles, assist students in graduating from high school and equip students to succeed in a post-secondary environment.

School Vision

Francis Howell Union High School is a supportive learning community committed to excellence that promotes communication, collaboration, critical thinking skills and creativity.

Goal

The primary responsibility of Francis Howell Union High School is to assist students in overcoming barriers that might have caused them not to graduate from high school. Associated with this responsibility, Francis Howell Union High School will provide high quality instruction and nurture an enthusiasm for learning.

Welcome to Francis Howell Union!

Whether you are joining us for the first time or returning for another year, welcome. Since opening our doors in 1997, Francis Howell Union has proudly celebrated the graduation of over 1,900 students. Each new school year offers us a fresh start—a chance to grow, learn, and move forward. As we begin this year, I hope you've had time to rest and recharge. We all carry a mix of anticipation, excitement, and maybe a little nervousness—those feelings are normal and shared by many.

This year marks a new beginning for me as well, as I step into the role of principal at Francis Howell Union. I am both honored and excited to join this exceptional school community. I have heard so many wonderful things about the students, staff, and families that make Union such a special place. My commitment to you is to listen, learn, and lead with purpose as we continue the important work of helping each student reach their full potential.

What makes FHU unique is that every student has a story. Each of you brings experiences, hopes, and goals that shape the journey ahead. No matter your reason for choosing Union, our mission remains the same: to support you, guide you, and help you realize your full potential. We believe in second chances, new directions, and personalized paths toward success. You are not alone—our dedicated staff is here to walk alongside you every step of the way.

Francis Howell Union is more than a school; it's a place of possibilities. I'm proud to begin my journey here and to serve a school filled with students who are determined and capable, and a team of educators who are deeply committed to making a difference.

As we begin this new chapter together, I leave you with this thought from Walter Elliot (politician): *"Perseverance is not a long race; it is many short races one after the other."* Here's to a great year ahead. I can't wait to meet you and see what we will accomplish together.

Dr. Brian Thompson

Schedules and Calendar

Bell Schedules

Full Day Schedule:

Period	Times
1st Period	7:25 - 8:45 AM
2nd Period	8:50 - 10:10 AM
3rd Period	10:15 - 11:30 AM
Lunch	**11:30 - 11:55 AM**
4th Period	12:00 - 1:15 PM

Collaboration Wednesday Schedule:

Period	Times
1st Period	7:25 - 8:25 AM
2nd Period	8:30 - 9:30 AM
Circle TIME	9:35 - 9:55 AM
3rd Period	10:00 - 11:00 AM
Lunch	11:00 - 11:30 AM
4th Period	11:30 - 12:25 PM
P.L.C. Teacher Collaboration Time	12:30 - 1:15 PM

Early Release for Finals Schedule:

Period	Times
1st or 3rd Period	7:25 - 8:55 AM
2nd or 4th Period	9:00 - 10:30 AM

Academic Information

Graduation Requirements

24 Total Units (Required and Elective) Necessary for Graduation

The Missouri Department of Education adopted new graduation guidelines in October, 2005 effective for students entering high school in fall of 2006. The changes require entering freshmen to successfully complete 4 units of Communication Arts, 3 units of Math, 3 units of Science and .5 units of Personal Finance.

Units of Credit needed for Graduation

- Communication Arts 4.0 units
- Social Studies 3.0 units
- Mathematics 3.0 units
- Science 3.0 units
- Fine Arts 1.0 units
- Practical Art 1.0 units
- Physical Education 1.0 units
- Health .5 units
- Personal Finance .5 units

Curriculum at FHU

Francis Howell Union High School has a blended curriculum where students take some of their courses on the computer using the Plato Learning Software System for credit recovery. These courses are often referred to as computer monitoring classes. The other portion of their school day is spent taking direct instruction courses similar to the comprehensive high school environment. Some computer courses may have a project-based learning component.

All courses at FHU are aligned with the FHSD curriculum and the course and grade level expectations set by the State of Missouri's Department of Elementary and Secondary Education.

Project Based Learning

Teacher's are able to give students options to complete project-based learning assignments in conjunction with Edmentum Online Learning activities or in direct instruction classes to

meet the needs, learning style or to give students opportunities, choices and options when working through course curriculum and completing assignments.

