

# **FRANCIS HOWELL HIGH SCHOOL**

## **STUDENT HANDBOOK 2011-2012**

**Phone:**  
**636-851-4700**



**Fax:**  
**636-851-4116**

**Francis Howell High School**  
**7001 Highway 94 South**  
**Saint Charles, Missouri 63304**  
<http://fhh.fhds.k12.mo.us>

**Twenty-Four Hour Attendance Reporting: 851-4849**  
**Counselors/Guidance Office: 851-4789**  
**Health Office: 851-4807, 851-4809**  
**Sports Information: 851-4700, Ext. 1**  
**Voice Mail Directory: 851-4080**

<b>Dr. Chris Greiner, Principal:</b>	<b>851-4728</b>
<b>Dr. Dave Wedlock, Associate Principal:</b>	<b>851-4725</b>
<b>Mr. Randy Carter, Assistant Principal:</b>	<b>851-4701</b>
<b>Dr. Gary Stevenson, Assistant Principal:</b>	<b>851-4759</b>
<b>Dr. Brian Thompson, Assistant Principal:</b>	<b>851-4760</b>
<b>Mr. Dave Witter, Activities Director:</b>	<b>851-4765</b>
<b>Ms. Elaine Brune, Dean:</b>	<b>851-4781</b>

## **QUICK REFERENCE**

**To see your counselor:**

Obtain a Counselor Request form from any teacher or the Guidance Office.

**To use the Career Room:**

Obtain a pass from the Guidance Office prior to the specified period you wish to visit.

**For scholarship information:**

Check the daily announcements and the Guidance Office Web site.

**To see the nurse:**

Ask the teacher for a hall pass to the nurse.

**You would see your principal for:**

Disciplinary matters  
Questions or concerns

**To purchase a replacement I.D. badge:**

Obtain in the Attendance Office, cost \$5.

**To drive to school:**

Obtain an application for a parking permit from the Activities Office.

**For information regarding activity schedules/eligibility:**

Contact the Activities Office or call the Viking Sports Hotline 851-4700, Option 1.

**For your locker assignment or trouble with your locker:**

Go to the A200 Office.

**To use the library:**

Obtain a hall pass from the teacher making the library assignment.

**For a pre-arranged absence:**

A parent phone call must be made to the Attendance Office and Activities Office if the student is involved in school activities, prior to the absence.

**To check in or out of school:**

A parent phone call must be made to the Attendance Office prior to leaving or entering school for the day. To be eligible to practice or compete in any competition, parents must also contact the Activities Office in addition to pre-arranged absence status.

**For job information:**

See the Vocation teachers.

**Lost and Found:**

Check in the Main Office.

**To use the phone:**

Office phones may be used for emergencies only. Students will not be allowed to use the phones without a pass from their teacher.

# FRANCIS HOWELL HIGH SCHOOL

## 2011-2012

I, the undersigned have received a copy of the following from Francis Howell High School. I understand that I am required to read this information and review it with my parent(s) and/or legal guardian.

**Code of Conduct**

**Student Handbook**

(Includes District Technology and Sexual Harassment Policies)

**Attendance Policy Handbook**

I,  approve/  deny Internet Access for my student

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_  
Last First

Student ID#: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Teachers please alphabetize and return to the student's assistant principal's secretary.

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**11-12 Francis Howell High School  
Mission Statement**

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

**Vision Statements**

The Francis Howell High School Community will provide a high quality educational experience that will result in students possessing the necessary knowledge and skills to become life-long learners and be positive contributors within their community.

The Francis Howell High School Community will provide an environment which develops a sense of personal and school pride, cultural awareness and tolerance.

**Staff Value Statements**

1. We will establish clear targets and expectations that focus on learning.
2. We will develop common formative and summative assessments that will be used to guide instructional practices.
3. We will utilize strategic professional development to implement and evaluate effective instructional practices.
4. We will use SMART goals to monitor the progress of our students' attendance, achievement and behavior.
5. We will model the appropriate behavior that we expect from our students.
6. We will respect each student and staff member as a valued individual and work collaboratively in our teams to address students' unique intellectual, physical, social and emotional needs.
7. We will foster an ongoing partnership among student, family, school and community that will promote a learning atmosphere which values mutual respect, perseverance, honesty, integrity, and school pride.

**Parent Value Statements**

1. We will model the behavior we expect from our students.
2. We will discuss and monitor goals and expectations with our students.
3. We will make a commitment to help our students make good decisions.
4. We will make a commitment to attend school events such as open house, parent/teacher confs, etc.
5. We will take an active role with our student's friends.
6. We will work to create an environment of honesty and trust with our students and the staff at FHHS.
7. We will encourage and teach respect, integrity, character, tolerance and responsibility.
8. We will monitor what our students are doing in their spare time.
9. We will work with the FHHS staff to prepare our students for a meaningful post-high school experience.
10. We will focus on positive expectations for our students.
11. We will communicate with our students and encourage their involvement in school activities.

**Student Value Statements**

1. We will show respect for teachers, parents, community, peers, and ourselves.
2. We will have a positive attitude and be ready to work.
3. We will set, monitor, and strive to achieve attainable goals that stretch our abilities.
4. We will take responsibility for our learning and actions.
5. We will support and participate in school activities.
6. We will work to develop the skills necessary to make healthy life choices.

**FHHS Goal Statements**

During the school year, FHHS will demonstrate continuous improvement in student achievement through the following benchmarks:

1. Algebra I MPI score of 778.8, English 2, and meet Safe Harbor requirements for IEP students in Algebra 1 (29.1%) and English 2 (45.5%)
2. Ds and Fs during 1<sup>st</sup> semester at or below 11.9% and 2<sup>nd</sup> semester at or below 12.4%
3. Advanced Placement performance and participation will increase 3% as compared to 10-11.
4. 75% of PLC teams will meet their achievement goals
5. ACT composite of 23.4

During the school year, FHHS will demonstrate continuous improvement in student attachment through the following benchmarks:

1. 95.3% ADA
2. 72% of FHHS students will participate in at least one extra-curricular activity
3. 95.5% graduation rate

During the school year, FHHS will demonstrate continuous improvement in student awareness through the following benchmarks:

1. A reduction of electronic device infractions as evidenced by a decrease in each month's Average Daily Infraction (A.D.I.) rate when comparing that to the previous month.

During the school year, in order to effectively monitor the climate of FHHS, the surveys identified below will demonstrate improvement through the following benchmarks:

1. Staff Climate survey questions #4, #8 and #9 will meet or exceed 76% Strongly Agree/Agree average during 1<sup>st</sup> semester and 70% Strongly Agree/Agree during 2<sup>nd</sup> semester.
2. Student Needs Assessment questions #13, #16 and #19 will meet or exceed a 3.2 average.
3. PLC Survey question #10 will meet or exceed an 8.3 average.
4. Parent Survey will meet or exceed a 76% Strongly Agree/Agree average.

## 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.

Inquiries related to race or sex discrimination should be referred to the District's designee for the Title VI and Title IX compliance (851-5347). Inquiries related to handicapped status should be referred to the Director of Special Services (851-4060). Their offices are in the Francis Howell Administration Building, 4545 Central School Road, St. Charles, Missouri, 63304. The district telephone number is (636) 851-4000.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The "Family Education Rights and Privacy Act of 1974" grants a citizen the following rights:

1. To inspect and review official school records and data directly related to your child. Procedures for inspection will be explained to you at the building principal's office.
2. To a hearing to challenge the content of your child's records for the purpose of correcting or deleting inaccurate, misleading or otherwise inappropriate data contained there.
3. To give or withhold written consent before personally identifiable records are released to certain persons or agencies.
4. To be notified when records directly related to your child are subpoenaed by a court or otherwise.
5. To register complaints with the Department of Health, Education and Welfare if you believe your rights enumerated above, are being violated.
6. Please use great care in selecting what activities you choose for your student to be precluded from. Completing the F.E.R.P.A. form is not required (see Addendum) unless special circumstances exist.

## SPECIAL EDUCATION SERVICES

Screening is available to all children ages three (3) to five (5), and classroom programs are provided for some preschool children found to have severe developmental deficits. Workshops and a newsletter are available to the parents of all preschool children.

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 (20), regardless of the child's disability. Francis Howell School District assures that to comply with the full educational opportunity goal, services for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include; autism, deaf/blindness, deafness, emotional disturbance, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, visual impairment/blindness, young child with a developmental delay.

Francis Howell School 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's First Steps Program. Early intervention services will be available for all eligible children.

Francis Howell School 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). You may contact FHSD if you wish to review the requirements provided in 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 the Director of Special/Student Services and the principal's office in each district 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.

When the District becomes aware that a child does not have a parent or a person acting as a parent to participate in matters dealing with the provision of Special Education, the State Board of Education is required to appoint a surrogate parent. The surrogate parent program needs volunteers. Prospective volunteers should contact the Director of Special Education.

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. This includes children attending private schools, highly mobile children, such as migrant and homeless children, 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 18 and 21 under its jurisdiction. Disabilities include; autism, deaf/blindness, deafness, emotional disturbance, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, visual impairment/blindness, young child with a developmental delay.

The Francis Howell School District assures they 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 District assures that personally identifiable information collected, used, or maintained by the

agency for the purposes of identification, evaluation, placement or provision of FAPE children with disabilities may be inspected and/or reviewed by their parents/guardians.

Parents/guardians may request an 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 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 had 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 in the Francis Howell School District Special Services Department from 8:00 a.m. to 4:30 p.m. each school day.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be complied by December 1 of each year. This information is treated as confidential and must include: name of child; parent/legal guardian's name/address; birth date and age of child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact Francis Howell School District at the following address or phone number. Director of Special Education, Francis Howell School District, 4545 Central School Road, St. Charles, MO 63304, (636) 851-5347.

This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary.

Francis Howell School District is an equal opportunity agency.

## SEXUAL HARASSMENT POLICY STATEMENT AND PROCEDURE

Sexual harassment constitutes unlawful sex discrimination. It is the policy of the Francis Howell School-Board of Education to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation for any member of the Francis Howell School District to harass another staff member or student through conduct or communication of a sexual nature.

Definition: Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.

Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or

Such conduct has the purpose or effect of unreasonably interfering with an individual's work or education performance or creating a pervasively intimidating, hostile, or offensive environment.

Reporting procedure: Any person who alleges sexual harassment by any staff member in the District may use the District's complaint procedure or may complain directly to the building principal or other individual designated to receive such complaints.

## STUDENT BELL SCHEDULES

Please consult the addendum for all Bell/Class Schedules at the back of the handbook.

### Howell Time Wednesday

The Howell Time schedule will be followed on Wednesdays (unless there is a special schedule day during the week). All students will report to their homeroom locations for 40 minutes between

2<sup>nd</sup> and 3<sup>rd</sup> periods. Students with a prearranged pass will be allowed to go to a requesting teacher's classroom during this time for extra support and/or enrichment. Freshmen forums will be held during Howell Time twice a month during the fall and less frequently in the spring. Students will be dismissed from campus at 1:35 on these days.

**See Addendum for additional bell schedules.**



## YEARLY SCHEDULE AUGUST 8, 2011 – MAY 23, 2012

**School will not be in session on the following dates:**

PLC Day – No School	September 2
Labor Day	September 5
Fall Break	October 6-14
No School	October 17
State Teacher's Meeting	November 4
PLC Day – No School	November 18
Thanksgiving	November 23-25
Early Release – Finals	December 20-21
Christmas Vacation	Dec. 22–Jan. 3
Martin Luther King Jr. Day	January 16
PLC Day – No School	January 27
President's Day	February 20
Spring Break	March 12-21
No School	March 22
PLC Day – No School	March 23
Good Friday	April 6
Easter Monday	April 9
Early Release – Finals	May 22-23
Memorial Day	May 28

## IMPORTANT DATES:

August 8	- First Day of School
August 11	- FHHS Open House
August 11	- A+ Tutoring Training
September 18	- SCCC College Fair (1-3 p.m.)
September 20	- Jr/Sr Parent College Night
Sept 26 – Sept 30	- Homecoming Spirit Week
September 30	- PLAN Test
September 30	- Homecoming Festival/Game
October 1	- Homecoming Dance
October 3	- Parent/Teacher Conf. (p.m.)
October 4	- Parent/Teacher Conf. (p.m.)
October 12	- PSAT (NMSQT)
October 16	- Natl. College Fair @ SLU
October 25	- College Financial Aid Night
October 26	- Sr. Cap & Gown Assembly
October 31	- First day of winter practice
November 15	- Fr/Soph Early Coll. Aware. Night
November 17	- A+ Tutoring Training
January 4	- Begin Second Semester
January 4-5	- Make-up Final Exams
January 5	- 8 <sup>th</sup> Grade Parent Orientation
January 18	- Sophomore Ring Assembly
February 7	- FAFSA Workshop (Financial Aid)
February 27	- First day spring practice
February 28	- Jr. Parent College Info Night
March 6	- Parent/Teacher Conf. (p.m.)
March 8	- Parent/Teacher Conf. (p.m.)
April 12	- A+ Tutoring Training
April 15	- Maryville Univ. College Fair
April 16-May 4	- EOC Testing Window
May 10	- Sophomore Ring Breakfast
May 11	- Graduation Practice
May 11	- Prom
May 17	- Senior Awards Night
May 29-30	- Make-up Final Exams
June 2	- Graduation (10:00 a.m.)

