

**FRANCIS HOWELL UNION HIGH SCHOOL  
PARENT/STUDENT HANDBOOK  
2017/2018**



*"Building Resilience!"*

**Francis Howell Union High School  
1405 Highway D  
St. Charles, Missouri 63304**

**Telephone (636) 851- 5121      FAX (636) 851- 4127  
Voice Mail (636) 851 then enter teacher's number  
(listed on last page)**

**The Francis Howell Union Office will be closed daily from 11:00 a.m. to 12:00 p.m.**

**Mr. Robert Gaugh, Principal 851- 6140  
Mr. Zack Sheets, Teacher Leader 851-5774**

**Francis Howell Union High School  
Family / Student Notification form  
2017-2018**

We the undersigned, acknowledge that we have received notice that electronic copies of the information specified below are available for review online. The documents/information can be viewed within the online copy of The Francis Howell Union High School Student Handbook, which can be accessed through the FHSD District website.

- Francis Howell Union High School Student Handbook
- Student Code of Conduct
- Attendance Policy Handbook
- Student Internet Access Policy
- F.E.R.P.A. Rights
- N.C.L.B. Complaint Resolution Procedures
- Policy on discrimination/harassment
- Protection of Pupil Rights Amendment

Student Last name (print): \_\_\_\_\_ First name (print): \_\_\_\_\_

Student I.D. Number: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

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

A printed copy of the above mentioned information/documents are available in the main office 218 for those who do not have internet access.

Students should return this document to their first hour teachers after signing.

If you do not approve internet access for your student, please call Mr. Rob Gaugh at 636-851-6140.

## **2017-2018 Francis Howell Union High School Mission, Vision, Value and Goal Statements**

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

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

**Values:** In order to advance our shared vision of an exemplary alternative learning environment, we will:

- Provide an inviting school environment for students—an environment with clear expectations, consistent consequences, and specific articulated academic goals.
- Help all students achieve the intended outcomes of the curriculum by addressing their individual needs and learning styles.
- Collaborate with one another and our students so that we can achieve our collective goals more effectively.
- Demonstrate our commitment to ongoing professional development and continuous school improvement.
- Promote a positive school climate by modeling the qualities and characteristics that we hope to instill in our students.
- Involve parents in the education of their student by keeping them informed of student progress, attendance and behaviors and offering suggestions for assisting their students.

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

- Want to attend high school on a regular basis.
- Improve skills in reading, writing, listening, speaking, math and determining their career opportunities.
- Develop self-discipline, responsibility and self-concept.
- Develop compassion for others and courteous behavior.
- Develop a healthy respect for authority and the ability to live in a changing world.

## STUDENT BELL SCHEDULES

### NORMAL DAY SCHEDULE

PERIOD	TIME		
1 <sup>st</sup> Hour	7:55	-	9:15 (80 min)
2 <sup>nd</sup> Hour	9:20	-	10:35 (75 min)
3 <sup>rd</sup> Hour	10:40	-	12:00 (80 min)
<b>LUNCH</b>	12:00	-	12:25 (25 min)
4 <sup>th</sup> Hour	12:30	-	1:50 (80 min)

### EARLY RELEASE (Final Exam) SCHEDULE (1/2 day) December/May

PERIOD	TIME		
1 <sup>st</sup> Hour & 3 <sup>rd</sup> hour	7:55	-	9:25 (90 min)
2 <sup>nd</sup> Hour & 4 <sup>th</sup> hour	9:35	-	11:00 (85 min)

### EARLY RELEASE (WEDNESDAY) SCHEDULE

PERIOD	TIME		
1 <sup>st</sup> Hour	7:55	-	8:45 (50 min)
2 <sup>nd</sup> Hour	8:50	-	9:40 (50 min)
Advisory	9:45		10:40 (55 min)
3 <sup>rd</sup> Hour	10:45		11:35 (50 min)
<b>LUNCH</b>	<b>11:35</b>	-	<b>12:00</b> (25 min)
4 <sup>th</sup> Hour	12:05	-	1:00 (55 min)

**Early Release Wednesdays-- students are released at 1:00 p.m. every Wednesday during the 17/18 school year except the following dates: 8/11, 9/16, 10/7, 10/21, 12/16, 1/6, 2/10 & 3/16**