Cell Phone/Smart Watches

FHSD Cell Phone Policy

Communication

Visit the FHU staff directory to view contact information for teachers and staff.

Senior Survey

All seniors will be required to complete an electronic survey online . Instructions for accessing the survey online will be given to students . The feedback we receive from the graduating class is important for the guidance office and school to determine changes to help meet future students' needs. We will also be gathering information on students' future postsecondary plans, which the district is required to report to the Department of Elementary and Secondary Education. Each student will be required to complete the survey prior to graduation practice. Students not completing the survey by this deadline will not be allowed to participate in the graduation ceremony. Each senior will need to access the survey online. If a student does not have access to a computer at home, computers are available in classrooms. Please see Ms. Ewing or Ms.
Knight if you have any questions.

Lunch Visitor Procedures

Parents of Francis Howell Union High School students are always welcome to visit school. For the protection of our students, we do require that they check in with the officer at the security gate. Special arrangements, if necessary, can be made there. Students cannot however under any circumstance bring a guest to school for the day for any reason.

Counseling Office

Students wishing to see the counselor may sign up by using the Counselor ICON on their computer on the home screen. The ICON says "Counselor Sign Up". The counselor will send for the student later in the day. When signing up, please be as specific as possible about the reason for needing to see the counselor, so she can set aside the appropriate amount of time.

Detention ISAP/OSS

Student Detention Policy

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. Students will serve their detentions on the date specified on the detention slip. 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 principal before the due date of the detention.

Out-of-School Suspension

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 make up their missed work for 100% credit. 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.)

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, software, internet connections, peripheral hardware, file servers, electronic mail and audio-visual equipment. See Page 23 of the FHSD Acceptable Use Guidelines (AUG) in the FHSD Code of Student Conduct. Students who improperly utilize or damage technologies will be subject to the loss of technological privileges and/or other disciplinary actions. **If students are found to**

be utilizing the internet to play games, cheat or waste time, their internet privileges may be taken away. If any parent does not wish the school to allow his/her son or daughter to have technology-based privileges, the parent should contact the student's 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.

Parking

Parking on the Francis Howell Union High School campus is a privilege.

Parking Requirements

- Park only in FHU student parking
- Be on time (driving is not an excuse for tardiness).
- Observe MO driving laws and campus speed limits, have liability insurance, hand parking permit from rear view mirror with only the current valid permit displayed.

NOTE: If the parking/driving violation is flagrant, the principal may suspend the student immediately.

Fines and Towing

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

- 1st Offense - $10 fine
- 2nd Offense - $10 fine
- 3rd Offense - $10 fine and Towing contract
- 4th Offense - Car is towed at the owner's expense

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. Permission will be granted only for reasons that are of an emergency nature which preclude the importance of attending school. The Francis Howell Union Office will be closed from 11:00 a.m. to 12:00 p.m. daily. The procedures for signing out are as follows:

1. Parents must call the Attendance Office at 851-5121, to receive permission for the student to leave. The parent should indicate the student's name and reason for leaving campus.
2. Prior to the time needed to leave, the student should sign out and obtain a pass to leave. Any student who does NOT sign out in the Attendance Office before leaving campus will be considered truant.
3. Parents must show identification to personnel in the reception area before signing out and leaving the school with their student.
4. Students will not be allowed to leave unless their parent/guardian contacts the Office prior to the time of signing out from school. Students who leave without permission will be considered truant and may receive disciplinary action.
5. Teachers are not allowed to grant permission for students to leave campus.

Security

The district has contracted with O'Fallon Police department and just like the other schools in the district will have an SRO on campus while school is in session. Former students/recent graduates are not permitted on campus without an appointment. All visitors will be asked to wait in the main entrance and escorted to the building by staff from Francis Howell Union.

Attendance/Tardy/Late Arrival Procedures

Excessive Absences

Excessive absences may affect the academic grade. An integral part of the learning experience is the interaction between students and teachers. Students who are absent from school are not able to participate in class discussions, small group activities or class experiments. It is not possible to make up activities of this nature. Therefore, regular attendance is an important component of the educational process. Accordingly, the ability to earn credit, especially at the secondary level, must depend in part upon regular class attendance. Students missing more than ten times in any class may lose credit for the course.

