Francis Howell Middle School
Student Handbook
2026-2027

Francis Howell Middle School
825 O'Fallon Road
St. Charles, MO 63304
Phone: 636-851-4800
Fax: 636-851-4121

School Website:

fhms.fhsdschools.org

District Website:

fhsdschools.org

School Hours:

7:40 a.m. - 2:40 p.m.
Students may begin arriving at 7:20 a.m.

Office Hours:

7:00 AM – 3:30 p.m., 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 Middle School Staff Directory.

Francis Howell Middle School Administration

Dr. Kirsteen James, Principal
Mrs. Kelly Longo, Assistant Principal
Mrs. Julie Ragusky

Office Staff

Administrative Assistant: Mrs. Gina Weisenborn
gina.weisenborn@fhsdschools.org, 636-851-4892
Reception: Mrs. Tracey Beilsmith
tracey.beilsmith@fhsdschools.org, 636-851-4879
Attendance: Mrs. Nancy Dohle
nancy.dohle@fhsdschools.org, 636-851-4868
Building Information Specialist: Mrs. Laura Lundberg
laura.heuermann-lundberg@fhsdschools.org, 636-851-4924

School Counselors

6th Grade: Mrs. Ginny Valenti, virginia.valenti@fhsdschools.org, 636-851-4923
7th Grade: Mr. Ethan Smith, ethan.smith@fhsdschools.org, 636-851-4920
8th Grade: Mrs. Amy Kelly, amy.kelly1@fhsdschools.org, 636-851-4942

Nurse's Office

Michelle Hug, michelle.hug@fhsdschools.org, 636-851-4927

School Mascot and Colors:

We are the Junior Vikings and we wear Blue and Gold!

Core Values:

Respect, Responsibility, Kindness, Perseverance

Mission Statement

Excellence in community, character, and academics.

Vision Statement

We strive to create an inclusive environment with our core values at the forefront of learning and a relentless pursuit of academic excellence.

Welcome to Francis Howell Middle School!

Dear Francis Howell Middle School Families,

On behalf of our entire staff, I am delighted to extend a warm welcome to all new and returning students and families. We are eager to meet new faces and reconnect with familiar ones as we begin another exciting school year. It is a privilege to be part of a community that upholds strong traditions of academic excellence, deep family involvement, and a dedicated team of educators.

As we celebrate our 35th year of serving students and families, Francis Howell Middle School continues to be a leader in academic performance, consistently ranking among the top schools in the state for English Language Arts (ELA) and Math. These accomplishments are a testament to our commitment to both high academic standards and character development. Our students thrive as they build meaningful relationships, demonstrate resilience, and develop into thoughtful, creative, and critical thinkers.

Francis Howell Middle School has been honored as a National Blue Ribbon School, an award we proudly received in 2021 for outstanding academic achievement. This recognition places us among the highest-performing schools in the nation, as determined by state assessments and national evaluations. Additionally, we are proud to be recognized as a National School of Character, an honor we earned in both 2008 and 2017 for our leadership in promoting Character Education. These accolades reflect our ongoing commitment to nurturing both academic and personal growth in every student.

Our exceptional staff is fully dedicated to providing an enriching and supportive educational experience. We strive to cultivate a positive school culture where every student feels valued, experiences a sense of belonging, and develops a love for learning. I am confident that with open communication and a shared commitment to the well-being of our students, we will continue to foster a safe and inspiring environment for all.

Together, I am certain that this school year will be one of continued growth, achievement, and success for every student. Thank you for your continued support and for partnering with us in your child's educational journey.

Sincerely,
Dr. Kirsteen James, Building Principal

School Policies & Conduct

Arrival / Dismissal Procedures

Arrival

School begins at 7:40 a.m. No students are allowed in the building until 7:20 a.m. Students are not to leave school property after morning arrival. For parent drop-off, use the wraparound drive and drop your students in the rear of the building. Once all buses have unloaded, parents will be directed to the front of the building to expedite the drop-off process. A detailed communication with maps will be sent to all FHMS families prior to the school year beginning.

Late Arrivals

Students are expected to arrive at school on time each day. Students who arrive to school late should check in to the main office for a late arrival admin slip. Late arrivals will be monitored and interventions may be put into place for students that have difficulty arriving to school on time.

Dismissal

School ends at 2:40 p.m. (1:55 p.m. on Early Release Wednesdays). For parent pick-up, 6th graders are picked up in the rear of the building. Parents should use the wraparound drive and exit via the FHMS parking lot onto O'Fallon Road. 7th and 8th graders are picked up in front in the lower parking lot. Parents should form lines in lanes 1, 2, and 3 and wait for their students. Lane 4 must be left open to keep the wraparound accessible. Parents will be released when all students are in their vehicles. **If you are picking up any 6th graders, you will be in the back of the building, even if you're also picking up 7th and/or 8th graders.** A detailed communication with maps will be sent to all FHMS families prior to the school year beginning.