## IMPORTANT DATES AUGUST 9, 2017 – May 16, 2018

### August

9 First Day of School FHU  
22 School Pictures  
25 NO SCHOOL

### September

4 NO SCHOOL –Labor Day  
21 P/T Conferences at FHU 2:30-6:00 p.m.  
22 NO SCHOOL

### October

9 & 10 Final Exams (Full Days)  
10 End of Semester  
16-23 NO SCHOOL Fall Break

### November

7 NO SCHOOL  
9 P/T Conferences at FHU 2:30-6:00 p.m.  
14 Thanksgiving Luncheon 12:00-1:30 p.m.  
(All families invited)  
22-24 NO SCHOOL –Thanksgiving Break

### December

TBD Senior Cap and Gown Assembly  
20 & 21 Final Exams ½ days Dismiss 11:00 a.m.  
22-31 Christmas Break

### January

1-3 Christmas Break  
4 Students return 15  
23 School Pictures

### February

15 P/T Conferences at FHU 2:30-6:00 p.m.  
16 NO SCHOOL  
19 NO SCHOOL –President's Day

### March

6 & 7 Final Exams (Full Days)  
26-30 NO SCHOOL—Spring Break

### April

2-3 NO SCHOOL—Spring Break  
12 P/T Conferences at FHU 2:30-6:00 p.m.  
27 Graduation Practice 10:00 a.m. to 11:30

### May

15 & 16 Final Exams ½ Days Dismiss 11:00 a.m.  
17 Half teacher work Day Grades due by 3:00 p.m.  
24 Graduation FHU, The Missouri Option Program and the ALC 6:30 p.m. in the Francis Howell High School Gymnasium

Snow day one is 5/17, snow day two is 5/18, snow day three is 5/21, snow day four is 5/22, snow day five is 5/23, snow day six is 5/24, snow day seven is 5/25, snow day eight is 5/29, snow day nine is 5/30 and snow day ten is 5/31. Graduation will still occur for all graduating seniors on 5/24 regardless of snow days. Juniors will be expected to attend school on the snow days immediately following graduation

**SEMESTER  
EXAM SCHEDULE 2017-2018**

**FALL SESSION (Aug – Dec)**

First Day of Semester 1	August 11
Final Exams	Oct 8 & 9
End of Semester 1	October 9
First Day of Semester 2	October 20
Final Exams	*December 21 & 22
End of Semester 2	*December 22

**WINTER SESSION (Jan – May)**

First Day of Semester 3	January 6
Final Exams	March 7 & 8
End of Semester 3	March 8
First Day of Semester 4	March 9
Final Exams	*May 16 & 17
End of Semester 4	*May 17

**\*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 June 1).**

All dates are subject to change due to snow days.

**PRINCIPAL  
Mr. Rob Gaugh  
Main Office (C218)  
851- 6140**

**TEACHER LEADER  
Mr. Zackary Sheets  
Room (C209)  
851-5774**

**GUIDANCE OFFICES**

Ms. Ashley Andrews, Academic Counselor  
851-5635 (Room C217)  
Ms. Lisha Ewing, ESC Counselor  
851-5116 (Room C223)

Students wishing to see the counselor may sign up outside of Room C217. The counselor will send for the student later in the day. When signing up, be as specific as possible about the reason for needing to see the counselor, so she can set aside the appropriate amount of time.

**SCHOOL RESOURCE OFFICER**

Officer Bret Jansen is employed by the St. Charles County Police Department and assigned to our campus during the school year. His duties include safety, security, administrative and educational resources. Officer Neupert handles all incidents that relate to Safe Schools Act violations of the law which may lead to arrest. Students are strongly encouraged to report any circumstances where they (or other students) have been threatened or harassed or are aware of any illegal activity taking place at school. Anonymous reports may be made to Officer Neupert at 636-851-4806. In addition, in an effort to make it possible for students, parents, faculty, and staff to communicate with school administration regarding potential threats to school safety and security, the district has set up an e-mail address at [safekids@fhdschools.org](mailto:safekids@fhdschools.org). Safe Kids will be monitored by an administrator 24 hours a day, seven days a week.

**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).

The FHU web site address is:  
<http://fhdfhu.sharpschool.net/>

This site may be contacted in order to reference information relating to all major programs. Each school in the district can be accessed from this web site.

