

Francis Howell Middle School

Handbook

2020-2021



825 O'Fallon Road
St. Charles, MO 63304-8150

Office Hours	7:30 A.M – 4:00 P.M.
School Day	8:15 A.M – 3:15 P.M.

FRANCIS HOWELL MIDDLE SCHOOL 2020-2021 HANDBOOK

PHONE NUMBERS (636 = prefix)

Main Office 851-4800
Guidance Office 851-4924
Attendance 851-4868

Nurse 851-4927
Cafeteria 851-4954

HONOR ROLL

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 - 4.0

GRADING SCALE

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

ADADEMIC AWARDS

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, first three quarters 4.0 – award certificate
7th grade, first seven quarters 4.0 – award certificate and medal
8th grade, all quarter 4.0 or above – award certificate and trophy

4.0 Academic Excellence and Perfect Attendance Breakfast

A breakfast celebration will be held each May to celebrate eighth grade students who have a 4.0 cumulative GPA or higher and/or three years perfect attendance. Invitations are sent out in May.

PROGRESS IPR AND REPORT CARDS

Progress report grades are due from teachers at mid-quarter and will be available through Parent Portal for parents to view and print. If you have any questions regarding a grade or have any concerns, please contact the teacher. Contact Mrs. Gina Hoffman (851-4868) to obtain your parent codes for Infinite Campus access, or call 636-851-HELP

SCHEDULE CHANGE

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.

CHANGE OF ADDRESS

It is extremely important that the school have access to a current address and telephone number where parents may be reached during the day. Please keep the Guidance Office (851-4924) informed of any changes.

CARE OF SCHOOL PROPERTY

The defacing or destruction of school property is a violation of Missouri State Law. Any person who willfully defaces or destroys any school property can be expected to pay the actual amount of repair or replacement and face appropriate disciplinary action, i.e. locker decorations with adhesive, circular mirrors, etc.

DISTRIBUTION OF LITERATURE

Students wishing to distribute written items must submit a copy to the principal for approval. All items must be free of grammatical errors and stamped by the office.

E NEWS & DAILY ANNOUNCEMENTS

It is strongly recommended that you subscribe to eNews and receive our weekly announcements at home. Go to https://www.fhsdschools.org/news/enews_subscription/ to complete your eNews Subscription. Select the school or schools and then complete the subscription process.

BELL SCHEDULES

REGULAR SCHEDULE (MTRF)

6TH GRADE

CC 8:15-8:38
1ST 8:41-9:31
2ND 9:34-10:24
3RD 10:27-11:43(W/LUNCH)
4TH 11:46-12:36
5TH 12:39-1:29
6TH 1:32-2:22
7TH 2:25-3:15

7TH GRADE

CC 8:15-8:38
1ST 8:41-9:31
2ND 9:34-10:24
3RD 10:27-11:17
4TH 11:20-12:36(W/LUNCH)
5TH 12:39-1:29
6TH 1:32-2:22
7TH 2:25-3:15

8TH GRADE

CC 8:15-8:38
1ST 8:41-9:31
2ND 9:34-10:24
3RD 10:27-11:17
4TH 11:20-12:10
5TH 12:13-1:29(W/LUNCH)
6TH 1:32-2:22
7TH 2:25-3:15

LUNCH

3A 10:27-10:50
3B 10:53-11:16

LUNCH

4A 11:20-11:43
4B 11:46-12:09

LUNCH

5A 12:13-12:36
5B 1:06-1:29

EARLY-RELEASE SCHEDULE (WEDNESDAY)

6TH GRADE

CC 8:15-8:30
1ST 8:33-9:17
2ND 9:20-10:04
3RD 10:07-11:20(W/LUNCH)
4TH 11:22-12:09
5TH 12:12-12:56
6TH 12:59-1:43
7TH 1:46-2:30

7TH GRADE

CC 8:15-8:30
1ST 8:33-9:17
2ND 9:20-10:04
3RD 10:07-10:55
4TH 10:57-12:09(W/LUNCH)
5TH 12:12-12:56
6TH 12:59-1:43
7TH 1:46-2:30

8TH GRADE

CC 8:15-8:30
1ST 8:33-9:17
2ND 9:20-10:04
3RD 10:07-10:55
4TH 10:57-11:45
5TH 11:47-12:56(W/LUNCH)
6TH 12:59-1:43
7TH 1:46-2:30

LUNCH

3A 10:07-10:30
3B 10:32-10:55

LUNCH

4A 10:57-11:20
4B 11:22-11:45

LUNCH

5A 11:47-12:10
5B 12:33-12:56

EARLY RELEASE WEDNESDAYS for 2020-2021

FHSD middle schools have implemented a schedule that allows teachers to have collaboration time on Wednesday afternoons. On these days, the school day will end 45 minutes early. The collaboration time will be used for teams of teachers to meet and review student achievement data as it relates to goals and progress towards meeting those goals. Teachers will then develop specific strategies and action plans to implement with students based on the data.