Tardies / Late Arrival

Students who are late to school will report directly to the main office for a pass to class. Tardies are disruptive to any class. Therefore, students are expected to arrive on time to class). If a student is detained by a teacher or administrator, the student should have that person provide a pass to enter class.

NOTE: Oversleeping, missing the bus, traffic congestion or automobile breakdown are not reasons for excused tardies even with parent phone calls.

Transportation

Students are under the supervision of the bus driver on the way to and from school. Students are only permitted to ride their neighborhood bus. Students may not ride home with other students on the bus or get on or off at other bus stops. Unacceptable behavior may result in the loss of privileges to ride for a period of time or other appropriate discipline. District policy forbids students to ride any bus other than their own to and from school.

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

Health Office

If the student is ill, the Main Office will call the student's parents to discuss dismissal from school.

Medication Procedures

Any student found to be carrying his/her medication on his/her person without the knowledge of the office may be subject to disciplinary action to the guidelines stated in the Missouri Safe Schools Act, 1996. All medications shall be kept in a locked cabinet in the principal's office. 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.

Prescription and Non-prescription Medicines Administered at School

Oral or Topical Medicines at School

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

Prescription medicine:

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

Non-prescription medicine:

1. Must be in the original, unopened container.
2. Must have a written order, signed by the physician or advanced practice nurse, stating the name of the child, dosage and schedule of administration and reason for giving the medication. When possible, the prescriber should state potential adverse effects and applicable emergency instructions.
3. A parent/guardian must provide a written request that the district comply with the authorized prescriber's request to give medication.
4. All medication authorizations are effective only for the school year for which they are granted and must be renewed annually.

Parent/Guardian Administration

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

Secondary Acetaminophen Policy

Acetaminophen (Tylenol or generic brand) 325 mg (1 or 2 tablets) or 500 mg (1 or 2 tablets) every 4 hours as needed for pain or fever may be administered to students at the Secondary School level. Ibuprofen 200 mg (1 or 2 tablets) every 6 to 8 hours may be administered to students at the Secondary School level. Administration is restricted to dosages as prescribed by the Francis Howell School District consulting physician. Acetaminophen or Ibuprofen may be administered to the student for a combined total of eight (8) times during the school year, with written parental or guardian permission. If the student requires more than the allowed dosages per year, the parent will be required to supply the medication with a written physician order.

Application of Nurses Professional Judgment - The administration of medication, including over-the-counter medications, is a nursing activity, governed by the State of Missouri Nurse Practice Act. The nurse is also empowered to contact the prescriber or pharmacist filling the prescription to discuss the prescription or to verify the validity of the medication order if the nurse has questions regarding the administration of such medication.

Employees of the District shall not knowingly administer medication in a dosage that exceeds the highest recommended dosage listed in the current annual volume of the Physician's Desk Reference.

District Policies & Conduct

Activities

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

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

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

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

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

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

MSHSAA & Francis Howell School District Eligibility Standards

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

Please access the Activities Handbook for more information.

Attendance Policy

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

Research clearly indicates that students who attend school regularly have more success both academically and socially. If your child's attendance falls below 90%, the District will employ a variety of attendance interventions. The level of interventions the school uses will increase as student's attendance decreases, so we can help ensure that your child and family have the appropriate support.
Interventions may include: letters, student goal setting, phone calls home, lessons on attendance, home visits, meetings with your student's teacher, principal, counselor and/or nurse, development of a support plan, possible referral to the Juvenile Office of St. Charles County, or possible referral to the Missouri Children's Division. These interventions will become more intensive if your child shows a decrease in attendance. Our hope is that

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

View the FHSD Attendance Pyramid of Interventions.

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

Bullying

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

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

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

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

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

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

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

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

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

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

Buses

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

Student Discipline

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

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

Computer and Related Technology Use by Students

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

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

Credits

Credit for graduation will be awarded upon the successful completion of a semester's course of study in each class. Credit will not be awarded by quarter. The semester grade will be composed of 90% class grade and 10% final exam.

Minimum Credit Requirements for Grade Level Classification

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

Credit Recovery

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

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

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

Online Coursework

The Francis Howell School District will provide access to virtual (online) coursework. Students and families that are interested should contact the student's school counselor and inquire about the Missouri Course Access Program (MOCAP). FHU students who are wanting to participate in the MOCAP program would be transferred back to their home school. FHU does not offer their own virtual programming.