## GRADUATION REQUIREMENTS

### 24 TOTAL UNITS (REQUIRED AND ELECTIVE) NECESSARY FOR GRADUATION

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

### Units of Credit needed for Graduation

Communication Arts 4.0 units  
Social Studies 3.0 units  
Mathematics 3.0 units  
Science 3.0 units  
Fine Arts 1.0 units  
Practical Art 1.0 units  
Physical Education 1.0 units  
Health .5 units  
Personal Finance .5 units  
Electives 7.0 units

## ATTENDANCE PROCEDURES

### ATTENDANCE POLICY

#### EXCESSIVE ABSENCES

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

#### TARDIES

Students who are late to school will report directly to the main office for a pass to class. Tardies are disruptive to any class. Therefore, students are

expected to arrive on time to class (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.

1. The tardy policy is based on the semester system.
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 lunch detention. Students that are tardy seven times in a semester will be referred to the Principal.
4. A student who is frequently referred to the office for tardies may be suspended from school.
5. Any unexcused tardy to class of 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.
6. 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.
7. The total number of tardies to class will be based upon the total accumulated per semester. Students will be subject to referral to the principal once they attain eight (8) tardies during any semester.

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

### PARKING & SECURITY

Parking on the Francis Howell Union High School campus is a privilege. All students may apply for a permit. Parking Permit applications/rules and regulations can be acquired in the main office (C218). If your vehicle is found to be without a parking permit, it will be towed at the owners expense, as posted on all entrances to the campus.

#### **Parking Requirements**

- An approved \$50 parking permit for FHU 17/18
- Park only in FHU student parking
- Be on time (driving is not an excuse for tardiness).
- Observe MO driving laws and campus speed limits, have liability insurance, hand parking permit from rear view mirror with only the current valid permit displayed.

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

### **Drug/Alcohol Use**

Any student testing positive as part of the FHSD Random Student Drug Testing Program will result in the following consequences:

- 1st offense – 10 day suspension of parking permit
- 2nd offense – 90 day suspension parking permit
- 3rd offense – permanent suspension of parking permit for remainder of high school career

### **Fines and Towing**

Failure to abide by FHU Parking Guidelines will result in the following consequences:

Parking illegally in a student assigned parking slot:

1st Offense - \$10 fine

2nd Offense - \$10 fine

3rd Offense - \$10 fine and parent phone call

4th Offense - \$20 fine with Towing Contract and parent phone call

5th Offense - Car is towed from campus at student/owner expense.

### **Parking illegally in a teacher assigned parking slot:**

1st offense - \$30 fine and parent phone call

2nd offense - \$30 fine with Towing Contract and parent phone call

3rd offense - Car is towed from campus at student/owner expense

### **SECURITY**

The district contracts with a private security agency to help us provide a safe and secure learning environment. Security guards are stationed on the school grounds to monitor the coming and going of students and campus visitors. They also monitor the parking lots and check parking permits. Students leaving campus during the school day are asked to stop and show their ID or pass. All visitors are requested to stop, check in with the security guard and state their business at school. Former students/recent graduates are not permitted on campus without an appointment. Security guards are viewed as an extension of our staff and we expect they will be treated with the same courtesy and respect as all other members of the school staff. Students who are disobedient or disrespectful will be written up and subject to disciplinary action. In effort to promote the safest possible environment for our students, security cameras are strategically positioned both inside and outside of our school to monitor all building activity. Any student who is found vandalizing and or interfering with the operation of these cameras will be subject to disciplinary action consistent with the student code of conduct.

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

Students needing to leave campus during the day must have **prior permission** to do so from the Attendance Office. Permission will be granted only for reasons that are of an emergency nature which preclude the importance of attending school. **The Francis Howell Union Office will be closed from 11:00 a.m. to 12:00 p.m. daily.** The procedures for signing out are as follows:

1. Parents must call the Attendance Office by 9:00 a.m. at 851-5121, to receive permission for the student to leave. The parent should indicate the student's name and reason for leaving campus. If the student is involved in an extracurricular activity, the parent also needs to contact the Activities Office at the home school where the students competes.
2. Prior to the time needed to leave, the student should sign out in the Attendance Office and **obtain a pass to leave**. Any student who does **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 student.
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 Dean. Credit for make-up work will not be allowed.
5. **Teachers are not allowed to grant permission for students to leave campus.**

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

Students are not to leave the school building or school grounds during the school day without permission from the principal. 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 the office. Students needing access to their car in the student parking lot should obtain permission from the office 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.