Daily Schedule:

Full Day Schedule:

2:40 Dismissal – Monday, Tuesday, Wednesday, Thursday

6th Grade Period	6th Grade Time
1st	7:40 – 8:32 AM
2nd	8:37 – 9:29 AM
3rd	9:34 – 10:26 AM
4th	10:57 – 11:49 AM
5th	11:54 AM – 12:46 PM
6th	12:51 – 1:43 PM
7th	1:48 – 2:40 PM
Lunch	**10:26 – 10:52 AM**

7th Grade Period	7th Grade Time
1st	7:40 – 8:32 AM
2nd	8:37 – 9:29 AM
3rd	9:34 – 10:26 AM
4th	10:31 – 11:23 AM
5th	11:54 AM – 12:26 PM
6th	12:51 – 1:43 PM
7th	1:48 – 2:40 PM
Lunch	**11:23 – 11:49 AM**

8th Grade Period	8th Grade Time
1st	7:40 – 8:32 AM
2nd	8:37 – 9:29 AM
3rd	9:34 – 10:26 AM
4th	10:31 – 11:23 AM
5th	11:28 AM – 12:20 PM
6th	12:51 – 1:43 PM
7th	1:48 – 2:40 PM
Lunch	**12:20 – 12:46 PM**

Early Release Wednesday (ERW) Schedule:

1:55 Dismissal – Early Release Wednesdays

6th Grade Period	6th Grade Time
CC	7:40 – 8:15 AM
1st	8:20 – 9:00 AM
2nd	9:05 – 9:45 AM
3rd	9:50 – 10:30 AM
4th	11:00 – 11:40 AM
5th	11:45 AM – 12:25 PM
6th	12:30 – 1:10 PM
7th	1:15 – 1:55 PM
Lunch	**10:30 – 10:55 AM**

7th Grade Period	7th Grade Time
CC	7:40 – 8:15 AM
1st	8:20 – 9:00 AM
2nd	9:05 – 9:45 AM
3rd	9:50 – 10:30 AM
4th	10:35 – 11:15 AM
5th	11:45 AM – 12:25 PM
6th	12:30 – 1:10 PM
7th	1:15 – 1:55 PM
Lunch	**11:15 AM – 11:40 AM**

8th Grade Period	8th Grade Time
CC	7:40 – 8:15 AM
1st	8:20 – 9:00 AM
2nd	9:05 – 9:45 AM
3rd	9:50 – 10:30 AM
4th	10:35 – 11:15 AM
5th	11:20 AM – 12:00 PM
6th	12:30 – 1:10 PM
7th	1:15 – 1:55 PM
Lunch	**12:00 – 12:25 PM**

Early Release Wednesdays (ERW)

All Wednesdays are ERW (students are dismissed at 1:55) except for the following Wednesdays:

- August 26
- January 6
- January 20
- February 10
- March 31
- May 19

Cell Phone/Smart Watches/Earbuds/Devices

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

Reporting an Absence

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

If you must pick-up your student during the school day, please enter via the Security Vestibule at the front entrance with your I.D. to sign your child out. Your child will be called to the office promptly when you arrive. On a 2:40 release day, the cutoff time for signing out a student is 2:20 and on ERW (early release Wednesday) the cutoff time is 1:35. After these times, students will be released when the 2:40 or 1:55 bell rings.

Counseling Office

Enrollment and the complexity of scheduling make it difficult to change student schedules. If a problem arises, the student should see the counselor. No change will be made unless it

is a necessity. The counselors, parents, teachers, and administrators must approve this. Dr. James will make the final decision regarding schedule changes.

School Counselors

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

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

ESC

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

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

Grading Scale

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

Honor Roll & Academic Awards

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

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

- **4.0 Academic Excellence**
  - 6th grade, 4.0 Cumulative GPA as of May 1– award certificate
  - 7th grade, 4.0 Cumulative GPA as of May 1 – award certificate and medal
  - 8th grade, 4.0 Cumulative GPA as of May 1 – award certificate and trophy
- **4.0 Academic Excellence Recognition Breakfast**
  - A breakfast celebration will be held each May to celebrate eighth-grade students who have a 4.0 cumulative GPA or higher (as of May 1). Invitations are sent out in May.

Lockers and Book Bags

Every student is assigned a locker to store school supplies, book bags, coats, and other items. Lockers are the property of Francis Howell Middle School and should not be misused or defaced. Students are permitted to decorate their lockers, inside and out, but all decor must be removable and school-appropriate. Students are responsible for removing all items from the inside and outside of the locker at the end of the school year (no duct tape or contact paper). Francis Howell Middle School is not responsible for personal items kept in lockers. Students should not share their locker combinations or share lockers with other students. Lockers should be securely locked after use and not “set.” Report any locker operation difficulties or needed repairs to Mrs. Beilsmith in the main office.