First Semester

August 26
September 2, 16, 30
October 7, 14, 21
November 11, 18
December 2, 9, 16
January 6

Second Semester

January 27
February 3, 17, 24
March 3, 10, 17, 31
April 14, 21, 28
May 5, 12, 19

ARRIVAL / DISMISSAL PROCEDURES

School begins at 8:15 a.m. and dismisses at 3:15 p.m. No students are allowed in the building until 7:45 a.m. Those students arriving by car will unload at the cafeteria entrance. Cars are not allowed in the bus-unloading zone. Students must go directly to their first class and are not to leave school property after

Weisenborn in the Main Office (or online). Students with walking permits are expected not to trespass on private property, cross Highway 94, Hwy K or go to commercial (i.e. Quick Trip) establishments. Walker permits may be revoked at the discretion of the principal. ***In the event of inclement weather, walkers must be picked up. They will not be able to ride the bus.***

PARENT PICK-UP: Upon dismissal each day, students are to proceed directly to the Parent Pick-Up designated area by using the sidewalk. Students are not permitted to cut through the buses to go to the Parent Pick-Up area.

TRANSFERS

The procedure for withdrawal from school:

- Secure authorized withdrawal or transfer note from parent or guardian.
- Obtain appropriate forms from the guidance office.
- Have the forms filled out by teachers, return all books, property, and make sure all fees are paid.
- Take completed forms to the guidance office for final clearance.
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PARENT VOLUNTEERS

Please be advised that until further notice, there will be major restrictions on visitors entering the school building, including parent volunteers. At this time we will not be soliciting parent volunteer requests, but we will update this policy as we are able.

TARDIES

Students who come late to a class disrupt that class. Therefore, students are expected to arrive on time. If, for some reason, a teacher or administrator detains a student, the student should have that person provide a written pass for them.

- A student will receive oral reminders on the first and second tardy.
- The parent will be notified via phone or note on the third tardy.
- The student will receive a detention for the fourth and every successive tardy.
- Consideration will be given to health, sanitization, and social distancing needs that delay student arrival to class.

ATTENDANCE

REPORTING AN ABSENCE

Parents are asked to call Mrs. Hoffmann 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 buzz into the Main Entrance vestibule and show your I.D. to the secretary to sign your child out. Your child will be called to the office promptly when you arrive.

PRE-ARRANGED ABSENCES

Students, who will be gone more than two consecutive days, may pick up a Pre-Arranged Absence form from the office. This form must be signed by a parent and then taken around by the student to each teacher on his/her schedule. Teachers sign the form and write down any assignments due for that time period. The completed form must be returned to the office prior to the absence and signed by Mrs. Hoffman. The student will receive the original and a copy will be placed in the student's file. All work is due the day the student returns to school.

HOMEWORK REQUESTS

Parents may request homework when a student has or anticipates an absence of **two** or more days. Please call the Main Office before 9:00 a.m. on the second day to make the request. In most cases, homework will be ready for you to pick up by 3:30 p.m. that day. For a one-day absence, please check the grade level and/or classroom websites for your child.

LATE ARRIVAL

Students who arrive late to school should sign in on the computer in the vestibule and then report to the office for an admit slip. Students who are habitually late may face disciplinary action.

DISTRICT ABSENTEE POLICY

We anticipate that families may encounter unexpected challenges to regular school attendance during the 2020-2021 school year. However, given the importance of a consistent, uninterrupted learning experience, we will still work with students and families to strive for 95% attendance or higher.

We will not be sending automatic attendance concern letters as in years past. Concerns regarding individual student attendance will be addressed on a case-by-case basis, and additional support and/or interventions will still be offered in collaboration with school and community resources.