## **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.

## **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 851-5121. 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 (851-4007).

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).

## **CODE OF STUDENT DRESS**

Students are asked to dress in a reasonable manner that is in good taste. Acceptable and unacceptable dress will be determined by the classroom teacher and school administration. Clothing and accessories that will cause disruption will not be allowed for either males or females. This includes any logos, designs or messages considered to be of an obscene or inappropriate nature. For safety reasons, shoes must be worn at all times. Clothing and inappropriate appearances that violates the SEVEN B's will not be tolerated for either males or females. The SEVEN B's consist of:

### **BACKS, BREASTS, BELLIES, BOTTOMS, BRAS, BOXERS AND BEDROOM ATTIRE.**

Students who violate the SEVEN B's will be requested to change into more appropriate clothing. In addition, students will be subject to disciplinary action based upon the school code of conduct.

Certain fashions or styles of wearing apparel that can be construed as gang related are prohibited. Exaggerated sagging will not be tolerated. In addition, chains, including those used with men's wallets, will not be allowed at school and studded accessories are not appropriate for school. Non-compliance with the Dress Code may result in the student being required to change his or her attire, surrender the inappropriate item(s) to the school administrator, parent contact and possible disciplinary action according to the Student Code of Conduct.

## **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.

### **TOBACCO USE**

**Both the possession and use of tobacco, electronic cigarettes 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 he be 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.

### **SCHOOL SPONSORED ACTIVITIES/ CODE OF CONDUCT**

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

### **STUDENT DETENTION POLICY**

Detentions are considered to be obligations that students will be expected to meet. Detention obligations must be met in order for students to be considered in good standing with the school. Students will serve their detentions on the date specified on the detention slip. If a student has a family or emergency situation that might cause him/her to miss serving a detention, the student should discuss the situation with the principal before the due date of the detention.

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

### **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 make up their missed work for 100% credit. Students are also prohibited from attending any school sponsored events home or away and may not visit any district property during the suspension. (This includes dropping off or picking up other students.)

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

Students will be expected to use all technologies in a proper and correct manner. Such technologies include, but are not limited to, school/district computers, software, internet connections, peripheral hardware, file servers, electronic mail and audio-visual equipment. See Page 23 of the FHSD Acceptable Use Guidelines (AUG) in the FHSD Code of Student Conduct. Students who improperly utilize or damage technologies will be subject to the loss of technological privileges and/or other disciplinary actions. **If students are found to be utilizing the internet to play games, cheat or waste time, their internet privileges will be taken away.** 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 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.

## **GENERAL PROCEDURES**

### **BEVERAGES**

Each teacher will determine their policy for drinks and beverages in their classroom. It is important that each student follow each teacher's policy and respect the room and building that they are in. Students must keep drinks/liquids away from all computers at all times. Students must clean up after themselves or a no drink policy will be enforced

### **BUSES**

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

District's official letter in the back of this handbook.

**STUDENTS WHO ARE TRANSPORTED TO FHC OR FHN IN THE MORNINGS/AFTERNOONS MUST WAIT IN THE FRONT OF THE SCHOOL FOR THEIR NEIGHBORHOOD BUS AND CANNOT UNDER ANY CIRCUMSTANCE GO INTO THE ACADEMIC AREAS DURING THE SCHOOL DAY. STUDENTS WHO RIDE A FHHS BUS IN THE AFTERNOON MUST WAIT AT FHU UNTIL 2:20 P.M. TO HEAD TO THEIR NEIGHBORHOOD BUS. FHU STUDENTS ARE NOT TO BE IN THE OTHER HIGH SCHOOLS DURING THE SCHOOL DAY AND CAN FACE TRESPASSING CHARGES FROM THE SCHOOL RESOURCE OFFICER IF FOUND WONDERING AROUND FHC, FHN OR FHHS.**

### **GUESTS**

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

### **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 suspension from school. No more than one student may leave a class at a time.