**Snow Make-up Days May 25, 29, 30, 31, April 9, June 1, March 12, 13, 14, 15**

## PEP ASSEMBLIES

September 30<sup>th</sup>  
 February 8<sup>th</sup>  
 April 25<sup>th</sup>

## ACT Assessment Test

Registration Postmark Deadlines:	Test Dates:
August 12, 2011	September 10, 2011
September 16, 2011	October 22, 2011
November 4, 2011	December 10, 2011
January 13, 2012	February 11, 2012
March 9, 2012	April 14, 2012
May 4, 2012	June 9, 2012

## SAT TEST

Registration Deadlines:  
 Contact the  
 Guidance Office at  
 least one month  
 before the testing date

Test Dates:  
 October 1, 2011  
 November 5, 2011  
 December 3, 2011  
 January 28, 2012  
 May 5, 2012  
 June 2, 2012

Preliminary SAT/National Merit Scholarship  
 Qualifying Test (PSAT/NMSQT) Test Date:  
 October 12, 2011  
 Advanced Placement (AP) Examination Dates  
 (Approximately): May 7 – May 18, 2012

## GRADING PERIODS– SEMESTER EXAM SCHEDULE 2011-12

### SEMESTER ONE

First Day of Semester	August 18
End of Quarter 1	October 5
Final Exams	*December 16
	*December 19
	*December 20
	*December 21
End of Semester	*December 21
Records Day	January 3

### SEMESTER TWO

First Day of Semester	January 4
End of Quarter 3	March 9
Final Exams	*May 18
	*May 21
	*May 22
	*May 23
End of Semester	*May 23
Records Day	*May 24

**\*Actual exam dates may vary due to adjustments for snow days, etc. Vacations should not be scheduled during possible final exam days (i.e., May 18 thru May 23), nor during possible snow make-up days (May 25, 29, 30, 31, April 9, June 1, March 12, 13, 14, 15).**

**All dates are subject to change due to snow days.**

**FINAL EXAMS WILL NOT BE  
ADMINISTERED EARLY.**

## PRINCIPALS

Dr. Greiner		Main Office
Mr. Carter	Students Mol-Schs	A200 Office
Dr. Stevenson	Students Schu-Z	Main Office
Dr. Thompson	Students Huf-Mok	A111 Office
Dr. Wedlock		Main Office
Mr. Witter		Activities Office

## HEALTH OFFICE

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

## DEAN

Ms. Brune      Students A-Hue      Main Office

## GUIDANCE OFFICE

### COUNSELOR ASSIGNMENTS

Ms. Hillyer	A - Co
Ms. Schertel	Cp - Ha
Ms. Potts	Hb - Ke
Ms. Lowrey	Kf - N
Ms. Fischer	O - Sl
Ms. Moss	Sm - Z

If a student would like to speak with his/her counselor, they should obtain a "Request to See the Counselor" form from his/her teacher or from the guidance office. This form should be filled out completely and returned to the Guidance Office. When completing the request form, be as specific as possible about the reason for needing to see the counselor, so that the counselor will allot the appropriate amount of time. **Students MAYNOT drop in to see a counselor.**



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

### CRUTCHES POLICY

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 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 physician's written order on file.

### MEDICATION PROCEDURES

**Any student found to be carrying his/her medication on his/her person without the knowledge of the nurse may be subject to disciplinary action to the guidelines stated in the Missouri Safe Schools Act, 1996. All medications shall be kept in a locked cabinet in the nurses' or principal's office. All medications must be in the prescription bottle or box with the pharmacy label attached. Only inhalers may be self-administered. All other medications must be carried and administered by the delegated, trained adult.**

### PRESCRIPTION AND NON-PRESCRIPTION MEDICINES ADMINISTERED AT SCHOOL

Oral or Topical Medicines at School -  
Pursuant to Francis Howell School District Policy, the giving of prescription and nonprescription medicine by the nurse, principal or the designee,

shall be restricted to **necessary** medication that **cannot** be given on an alternative schedule.

**Prescription medicine:**

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

**Non-prescription medicine:**

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

**Parent/Guardian Administration**

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

**Secondary Acetaminophen Policy**

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

**Application of Nurses Professional Judgment**

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

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

**MEDICATIONS FOR FIELD TRIPS**

Teachers are not required to administer medications to students on field trips.

1. Medications that must be given during the time a student is off campus (i.e. seizure meds, inhalers, sting allergy meds) may only be given by a responsible adult, employed by the district, and trained by the nurse on the "5R's" of medication administration:
  - the right medication
  - the right patient
  - the right dosage
  - the right time
  - the right route

**A Medication Instruction Documentation form must be filled out and kept on file for any nonprofessional giving medications to students in the district.**

\*\*\*The parent may request the prescribing physician to write an order giving an untrained, responsible, adult, who is not the parent of the student, permission to administer the medication while the student is on an off campus school sponsored trip.

If the responsible 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 medication will not be given, or the student may not participate in the off campus trip.

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.
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. This includes curricular, co-curricular, and extra-curricular activities.**
4. Students with severe sting allergies may carry an EpiPen auto /injector with them while on outdoor trips. If the student is not responsible because of age or other factor or cannot assume the duties of using the EpiPen auto-injector it may be carried by the teacher, after the teacher has been trained by the R.N., and has proven proficiency in its use. If the teacher is not willing to take responsibility for its use, the parent will be asked to accompany the student on the trip. If the parent cannot accompany the student, the student will not be able to participate on the field trip. Please contact your school's Health Office if you have any questions regarding this policy.

Missouri School Immunization Law requires that immunizations be up-to-date in order to attend school. Children in noncompliance will be prohibited from enrolling in or attending school.

Students not following rules and regulations of prescription and nonprescription medication may be subject to disciplinary action.

## **INFECTION CONTROL PROCEDURE FOR SCHOOLS**

### **General Procedures for Preventing Transmission of Infectious Diseases in School Settings**

Having direct contact with the body fluids of another person can potentially provide the means by which many different infectious diseases can spread. Some examples of body fluids which can transmit infection, and some of the diseases that can result, are the following:

<b><u>Body Fluids</u></b>	<b><u>Diseases Spread Through Contact With This Body Fluid</u></b>
Eye discharge	Conjunctivitis (Pink Eye)
Nose or throat discharge	Colds, Influenza
Blood	Hepatitis B, HIV disease
Feces	Hepatitis A, Shigellosis, Giardiasis
Urine	Cytomegalovirus infection

It is important to remember that any person could potentially have disease-causing organisms in his/her body fluids, even if he/she has no signs or symptoms of illness.

### **FRANCIS HOWELL SCHOOL DISTRICT HEPATITIS A PREVENTION GUIDELINES**

Hepatitis A, or viral Hepatitis, is a form of infectious Hepatitis which is found in the liver. Hepatitis is characterized by slow onset of symptoms, such as fever, nausea, vomiting, loss of appetite, and jaundice. The Francis Howell School District has an obligation to protect students, parents, employees, and the public from unnecessary exposure to illness. The following guidelines and recommendations are presented to reduce the risk of transmission of Hepatitis A in Francis Howell School District Schools.

- \*Children may not distribute food. Distribution of food should be done by the teacher or a responsible adult.
- \*The sharing of lunches or snacks by students should be monitored and eliminated.
- \*Plastic or latex gloves will be made available when appropriate for food distribution.
- \*Organizations that prepare food or food products should be given training in proper food preparation as a precaution at least once a year. (Training is

available through Sodexo Food Services.)

\*The District will provide educational materials for students (through the curriculum), staff, parents, and organizations to better educate the public on the issue of Hepatitis A and other food related diseases.

These guidelines will be printed and distributed to all students, staff, parents, and organizations in the Francis Howell School District annually. Should the St. Charles Department of Health and the Environment declare an emergency or epidemic, additional guidelines or requirements may be added to this list with approval of the superintendent of schools. Should you have questions or concerns related to these guidelines, please contact your building principal, school nurse, or associate superintendent.

## COMPUTER/WRITING LABS

Francis Howell High School has computer labs available for student use and class use.

Teachers will act as supervisors for their students while pupils work on course related assignments/projects.

Students utilizing equipment and software will be expected to use these items in a responsible and appropriate manner. All hardware, software and related connections are school district property.



## LIBRARY MEDIA CENTER

### Library Passes

All library passes must come from the subject matter teacher. Only three students may be sent to the library from any classroom unless the teacher accompanies the students. The library may be used for research, pleasure reading and book checkout. Students need passes stating purpose of research to use computers; otherwise students will be limited to books and magazines.

### Library Hours

6:55 AM to 2:30 PM

### Printing and Copies

All copies and computer printings are black and white.

### Checkouts

Normal checkout time for most books will be two weeks. Reference books are overnight checkout only. Late returns are twenty-five cents per school day. Magazines are checked out for one week. Late returns are twenty-five cents per school day. Nonfiction, biographies and fiction books are checked out for two weeks. Late returns are ten cents per school day. Prompt payment of fines assessed for overdue materials is encouraged. All materials may be renewed. Students need to request renewals in person at the library.

Food and drink are not permitted in the library and will result in discipline consequences.

The library may be closed occasionally for special events or meetings.

All students are welcome to come to the library to check out materials, to browse through the collection, or to work on classroom assignments. Librarians are available to assist students in finding materials. The LMC staff is dedicated to serving everyone and encourages students to ask for help anytime they are in the Library Media Center.

Various computer related technologies are available for student use. Students must contact one of the librarians in order to receive approval for use of equipment and/or software.

## ACTIVITIES DIRECTOR'S OFFICE

The Activities Director's Office is located in the C Building. Students should contact the Activities Director's Office for any of the following:

1. Sports Physical Form
2. School Organization Information
3. Sports Schedules
4. Assemblies
5. Sports Eligibility
6. Security
7. Parking
8. Athletics
9. Pre-arranged absences and parent phone calls
10. Outside guest to dance

### POSTER, SIGN AND FLIER POLICY

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

The following groups may post signs.

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

Limitations:

Individuals and groups are limited to 1 large poster and/or flyer. All signs must be neat and of an appropriate content

Approval times:

We will attempt to approve signs throughout the school day. However, we would ask that large groups and clubs come into the office at one time. Individuals need to request approval before or after school and during passing periods.

Placement and Removal:

All approved signage can only be posted in designated areas in the commons. The designated areas are the tackboards on the

wall of the main office (facing the commons). It is the responsibility of the students and sponsors involved to properly dispose of the signs, posters, and fliers when the event/election is over.

## CONDUCT

It is a desire of the Administration and staff that all students conduct themselves in a manner demonstrating respect for their fellow students and the school in general. Any student in violation of the "Code of Conduct" will be assigned appropriate disciplinary action.

### 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 distributed to all students at the beginning of the school year, so that students may be 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 insure the orderly operations of district schools and school-sponsored events.

### SCHOOL SPONSORED ACTIVITIES/ CODE OF CONDUCT

The FHSD code of conduct is in effect at all school sponsored activities on or off campus. Should a school official suspect that a student is under the influence of alcohol, a breathalyzer test may be administered.

### SCHOOL SPONSORED DANCES/ AGE LIMITATIONS

If an FHHS student desires to bring a guest to a school sponsored dance, the guest's supervising principal and/or parent will be required to complete a permission form. Guests who are out of high school and over the age of 18 may sign the permission form; however, it should be noted that should a guest become a discipline problem at the event, the FHHS student and the guest will be asked to leave the event. **PER DISTRICT POLICY, NO STUDENT GUEST AT ANY SCHOOL DANCE MAY BE 21 YEARS OF AGE OR OLDER. ADDITIONALLY, NO STUDENT GUEST AT ANY SCHOOL DANCE MAY BE CURRENTLY CLASSIFIED AS A STUDENT IN GRADES 8 OR LOWER.** Before a guest ticket may be

purchased, a photo ID must be presented. The guest must show ID at the dance to be admitted. All FHHS students must show ID to be admitted to dances. Also, see addendum.

## **CODE OF DRESS**

Students should dress in a reasonable manner that is in good taste, is safe and does not detract from the educational environment. Acceptable and unacceptable dress will be determined by the classroom teacher and school administration. For safety reasons shoes, must be worn at all times. Clothing that violates the SEVEN B's will not be tolerated for either males or females. Below are the "Seven B's" which help to serve as a guideline for things that should not be seen (or exposed) at school:

- Bra (or bra straps)
- Breasts
- Belly (or midriff)
- Bottoms (or buttocks)
- Backs
- Boxers
- Bedroom Wear

In addition crop tops, spaghetti straps, halters, tube tops, excessively short skirts or shorts are not acceptable forms of dress. Exaggerated sagging clothes are not permitted. Students are not allowed to wear hats/caps, bandanas, other head apparel or put their hoods up while in the building. Clothing depicting: tobacco products, drug related materials, alcohol, profanity, inappropriate suggestive sayings or drawings or anything that could cause disruption of the school environment is prohibited. Article of clothing or colors with the purpose of gang identification are not permitted. Chains (including wallet chains), spiked or studded accessories are also inappropriate.