LEAVING SCHOOL GROUNDS

Students are not allowed to leave school grounds after arrival. A parent or guardian must sign out students leaving school for any reason such as sickness or an appointment. Adults picking up students at school will be asked for identification. Written permission should be given by the parent/guardian before anyone other than a parent/guardian, or listed emergency contacts, picks up a student. Students are not to leave the building at any time to go to Quick Trip.

HALLWAY / HALL PASSES

Students may be in the hallways only while moving from one class to another unless they have special permission or special duties that require them to be there. Students who are in the hallways during class time must have a written pass from their teacher or the Main Office.

CODE OF CONDUCT

The Francis Howell School District has adopted a Code of Conduct that is utilized as a guide for handling student discipline matters. The Code of Conduct is available on-line at https://www.fhdschools.org/parents/student_code_of_conduct_acknowledgment. It provides information so students are aware of various disciplinary offenses and the possible consequences if an offense is committed. The Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operations of district schools and school sponsored events. The Code of Conduct is reviewed with all students at the beginning of the school year. Each student is required to signify by their signature that they have reviewed this information via the electronic review format.

RESTORATIVE PRACTICES

Many Code of Conduct violations harm important relationships in our school community. When appropriate, school personnel may use Restorative Practices to repair that harm. These practices may include conferences among students, teachers, counselors, administrators, and families. These efforts do not replace Code of Conduct disciplinary procedures; instead, they work in tandem with the identified consequences to help students take responsibility for their actions and reestablish positive relationships.

SEXUAL HARASSMENT

Sexual harassment is prohibited and is defined as unwelcome or inappropriate verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee of the school or fellow student. If a student believes he or she is being sexually harassed, the student should bring the concern to the attention of a principal. If the subsequent investigation substantiates that sexual harassment has occurred, the district will take appropriate disciplinary action against the offender.

DETENTION

A student may be assigned to detention for school/classroom misconduct, excessive tardiness to class, truancy, or for other infractions. Parents are responsible for transportation to morning and from afternoon detention study hall.

Detention Schedule

Wednesday Morning: 7:15 a.m. – 8:15 a.m.

Tuesday and Thursday Afternoons: 3:15 p.m. – 5:15 p.m. (This is a double detention, counts as two). If you owe only one detention, you can be excused at 4:15 p.m. if the parent is available to pick up. If the parent has not arrived by 4:30 p.m., the student must return to the detention room and the parent must come to the detention room to pick the student up.

IN-SCHOOL SUSPENSION (ISS)

The In-School Suspension is designed to be an alternative to out-of-school suspension. The program is a restricted, closed-room environment monitored by a certified staff member. Curricular assignments are scheduled by the classroom teacher and sent to the ISS room. Parent contact will be made prior to the student being admitted into ISS. Placement of a student into the program is at the discretion of a principal. If a student has a discipline problem in ISS, out-of-school suspension may result.

OUT-OF-SCHOOL SUSPENSION (OSS)

Out-of-school suspension is used when the presence of a student constitutes a threat to other students or has a negative effect upon the learning environment. It may also be useful when lesser consequences have failed to correct a problem.

DRESS CODE PER FHSD CODE OF CONDUCT

Mode of dress or appearance in violation of the school's dress code, 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, inappropriate print on garments, (e.g. sexual connotations, drugs, intoxicating beverages, firearms, illegal activities, etc.), wearing hats, bandanas or other head apparel that is not for the purpose of Personal Protective Equipment (PPE).

In addition, FHMS prohibits the seven B's (bra, breasts, bottoms, bare backs, bellies, boxers or bedroom wear). If there is a question as to whether or not any student's apparel or appearance is inappropriate for school, school officials will decide. Students will be asked to adjust their appearance or attire (change or turn inside out) if it interferes with the instructional climate or violates the dress guidelines.

VISITORS

At this time, only visitors on official district, curricular, or Special Education business will be allowed in the building. All visitors must sign in with Mrs. Weisenborn in the Main Office and will be required to wear masks.

TRANSPORTATION

For the 2020-2021 school year, families must opt-in to transportation services. Students that have not filled out a transportation request with the district will not be allowed to ride an FHSD bus. Students utilizing Francis Howell transportation services are required to ride their assigned bus to and from school. If your child needs to get off or on his/her bus at a different bus stop, you will need to place this request in writing. Submit this to Mrs. Hoffman in the Main Office. A building administrator will need to authorize this request.