Work/Study Class Job-Related Credit

Students who are enrolled in work/study classes for any given semester, and have earned one credit for the work portion of the class, may not elect to decrease work credit after their hours have been submitted to their work experience teacher.
A student must work a total of 360 hours in order to receive one (1) unit of credit per semester. Any student electing to work 180 hours during a semester will receive a .5 unit of credit. Please remember that these credits relate to on-the job/work credits; the classroom portion of the course carries its own separate credit value.

Dress Code

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

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

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

Early Dismissal

Visit the District website to view the Early Release Days on the FHSD Calendar.

Emergency Drills/Procedures

Fire drills

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

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

Tornado drills

Tornado drills are also held to instruct the children of the procedures in place in case of a real tornado. If a tornado “warning” is in effect at the close of school, buses will wait until the “all clear” before departure. This procedure does not apply when there is a tornado or severe weather “watch.” Parents should use their own judgment concerning picking up their children under these circumstances. Children and teachers at school will follow tornado emergency procedures.
During severe weather, school personnel will be alert for dangerous conditions. Each school is equipped with radios for scanning the National Weather Service .It is important to have a family plan in the event that a tornado warning is issued before school. All schools conduct tornado drills with students twice a year to ensure they are aware of procedures.

Tornado Alerts/Tornado Watch

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

Before School:

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

During School Hours

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

At Dismissal

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

Buses en Route

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

Communication Procedures

- Phones may not be answered during a tornado warning, as students and staff will be in the precautionary duck and cover position. To the extent possible, the outgoing message will be changed to let parents know we are under a tornado warning.
- Parents will be notified via the School Messenger Notification System of any changes in transportation, as well as school delays associated with a tornado warning.
- FHSD will share updates via the District website as soon as information becomes available.

Earthquake

Earthquake drills are held twice a year.

Shelter in place

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

Intruder

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

Visit the District website to view more weather guidelines.

Field Trips

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

Final Examinations

A school-wide examination schedule will be published during the first quarter of the school year. Attendance is required on final examination days. Only students who are ill on the actual examination day(s) are allowed to make-up examinations. Parents are required to call the office if their child is absent for any reason. Examinations must be made up during the approved exam make-up period.

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

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

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

Students will be notified near the end of each semester if they qualify for any exemptions. Any student wishing to appeal should contact the Office.
To ensure necessary progress toward graduation, all students in grades nine through twelve must be enrolled in a minimum of six classes per semester. Students in grade 12 may be enrolled in fewer than 6 courses if they meet one of the following criteria:

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

Graduation Requirements

Required Units:

Communication Arts:

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

Social Studies:

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

Mathematics:

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

Science:

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

Fine Arts:

Art, Music, Theatre (1 unit)

Practical Arts:

Business, FACS, Industrial Tech, Yearbook (1 unit)
(NOTE: Everyone must take Personal Finance (0.5 units) as a Practical Art

P.E.:

(1 unit)

Health:

(0.5 unit)

Electives:

(7.0 units)

Total minimum units necessary for graduation:

24 units

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

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

Cum Laude Requirements for Graduation

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

Cum Laude GPA requirements are:

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

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

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

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

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

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

Health/Nurse/Medication Information

Illnesses

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

PLEASE MAKE ARRANGEMENT FOR TRANSPORTATION TO BE AVAILABLE SHOULD YOUR CHILD NEED TO LEAVE SCHOOL EARLY.
The school cannot transport ill children.
If your child is sent home with a fever of 100 degrees or above, the student should not attend school until he/she has been fever free for 24 hours without the use of Tylenol or ibuprofen.
Please do not send your child back the next day for the protection of your child as well as other students.
Parents are requested to send a note each day that a student is to be excused from outdoor recess stating the reason. If a child is to be excused for more than three consecutive days, a doctor's excuse is required to stay indoors for recess.

Medication Procedures for Prescription and Nonprescription Medicines

Pursuant to Francis Howell School District policy, the giving of prescription and non-prescription medicine by the nurse, principal, or designee, shall be restricted to necessary medication that cannot be given on an alternative schedule. Your physician may fax a medication order to school or you may bring in the order with the medication. Please ask your pharmacist for a "school bottle" with dosages to be given at school.
When medications need to be given at school, they should be brought by the parent to the nurse or by the student directly to the nurse when arriving at school and before going to the classroom.