Non-compliance with the dress code may result in the student being required to change their attire and could result in possible disciplinary action.

Students in extracurricular activities need to refer to their coach or the director regarding acceptable clothing guidelines.

## **TOBACCO USE**

Both the possession and use of tobacco and/or smoking materials (i.e., lighters, matches) in any form are absolutely forbidden on school property

or school sponsored activities. Possession or use of tobacco and/or smoking materials will result in disciplinary action as determined by the Francis Howell Student Code of Conduct.

## **SEARCH AND SEIZURE**

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

## **CARE OF SCHOOL PROPERTY**

Students are held responsible for proper 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 according to Missouri Law and face appropriate disciplinary action.

## **ASSEMBLIES**

At all times, the student's behavior should be refined and courteous. An indication of the cultural level of a school is the conduct of its student body at any assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling at inappropriate times, unnecessary clapping, and boisterous conduct, showing disrespect, and talking during a program.

## **ACADEMIC STUDY HALL RULES**

This class is designed to be used by students who need or desire extra time to study assignments or read. Students will be expected to bring their own materials to class and to work throughout the hour. No academic grade will be given. A student may have only one study hall

per semester (unless additional study halls are assigned by school administration).

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

**RULES:**

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

**DETENTION RULES**

Students will be required to serve a detention per posted schedule. Failure to serve the detention by the due date indicated on the discipline notice will result in additional discipline per the Code of Conduct. Students must arrange for their own transportation. Detention study hall is held Monday through Friday from 6:25 to 7:10 a.m. and 2:30 - 3:15 p.m. and on Saturdays from 9:00 a.m. to Noon.

**No PM detentions on Early Release  
Wednesdays**

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

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

6. No use of cell phone or electronic devices.

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

**STUDENT DETENTION POLICY**

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

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

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

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

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

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

## **IN-SCHOOL SUSPENSION ALTERNATIVE PROGRAM (ISAP)**

The In-School Alternative Program is designed to be an alternative to out of school suspension. The program is a restricted, closed-room environment, monitored by a staff member trained to provide assistance to students. Curricular assignments are scheduled by the classroom teacher and sent to the ISAP room. Parental contact will be made, or attempted, prior to a student being assigned to ISAP. Students assigned to ISAP will be given an ISAP rules/procedures form to take home.

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

## **OUT-OF-SCHOOL SUSPENSION (OSS)**

Suspensions from school result in the student being prohibited from attending classes for a particular number of days. During Out-of-School Suspension, students may receive class work to be completed while on short-term suspension. Students will receive full credit for such work if it is submitted upon return from suspension or by a deadline date established by the teacher or school administration. Students are also prohibited from attending any school sponsored events home or away and may not visit any district property during the suspension. (This includes dropping off or picking up other students.)

## **SENIOR PRANKS**

Senior pranks will result in school discipline up to and including withholding the privilege of participating in the commencement ceremony.

## **COMPUTER AND RELATED TECHNOLOGY USE BY STUDENTS**

Students will be expected to use all technologies in a proper and correct manner. Such technologies include, but are not limited to, school/district computers, software, internet connections, peripheral hardware, file servers, electronic mail and audio-visual equipment. 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/world-wide-web, 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.

### **FRANCIS HOWELL WEB ADDRESS**

Francis Howell School District has a World Wide Web Page Address that can be accessed by any computer connected to the Internet. The district website is: [www.fhdschools.org](http://www.fhdschools.org). Each school in the district can be accessed from this web site.

The FHHS web site address is:  
[fhh.fhds.k12.mo.us](http://fhh.fhds.k12.mo.us)

This site may be contacted in order to reference information relating to all major programs.

### **ATTENDANCE PROCEDURES**

#### **BOARD OF EDUCATION APPROVED ATTENDANCE POLICY**

***Notes are NOT accepted for absences, late arrivals, or early dismissals. Parent phone call only.***

#### **TARDIES**

**Students who are late to school will report directly to first hour.** Tardies are disruptive to any class. Therefore, students are expected to arrive on time to class (see Bell Schedule). If a

student is detained by a teacher or administrator, the student should have that person provide a pass to enter class.

**NOTE: Oversleeping, missing the bus, traffic congestion or automobile breakdown are not reasons for excused tardies even with parent phone calls. A principal or dean may assign a tardy detention to a student tardy to class at anytime.**

1. The tardy policy is based on each semester.
2. On the second tardy to any particular class, the teacher will give the student a tardy detention warning.
3. For a third tardy, and each tardy thereafter, the teacher will assign one detention. Students that are tardy seven times in a semester will be referred to their assistant principal or dean.
4. Students receiving their 4th referral for tardies will be referred to their assistant principal/dean. They will be placed on a tardy contract for the rest of the school year with an increase in disciplinary action (including ISAP and/or OSS) for any additional tardy referrals.
5. A student arriving tardy to class over five (5) minutes but under twenty (20) minutes will receive an immediate detention from the teacher.
6. Any unexcused tardy to class of twenty (20) minutes or more will be considered an absence from class and will cause the student to be subject to disciplinary action. Repeated trancies from class and/or school will subject the student to further significant disciplinary action.
7. Students found in the hall during class time without a pass from a faculty member, regardless of time, may be issued a detention or face other disciplinary action.
8. The total number of tardies to class will be based upon the total accumulated per semester. Students will be subject to referral to assistant principals once they attain seven tardies during either semester.

#### **Tardy Contract Program (TCP)**

Once the student receives his/her 4<sup>th</sup> tardy detention (total), an administrator will meet with the student and place them on a tardy contract. Teachers will be notified of the contract and instructed to send tardy referrals to the administrator.

- On subsequent tardy referrals,
- 5<sup>th</sup> tardy referral – Full Saturday and parent contact
- 6<sup>th</sup> tardy referral – 3 days ISAP

- 7<sup>th</sup> tardy referral – 5 days ISAP (loss of parking permit for 10 days)
- 8<sup>th</sup> tardy referral – 3 days OSS (loss of parking permit for 20 days)
- 9<sup>th</sup> tardy referral – 5 days OSS and COC warning (loss of parking permit for 30 days)
- 10<sup>th</sup> tardy referral – 10 days OSS and COC

#### **PERMISSION TO LEAVE CAMPUS AND SIGNING OUT**

Students needing to leave campus during the day must have **prior permission** to do so from the Attendance Office. Permission will be granted only for reasons that are of an emergency nature which preclude the importance of attending school. The procedures for signing out are as follows:

1. Parents must call the Attendance Office by 10:00 a.m. at 851-4849, to receive permission for the student to leave. The parent should indicate the student's name, grade, and reason for leaving campus. If the student is involved in an extracurricular activity, the parent also needs to contact the Activities Office.
2. Prior to the time needed to leave, the student should sign out in the Attendance Office and **obtain a pass to leave**. Any students who do **NOT** sign out in the Attendance Office before leaving campus will be considered **truant** and will **NOT** receive credit for any make-up work.
3. Parents must show identification to personnel in the Attendance Office before signing out and leaving the school with their students.
4. Students will not be allowed to leave unless their parent/guardian contacts the Attendance Office prior to the time of signing out from school. Students who leave without permission will be considered truant and will receive disciplinary action from the supervising principal. Credit for make-up work will not be allowed.
5. Teachers are not allowed to grant permission for students to leave campus.
6. Half day students will be provided with Special ID's and parking permits to allow early departure from campus.

#### **LEAVING THE BUILDING/CAMPUS**

Students are not to leave the school building or school grounds during the school day without permission from their principal's office. Anyone who leaves the school campus or building after

arrival in the morning will be subject to disciplinary action. Students are not permitted into the parking lot during the day without a pass from their principal. Students needing access to their car in the student parking lot should obtain permission from their supervising principal before going to the parking lot. Students found in the parking lot without permission are considered truant and appropriate disciplinary action will result. Teachers or staff cannot grant students permission to leave campus or tech school. Students wanting to leave tech school to return to the Francis Howell campus for assemblies, etc., should make arrangements through both Attendance Offices.

### **ATTENDANCE AT A SCHOOL SPONSORED FIELD TRIP**

All students planning to take part in a school class related field trip must submit a school field trip form to the sponsoring teacher three days prior to the field trip. The form must be signed by the student, parent and teachers. Teachers' signatures indicate that they have been informed of the field trip and that students have agreed to make up any work missed due to an absence caused by field trip attendance.

Field Trip Forms should be provided to participating students by the teacher sponsoring the activity. The supervising teacher will collect completed forms before students will be allowed to take part in the trip.

### **ALTERNATE EDUCATION PLAN SENIOR YEAR (DUAL ENROLLMENT)**

Eight semesters of full time attendance are required for students to graduate from Francis Howell High School. This requirement may be waived by the principal, subject to the guidelines set forth: Students will be excused from school attendance only to participate in an educational experience. If the student fails to complete that educational experience, then attendance for eight semesters may be necessary in order to complete graduation requirements. Alternate Education Plans may include full-time enrollment in college, trade or tech school, military service or an apprenticeship program. A minimum of 12 college hours of credit must be earned by the student in each semester for which he/she petitions to be completely excused from high school attendance. Students may attend part-time at Francis Howell and part-time at college (4 credit hours at Francis Howell and a minimum of 6 college credit hours, or 5-6 hours at Francis

Howell and a minimum of 3 college credit hours.) **Please make note that a student's Francis Howell High School schedule takes priority over any/all off campus schedules. The high school cannot guarantee that any student's on campus schedule will be compatible with a student's desired off campus program. Students should be aware of this priority before they attempt to enroll in any alternative educational plan.** Also, in order for a student to be in the Dual Enrollment Program the student must have an overall grade point average (GPA) of 3.0 (B) or higher at the time of enrollment into the off campus college program.

### **WORK/STUDY AND DUAL ENROLLMENT REQUIRED HOURS ON CAMPUS**

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

### **WORK/STUDY CLASS JOB-RELATED CREDIT**

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

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

### **HOMEWORK/MAKE-UP WORK**

A student will have one day for every properly documented day absent to make up work for the assignments that were given to the student on the specific day of the absence. Students are responsible for an assignment given by the teacher which has a specific time frame for completion by the due date of the assignment. A parent may request homework from a teacher after a student has been absent for **more than three days**. Homework may be requested by calling 851 and the teacher's four digit extension listed in the voicemail directory printed in this

handbook. (You may reach an electronic directory by pressing the “star” button (\*) on your telephone). Teachers have a 24 hour turn-around period. For absences in excess of one week, please contact the Attendance Office. You can pick up the homework in the Attendance Office.

### **HOMEBOUND INSTRUCTION**

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

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

Before students receiving homebound instruction may return to school, they must have a signed medical release from their doctor indicating they may resume attendance. This document must be submitted to the Special Services Department.

If students on homebound instruction fail to complete assignments, submit work late, or do not meet with their homebound teacher at the appointed time, with a parent/guardian being present, they will receive failing grades for the assignments (this includes daily work, tests, quizzes and exams).

### **SPECTRA PROGRAM DROP-IN ELIGIBILITY AND PROCEDURES**

Classroom teachers will have the option of not allowing Spectra Program drop-in students to leave their classes unless those students have at least a 70% overall grade in the teacher’s class at the time students request to leave the class.

All Spectra Program drop-in students must receive permission from their regular classroom teachers before they report to the Spectra classroom. They must have a hall pass from the sending teacher. Also, students must report back to the sending teacher when they leave the Spectra classroom. Students will be expected to present a teacher signed hall pass, to the

sending teacher, upon return to their regular classes.

## **GENERAL PROCEDURES**

### **BEVERAGES**

No drinks will be allowed in the hallways or classrooms after 7:20 a.m. Drinks should be consumed only in the cafeteria or outdoor commons area after 7:20 a.m. All vending machines will be off from 7:10 a.m. to 2:30 p.m. except during lunch in the cafeteria commons area.

### **IDENTIFICATION BADGES (ID’s)**

**All students are required to have their school issued ID with them at all times.** Failure to produce an ID upon request of any school employee will result in disciplinary action. An ID will be provided to each student free of charge. If a replacement ID is needed, the cost is \$5.00. Replacement ID’s can be ordered through the ID office.

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

Students may be asked to show their ID upon signing in for detention. If the student does not have their ID they may/can be asked to leave detention.

### **PARKING**

**Parking on the Francis Howell High School campus is a privilege.** There are not adequate parking facilities for all students wishing to drive. All seniors may apply for a permit. Juniors who are actively involved in a school sponsored activity may apply for a season permit. **Freshmen and sophomores are NOT eligible to drive for any reason.** See the Addendum for the parking rules, regulations and applications.

### To qualify for a parking permit:

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

The parking rates are in effect as follows: yearly permits for seniors are \$40 each, juniors can purchase a semester permit for \$20 or a seasonal permit for \$13 pending space availability.

Temporary (1 day) parking permits should be purchased 24/48 hours in advance. A parent phone call is required before a temporary permit will be issued. If a parent phone call is not received and the student drives to school, a ticket will be issued. Students will not be allowed to drive without prior approval. Temporary permits will not be issued for students serving a detention or because of an after school job. Temporary permits are \$2 and will allow the student to drive as approved by the administration. Temporary permits are sold only from 6:30 a.m. to 7:15 a.m..