The safety and welfare of all Francis Howell Middle School students are matters of great concern to all of us. In addition to COVID-19 healthy and safety measures, the following typical guidelines for safety are in place:

- Maintain respect for the bus driver.
- DO NOT eat or drink on the bus.
- Keep ALL parts of your body to yourself.
- Keep ALL parts of your body inside the bus.
- Keep the noise level down to normal.
- Riders must ALWAYS be seated, facing forward.
- DO NOT litter, write on, or damage the bus in any way.
- Keep ALL harmful materials OFF THE BUS.
- Keep ALL objects inside the bus.
- Instructions given by the driver should be followed.

Both parents and students are responsible for conduct at the bus stop, from home to the bus stop, and from the bus stop to home. Conduct that interferes with safety may result in loss of the privilege of riding the bus. Drivers have been instructed to report incidents of misbehavior to the principals by use of a Bus Safety Violation Report.

WALKER / BIKE RIDER PERMITS AND WALKING TO SCHOOL

In order to walk or ride a bike to or from school, students must have their parents complete the Walker Permit form. Forms are available online or in the Main Office. This needs to be completed each school year. Students who live in the following subdivisions can request and complete a Walker Permit to walk to and from school: Auburn Hills, Cedar Glen, Chapter One, Hidden Creek, Monticello East, Monticello Estates, Saddlebrook, The Lakes, Walnut Creek and Wellington Farm.

Students with walker/bike rider permits are expected not to trespass on private property, cross Highway 94 or Highway K, or go to commercial establishments (e.g. Quick Trip). Walkers Permits may be revoked at the discretion of the principal. **In the event of inclement weather, all walkers/bike riders must be picked up. They cannot ride the bus.**

LOCKERS

All 6th graders will be assigned a locker, and 7th and 8th graders may request one within the first weeks of school. Combinations are changed on these lockers every summer. These lockers are provided for the student's convenience, yet they remain the property of the school. They are not to be misused in any way. The school does not guarantee the safety of items kept in lockers. **DO NOT BRING LARGE SUMS OF MONEY OR VALUABLES TO SCHOOL.** Students are not permitted to share lockers with any other student nor are they to exchange lockers with another student. Keep your locker **LOCKED** and keep the combination a **SECRET**. Lockers may not be placed on "set" for easy access, as it does not insure your privacy and can cause damage to the lock mechanism. School authorities for any reason or at any time without notice may conduct periodic general inspections of lockers. Report any locker operation difficulties or needed repairs to Mrs. Weisenborn in the Main Office.

DECORATING LOCKERS

Students can decorate their lockers (inside and outside); however, they are responsible for removing all items front and back of the locker at the end of the year. Duct tape, contact paper and adhesive materials cannot be used inside or outside the locker.

PERSONAL BELONGINGS

FHMS is **NOT** responsible for lost or stolen items. The lost and found will be cleared out at the end of each quarter with items donated to charity.

CELL PHONES, HEADPHONES & DEVICES

Students may use their cell phones, headphones, and/or devices before school (until 8:15 a.m.) and after school (3:15 p.m.). Students will not be allowed to use cell phones, headphones, and/or devices during the school day and should be put away (should not be out or seen). If a cell phone, device, and/or headphones are needed for classroom activities or projects, the classroom teacher will notify students in advance of the assignment and students may bring them to class. Cell phones, headphones, and devices that are used inappropriately will be confiscated.

WATER BOTTLES

Students may have water throughout the day, but it must be in a bottle that completely closes. All other drinks are not allowed during the school day. This does not apply to breakfast/lunch items purchased in the cafeteria or breakfast/lunch items brought from home (these must be consumed during breakfast or lunch in the cafeteria or designated areas).

LEARNING COMMONS

The Learning Commons is a flexible, learner-centered space where collaboration, inquiry, imagination, and creation expand and deepen learning. Our mission is to guide students and staff to be effective and ethical researchers and users of ideas and information. Our program promotes the love of reading and develops 21st Century Skills.

In the Learning Commons, students will find a diverse collection of fiction and non-fiction books, as well as other educational and technology resources.

Visiting the Learning Commons

- The Learning Commons is open to students during the school day.
- Students must present a pass from their teacher to drop-in during class time.
- Before visiting during lunch, students must receive permission from the cafeteria staff.
- If the Learning Commons is full, students may be asked to return to class.
- Students must maintain a respectful volume when visiting the Learning Commons - quiet conversations should not interrupt others who are working.