Prescription medicine

1. Must be accompanied by a label affixed by a pharmacy or physician showing:
    a. Name of student

    b. Total daily dosage and schedule of administration
    c. Date purchased
    d. Physician's name
    e. Name of medication
2. MUST have a written physician's order
3. A parent/guardian must request in writing that the District comply with the authorized prescriber's request to give medication. (The District will not administer the initial dose of any new prescription except in an emergency).
4. Any changes to a medication dosage must be accompanied by an updated Rx prescription label. No outdated medication prescription label will be accepted. Each new prescription must have a new label and vial.
5. This authorization is effective for the school year for which it is granted and must be reviewed annually.

Non-prescription medicine

1. Must be in the original container.
2. MUST have a written order, signed by the physician or advance practice nurse, stating the name of the medication, the name of the child, dosage and schedule of administration, and reason for giving the medication. When possible, the prescriber should state potential adverse effects and applicable emergency instructions.
3. A parent/guardian must provide a written request that the district comply with the authorized prescriber's request to give medication.
4. This authorization is effective for the school year for which it is granted and must be renewed annually.

Emergency Medication

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

Parent/Guardian Administration

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

Security

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

Medications on Field Trips

1. Medications that must be given during the time a student is off campus (seizure meds, inhalers, and allergy meds) may only be given by a responsible adult employed by the district and trained by the nurse on the "5 R's" of medication administration or the child's parent. The Right Medication, The Right Patient, The Right Dosage, The Right Time, The Right Route.
2. All medications must be in the prescription bottle or box with the pharmacy label attached. Only inhalers may be self-administered. All other medications must be carried and administered by the delegated, trained adult or the child's parent.
3. Any student found to be carrying his/her medication on his/her person while on a school sponsored trip off campus, without the knowledge of the nurse, may be subject to disciplinary action.
4. If the student has severe allergies an EpiPen auto injector will be carried by a trained staff member and used as needed.
5. If the adult in charge of the off-campus trip refuses to take responsibility for the giving of medications, the parent will be asked to accompany his/her student on the trip. If the parent is unable to accompany the student, the District will provide an appropriately trained person to administer the medication as needed.

A physician's statement regarding the limitations and duration of their use is required before a student is allowed to use crutches on school district property during school hours. Another student will be assigned to assist carrying the student's books. Both students will be dismissed five minutes early to facilitate getting to the bus on time at the end of the day. The school district will not be responsible for any injury that occurs as a result of the use of crutches without a physician's written order on file.

Identification Badges

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

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

Inclement Weather

Please access this link for Weather Guidelines
Visit the District website to FHSD Weather Guidelines.

Meal Prices/Free & Reduced Forms

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

Parent Portal

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

Visit the District website to view Parent Portal and Log-in directions.

Report Card Dates/Access/Grading Scales

Student Progress Reports are available four times per year, approximately mid-quarter. Progress Reports are available online only through the Parent Portal app. If families are not able to access the internet portal, please contact our Counseling Office for a hard copy. Parents have access to their Parent Portal at all times. We strongly recommend that parents log in to their account as soon as the school year begins and follow their student's progress on a regular basis. Teachers are available by phone or email throughout the school year. We Suggest email as the easiest way to make initial contact with your student's teacher. From there you can arrange phone contact if necessary.

Visit the District website to view Parent Portal and Log-in directions.

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

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

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

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

Reg. Wt.

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

Honors Class Wt.

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

Online Registration Annual Verification (ORAV)

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

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

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

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

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

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

Senior Survey

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

Snow Days/AMI Plan

Visit the District website to view FHSD AMI Information.

Volunteer/Visitor Process

Become an approved volunteer in 3 easy steps:

1. Watch the Mandatory Training Videos and complete the FHSD Volunteer Application.

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

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

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

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

3. Schedule your Digital Fingerprinting Appointment with MACHS.

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

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

Visit the District website to view more information at volunteering at FHSD.