Students who are parked illegally (i.e., without a permit displayed on the rear view mirror, in the faculty parking lot, or on the grass, etc.) will be issued a parking ticket. Parking violations are subject to a \$10.00 fine for the first, second and third incident. Subsequent violations will be assessed a \$20.00 fine plus school discipline which may result in detentions or a suspension. Parking in a faculty, visitor or handicapped space will be assessed a \$30.00 fine. When a permit is reissued, a replacement fee up to the original cost of the permit will be assessed. Students who continue to park illegally on the FHHS

campus will have their vehicle towed at the owner's expense. A student may be asked to leave campus without a proper permit.

**PLEASE NOTE: If you receive a Parking Violation on your vehicle, you have received a fine.** Students who wish to dispute a ticket must do so within 24 hours.

Francis Howell High School reserves the right to enter and inspect, without the owner's consent, the interior of a student's vehicle whenever a school authority has reason to believe illegal or unauthorized materials are contained inside the vehicle.

A parking permit may be revoked for the following reasons: careless and imprudent handling of a vehicle; illegal unauthorized use of a parking permit; persistent violation of parking policies; excessive tardiness and/or absences to school, transporting of student(s) off campus without permission, suspension from school; use of a registered vehicle to promote truancy; unacceptable behavior; or nonpayment of parking and/or other school fines.

**NO REFUNDS WILL BE GIVEN AT ANY TIME**

**PARKING POLICY MAY NEED TO BE ADJUSTED DUE TO CONSTRUCTION**

### **BUSES**

Students are under the supervision of the bus driver on the way to and from school. Unacceptable behavior may result in the loss of privileges to ride for a period of time or other appropriate discipline. **District policy forbids students to ride any bus other than their own to and from school.** See the School District's official letter in the back of this handbook.

### **GUESTS**

Parents of Francis Howell High School students are always welcome to visit school. For the protection of our students, we do require that they check in with Security at the front gate. Special arrangements, if necessary, can be made there, including being issued an ID badge.

Graduated students who wish to visit a teacher during the school day are not allowed to do so as this interrupts instruction. These graduates should telephone the teacher to make an appointment.

Other visitors are allowed at school only if their visit has an educational purpose. These visits should be pre-arranged and authorized through the principal in the Main Office.

Bringing visitors to attend classes is not permitted. Students may not have friends who are not Francis Howell High School students meet them in the building at dismissal.

## HALL PASSES

Students should never leave a class without a hall pass. If it is necessary for a student to be in the hall during class time, the student's supervising teacher must issue an individual multipurpose pass. Any student in the hall during class without a hall pass may be issued a detention. Repeated occurrences during the year may result in ISAP or OSS. No more than one student may leave a class at a time.

## STUDENT MESSAGES/FORGOTTEN ITEMS

- Telephone messages will only be delivered to a student's classroom if there is a family emergency and the call is placed by an adult parent/guardian.
- Other important messages that are phoned in by a parent/guardian will be delivered during passing periods only. The student will be called to retrieve the message from the appropriate office.
- Students will be called to the office during passing periods only to retrieve items that parents have dropped off for the student (i.e.: shoes, lunch money, projects, keys, etc.)

## LOST AND FOUND

Students who find or lose articles should promptly report same to the Main Office. The loss of property may be minimized by identifying, when possible, every article with the owner's name. Keep your lockers locked! **DO NOT leave your personal items (book bags, purses, etc.) unattended!** Students who find lost articles that do not belong to them and keep the article for their own personal use without reporting the article to the office will be subject to disciplinary action. Francis Howell High School does not assume responsibility for lost or stolen items.

## FLOWERS AND BALLOONS

Students are discouraged from having flowers and balloons delivered to school. If bouquets are delivered, the flowers and/or balloons will be held in the office until the end of the day because they present a distraction in class.

## LOCKERS

Student lockers are the property of the Francis Howell School district. Lockers are assigned to all students. Each student is expected to use only the locker assigned to him/her. Students are encouraged not to bring any valuable items to school. The Francis Howell School District and Francis Howell High School are not responsible for any items that are damaged, lost or stolen. Only the combination locks provided by the school are to be used on lockers. Trouble with lockers should be reported to the A200 Office. If a lock is lost or stolen, students are expected to pay for a replacement lock. Lockers may be inspected by school authorities at any time.

## TELEPHONES/STUDENT USAGE

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



## CELL PHONES/ OTHER ELECTRONIC DEVICES

Students may have cell phones, or other electronic devices in their possession while on campus. Classroom electronic device use is at the discretion of the classroom teacher. A student's cell phone, etc. may be taken and sent to the principal's office. A detention may also be written for unauthorized cell phone or other device use. Such communication devices are **carried at the student's risk. THE SCHOOL ASSUMES NO RESPONSIBILITY FOR THEIR LOSS, THEFT, OR DAMAGE, NOR WILL EFFORT BE MADE TO SEARCH FOR OR RETRIEVE THEM.**

## ELECTRONIC ENTERTAINMENT DEVICES

**Students are discouraged from bringing electronic devices to school. If such items are brought on campus, the school assumes no responsibility for their loss, theft or damage, nor will effort be made to search for or retrieve them.**

## CELL PHONE/ELECTRONIC DEVICES SANCTIONS

The majority of F.H.H.S. students utilize the privilege of cell phone/electronic device usage very well. However, there are a small number of students who do not abide by school rules and disrupt the educational process by misusing their cell phones or other electronic devices.

Due to significant disruption that this misuse can cause, the following disciplinary sanctions will be incorporated when school administration must speak with students regarding inappropriate use of cell phones/electronic devices during the school day:

- Offense #1--A regular detention will be assigned to the student.
- Offense #2--A full Saturday detention (9:00 a.m. - 12:00 p.m.) will be assigned and parents will be contacted. Students will be warned of an in-school suspension of three days upon the next infraction with required parental pick-up of the device (during business hours of 6:30 a.m. - 3:00 p.m.).
- Offense #3--Three days of in-school suspension and parental pick-up of the device during business hours (6:30 a.m. - 3:00 p.m.). A warning of a three day out-of-school suspension will be given.
- Offense #4--Three days of out-of-school suspension and parental pick-up of the device during business hours (6:30 a.m. - 3:00 p.m.). A warning of a five day out-of-school suspension will be given.
- Offense #5--Five days of out-of-school suspension and parental pick-up of the device during business hours (6:30 a.m. - 3:00 p.m.). A warning of a Committee-On-Conduct Hearing (C.O.C.) will be given.
- Offense #6--The student will be placed on an out-of-school suspension and will be referred to the Superintendent of Schools for a Committee-On-Conduct Disciplinary Hearing. Parents may pick-up the device during business hours (6:30 a.m. - 3:00 p.m.).

Students should note that cell phones and other electronic devices that are inappropriately used during the school day will be confiscated from the student and sent to an administrative office for retrieval after school by the student or during business hours by the student's parent.

## TEXTBOOK AVAILABILITY

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

## TEXTBOOKS/FINE CARDS

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

## CAFETERIA

School menus are planned and posted on the district website, [www.fhdschools.org](http://www.fhdschools.org). They can be found under the Parents Tab along with a link to access on-line depositing into your students lunch account. The food is served at a minimal cost for students.

Students are to report directly to the cafeteria at the beginning of their assigned lunch period. Failure to do so may result in disciplinary action. **Students are not permitted to leave the cafeteria area during their lunch period. All food, drinks, and snacks are to be consumed in the cafeteria. No food or drink is allowed in the gym area.** Students may not purchase food during lunch shifts other than their assigned lunch shift. When finished eating, the student should clean up the area and return the tray. If a student needs to leave the area for any reason, he/she must get permission from the teacher or principal on duty. Failure to obtain permission to leave the area before the lunch period is over is considered truancy and will result in disciplinary

action. **Students are not to use the gym area during their lunch periods.**

### **WITHDRAWAL FROM SCHOOL**

All withdrawals (transfers and dropouts) from Francis Howell High School originate with the counselor. A student who is planning to transfer to another school should contact the counselor and teachers at least one week before the final day. Students should bring a note from the parent/guardian stating the reason for withdrawal. On the day of withdrawal, the student should see the registrar to obtain a withdrawal form. All books must be returned to the teachers, and fines paid to the Finance Office. The student should then take the form to the library for clearance and follow the checkout procedure on the form for each period of the day. After the form has been signed by the student's teachers, counselor, all offices and the librarian, the student should then return the form to the Guidance Office. On the day of withdrawal, for a transferring student, the teachers should have the student's withdrawal grade ready to enter on the withdrawal form.

### **WITHDRAWAL POLICY STATEMENT**

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

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

### **REPLACEMENT OF CLASS SCHEDULE CHARGE**

On the second day of school, students who lose their class schedules will be charged \$1.00 for each duplicate schedule produced.

### **STUDENTS WORKING AS TEACHER AIDES**

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

Once the form has been completed, the teacher only must submit the document to the Guidance Office wherein students' schedules may be changed.

Absolutely no student will be excused from study hall in order to be an aide until all required paperwork has been completed. Study hall teachers and students will be informed of assignment as an aide via notice from the Guidance Office.

Being a teacher/office aide is a privilege that can be revoked by school administration if students do not maintain good citizenship/school behavior.

### **SENIOR SURVEY**

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



## EMERGENCY PROCEDURES

Fire, tornado, and earthquake drills will be conducted at designated intervals throughout the school year.

### SCHOOL CLOSING DUE TO INCLEMENT WEATHER

#### SNOW DAY SCHOOL CLOSURE

The District makes every attempt to reach a decision regarding the closing of school by 5:00 AM. However, many times the weather conditions change rapidly in the early morning hours that could cause a decision to be made at a later time.

#### EARLY DISMISSAL FOR SNOW

On days that schools are dismissed early due to threatening or severe weather conditions, radio stations and television stations will be asked to announce the time schools will be dismissed and when buses will depart from schools. In addition, an email will be sent to all eNEWS subscribers alerting parents of the time of early dismissal for that day.

#### NOTIFICATION

The Francis Howell School District will announce procedures for inclement weather for school closings and early dismissals via the following media:

#### Radio Stations

KMOX (1120 AM)  
KTRS (550 AM)  
KWRE/KFAV (730 AM and 99.9 FM)  
KSLQ/KWMO (104.5 FM and 1350 AM)

#### Television Stations

CHANNEL 2 (KTVI/FOX)  
CHANNEL 4 (KMOV/CBS)  
CHANNEL 5 (KSDK/NBC)

School closing information can also be found on at the top of the District web page at [www.fhdschools.org](http://www.fhdschools.org), on [Facebook](#) and [Twitter](#). For direct notification through email, sign up for [eNEWS](#) by clicking on the icon located on the top right hand side on the District's home page.

If school is cancelled call the Viking Hotline, (851-4700, Option 1), or check the district website at [www.fhdschools.org](http://www.fhdschools.org) periodically for updates. Sponsors and coaches for planned activities

should have standard procedures or a phone chain planned. Be aware that the office phones may be receiving a high level of caller traffic on early dismissal days.

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



## ACADEMICS

### A+ SCHOOLS PROGRAM

In May 1993, the Missouri General Assembly passed Senate Bill 380, "The Outstanding Schools Act." The A+ Schools Program is one of the educational opportunities brought about by this act. The specific guidelines outlined in this manual for Francis Howell High School have been developed in accordance with Missouri Senate Bill 380.

#### History

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

#### Goals

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

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

### **Funding for the Financial Incentives**

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

### **Student Financial Incentive**

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

1. Enter into a **written agreement by filling out an A+ Agreement Form**. Due to the requirements to accumulate tutoring hours, seniors must sign the agreement no later than September 1 of the student's senior year.
2. Attend a designated A+ school for **three consecutive years** prior to high school graduation.
3. Graduate from high school with a **grade point average (GPA) of 2.5 or better**.
4. Maintain at least a **95% attendance rate** for the four-year period grades 9-12, (equates to 35 days over 8 semesters).
5. Perform and document 50 hours of unpaid tutoring to other students which includes:
  - have all tutoring placements arranged by the **A+ Coordinator** or the hours will not count
  - have the tutoring log sheet signed by the site teacher every day that the student tutors
  - turn in the A+ tutoring log sheet to the A+ secretary at the end of every month or for summer placements on the first day of school in August.
  - perform A+ hours on Francis Howell School District campuses under the supervision of an FHSD employee
  - provide own transportation and waive school district liability

- acquire 50 hours of tutoring by January 1 of senior year

- finish the 50 hours of tutoring in the semester assigned

- \*\*\* **Failure to acquire the 50 hours in the semester assigned and have the log sheets turned in at the end of every month may result in removal from the A+ program.**

6. Maintain a record of good citizenship and avoid the unlawful use of drugs and/or alcohol; as defined by law and as stated in *the High School Code of Conduct*.

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

### **A+ CITIZENSHIP POLICY DURING GRADES 9-12**

**(School Year is August 1 through July 31)**

All four years are part of the citizenship record.