Borrowing Items

- Students may check out a maximum of three books at a time.
- Regular checkout period for books is three weeks. Some items have special checkout periods.
- All items borrowed from the Learning Commons must be returned on time.

- Books must be present to be renewed. Items requested by other students cannot be renewed.

Late Fines

FHSD Middle Schools charge \$0.05 per school day per overdue book, with a maximum fine of \$5.00 per book (except for lost or damaged books). Students will not be allowed to check out when fines reach \$1.00.

CAFETERIA

Bring your lunch from home or take advantage of our cafeteria selections. Students have a choice of a full meal or a quick snack. Free and Reduced Lunch (FRL) is available to those who qualify; forms may be picked up in the Guidance Office, online, and the Main Office. To maintain a pleasant atmosphere at lunch, students are asked to:

- Not save spaces or “butt” into the line.
- Deposit trash in the receptacles.
- Keep all food and drink inside the cafeteria.
- Obtain permission from a lunchroom supervisor to use the restrooms.
- Sit at assigned tables. This arrangement may be modified as the year progresses.

Parents can put money into their child's account either by sending the money with the child or going on-line. Go to the district web site FOR PARENTS, and then click onto FOOD SERVICE. Next, follow the prompts in order to complete your on-line meal payment.

Cafeteria Lunchroom Monitor Duties

Each student will be asked to serve as a table monitor several times throughout the year. Their duties are as follows:

- Check to make sure all trash has been thrown away.
- Approximately two minutes before the end of your lunch period wipe off the table with the wet cloths provided by the custodians.

MEDICATION PROCEDURE

Transportation of Medication to the School Nurse's Office:

Medications **MUST** be either delivered/picked up by the parent/guardian OR utilize the school districts special RED LOCK bags where medication can be placed, locked and transported per student to the Nurse's office immediately upon arrival at school.

PRESCRIPTION AND NON-PRESCRIPTION MEDICINES ADMINISTERED AT SCHOOL

Oral or Topical Medicines at School

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

I. 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 RX prescription label. No outdated medication prescription label will be accepted. Each new prescription must have a new label and vial.
5. All medication authorizations are effective only for the school year for which it is granted and must be renewed annually.

II. Non-prescription Medicine

1. **MUST** be in the original, unopened container.
2. **MUST** have a written order, signed by the physician or advance practice nurse, state the name of the medication, the name of the child, dosage, schedule of administration, and reason for giving. When possible, the prescriber should state potential adverse effects and reason for giving. 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. The only exceptions to this procedure are delineated in the sections entitled Self-Administration of Medication and Non-prescription Stocked Medication for Secondary and High School Students.
5. All medication authorizations are effective only for the school year for which it is granted and must be renewed annually.

III. Emergency Medication

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

IV. Parent / Guardian Administration

In various situations the parent/guardian may come to school to administer medicine to his or her child.

V. Self-Administration of Inhaled Respiratory Medication

Students with asthma or any potentially life-threatening respiratory illness may carry with them for self-administration metered-dose inhalers containing "rescue" medication. Possession and self-administration of these prescription medications must comply with the Missouri Safe Schools Act, 1996.

VI. Application of Nurse's Professional Judgment

The administration of medication, including over-the-counter medications, is a nursing activity, governed by the State of Missouri Nurse Practice Act. It must be performed by the registered professional nurse. The nurse may delegate and supervise the administration of medication by unlicensed personnel who are qualified by education, knowledge, and skill to do so. The registered nurse must provide and document the requisite education, training, and competency verification.

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.

It shall be the policy of this District that the District will not knowingly administer any medication to a student if the District's registered professional school nurse believes, in his/her professional judgment, that such administration could cause harm to the student, other students, or the District itself. Such cases may include, but are not necessarily limited to, situations in which the District is being asked to administer medications in a dosage that exceeds the highest recommended dosage listed in the current annual volume of the Physician's Desk Reference or other recognized medical or pharmaceutical text.

VII. Documentation of Administration

ALL medication permissions require documentation on an individual student medication log and on the student health record. All medications are to be logged daily on a medication log or the individual cumulative health record.

VIII. Administration Only by Registered Nurse

Any medication that requires a BP, radial or apical pulse before or after giving, or medications that require a nursing judgment to determine dosage, will not be delegated and can only be given by the R.N.