### **CELL PHONES/ELECTRONIC DEVICES**

Students may have cell phone, laptops or computerized notebooks in their possession while on campus. However, these devices should not be a distraction during class time. Phones should be on silent at all times during the school day. Calls/messages cannot be made or received other than before and after school or during passing periods and lunches. Cell phones & IPODs may be used for the purpose of listening to music with headphones at the teacher's discretion and as a positive behavioral support during computer monitoring courses only. If students are not meeting their individual, academic and behavioral goals, the privilege of listening to music ends. Students are not permitted to listen to music in direct instruction courses while the teacher is teaching. All electronic devices are carried at the student's risk. **THE SCHOOL ASSUMES NO RESPONSIBILITY FOR THEIR LOSS OR THEFT, NOR WILL EFFORT BE MADE TO SEARCH FOR OR RETRIEVE THEM.**

### **TEXTBOOK AVAILABILITY**

Textbooks will be available for all students. 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 at least a week in advance. The food is served at a minimal cost for students. Milk may be purchased to supplement lunch brought from home or additional milk is available at a minimal cost for students who buy their lunch at school.

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/commons/lobby during their lunch period. All food, drinks and snacks are to be consumed in the cafeteria. No food or drink is allowed in the academic hallway.**

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 be in the parking lot area during their lunch periods.**

### **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, classrooms, or library. Please see Ms. Moody 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**

There are days when bad weather affects the roads of the school district to the point that it would be hazardous to attempt to transport students to school. On these days, the district will make every attempt to reach a decision regarding the closing of school by 5:00 a.m. However, weather conditions change rapidly which cause a decision to be made at a later time. If school is cancelled, radio stations: **KMOX (1120 AM), KWRE/KFAV (730 AM/99.9 FM), and television stations Channels 2, 4, 5 and 30, will be notified.** These stations then announce that school is cancelled. Under some circumstances, it may be necessary to dismiss school early to assure safe arrival home. If this is necessary, this will also be announced over the radio/television stations. If school is cancelled check the district website at [www.fhdschools.org](http://www.fhdschools.org) periodically for updates. The Francis Howell Union Office will be closed from 11:00 a.m. to 12:00 p.m. daily.

## HEALTH OFFICE (Located at Francis Howell High School)

**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 Nurse's pass obtained from the Main Office is necessary to visit the Nurse.

### **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 do not 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

**The nurse remains liable for any medication errors made by the persons the nurse trains.** 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. This will release the

nurse from any liability for medication errors made by the medicine giver.

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 epi-pen 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 epi-pen 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:

## Body Fluids

## Diseases Spread Through Contact With This Body Fluid

Eye discharge	Conjunctivitis (Pink Eye)
Nose or throat discharge	Colds, Influenza
Blood	Hepatitis B, HIV disease
Feces	Hepatitis A, Shigellosis, Giariasis
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.

## **When to Keep Your Child Home**

In general, children should stay home whenever they do not feel well enough to participate in the normal activities in a school day. If your child is feeling sick at school, then not much learning is taking place. In order to control communicable disease in school, it is important to keep your child home for the following reasons:

### **Fever**

- Fever of 100.0°F or higher. Your child must be fever free for 24 hours, without the use of medication, before returning to school. It doesn't help your child's health to give medicine for fever and send them to school; that only reduces the fever for a short time and doesn't take care of the illness causing the fever. Once the medicine wears off and the fever returns, your child must be picked up anyway and valuable healing time has been lost.

### **Sore Throat**

- Sore throat with fever, swollen glands, stomach ache, or rash, especially if exposed to someone with strep throat. If your child has been diagnosed with a strep infection, please ask your health care provider when they can return to school.

### **Vomiting/Diarrhea**

- Vomiting two (2) or more times over a 24 hour period, has persistent diarrhea, or if they are associated with fever.

- Until it is known that these are not signs of a contagious illness, such as a stomach virus, your child should be kept home.

### **Abdominal Pain**

- Persistent abdominal pain lasting more than 2 hours.

### **Cough**

- If your child has a moist, productive cough, chest congestion, shortness of breath or difficulty breathing.

### **Skin Rash**

- If the rash has any fluid or pus coming from it, the child must remain out of school until the rash has been treated and a note from the doctor states it is ok to return to school, or until the rash is gone, dried, or scabbed over with no new spots appearing. Anytime a rash is associated with fever, the child may not come to school until that fever is gone for 24 hours without medication.