The Francis Howell High School A+ Advisory Committee believes that good citizenship is paramount for a student graduating with A+. The following will result in removal from the A+ Program at Francis Howell High School:

- 3 or more occurrences of in school and/or out of school suspensions during a school year

- 5 or more occurrences of in school and/or out of school suspensions during the student's high school career (grades 9-12)

- Any suspension that results in an out of school suspension that is 10 or more days

- Possession, use, sale or transfer of alcohol, drugs, narcotics, or any substance represented to be such

- Possession of drug paraphernalia

- Any level IV Code of Conduct\* offense that results in an out-of-school suspension. (\*Francis Howell School District – High School Code of Conduct)

7. Attempt to secure all available federal financial assistance funds that do not require repayment. During 12<sup>th</sup> grade, complete the **Free Application for Federal Student Aid** (FAFSA) form. Male students must register for the selective service upon their eighteenth birthday. (*Parental income is NOT a criteria for the A+ student incentive reimbursement.*) Reimbursement from the state will be given only after federal funds that do not require repayment have been applied.

### **A+ Appeal Process**

A student and/or parent have the right to request an A+ appeal within 10-days of the notice of an attendance or citizenship infraction. A+ appeals will not be granted after that time. A student **may not** however appeal a drug or alcohol infraction due to the fact that being in possession or under the influence of drugs, drug paraphernalia or alcohol is a significant violation of the code of conduct and the A+ Program requirements. Additionally, a student's GPA will not be rounded up or appealed and must be a 2.5 on a 4.0 scale. In cases of concern or ineligibility, the:

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

Anyone requesting an appeal should complete an "A+ Appeal" form which is available from the A+ coordinator. Please call 636-851-4759 to request an A+ Appeals form. After the review committee reaches a decision, the A+ Coordinator will notify the parents by letter.



### **Monitoring A+ Status**

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

### **Notification of A+ Status**

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

### **Requirements For Maintaining Eligibility After High School Graduation**

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

- Enroll in and attend on a full-time basis a
- Missouri public community college or
- vocational/technical school.
- Students may receive this incentive for a
- maximum of six (6) semesters.
- Students are eligible to use the incentive for up to
- four years after high school graduation.
- Maintain a grade point average of 2.50 or higher
- on a 4.00 scale
- Please go to:  
<http://dese.mo.gov/divimprove/aplus/index.html> for more info.

### **PRINTED VERSIONS OF PROGRESS REPORTS**

Beginning in the 2011-2012 school year students will no longer be given printed versions of Individual Progress Reports. Instead, the district and schools will send out notice to parents/guardians to check their students' academic progress by using the computerized Parent Portal provided by the school district. Students' grades can be checked at anytime during the school year by using the Portal. If families are not able to access the internet Portal, they should contact their student's school.

## REPORT CARDS

Grade cards will be distributed to each student four times a year, approximately ten days after the end of each quarter. Grade cards for the first semester and second semester will be mailed home.

The following is the official grading scale for secondary schools in the Francis Howell School District and is to be used by all teachers:

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

The listing below indicates the Point Values for grades earned at F.H.H.S

<u>Reg. Wt.</u>	<u>Honors Class Wt.</u>
A – 4	A – 5
B – 3	B – 4
C – 2	C – 3
D – 1	D – 1
F – 0	F – 0

## CREDIT BY SEMESTER

Credit for graduation will be awarded upon the successful completion of a semester's course of study in each class. Credit will not be awarded by quarter. The semester grade will be an average of the two quarter grades and the final exam. (Qtr. Grade = 40% + Qtr. Grade = 40% + Final Exam = 20%).

## MINIMUM CREDIT REQUIREMENTS FOR GRADE LEVEL CLASSIFICATION

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

## FINAL EXAMINATIONS

A school-wide examination schedule will be published during the first quarter of the school year. Attendance is required on final examination days. Only students who are ill on the actual examination day(s) are allowed to make-up examinations. Parents are required to call the office if their child is absent for any reason. Examinations must be made up during the approved exam make-up period. **NO EARLY OR ADVANCED EXAMINATIONS ARE GIVEN. VACATIONS SHOULD NOT BE SCHEDULED DURING FINAL EXAM DAYS OR DURING SNOW DAY MAKEUP DAYS.**

Students may earn up to four (4) total final exam exemptions throughout their high school career. Exemptions are based on previous EOC and ACT scores. Each EOC score of Advanced or Proficient and each Composite ACT score of 27 or above will equate to one final exam exemption. In order to qualify to use an exemption, a student must have an A in the class and meet the following criteria based on the previous semester (3.0 GPA, 95% attendance, and no disciplinary referrals). For more information, see Final Exam Exemptions Policy in Addendum.

## PROGRESS TOWARD GRADUATION

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

1. They are enrolled in a Vocational Work Program.
2. They are enrolled in an Alternative Education Program successfully completing college or vocational courses (approved by the principal).
  - a. Full time college/vocational school for 12 or more hours.
  - b. Part time college (3 hours) plus 5 high school credit classes per semester (Dual Enrollment).
3. Seniors may take 5 courses and 2 study halls if their schedule includes four or more A.P. courses. Seniors will have to attend all classes and both study halls.

## GRADUATION REQUIREMENTS

### REQUIRED UNITS:

**Communication Arts:** English I, II and III, plus one unit of C/A elective

**Social Studies:** American History, World History, American Government

**Mathematics:** (3 units)

**Science:** Physical Science, Biology, plus one unit of Science elective

**Fine Arts:** Art, Music, Theatre (1 unit)

**Practical Arts:** Business, FACS, Industrial Tech, Yearbook (1 unit)

**Personal Finance:** (½ unit)

**P.E.:** (1 unit)

**Health:** (1/2 unit)

**Electives:** (7 units)

TOTAL MINIMUM UNITS NECESSARY FOR GRADUATION: 24 units

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

**Credit Recovery**

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

1. Summer School – courses may be offered during the summer at one of the FHSD high schools for students to earn credit. Please contact your guidance counselor for more information.
2. CAP (Credit Assistance Program) – this credit recovery program is offered during the school year, after the school day, at a cost for students. The program has limited space availability with priority given to seniors, then juniors for enrollment. Sophomores can enroll in 2<sup>nd</sup> semester CAP only with special approval; however this program is not open to freshmen. Please see your guidance counselor for more information.

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

**CUM LAUDE PROCEDURES/REQUIREMENTS**

Requirements to be eligible for Cum Laude

Awards:

GPA calculated after eight semesters (GPA includes all classes taken in high school excluding correspondence courses. Note: GPAs will not be rounded up:

- 4.2 and above = Summa Cum Laude
- 4.0 – 4.19 = Magna Cum Laude
- 3.8 – 3.99 = Cum Laude

Students must accumulate a minimum of twenty-seven credits at graduation to be eligible for Cum Laude honors. Only high school courses qualify for Cum Laude credit – classes taken through dual enrollment, correspondence, and middle school do not meet this standard.

Note: Students transferring from other school districts must have taken the maximum amount of credits available at their previous school(s) and then meet the above credit requirements prorated for the period they attend high school in the FHSD.

Students are required to take a minimum of, eight semesters in each of the core areas: math, communication arts, science, and social studies.

Students are required to earn a minimum of “proficient” or an 88% National Percentile Rank on all but one End of Course exams taken over high school level coursework. Students transferring to the FHSD from districts out of state must have attained a minimum score equivalent to the 88<sup>th</sup> percentile on the standardized test from the sending state.

On college entry exams, students are required to attain a minimum of a twenty-seven composite score on the ACT or a combined 1220 on two of three sections on the SAT.

A student must have attended high school in the Francis Howell School District for a minimum of one school year.

Cum Laude honors will be announced as students’ names are read at commencement.

Students will wear a Cum Laude medallion with the color ribbon selected by the individual high school:

Summa Cum Laude = gold medallion

Magna Cum Laude = silver medallion

Cum Laude = bronze medallion

Student’s diploma crimped with appropriate honor.



**ACADEMIC ENROLLMENT REQUIREMENTS RELATING TO PARTICIPATION IN ATHLETICS AND/OR ACTIVITIES**

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

1. Students must be enrolled in courses offering at least 3 units of academic credit during the semester of desired participation.
2. All participating students must have earned a minimum of 3 units of academic credit during the preceding semester of desired participation (excepting first semester freshmen).
3. Participants must have a current grade point coverage of 1.5 or above.
4. Students must adhere to all rules, regulations and policies stipulated by the Missouri State High

School Activities Association regarding participation.

5. Families and students are responsible for familiarizing themselves with all school district, school, M.S.H.S.A.A. and N.C.A.A. rules, regulations and policies regarding athletics and activities eligibility and other expectations as they may apply.

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

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



## ACTIVITIES

### MSHSHAA SPONSORED ACTIVITIES OFFERED AT FRANCIS HOWELL HIGH SCHOOL

#### FALL

Cross Country, Boys'  
Cross Country, Girls'  
Football  
Golf, Girls'  
Soccer, Boys'  
Softball  
Swimming/Diving, Boys'  
Tennis, Girls'  
Volleyball, Girls'

#### SPRING

Baseball  
Golf, Boys'  
  
Soccer, Girls'  
Tennis, Boys'  
Track, Boys'  
Track, Girls'  
Volleyball, Boys'

#### WINTER

Basketball, Boys'  
Basketball, Girls'  
Swimming/Diving, Girls'  
Wrestling

#### YEAR ROUND

Academic Competition  
Band/Winter  
Guard/Drumline  
Cheerleading  
Choir  
Dance  
Speech & Debate/  
Forensics

### VIKING SPORTS HOTLINE

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

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

### WHO IS ELIGIBLE FOR ACTIVITIES

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

### M.S.H.S.A.A. ELIGIBILITY STANDARDS

1. Must be an amateur.
2. Must not have reached 19th birthday prior to July 1 preceding the opening of the school year.
3. Is ineligible after the class in which he/she entered 9th grade has graduated.
4. Is ineligible for varsity competition for one calendar year if he/she transfers to Francis Howell from either a public or parochial high school, without a corresponding change of residence of parent or guardian.
5. Must be a good school citizen. Behavior unbecoming a participant could result in revoking the privilege of a student to participate in an activity temporarily or permanently.
6. It is the student's responsibility to notify the school of any and all situations that would affect his/her eligibility under the "good school citizen" standard provided in #5. **If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by MSHSAA Board of Directors.**
7. Must have satisfactorily passed the physical examination. Exams can be taken after February 1 of the preceding year and before school starts.
8. Must have a signed parent permission form to participate in interscholastic activities.

## FRANCIS HOWELL DISTRICT ELIGIBILITY STANDARDS

Any student who represents one of the Francis Howell High Schools by participating on athletic teams or other groups that perform in public (bands, chorus, dramatics, cheerleaders, dance and others) shall meet the standards of eligibility specified in Articles VII, VIII, IX, X and/or XI of the Constitution of the Missouri State High School Activities Association and those additional standards of the Francis Howell School District.

1. Must be enrolled in courses offering 3.0 units of credit.
2. Must have earned 3 units of credit the preceding semester.
3. Must maintain a minimum 1.5 current GPA.
4. Must attend all practices and contests unless excused by the coach.
5. Must not be a smoker, user of alcohol or drug user.
6. Must not wear school equipment at any time except while participating in practice or school contests.
7. Must make yourself familiar with the training rules and the requirements for lettering for the activity in which you are participating.
8. Must have no outstanding fines (academic material, parking fines, or athletic equipment).
9. Must attend school the entire day to be eligible for practice or an event. If the event is on Saturday, must be present on Friday. All prearranged absences must follow the procedures set up by the Activities Office. All absences must be accompanied by a note from a doctor in order to receive a permission slip from the Activities Office to participate that night.
10. A student who is suspended from school is not to practice or participate until the suspension is served (i.e. suspension ends on Wednesday, eligible on Thursday or next school day).
11. Summer school credits may apply toward eligibility provided the courses taken are a requirement for graduation; up to one credit may be earned.
12. Activity shuttle buses will be provided to off-campus practice facilities. Written parental permission must be provided for those students driving or riding a car to off-campus facilities.
13. Any student who falsifies records will be subject to dismissal from the activities in which they are involved.

## SUPERVISION POLICIES OF STUDENT BODY ACTIVITIES

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

## FUNDAMENTALS OF SPORTSMANSHIP

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

## ACTIVITIES STUDY HALL

To support academic-achievement, students currently participating in an activity will be required to participate in the Activities Study Hall program at designated times. Based on grades received from 2<sup>nd</sup> semester of the previous year, each quarter mid-term and end of quarter, and each semester grading period, students will be provided academic support sessions based on number of earned D's and F's.

## DISTRICT DRUG TESTING PROGRAM

Students participating in privileged activities, sports, clubs or organizations and /or receiving parking permits are required to enroll in the district random drug testing program. Participating students will be subject to testing on a weekly basis and may be called out of class for administration of the testing procedures. Every attempt to avoid conflict with testing or group presentations will be made.



## DISCIPLINE OF STUDENT PARTICIPANTS

When dealing with discipline problems involving student participants, the following procedures will be followed:

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

## ORGANIZATIONS

Below are listed the various organizations (clubs) a student may wish to join. A student may get more information about a club by contacting the Activities Office in the C Building.