Any medication that is given via Gastrostomy or Nasogastric tube may not be delegated and must be given by the R.N.

IX. Security

All medication shall be kept in a locked cabinet in the Nurse's Office or the Principal's Office.

X. Non-Prescription Stocked Medications for Students

1. Secondary and High School
Acetaminophen (Tylenol or generic brand) 325 mg. (1 or 2 tablets) or 500 mg. (1 or 2 tablets) every 4 hours, or Ibuprofen 200 mg. (1 or 2 tablets) every 6-8 hours as needed for pain or fever, at nurse's discretion as long as there is signed permission from the parents for the administration of such medications to students. ***This courtesy is limited to eight (8) times during the school year with written parental/guardian permission. If the student requires more than the allowed dosages per year, the parent/guardian will be required to supply the medication with a written physician's order.***

PRN medications require documentation on an individual student medication log or on the student health record. Standing orders from the doctor on staff for acetaminophen and ibuprofen are on file in the District Nurse Coordinator Office.

2. Elementary, Secondary, and High School
Standing orders for the administration of over-the-counter topical medication, such as ointments and non-prescription solutions, are on file in the District Nurse Coordinator Office. Standing orders for the present school year include and are reviewed and renewed yearly.
3. Emergency Medications:
Epi-Pen Junior
CHILDREN<65LBS: 0.15 MG as directed
Epi-Pen
CHILDREN>65 LBS: 0.30 MG as directed
Benadryl for allergic reactions
K – 6th grade: Diphenhydramine Hydrochloride liquid 1 or 2 tsp. (12.5 mg or 25 mg) X 1 for allergic reaction without signs of anaphalaxis if parents cannot be reached

7th – 12th grade: Diphenhydramine Hydrochloride capsules 1 or 2 25 mg capsule X 1 for allergic reaction without signs of anaphalaxis if parents cannot be reached

XI. MEDICATIONS ON FIELD TRIP

1. Medications that **must** be given during the time a student is off campus, may be given by a responsible adult, trained by the nurse in the “5 R’s” of medication administration.
 1. The right medication
 2. The right patient (student)
 3. The right dosage
 4. The right time
 5. The right routeThese medications include, but are not limited to, inhalers, sting allergy medications, diabetic, and seizure medications.
2. If appropriate, all medications must be in the prescription bottle or box with the pharmacy label attached.
3. With proper training, inhalers, changes in insulin pumps, insulin, and epi-pens may be self-administered. All other medications must be carried and administered by the delegated and trained adult.
4. If a responsible adult refuses to take responsibility for the giving of essential medications, the parent will be asked to accompany his/her student on the field trip. ***All parents must have a completed background check in order to ride the bus with the students. Parents, who do not have a completed background check, will be able to attend the field trip, but not ride the bus.*** If the parent is unable to accompany the student, the school district may provide an appropriately trained person to administer the medication.

The parent should notify the district in writing at least 2 weeks prior to the field trip if the parent will not be able to attend, so appropriate personnel will be assigned to attend the field trip. All written requests will be reviewed by designated personnel, including the school nurse, nurse coordinator, principal, and teacher. If the district decides not to send trained personnel, the parent/guardian will be contacted, so alternative arrangements may be made.

ANY STUDENT FOUND TO BE CARRYING HIS/HER MEDICATION WHILE ON A SCHOOL SPONSORED FIELD TRIP, WITHOUT THE KNOWLEDGE OF ACCOMPANYING PERSONNEL, MAY BE SUBJECT TO DISCIPLINARY ACTION.

A "Medication Instruction Documentation" form must be filled out and kept on file in the Health Office for any non-professional giving medications to students in the district. The training nurse is not liable for any medication errors that may occur.

End of the Year Procedure Options for any Medications your child may have at school:

- *1. Notify School Nurse prior to last day of school that a Parent/Guardian will be picking up medications(s)**
- *2. Notify School Nurse to destroy any remaining medications**

SPECIAL EDUCATION SERVICES

The Francis Howell School District provides a free and appropriate public education to all students with disabilities including those attending private/parochial schools beginning on the child's third birthday through age twenty-one. The district provides parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. 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 district has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the District Administration Office of Special Services and the Principal's Office in each building. The Local Compliance Plan is a written narrative that describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures that the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

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 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

DISTRICT POLICY AGAINST DISCRIMINATION

It is the policy of the Francis Howell School District not to discriminate on the basis of race, sex, or handicapped status in its educational programs, activities or employment practices.