### **Red, crusty, or draining eyes.**

- This can often mean your child has conjunctivitis, also known as pink-eye. Not all pink-eye is contagious.

### **Head Lice**

- Please contact your school if your child has live head lice (Pediculosis or Scabies) present on scalp or in hair. These small insects cause skin conditions that are uncomfortable and itchy, and could become infected with all the scratching. Check with the school nurse to get information on treatment and when your child may return to school if those conditions are present. Kids who are sick will heal better and faster when they have proper rest at home, with healthy nutrition and plenty of fluid for hydration. Please update your child's contact

telephone numbers whenever they change. In the event your child becomes ill or injured, the school will attempt to reach you, and then telephone your emergency contacts if you are unavailable.

## ACADEMICS

### CURRICULUM AT FHU

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

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

### PROJECT BASED LEARNING

During the 2010/2011 school year, Francis Howell Union High School began working towards 21<sup>st</sup> Century Skill preparation for students. Through extensive collaboration, the teachers felt that the students would have better college and career readiness skills if they were to do a project along with their A+ curriculum courses. During the spring and summer of 2011, numerous projects were created to go along with the A+ curriculum courses. FHU teachers collaborated with department chairs and teachers from the three comprehensive high schools in order to create projects with high expectations and projects that could be implemented at any high school in the FHSD. Not all A+ curriculum courses have a project that has been aligned with the A+ curriculum course. The goal is that each year, more projects are created and more students begin to understand the importance of project completion.

- Projects are graded at 20% of the student's grade.
- Students may choose which A+ computer class they wish to use as their PBL grade.
- Students may submit a proposal for a project to their teacher.
- Projects are not part of the A+ software, they are separately administered.

- Time is built into the school day on Early Release Wednesdays during advisory period.
- Students are permitted to work collaboratively as a team of students on the projects.
- There are no behavioral consequences if a student refuses to do the project. Administration will meet with those students who refuse to do the projects.
- Projects are graded by the teachers collaboratively and grades assigned collaboratively using a scoring guide.
- The graded areas of importance are; content, creativity, critical thinking, collaboration and communication (oral presentation).

### PROGRESS REPORTS

The Francis Howell School District no longer issues progress reports to students. Parents are encouraged to access the parent portal to check grades.

### REPORT CARDS

Grade cards will be distributed to each student four times a year, approximately ten days after the end of each 9 week semester. Grade cards for all semesters 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

### CREDIT BY SEMESTER

Credit for graduation will be awarded upon the successful completion of a semester's course of study in each class. The semester grade will be an average of the semester and the final exam. (Sem. Grade = 80% + Final Exam = 20% = Final Grade).

### FINAL EXAMINATIONS

A school-wide examination schedule will be published during the first semester and is located in the student handbook. 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 advanced examinations are given.** Vacations should not be scheduled during final exam days or during snow day makeup days.

## ACTIVITIES

Students at Francis Howell Union High School who wish to participate in extra-curricular activities must be eligible by both state and FHSD standards. Students may participate for their home schools and should contact the activities office at their home school for more information.

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### Required State Assessment Participation

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

### Union Faculty/Staff Voice Mail

Ashley Andrews	851-5635
Demling, Brady*	851-5117
DeSpain, John*	851-4862
Eugea, Rhonda	851-5839
Gaugh, Rob (Principal)	851-6140
Griffin, Allison	851-5764
Ewing, Lisha	851-5116
Kuder, Doug	851-5839
Kasper, Tyler*	851-5559
Latzke, Shannon*	851-5838
McLaughlin, Laura	851-6153
Bret Jansen, SRO	851-4806
<b>TBD</b>	851-5115
Omoresemi, John	851-4771
Popham, Jan (Office)	851-5121
Rodriguez, Stacy	851-5848
Sheets, Zack (Teacher/Leader)	851-5774
*Alternative Learning Center & MO OP Staff	

### Teachers' E-Mail

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[Robert.Gaughjr@fhdschools.org](mailto:Robert.Gaughjr@fhdschools.org)

Articles included from HowellNet

- Rights Under FERPA
- Complaint Resolution Process for NCLB
- District Procedures Addressing Discrimination
- Public Notice
- Rights Under PPRA