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

Visitors/ Lunch Visitor Procedure

Due to the liability and legal responsibility involved in casual visits by students who are not enrolled in the school, visits by non-enrolled students will not be allowed. We do, however, encourage families and members of the community to visit the school during various times of the school year. All visitors should sign in and obtain a visitor's badge from Mrs. Beilsmith in the Main Office. Classroom observations are restricted to pre-arranged visits. Paperwork and confidentiality agreement must be completed in advance. Lunch visitors must be arranged ahead of time so that there is a room available for the student and visitor to eat. No parent/visitor will be allowed to eat lunch in the cafeteria.

Parent Volunteers

In order to be certified as a new District or School Volunteer, applicants must complete the following steps:

1) Register with the Missouri Family Care Safety Registry (FCSR)
2) Watch the Mandatory Training videos
3) Complete and submit the Google Volunteer Form
4) Schedule and complete digital fingerprinting with MACHS

Approved volunteer status is valid for 1 year (365 days). In accordance with FHSD Policy 1425, approved volunteers much watch the training videos on an annual basis and then submit a new Google Volunteer Form. Visit the District website for more information and helpful links. We look forward to seeing you at school!

Cafeteria / Lunch

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

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

Parents can put money into their child's account either by sending the money with the child or going on-line to Francis Howell SD . Next, follow the prompts in order to complete your on-line meal payment.

Flowers, Balloons, Gifts & Food Deliveries

The school cannot accept deliveries for students. This includes food deliveries from restaurants, Door Dash, Grub Hub, etc. Parents may bring their student's lunch, but only

for their student. Food for multiple students/friends will not be accepted. Please do NOT send flowers, balloons, or other items for special occasions to the school.

Transportation

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

District Policies & Conduct

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.

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 for 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.

Dress Code

We take pride in the appearance of our students. Student dress reflects the quality of the school, student conduct and student school work. All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities.
Clothing that is inappropriate for school activities and/or disruptive to the educational process including, but not limited to, sagging/revealing clothing, exposure of undergarments, wearing of spikes and/or chains, or inappropriate print on garments/masks (e.g. sexual connotations, drugs, intoxicating beverages, firearms, illegal activities, etc.) will not be permitted. Principals may ask students to have parents bring up an appropriate change of clothing. If after a student has been asked to change into clothing that meets the dress code a student is later found to be in violation of the dress code again, additional discipline may be imposed. Student dress for after-school performances and activities should be in accordance with the above guidelines.

Early Dismissal

View the Early Release Days on the District 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 a parent or guardian. 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.

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.

Inclement Weather

Visit the District website to view 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.
    - 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.

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 the Parent Portal and Log-in directions.

Report Card Dates/Access

There will be four formal reporting times (report cards) during the school year. Each report card will note progress in all subjects being studied. One formal parent-teacher conference will be scheduled. Additional conferences may be scheduled at any time during the year upon request by the parent, teacher, or building administrators.

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

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

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.

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.

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
Last Revised September 29, 2025

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

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

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

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

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

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

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

Dr. Will Vanderpool
Director of Alternative Learning

801 Corporate Centre Drive, O Fallon, MO 63368
636-851-4006

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

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

FHSD Policy 1301

Prohibition Against Sexual Harassment and Retaliation under Title IX

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

Prohibition Against Sexual Harassment and Retaliation under Title IX

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

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

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

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

Previously revised dates: January 2024; September 2024

Individuals with Disabilities Education Act

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Francis Howell School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific

learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

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

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

This notice will be provided in native languages as appropriate.

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

FHSD Public Notice – Section 504 and Title II

The District is required to undertake measures to identify and locate every qualified disabled student residing in the District who is not receiving a public education; and take appropriate steps to notify disabled students and their parents or guardians of the District's duty. Section 504 of the Rehabilitation Act of 1973 is a federal law that prohibits

discrimination against persons with disabilities in any program or activity that receives federal financial assistance from the United States Department of Education. The Francis Howell School District is a recipient of federal financial assistance from the United States Department of Education and, therefore, is covered by Section 504. The District has developed 504 procedures for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. These procedures may be reviewed at the Francis Howell School District Alternative Education Department from 8:00 – 4:30 p.m. each school day. Alternative times are available by request. This notice will be provided in native languages as appropriate. The District's Section 504 Coordinator is identified below:

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

Programs for Homeless, Migratory, and ESL Students

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

FHSD Student Meal Charges

Purpose

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

Administration

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 (Protection of Pupil Rights Amendment)

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 – 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:

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 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 and specific duties can be found in Policy/Regulation 1621.

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.