WHERE TO GO? NEED ASSISTANCE OR HELP?

If you need help in the following areas, see the people listed in the rooms indicated.

AREA	CONTACT	OFFICE
Attendance	Mrs. Hoffman	Main Office
Bus Concerns	Grade Level Principal	Main Office
Class/Schedule Change Request	Guidance	Guidance Office
Discipline	Principals	Main Office
Entry/Withdrawal from School	Guidance	Guidance Office
Grades/Student Records	Guidance	Guidance Office
Health Problems	Mrs. Finnerty	Nurse's Office
Homebound Instruction	Mr. Johnson	Main Office
Locker Problems/Concerns/issues	Mrs. Weisenborn	Main Office
Maintenance	Mrs. Longo	Main Office
Lost Items	Lost and Found	Gym Lobby Area
Library Learning Commons	Mr. Bargielski	Learning Commons
Report Cards	Counselors	Guidance Office
Student Schedules	Counselors	Guidance Office
Work Permits	Mrs. Weisenborn	Main Office

STUDENT ACTIVITIES / CLUBS / ORGANIZATIONS

CLUB	SPONSOR/S	MEETING LOCATION
Student Council	Mrs. Jones	Room A205
Drama Club	Mrs. Harrison	Room C107
Fellowship of Christian Athletes (FCA)	Mr. Locke	Gym
Intramurals	Mr. Locke/ Mrs. Wittmus	Gym
Jazz Band	Ms. Glauber	Band Room
National Junior Honor Society (NJHS)	Ms. Brooks Mrs. Canul	Room C101 Room C103
Robotics	Mrs. Wombacher	Learning Commons
Spirit Team	Mrs. Coveney	Room A218
Viking Shield	Mrs. Adams/Mrs. Richards	Room B206/Room A208
VOX Choir	Mrs. Howard	Room A103
Where Everyone Belongs (WEB)	Mrs. Lester/Mrs. Nieder/Ms. Weiss	Guidance Office
Yearbook	Mrs. Ragusky	Room B104
Youth in Government	Mr. Richards	Room C105

Student Council is our student leadership organization. Students meet both during the school day and after school working to promote character and our Four Core Ethical Values. They sponsor a variety of benevolence events, sponsor our Spirit Weeks, Red Ribbon Week and they host our two Activity Nights - one held each semester.

Drama Club offers sixth, seventh and eighth grade students' enrichment activities in theater arts. Students may participate in two student productions a year: a talent show and a play. At this time there are no field trips but in the past members were able to attend field trips to professional productions.

Fellowship of Christian Athletes (FCA) is a student-led group of coaches, student athletes, and those who enjoy getting together to enjoy Christian fellowship. Meetings are held twice a month and focus on self-growth and spiritual nourishment.

Intramurals is an after school sports program open to all middle school students. The purpose of this program is to provide the opportunity for all students to participate in their favorite group and individual activities. All precautions will be taken to ensure the safety of students. The school will not be responsible for accidents or injury to students during the intramural program. Additional information will be provided to students in their physical education classes.

Jazz Band is for seventh and eighth grade students. Students must have at least one year of playing experience and have the desire to learn different styles of jazz, swing, and rock music. This group may perform at the Spring Concert and school assemblies. Depending on the number of students that are interested, the director may hold auditions to select the students that participate. The meeting dates will be determined by the sponsor.

National Junior Honor Society is an active service club at FHMS. For the beginning of first quarter, our current members will meet virtually. Applications for new members should be available toward the end of September, depending on the current school situation. Announcements will be made and applications will be available electronically. Students will need to show service, character and have a cumulative GPA of at least 3.65. The GPA has been lowered for the 2020-2021 school year due to the impact Covid-19 had on 4th quarter grades. New members will be notified two weeks after the initial application is due. We intend to have an induction ceremony in November. If necessary, it will be virtual.

Robotics is for all FHMS students interested in working with LEGOs, robots, computer programs, etc. This is a great introduction into engineering and programming concepts. Using LEGO bricks and other elements such as sensors, motors, and gears, teams gain hands-on experience in engineering and computer programming principles as they construct and program their unique robot inventions. Meeting dates to follow.