Withdrawal Policy

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

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

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

District Notices

Notification of Rights under FERPA for Elementary and Secondary Schools

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

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

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

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

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

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

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest

must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

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

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

Directory Information

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

How to Opt Out

A parent or student refusing to have any or all of the designated directory information disclosed is required to complete FERPA Student Directory Information & Media Opt-Out Form and designate that you are refusing to disclose directory information or that disclosure of directory information should be limited to school affiliated organizations and activities as described in Regulation 2600. Return the form to the principal of the school which the student attends. The completed form must be returned by September 1 each year or within 10 days of new student enrollment, whichever is later. View the Spanish translation of the Opt-Out Form. Additional translations can be provided by contacting your child's school.

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

This guide explains how to file a complaint about any of the programs [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

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

Complaints filed with LEA

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

Complaints filed with the Department

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

Appeals

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

1. **What is a complaint?**

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

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

   Any individual or organization may file a complaint.

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

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

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

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

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

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

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

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

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

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

   The investigation and complaint resolution proceedings will be completed within a time limit of fifty calendar days. That time limit can be extended by the agreement of all parties.

   The following activities will occur investigation:

   a. Record. A written record of the investigation will be kept.
   b. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.

c. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
d. Report by LEA. Within forty-five days of the complaint being filed, the 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.
e. Verification. Within ten days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).
f. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are the complaints related to equitable services to nonpublic school children handled differently?

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

9. How will appeals to the Department be investigated?

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

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

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

1 - Programs include Title I. A, B, C, D, Title II, Title III. A.

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

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

Revised 2017

FHSD Equal Opportunity Policy 1300

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

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

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

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

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

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

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

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

Originally adopted April 2007
Revised March 2018
Revised December 2018
Revised May 2020
Revised January 2021
Revised May 2024

Individuals with Disabilities Education Act

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are

suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Francis Howell School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Francis Howell School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Francis Howell School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Francis Howell School District Alternative Education Department from 8:00 – 4:30 p.m. each school day.

This notice will be provided in native languages as appropriate.

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

FHSD Public Notice – Section 504 and Title II

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

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

FHSD Student Meal Charges

Purpose

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

Administration

1. Student Groups:
    a. All students will be allowed to charge a maximum of twenty-five ($25.00) dollars.
        i. These meals will include only the menu items of the reimbursable meal.
        ii. After the balance exceeds twenty-five ($25.00) dollars, the student will be given a designated menu alternate.

2. Elementary students will be allowed to charge up to one dollar ($1.00) for à la carte foods and beverages. Middle and High School students will not be allowed to charge à la carte foods and beverages.

3. Various methods of communication may be used to notify parent(s)/guardian(s) of students with negative balances, including electronic communication, written correspondence, or phone call by the appropriate party.

4. On May 15 annually, all charging will be cut off.
    a. Parent(s)/guardian(s) will be sent a written request for "payment in full."
    b. All charges not paid before the end of the school year will be carried forward into the next school year.
    c. Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies.

5. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year. Buildings may also establish special funds to assist students with meal purchases.

6. Each building principal will send a letter to all parent(s)/guardian(s) on or before the first day of school notifying them of the requirements of this Policy. This Policy will also be published on the District's website.

Revised May 2024

Free and Reduced Lunch Eligibility

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

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

Notification of Rights Under PPRA

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

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
    1. Political affiliations or beliefs of the student or student's parent(s)/guardian(s);
    2. Mental or psychological problems of the student or student's family;
    3. Sex behavior or attitudes;
    4. Illegal, anti-social, self-incriminating, or demeaning behavior;
    5. Critical appraisals of others with whom respondents have close family relationships;
    6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
    7. Religious practices, affiliations, or beliefs of the student or parent(s)/guardian(s);
    8. Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of –
    1. Any other protected information survey, regardless of funding;
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
    3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use –
    1. Protected information surveys of students;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.

Francis Howell School District has adopted policies regarding these rights (see Policy and Regulation 1610), as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Francis Howell School District will directly notify parents/guardians and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Francis Howell School District will also directly notify parents/guardians and eligible students at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

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

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

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

Required State Assessment Participation

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

Searches by School Personnel - Automobiles

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

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

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

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

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

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

MOCAP

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

Trauma-Informed School Initiative

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

Sexual Abuse Awareness Training

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

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

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

Human Sexuality Instruction

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

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

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

Title I Program

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

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

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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.