Amateur Radio Club  
Anime Club  
Art Club  
Blue & Gold (Pep Club)  
Book Club

Character Ed/Edge Mentor  
Community Service  
DECA  
Drama Club  
FBLA  
FCCLA  
FCA – Fellowship of Christian Athletes  
First Priority  
Freshman Class  
GSA - Gay/Straight Alliance  
Invisible Children  
Junior Achievement  
Junior Class  
Literary Magazine (Shadows)  
Math Club - Mu Alpha Theta  
NHS - National Honor Society  
Newspaper  
Robotics/Technology  
SADD  
SAFE – Stream Team  
Science Club  
Senior Class  
Sophomore Class  
Spectra  
Speech and Debate  
Sports Management Team  
STUCO - Student Council  
Vegetarian Club  
Viking Way/Renaissance  
World Languages Club  
Yearbook/Photo Journalism  
Youth in Government

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

### **THE VIKING WAY ACADEMIC ACHIEVEMENT PROGRAM**

The Viking Way Program is designed to provide academic awards and incentives to students and staff members for outstanding achievement or improvement. Events are held throughout the year to honor those students who qualify. Qualifications are that students meet Gold Level status.

## **GOLD LEVEL STUDENTS**

Every semester students will be notified if they meet Gold level Status. Gold Level Qualifications are:

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

**All appeals should be directed to the A111 Office.**

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

## **GOALS**

### **Create a Caring Campus Community**

Raise Grade Point Averages--To build student success

Lower Discipline Referrals--To build on positive actions

Increase Attendance Rate--If you are at school, success is higher and learning is easier

Raise School Pride and Spirit--To build teamwork and support each other

## **STUDENT AWARDS**

The Francis Howell Board of Education shall provide awards to students for academic and for co-curricular achievements.

### **ACADEMIC AND SPECIAL AWARDS**

The following academic and special awards are offered to graduates of Francis Howell High School:

Missouri College Preparatory Studies Certificate  
Presidential Academic Fitness Award  
Standard of Academic Accomplishments Award

### **ATHLETIC/ACTIVITY LETTER AWARDS**

Coaches and sponsors will recommend students to receive letter awards. Criteria for earning a letter award is developed by the head coach/sponsor of each activity.

- ❖ **FRESHMAN AWARD:** Numerals of the year they will graduate and a certificate.
- ❖ **SOPHOMORE/JV AWARD:** 6" JV letter and certificate.
- ❖ **VARSITY AWARD:** 7" Varsity letter, gold metal insert and certificate.
- ❖ **SUBSEQUENT AWARDS:** Gold bar insert and certificate.

**Students may receive only one Varsity/JV letter and/or one set of numerals regardless of the number of sports in which they earn a letter.**

### **DEPARTMENTAL AWARDS**

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

### **GOLDEN HELMET AWARD**

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

### **VIKING CELEBRATION**

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

### **STRAIGHT A BASEBALL TICKETS**

Any student with a 3.5 grade point average is eligible for four Cardinal baseball tickets in the spring.

## STUDENT OF THE MONTH

Francis Howell recognizes good student behavior by presenting a "Student of the Month" award. A student is selected each month.

## SCHOLAR ATHLETE AWARD

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

1. Have an accumulative grade point average of 3.250 or better after seven semesters of school or a 3.125 average if the 3.250 criteria cannot be satisfied by the candidates.
2. Have participated in at least two sports during the voting year and have earned a varsity letter in at least one.
3. Have shown outstanding achievement in at least one varsity sport.
4. Have been a good school citizen worthy of representing his/her school.

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

## VIKING WAY AWARD

The Viking Way Award will be given to a male and a female senior student who personify academic excellence, demonstrates good attendance and citizenship. The recipient receives a Viking statue.



## COMMUNICATION

### DISTRIBUTION OF LITERATURE

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

### VIKING NEWS

The Viking News can be found on the school's website. Please review for calendar events, guidance information and miscellaneous items. *Due to postal changes and cost we will mail only a condensed version of the Summer Viking News.*

### EMAIL ADDRESSES

In order to reach teachers by email, go to the Francis Howell High School web site and click on "staff" to get a full list of all teachers and the email address. The FHHS web address is [fhh.fhsd.k12.mo.us](http://fhh.fhsd.k12.mo.us)

### INFINITE CAMPUS PARENT PORTAL

The Campus Portal is an Integrated Solution that provides access for parents and students to their Campus information as it is being entered by teachers, counselors, and staff. The Campus Portal encourages active participation by parents in their student's progress while simplifying the distribution of external communications.

The Campus Portal is a communication tool providing external stakeholders secure access to the data managed within the student information system Infinite Campus.

The Portal: Provide students access to their attendance, assignments, and grading information for better accountability of each student's success; give parents To Do List reminders for homework that is due or late for individual students or view by household; post notices, announcements and teacher newsletters eliminating "back-pack" type messages.

**Please allow 24 hours for the system to be completely updated.**

## STAFF CONTACT INFORMATION

AEBISCHER, JESSICA	851-4794	IRIZARRY, KAREN	851-5738
ALTMAN, JESSIE	851-6488	KENDALL, JOY	851-4792
ANDERS, LARRY	851-4729	KISER, TAMMY	851-4790
APPLETON, BRIAN	851-4730	KLEIN, CAROLYN	851-5622
BAKER, HOLLY	851-4734	KOCH, BRYAN	851-4741
BANGE, KATHERINE	851-4841	KOHLER, SAM	851-4818
BARGIELSKI, JEFFREY	851-6265	LANE, CASSANDRA	851-4796
BERENDZEN, SAMUEL	851-4859	LATHAM, LISA	851-5045
BIEN, CAROLYN	851-4737	LEFFELER, BRANDY	851-5630
BLESSMAN, DEBRA	851-4857	LINNEMAN, KIMBERLY	851-4753
BOCEK, LARA	851-4740	LOESCHE, ALLIE	851-4805
BUCHANAN, MARTI	851-4743	LONGO, KELLY	851-4798
CALDWELL, JOYCE	851-4766	LONGTON, KATHY	851-4798
CASH, MICHELE	851-4746	LOOTEN, KEITH	851-4799
CAUSEY, JOHN (JD)	TBA	MALAWAY, MARK	851-4775
CISSELL, DARIN	851-5675	MCPHERSON, TARA	851-4829
CLARK, JIM	851-4739	MCVICAR, DOUG	851-4808
CLARK, SARA	851-5609	MERDIC, JANE	851-4827
COLTER, PHIL	851-4749	MILLER, CHRIS	851-4803
CONNOR, KELLI	851-4754	MILLER, JOHN	TBA
DUMAS, MELISSA	851-4819	MOORMAN, STEVE	851-6349
DUNAWAY, MICHELE	851-4820	MUEHLING, JANET	851-4811
ELIFRITZ, RUSTY	851-4763	MUELLER, CHARLES	851-4812
ELLISON, JAMIE	851-4793	PARKINSON, SHARON	851-6487
ENRIGHT, MICHAEL	851-4747	PERMAN, GAYLE	851-4821
ESCOBAR, ANA	851-5706	POINTER, JENNIFER	851-4769
EUBANKS, JANET	851-4764	POWER, LOUISE	851-4823
FITZPATRICK, KAREY	851-4735	REED, PRISCILLA	851-4832
FLORES, JENNIFER	851-4768	RENKEN, REBECCA	851-4825
FRANKENBERG, NATALIE	851-4785	ROBBEN, MARY ALICE	851-4826
FREEDLINE, NADINE	851-4770	SALANT, SHERRY	851-4828
GELNETT, CATHY	851-4773	SAMUELSON, LAURA	851-4795
GRAHAM, TRACY	851-4761	SCHERRER, DENNY	851-4830
GRASER, AMANDA	851-6421	SCHNEIDENBACH, SUSAN	851-4817
GREER, KATHRYN	851-6784	SCHNEIDER, CHRISTA	851-4814
GRIEBENOW, KELLI	851-4776	SEIFERT, SANDRA (SANDI)	851-4733
GUTTMANN, JENNIE	851-4779	SEWING, SANDRA (SANDI)	851-4838
HALLORAN, ERIKA	851-6485	SEZNAK, KATHLEEN	851-4839
HENLEY, MARK	851-4782	SHELDON, TERRI	851-4797
HERBERS, LAURA	851-4788	SIMS, MICHELLE	851-4835
HESKIN, MICHELE	TBA	STORM, MIKE	851-4844
HUFFMAN, JIM	851-4786	STOTTS, KATHY	851-4757

STROH, KEVIN	851-4804	WAYNE, CARL	851-4833
SULLIVAN, MEGHAN	851-4777	WELSH, TRACY	851-4756
SVITAK, PAULA	851-4845	WEST, ERIC	851-4851
TAYLOR, GARY	851-4847	WIGHT-BURNETTE, SHIRLEY	851-4852
TILLMAN, JENNIFER	851-4853	WUNDERLICH, SUZANNE	851-4856
TOWER, NATE	851-4815	WYLIE, LORETTA	851-4824
TURPIN, MICHAEL	851-4848	YOUNG-WILLIAMS, REBECCA	TBA
VINARSKY, JEAN	851-5829	ZIMMERMAN JR, DARWIN	851-4858
WALKER, LANE	851-6479		

<b><u>PRINCIPALS</u></b>		<b><u>ADM. ASSTS.</u></b>	
GREINER, CHRIS	851-4728	ADAMICK, ANITA	851-4728
WEDLOCK, DAVE	851-4725	BENENATI, MARIAN	851-4736
CARTER, RANDY	851-4701	DAVIS, KATHY	851-4759
THOMPSON, BRIAN	851-4854	DEUBEL, CHERRI	851-4760
STEVENSON, GARY	851-4759	FABER, DEBBIE	851-4765
		HAZER, CARLA	851-4781
<b><u>DEAN</u></b>		HILLIS, JUDY	851-6270
BRUNE, ELAINE	851-4781	KERNS, GINA	851-4701
		SEAMAN, CHRIS	851-4837
		SHEETS, PATTY	851-4789
<b><u>ACTIVITIES DIRECTOR</u></b>		SURTIN, SHELTON	851-4725
DAVE WITTER	851-4765	VEHIGE, DONNA	851-4849
<b><u>COUNSELORS</u></b>	For all counselors call 851-4789		
FISCHER, ELIZABETH			
HILLYER, DARCI			
LOWREY, JENNIFER		<b><u>SRO</u></b>	
MOSS, KAREN		WARNER, JEFF	851-4806
POTTS, KIM			
SCHERTEL, CONNIE			
<b><u>LIBRARIANS</u></b>		<b><u>LIBRARY PARA</u></b>	
FINGERS, TERRY	851-4727	LOCKE, LORI	851-4732
ROBISON, SUE	851-4751		
<b><u>NURSES</u></b>			
HOLMES, ROSE	851-4807		
MONTI, ROXANN	851-4809		

To email a staff member use name exactly as it appears above, do not use any spaces: [firstname.lastname@fhdschools.org](mailto:firstname.lastname@fhdschools.org)

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**HIGH SCHOOL ATTENDANCE POLICY**  
**(Regulation No. 2310)**

A copy of the Francis Howell School District Attendance Policy is located at [www.fhdschools.org](http://www.fhdschools.org) and students will be expected to familiarize themselves with its regulations.

All students will be required to follow the policy and will be subject to enforcement of its procedures and applications.

**INFORMATION ABOUT THE HIGH SCHOOL ATTENDANCE POLICY**

The policy will be implemented as follows:

1. There will be no excused or unexcused absences. If a pupil is absent from a class he/she is recorded as missing the class (students representing the school in connection with college visits, school activities, or sports will not have absences "count" against them).
2. Parents are asked to call the school on the day of absence, or at least within 24 hours of the absence, in order for pupils to be allowed to make up missed class assignments. Parents can contact the Attendance Office anytime, day or night, 636.851.4849.
3. Students will no longer be required to present parent notes to teachers of classes they have missed.
4. Once on campus, students will be required to report to all classes. They will also be expected to be in classes on-time. If students arrive to classes later than twenty minutes, they will be counted as absent.
5. If students arrive after first hour to school, they must always sign-in at the Attendance Office.
6. All students will be required to sign-out in the Attendance Office any time they leave the campus.
7. If at all possible, pre-arranged absences should be taken care of in the Attendance Office well before the day of the absence. Please read your Student Handbook for details.

If you or your parents have any questions, please feel free to contact your Assistant Principal and/or the Principal.

**24-Hour Attendance Office: 851-4849**

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

Hourly Attendance

Attendance will be taken every hour by the teacher and recorded in the teachers'/school's records book. Truant students will be reported to the assistant principals for disciplinary action as indicated in the Code of Conduct policy. Prearranged off-campus college visits made by juniors and seniors only, school-sponsored field trips/activities will not be recorded as absences.

### Verifying Absences/Make Up Privileges

**In order for the student to be eligible to make up missed assignments, a parent must call the attendance office at 851-4849 within 24 hours of the absence. If the parent phone call is not received within 24 hours of the absence, students will be considered truant and no make up privileges are allowed.**

### Partial Absences

Students are required to be in class on time. Students will be counted absent for late arrival (20 minutes or more) in any class.