Spirit Team is a dedicated group of students who support the school in many different ways. They are both the cheer and dance squads for FHMS. They perform at assemblies and other activities determined by the sponsor. They also support the school by providing a poster and door decorations for each staff member on their birthday!

Viking Shield is a committee that helps organize the assemblies that are designed to be high energy and celebrate good attendance, good behavior and high academic achievement. They will plan games, contests and hand out prizes to those who have excelled in one or more categories.

VOX Choir is FHMS' auditioned before school choir under the direction of Mrs. Howard. Auditions are open to any FHMS student. By being a member of this group, students gain experience in singing techniques and performance. VOX will have performances throughout the year at concerts and community events.

Where Everyone Belongs (WEB) is a program where seventh and eighth grade student leaders serve as mentors for our sixth grade students. They also lead out the sixth grade Social Event and more. The leaders are available throughout the school year to provide assistance, encouragement, and support.

Yearbook Staff is a small group of sixth, seventh and eighth graders who have been recommended by their teachers on the basis of organization skills and creativity. Work includes writing captions, taking pictures, publicizing yearbook sales and handling other chores associated with producing the yearbook.

Youth in Government (YIG) provides students the opportunity to experience the democratic process and develop the leadership skills needed to become citizens of the participatory society. Based on the motto "Democracy Must Be Learned by Each Generation". Youth and Government is a nationwide program that involves thousands of youth in grades 8-12 each year. In years past the culminating event included an overnight trip to Jefferson City, Missouri where the students participate in "running the state" as student leaders.

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 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 a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing process 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. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who 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 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 will disclose education records without consent to officials of another 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.

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

The Francis Howell School District has designated certain information contained in the educational records of its students as directory information for the purposes of FERPA. The following information regarding students is considered directory information: the student's name, student's address, student's phone number, photograph, grade point average, dates of attendance, grade level, participation in officially recognized activities and sports, height and weight of members of athletic teams, diplomas and awards received and the most previous school attended by the student.

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records without the consent of the parent or eligible student if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that conditions listed in §99.31 (a)(1)(i)(B)(1) – (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

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 programs¹ 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	Complaints filed with the Department
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)?	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:

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

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.

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

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

The following activities will occur in the investigation:

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

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

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

9. How will appeals to the Department be investigated?

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

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

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

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

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.



Book	FHSD POLICIES
Section	1000 GENERAL ADMINISTRATION/ 1300 Equal Opportunity
Title	Equal Opportunity
Code	1300
Status	Active
Adopted	April 1, 2007
Last Revised	May 21, 2020
Prior Revised Dates	March 2018, December 2018

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 accordance with the law, the District does not discriminate in its programs or activities on the basis of race, color, sex, national origin, age, ethnicity, disability, religion, sexual orientation, perceived sexual orientation, genetic information, or any other characteristic protected by 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.

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

Lisa Simpkins
 Chief Human Resources Officer
 4545 Central School Road, St. Charles, MO 63304
 636-851-4024

Mark Delaney
 Director of Human Resources
 4545 Central School Road, St. Charles, MO 63304
 636-851-6193

For information on how to report a claim of discrimination, harassment, or retaliation, See Regulation 1300. Policy and Regulation 1300 shall govern all complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, sex, national origin, age, ethnicity, disability, religion, sexual orientation, perceived sexual orientation, genetic information or any other characteristic protected by law.

Originally adopted April 2007
 Revised March 2018
 Revised December 2018
 Revised May 2020

PUBLIC NOTICE

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

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

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

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

This notice will be provided in native languages as appropriate.

Director of Alternative Learning
Francis Howell School District
4545 Central School Road
Saint Charles, MO 63304
Phone: 636-851-4060 Fax: 636-851-4094

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

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

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
 1. Political affiliations or beliefs of the student or student's parent(s)/guardian(s);
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parent(s)/guardian(s); or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

Francis Howell School District will develop policies, in consultation with parents/guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Francis Howell School District will directly notify parents/guardians and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Francis Howell School District will also directly notify parents/guardians and eligible students, such as through U. S. mail or email, 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**

Meal Debt

By July 1, all schools participating in the federal meals programs are required by the United States Department of Agriculture (USDA) to have written policies to inform parents of procedures regarding meal debt. The District recently adopted [Policy 5550](#) in order 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.

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.