### Early Dismissal

A telephone contact from the parent is required for an early dismissal. Students are to sign out in the Attendance Office before leaving school before the end of the day. If a student is involved in any after school activity or sport, the parent must also contact the Activities Office to prearrange the early dismissal for the student to be able to practice or compete that day.

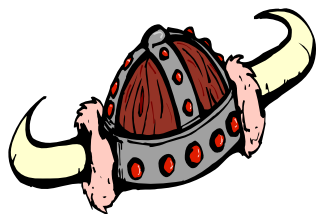
## **STUDENT ATTENDANCE (POLICY 2310)**

The Board of Education believes that regular attendance is essential to achieving success in school. Education is a total process based upon continual communication and shared responsibilities among parents, students, teachers and school. As students mature and progress through the educational system, they should increasingly assume responsibility for regular attendance. However, parents have a legal and moral responsibility to require regular attendance.

## F.H.H.S. Bell Schedules

Regular Bell Schedule	Early Release Wednesday Bell Schedule	15 Minute Homeroom Schedule
1st. Period      7:20 - 8:12	1st Period      7:20 - 7:59	7:20 - 7:35    Homeroom Period
2nd Period      8:17 - 9:09	2nd Period      8:04 - 8:43	1st Period      7:40 - 8:25
3rd Period      9:14 - 10:06	HOWELL TIME    8:48 - 9:30	2nd Period      8:30 - 9:15
4A/B Period (4C or 5B Lunch) 10:11 - 11:03	3rd Period      9:35 - 10:14	3rd Period      9:20 - 10:06
4B/4C Period ( 4A Lunch)    10:36 - 11:28	4A/B Period (4C or 5B Lunch) 10:19 - 10:58	REGULAR
4C/5A Period (5B Lunch)    11:08 - 12:00	4B/4C Period (4A Lunch) 10:44 - 11:23	BELL
5A/B Period (4A or 4C Lunch) 11:33 - 12:25	4C/5A Period (5B Lunch) 11:03 - 11:42	SCHEDULE
6th Period      12:30 - 1:22	5A/B Period (4A or 4C Lunch) 11:28 - 12:07	FOR THE REMAINDER
7th Period      1:27 - 2:20	6th Period    12:12 - 12:51	OF
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	7th Period    12:56 - 1:35	THE
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	P.L.C. Teacher Collaboration Time 1:35 - 2:20	DAY
<b>Lunch Period Times</b> 4A Lunch.....10:06 - 10:31 4C Lunch.....11:03 - 11:28 5B Lunch.....12:00 - 12:25 There are no 4B or 5A Lunch Sessions.	<b>Lunch Period Times</b> 4A Lunch.....10:19 - 10:44 4C Lunch.....10:58 - 11:23 5B Lunch.....11:42 - 12:07 There are no 4B or 5A Lunch Sessions.	<b>Regular Lunch Period Times</b> Will Be In Effect  There are no 4B or 5A Lunch Sessions.

**LUNCH SESSION ASSIGNMENTS ARE FOUND ON STUDENTS' AND TEACHERS' SCHEDULES**



## 2011-12 Edge Forums & Howell Time Francis Howell High School

The bell schedule below will be followed during the 2011-12 school year on most Wednesdays when we conduct Howell Time and its variety of co-curricular activities. On Wednesdays, unless a holiday or non-student attendance day is already scheduled that week, all students will report to their homeroom locations for 42 minutes between 2<sup>nd</sup> and 3<sup>rd</sup> periods. This means Howell time will occur approximately three times per month.

During Howell time, students will report to a homeroom and have the opportunity to get extra help and support from their teachers. On days when freshmen forums are taking place, the Edge Mentors will visit the freshman homerooms while all other 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> graders will have the opportunity to participate in grade level activities or seek extra academic support and/or enrichment from individual teachers. Students with a prearranged pass will be allowed to go to a requesting teacher's classroom during this time for extra support and/or enrichment. Freshmen forums will be held approximately twice a month during the fall semester and less frequently in the spring so that freshmen students also have an opportunity to receive extra time, support, and/or enrichment from teachers during Howell Time.

### **HOWELL TIME** **WEDNESDAY BELL SCHEDULE**

<b>1ST PERIOD</b>	<b>7:20 - 7:59</b>
<b>2ND PERIOD</b>	<b>8:04 - 8:43</b>
<b>HOWELL TIME</b>	<b>8:48 - 9:30</b>
<b>3RD PERIOD</b>	<b>9:35 - 10:14</b>
<b>4A/B PERIOD (4C OR 5B LUNCH)</b>	<b>10:19 - 10:58</b>
<b>4B/4C PERIOD (4A LUNCH)</b>	<b>10:44 - 11:23</b>
<b>4C/5A PERIOD (5B LUNCH)</b>	<b>11:03 - 11:42</b>
<b>5A/B PERIOD (4A OR 4C LUNCH)</b>	<b>11:28 - 12:07</b>
<b>6TH PERIOD</b>	<b>12:12 - 12:51</b>
<b>7TH PERIOD</b>	<b>12:56 - 1:35</b>

# FRANCIS HOWELL SCHOOL DISTRICT NETWORK TERMS AND CONDITIONS

## GENERAL INFORMATION

The Francis Howell School District is committed to provide a quality school environment for students, teachers, administrators, parents and the community. This commitment includes opportunities to integrate effective technology into the total school operation. The district will utilize various forms of technology to support the teaching/learning process for District and community members: To communicate among school personnel, students and the community: to perform administration and clerical tasks: and to utilize community resources. Technology, used as an educational tool, can enhance student learning and expand the scope of instruction in many innovative ways. The entire educational community benefits from appropriate use of technology.

The FHSDNet (Francis Howell School District Network) is a service provided by the Francis Howell School District. The FHSDNet will connect computers in all district buildings to each other and the world. The system administrators of FHSDNet are employees of the Francis Howell School District and reserve the right to monitor all activity on FHSDNet. On acceptance for membership to FHSDNet, members will be given an account and password. As students/staff use this network, it is essential for each user on the network to recognize his/her responsibility in having access to the vast services, sites and people. The user is ultimately responsible for his/her actions in accessing network service. Your access to electronic network and resources within the Frances Howell Public Schools is a privilege, not a right.

In the environment of a global network, it is impossible to control all information. The philosophy of the Francis Howell Public Schools is the benefit of the information and interaction available on this worldwide network far outweighs the possibility that users may procure materials that are not consistent with the educational goals of the District.

The mission of FHSDNet is to support excellence in education among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. Students and staff will use FHSDNet to locate information, perform administrative and clerical tasks, communicate with other individuals, and locate materials to meet their educational needs.

Because of this association between so many government agencies and networks, the end user (staff members, student, or patron) of any of these networks must adhere to strict guidelines. They are provided here so that members and parents of members who are under 18 years of age aware of the responsibilities they are about to acquire. FHSDNet may modify these rules at any time by publishing the modified rules on the system. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed had (have) read the terms and conditions carefully, understood their significance and agreed to abide by the provisions.

Access to the FHSDNet is through the district network. Computers in schools will be supported by building system administrators of FHSDNet. Members wishing to access the modem pool from outside Francis Howell School District facilities are required to supply, setup and operate their own hardware (computer, modem, printer) and software (communications). The District system administrators will provide guidelines for equipment and software.

## PROCEDURAL MANAGEMENT

The Director Technology serves as the District's System Administrator for the Francis Howell School District. Francis Howell School District Technology Committee, consisting of representatives from the community, district and students, meets regularly to discuss and approve network policy as recommended by the System Administrators.

Each Local Access Network will appoint a Building System Administrator to assign individual and classroom accounts. The Building System Administrators will work closely with the District System Administrators.

## **INFORMATION CONTENT AND USES OF THE SYSTEM**

Members agree not to publish on or over the system any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane or sexually offensive to an average person, or which, without approval of the system administrators, contains any advertising or any solicitation of other members to use goods or services. Members agree not to use the facilities and capabilities of the system to encourage the use of tobacco, alcohol or controlled substances, conduct any business or activity, or solicit the performance of or promote any activity prohibited by district policy, state or federal law.

Because FHSDNet provides, through connection to MORENet and NSFNet, access to other computer systems around the world, members (and the parent(s) of members if members are under 18 years of age) specifically understand that the system administrators and Francis Howell School District do not have control of the content of information residing on these other systems. Members and the parents of member who are under 18 years of age are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material. FHSDNet, Francis Howell School District and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. Parents of minors having access to our accounts on the system should be aware of the existence of such materials and monitor home usage of the system. Students who knowingly bring such materials into the school environment will be dealt with according to the discipline policies of the Francis Howell School District, and such activities may also result in termination of their access to their account on FHSDNet.

FHSDNet. THE SYSTEM ADMINISTRATORS AND FRANCIS HOWELL SCHOOL DISTRICT DO NOT WARRANT THAT THE FUNCTIONS OR SERVICES PERFORMED BY, OR THAT THE INFORMATION OR SOFTWARE CONTAINED ON THE SYSTEM WILL MEET THE MEMBER'S REQUIREMENTS OR THAT THE OPERATION OF THE SYSTEM WILL BE UNINTERRUPTED OR ERROR-FREE OR THAT DEFECTS IN THE SYSTEM WILL BE CORRECTED. FHSDNet IS PROVIDED ON AN "AS IS, AS AVAILABLE" BASIS. FHSDNet DOES NOT MAKE ANY WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING, WITHOUT LIMITATION, THOSE OF MERCHANT CAPABILITY AND FITNESS FOR A PARTICULAR PURPOSE, WITH RESPECT TO ANY SERVICES PROVIDED BY SAME AND ANY INFORMATION OR SOFTWARE CONTAINED THEREIN.

## **THIRD PARTY SUPPLIED INFORMATION**

Opinions, advice, services and all other information expressed by member, information providers, service providers or third party personnel on FHSDNet are those of the provider and not of FHSDNet. Members are urged to seek professional advice for specific, individual situations.

Members may NOT order services or merchandise from other agencies and member of FHSDNet, not affiliated with FHSDNet, (seller) through FHSDNet. FHSDNet, Francis Howell School District or the system administrators shall not be a party to such transactions or be liable for any costs or damages arising out of, either directly or indirectly, the actions or inactions of sellers.

## **ONLINE CONDUCT**

Any action by a member that is determined by a system administrator to constitute an inappropriate use of FHSDNet is strictly prohibited and may result in termination of an offending member's account. A member specifically agrees not to submit, publish or display on FHSDNet any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material, nor shall a member encourage the use of controlled substances. Transmission of material, information or software in violation of any local, state or federal law is prohibited and is a breach of the Terms and Conditions.

Members specifically agree to indemnify FHSDNet, Francis Howell School District and the system administrators for any losses, costs or damages, including reasonable attorneys' fees incurred by FHSDNet, Francis Howell School District and the system administrators relating to or arising out of any breach of this section (Online Conduct).

FHSDNet is to be used by members for personal use only in pursuit of educational or professional activities supporting the Francis Howell School District. Commercial uses of FHSDNet are strictly prohibited unless prior written consent from the system administrators has been granted.

## **SOFTWARE LIBRARIES:**

Only public domain files and files in which the author has given express consent for online distribution may be uploaded to the software libraries by Level III members. No other software may be uploaded to the software libraries. Any software having the purpose of damaging other members systems, or the FHSDNet System (e.g., computer viruses) is specifically prohibited. The system administrator, at their sole discretion, reserve the right to refuse posting of files and to remove files. The system administrators, at their sole discretion, further reserve the right to immediately terminate the account of a member who misuses the software libraries. System administrators do not necessarily inspect software uploaded by these members and FHSDNet does not guarantee the suitability or performance of any software downloaded from FHSDNet system or any other system accessed through FHSDNet.

## **COPYRIGHTED MATERIAL**

Copyrighted material must not be placed on any system connected to FHSDNet without the author's permission. Only the owner(s) or persons they specifically authorize may upload copyrighted material. Members may download copyrighted material for their own use. Any member may also non-commercially redistribute a copyrighted program with the expressed permission of the owner or authorized person. Permission must be specified in the document, on the system or must be obtained directly from the author.

## **HARD DISK USAGE**

All Francis Howell School District computers must be returned to their original state at time of member logoff.

## **SECURITY**

Security on any computer system is a high priority, especially when the system involves many users. If a member feels that he/she can identify a security problem on FHSDNet, the member must notify a system administrator. The member should not demonstrate the problem to others.

## **VANDALISM**

Vandalism will result in cancellation of privileges and will require reimbursement for monetary losses, if any. Vandalism is defined as any malicious attempt to harm or destroy data of another member, FHSDNet or any of the agencies or other networks that are connected to MORENet, or the NSFNet Internet backbone. This includes, but is not limited to, the uploading of creation of computer viruses.

## **TERMINATION OF ACCOUNT**

A member's access to, and use of, FHSDNet may be terminated by the member sending notice to a system administrator. Termination by a member will be effective on the day that a system administrator receives notice or on a future date if so specified in the notice. Accounts which are inactive for more than 30 days may be removed along with that member's files without notice given to the member.

Student membership to FHSDNet remains with the student in their permanent record and may be reviewed at any time. Membership expires when the student leaves Francis Howell School District.

The building system administrators reserve the right, at their sole discretion, to suspend or terminate a member's access to and use of FHSDNet upon any breach of the Terms and Conditions by the member. Prior to a suspension or termination, or soon as is practicable, the system administrator will inform the member of the suspected breach and give the member an opportunity to present an explanation. The member may request a review hearing with a committee of two building system administrators within seven (7) days of such suspension or termination if the member feels that such action was unjust. After the review, access may be restored if the committee upholds the member's appeal.



## Final Exam Exemption Policy

**All Students must complete the Performance Event portion of the final exam**

**STUDENTS MUST MEET GOLD LEVEL STATUS FOR VIKING WAY**

### Gold Level Qualifications

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

**Students will be notified at the beginning of each semester.**

**All appeals should be directed to the A111 Office.**

### Final exam exemption

#### I. Advanced Placement Classes

All gold level students who take an AP exam will be exempt from the final exam in the AP course they are enrolled in second semester.

#### II. EOC

Students who earn at least a proficient score on any EOC test (English II, Algebra I, Biology, etc) may be exempt from one exam (per score).

- If the student has an A in the course selected,
- No more than 5 absences to any class
- No discipline referrals

#### III. ACT

Students who earn at least a composite score of 27 or above may be exempt from one exam.

- If the student has an A in the course selected,
- No more than 5 absences to any class
- No discipline referrals

**Students could earn up to 4 total exemptions to be used at their discretion, for any final in the future, if they meet the additional criteria stated above.**



1<sup>st</sup> Sem. 11/12  
Final Exam  
Exemption

**Francis Howell High School  
Final Examination Exemption Application**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Grade:** \_\_\_\_\_ **ID:** \_\_\_\_\_ **Homeroom:** \_\_\_\_\_

Verify with your teacher that you have an “A” (90%) or better for the semester in the class in which you are requesting an exemption. ***If you fall below the 90% level prior to final day you will be responsible for completing the Final Exam. Though you may be exempt from the final, you are expected to be in class during the test or in another assigned area (Failure to be in class during final time will result in a score of ZERO being recorded as your exam score). All Students must complete the Performance Event portion of the final exam***

TeacherName/Signature: \_\_\_\_\_ Course \_\_\_\_\_

TeacherName/Signature: \_\_\_\_\_ Course \_\_\_\_\_

TeacherName/Signature: \_\_\_\_\_ Course \_\_\_\_\_

TeacherName/Signature: \_\_\_\_\_ Course \_\_\_\_\_

Return to the A111 Office by 12/2/11 at 3:00 p.m. **NO EXCEPTIONS.**

Date Processed: \_\_\_\_\_

## PARKING INFORMATION & REGULATIONS

- ❖ All parking permits are distributed thru the parking office.
- ❖ **An after school job does not qualify for a parking permit at FHHS due to space availability.**
- ❖ Students **will not** have assigned parking spaces. Parking is on a first come first serve basis.
- ❖ Parking shall be between the yellow stripes in designated student parking areas.
- ❖ There is no parking in the bus loading zone in front of school. These spaces are reserved for students leaving prior to the end of sixth hour.
- ❖ Permits may be purchased only for a vehicle the student or parent own/lease. The student may not reassign or purchase a permit for anyone who is not entitled to a permit and will be subject to disciplinary action.
- ❖ Students who do not have a valid permit will **NOT** be permitted to park at Francis Howell High School and will be subject to fines and disciplinary action.
- ❖ A parking permit may be revoked for the following reasons, careless and imprudent handling of a vehicle; illegal unauthorized use of a parking permit; persistent violation of parking policies; excessive tardiness and/or absences to school, transporting of student(s) off campus without permission, suspension from school; use of a registered vehicle to promote truancy; unacceptable behavior; or nonpayment of any school fines. Students may face additional disciplinary action. No refunds will be given.

Students who receive 7 tardies in any given class or 7 discipline infractions during the semester or from the previous semester will lose parking privileges as deemed appropriate. Students must maintain a grade point average of 2.0 or above from the previous semester.

PARKING IS A PRIVILEGE!

PARKING POLICY MAY BE ADJUSTED DUE TO CONSTRUCTION

FRANCIS HOWELL HIGH SCHOOL
PARKING APPLICATION 2011-2012

DL\_\_\_\_
I\_\_\_\_
DT\_\_\_\_
Fines\_\_\_\_

Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Drivers License # \_\_\_\_\_ State \_\_\_\_\_

Vehicle Make/Model \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_

Registered Owner \_\_\_\_\_ License Plate # \_\_\_\_\_ State \_\_\_\_\_

JUNIORS ONLY: Students who are dual enrolled, and/or the work program need to present your schedule for a semester permit Activity and Signature of coach/sponsor:

Fall Season: Activity \_\_\_\_\_ Coach/Sponsor Signature \_\_\_\_\_

Winter Season: Activity \_\_\_\_\_ Coach/Sponsor Signature \_\_\_\_\_

Spring Season: Activity \_\_\_\_\_ Coach/Sponsor Signature \_\_\_\_\_

Fall season permits end 10/28/11 - Winter season permits end 02/24/12 - Spring season permits end 06/1/12

Freshman and sophomores are not permitted to drive for any reason.

All permits are granted at the discretion of the school administration. Missouri Law requires proof of Liability Insurance to operate a motor vehicle. Proof of insurance and drivers license must be presented with this application before it can be processed. All fines must be paid before a permit will be issued. Upon applying for a permit all students are required to enroll in the random drug testing program. The school assumes no liability for theft, damages, or accidents occurring on school property. Parking is at the owners' risk. Francis Howell reserves the right to enter and inspect the interior of a vehicle without consent. Permits are connected to school citizenship (see Parking Information & Regulations on reverse side).

- Fees:
\*SENIORS: Yearly permits are \$40.00
\*JUNIORS: Semester permits are \$20.00 per semester (Students who are A+ tutors, dual enrolled, and/or work program.)
\*JUNIORS: Season permits are \$13.00 per season (Students who participate in an after school sponsored activity at least 3 days per week.) (Criteria for students participating in the weight room are 3 days per week at 45 minutes per day.)

Checks should be made payable to Francis Howell High School. Any check that is accepted by the district must have the check writer's driver's license number or social security number written on the check. Anyone not wishing to supply the necessary information will be required to pay cash.

- Fines:
• 1st, 2nd, and 3rd parking violation = \$10.00 fine
• 4th parking violation and above = \$20.00 fine plus disciplinary action
• Parking in a faculty, visitor, or handicapped space = \$30.00 fine
• Students who continue to park illegally on the FHHS campus will sign a tow letter, may have their vehicle towed at the owner's expense, in addition to fines and disciplinary action.
• Students not having their permits displayed on the rear view mirror, visible to security, will be issued a Parking Violation.
• PLEASE NOTE: If you receive a Parking Violation on your vehicle, you have received a fine.
• Students who wish to dispute a ticket must do so within 24 hours.
• When a permit is reissued a replacement fee up to the original cost of the permit will be assessed.

I have read the rules and regulations required to maintain good standing in regard to the privilege of having a parking permit. Any false or misleading information on this application may result in loss of driving privileges. I understand that I may lose my driving privileges if school rules are not followed.

By signing the parking application you have read carefully both sides of this form and agree to abide by all school rules and regulations.

Student Signature \_\_\_\_\_ Parent Signature \_\_\_\_\_

OFFICE USE ONLY:
Table with 3 columns: Permit #, Date, Method of Payment

FRANCIS HOWELL HIGH SCHOOL  
DANCE POLICY  
(Revised June, 2009)

GENERAL INFORMATION

Francis Howell High School offers two student dances per academic year.

- **Homecoming** is held in the fall and sponsored by Student Council. It is held in the large gym, beginning at 7:00 pm and ending at 10:00 pm. Doors may open at 6:30 pm to aid in check-in.
- **Prom** is held in the spring and sponsored by the Junior Class. It is held off-campus, check-in will start at 6:30 pm, dinner at 7:00 pm, and the dance will end at 11:00 pm.

GUEST POLICY

The "Guest Permission" form is available in the Activities office. Forms must be properly completed prior to purchasing admission tickets for each dance. No guests 21 years of age or older are permitted. Additionally, no student guest at any school dance may be currently classified as a student in grades 8 or lower. *Please note that Francis Howell and/or guest photo I.D.'s must be presented for entry into the dance(s).*

DANCE PROTOCOL

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

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

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

DANCE SUPERVISION

Each dance will have an/administrator(s) on-duty. Additionally, compensated faculty/staff members may be used as supervisors to meet event needs not met by the use of parent-volunteer "chaperones". An acceptable minimal number of supervisory personnel will be established for each event and must be adhered to. Generally, supervisory roles must be met at each entrance/exit into the dance area; the bleacher area; the lobby and restroom area; and "rovers" necessary based on attendance projections. ALL SUPERVISORS WILL BE PROVIDED WITH GUIDELINES FOR BEHAVIOR EXPECTATIONS AND PROCEDURES TO BE ENFORCED. FURTHER, SUPERVISORS WILL BE "PREPPED" ON EXPECTATIONS FOR EACH ASSIGNED RESPONSIBILITY AS WELL. Event sponsors are to be available to support supervision if necessary.

DANCE SECURITY

Adequate law-enforcement and school security personnel are to be arranged.

ADDITIONAL CONSIDERATIONS

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

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

# FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

## REFUSAL TO PERMIT DISCLOSURE

Student's Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Parents of students and students 18 years of age or older or students who attend an institution of post-secondary education have the right to refuse the designation of any or all of the below information as directory information.

A parent of student refusing to have any or all of the designated directory information disclosed is required to complete this form, designate any or all of the information below that you are refusing to disclose with an 'X', and return the form to the principal of the school which the student attends.

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
- \_\_\_\_\_ Date and place of birth
- \_\_\_\_\_ Major field of study
- \_\_\_\_\_ Dates of attendance
- \_\_\_\_\_ Grade level
- \_\_\_\_\_ Enrollment status
- \_\_\_\_\_ Participation in officially recognized activities and sports
- \_\_\_\_\_ Weight and height of members of athletic teams
- \_\_\_\_\_ Degrees and awards received
- \_\_\_\_\_ Most recent previous school attended by the student
- \_\_\_\_\_ Student's name, address and telephone number to military recruiters
- \_\_\_\_\_ Photograph
- \_\_\_\_\_ All of the above designated directory information

Other than directory information indicated above the District will obtain a signed and dated written consent from the parent/guardian or eligible student prior to disclosure of personally identifiable information.

Per the Safe Schools Act the Francis Howell School District will disclose information upon request by other schools in which a student seeks or intends to enroll.

The Francis Howell School District will disclose information to school officials who have a legitimate educational interest in the records, authorized federal and state agencies and authorities, law enforcement officials, Juvenile Court, financial aid applications, to conduct studies, accrediting organizations, issued subpoena, and health or safety emergency.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature (if 18 or older): \_\_\_\_\_ Date: \_\_\_\_\_

If you complete this form, choose **ONLY** the specific activities that you wish to have your student precluded from.

**Insert district letter on Students Riding Different Buses here**

## FHHS COMMENCEMENT PLEDGE

The Francis Howell High School Commencement Ceremony is a solemn and respectful event. Graduating seniors and their honored guests should be given the attention and respect they have earned. Participation in the commencement ceremony is voluntary. If a senior voluntarily chooses to participate in commencement, he or she agrees to abide by the following rules:

1. Attend commencement practice. Students who fail to attend practice will not be allowed to participate in the commencement ceremony.
2. Follow school rules. All school rules will be in effect during commencement practice and during the commencement ceremony.
3. Dress appropriately. Students will be expected to dress appropriately for the commencement ceremony. Specifically, students will not be allowed to wear shorts, tank tops or sunglasses. Female graduates should wear dresses, dress slacks or skirts/blouses. Male graduates should wear dark slacks, dress shirt/tie, and dark socks. All students should wear dress shoes.
4. Act in an appropriate manner. Students will be required to conduct themselves with dignity and propriety during the commencement ceremony. Inappropriate behaviors including, but not limited to loud talking, yelling, throwing items, unusual or unseemly physical conduct, the possession, use or appearance of being under the influence of alcohol or controlled substances are prohibited.
5. Students who are involved in discipline situations at the end of the school year may be excluded from participation in the commencement ceremony.
6. Follow student code of conduct.

Violation of the above rules will result in the following consequences:

- Removal from the commencement ceremony.
- Withholding of the student's diploma.
- Lose the right to participate in the Celebration, the all-night, drug free commencement party.

Diplomas that are withheld will be issued at a summer conference between the student, parents and their principal.

We have read the commencement code and are aware of the resulting consequences for violation of these rules. We wish to voluntarily participate and pledge to abide by the rules during the practice for commencement and during the commencement ceremony for the senior class. We understand that only those seniors who voluntarily sign this pledge can participate in the graduation practice and the graduation ceremony.

\_\_\_\_\_  
Graduating senior (print name)

\_\_\_\_\_  
Graduating senior (signature required)

**SAMPLE**

Insert maps here

Insert 2nd page of maps here

Insert 3rd page of maps here

Insert 4<sup>th</sup> and final page of maps here

Insert Pyramid of Intervention Strategies pages here.