FRANCIS HOWELL UNION HIGH SCHOOL
PARENT/STUDENT HANDBOOK
2012/2013

“Discovering the Best in U”

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)

Dr. Kandy Worley, Principal 851-4854
Mr. Jon Langhans, Teacher Leader 851-5115
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

<table>
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<tr>
<th>PERIOD</th>
<th>TIME</th>
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<tbody>
<tr>
<td>1st Hour</td>
<td>7:55 - 9:15 (80 min)</td>
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<tr>
<td>2nd Hour</td>
<td>9:20 - 10:35 (75 min)</td>
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<tr>
<td>3rd Hour</td>
<td>10:40 - 12:00 (80 min)</td>
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<tr>
<td>LUNCH</td>
<td>12:00 - 12:25 (25 min)</td>
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<tr>
<td>4th Hour</td>
<td>12:30 - 1:50 (80 min)</td>
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EARLY RELEASE (Final Exam) SCHEDULE
(1/2 day)

<table>
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<tr>
<th>PERIOD</th>
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<tbody>
<tr>
<td>1st Hour</td>
<td>7:55 - 8:39 (44 min)</td>
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<td>2nd Hour</td>
<td>8:42 - 9:25 (43 min)</td>
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<tr>
<td>3rd Hour</td>
<td>9:28 - 10:12 (42 min)</td>
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<tr>
<td>4th Hour</td>
<td>10:15 - 11:00 (45 min)</td>
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EARLY RELEASE (WEDNESDAY) SCHEDULE

<table>
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<tr>
<td>1st Hour</td>
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<tr>
<td>2nd Hour</td>
<td>9:10 - 10:15 (65 min)</td>
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<tr>
<td>3rd Hour</td>
<td>10:20 - 11:25 (65 min)</td>
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<tr>
<td>LUNCH</td>
<td>11:25 - 11:50 (25 min)</td>
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<tr>
<td>4th Hour</td>
<td>11:55 - 1:00 (65 min)</td>
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Early Release Wednesdays—students are released at 1:00 p.m. every Wednesday during the 2012/2013 school year except the following dates:

8/8, 8/29, 9/19, 10/3, 11/7, 12/19, 1/16, and 2/20.

YEARLY SCHEDULE
AUGUST 08, 2012 – May 22, 2013

School will not be in session or will be released early on the following dates:

Teacher PD Day August 31
Labor Day September 3
Teacher PD Day September 21
Fall Break October 4-12
Teacher PD Day November 6
Thanksgiving November 21-23
Early Release – Finals December 20 & 21
Christmas Break December 24-Jan 2
Teacher PD Day January 18
Martin Luther King Jr. Day January 21
President’s Day February 18
Spring Break March 11-22
Teacher PD Day March 15
Good Friday March 29
Easter Monday April 1
Early Release – Finals May 21 & 22

IMPORTANT DATES:

August 8   - First Day of School
August 14  - School Pictures 8-12
September 6- Parent/Teacher Conf. (2:30-6 pm)
October 15 - Begin 2nd Semester
November 8 - Parent/Teacher Conf. (2:30-6 pm)
November 29- Sr. Cap & Gown Assembly
January 2  - Make-up Final Exams (9 am)
January 3  - Begin 3rd Semester
February 5 - School pictures 8-12
February 7 - Parent/Teacher Conf. (2:30-6 pm)
March 25   - Begin 4th Semester
April 11   - Parent/Teacher Conf. (2:30-6 pm)
May 3      - Graduation Practice 11:00-12:30
May 30th   - Graduation (Graduation will be May 30th regardless of snow days!)

(Snow Make-up Days: Snow Day 1- May 23, Snow Day 2- May 24, Snow Day 3-May 28, Snow Day 4-May 29, Snow Day 5-May 30, Snow Day 6-April 1, Snow Day 7-May 31, Snow Day 8-10-March 11, 12 and 13.)

Pending snow days: All students will be expected to be at school on Thursday, May 30th – snow day 5 for final exams. All students except graduating seniors will be expected to be at school on Friday, May 31st—snow day 7 for final exams or for basic attendance requirements to remain a student at FHU for the 2013/2014 school year.

Rev. 7/23/12  jp
PROGRESS REPORTS – SEMESTER EXAM SCHEDULE 2012-2013

FALL SESSION (Aug – Dec)
First Day of Semester 1  August 8
Progress Report available  September 7
Final Exams  Oct 2 & 3
End of Semester 1  October 3
First Day of Semester 2  October 15
Report Cards to students  October 22
Progress Report available  November 16
Final Exams  *December 20 & 21
End of Semester 2  *December 21

WINTER SESSION (Jan – May)
First Day of Semester 3  January 3
Report Cards to students  January 7
Progress Report available  February 8
Final Exams  March 7 & 8
End of Semester 3  March 8
First Day of Semester 4  March 25
Report Cards to students  March 28
Progress Report available  April 19
Final Exams  *May 21 & 22
End of Semester 4  *May 22

*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 19 thru June 1).
All dates are subject to change due to snow days.

GUIDANCE OFFICES
Ms. Kim Moody, Academic Counselor
851-5635 (Room C217)
Ms. Lisha Hasty, 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 Jeff Warner is employed by the St. Charles County Sheriff's Department and assigned to our campus during the school year. His duties include safety, security, administrative and educational resources. Officer Warner 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 Warner 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@fhsdschools.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.fhsdschools.org.

The FHU web site address is: http://www.fhsdschools.org/parents/schools/union-high.asp

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.
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 truancies 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. There are not adequate parking facilities for all students wishing to drive. All students may apply for a permit. Due to construction, parking spaces will be limited. Francis Howell Union and Francis Howell High will share a parking lot for the 2012-2013 school year. 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 $45.00 parking permit for FHU 13/14
• 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 an 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 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 student 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 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, fileservers, 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
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.fhsdschools.org periodically for updates.

HEALTH OFFICE
*(Located at FHHS between the FHHS Guidance Office & Main Office)*

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:

<table>
<thead>
<tr>
<th>Body Fluids</th>
<th>Diseases Spread Through Contact With This Body Fluid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eye discharge</td>
<td>Conjunctivitis (Pink Eye)</td>
</tr>
<tr>
<td>Nose or throat discharge</td>
<td>Colds, Influenza</td>
</tr>
<tr>
<td>Blood</td>
<td>Hepatitis B, HIV disease</td>
</tr>
<tr>
<td>Feces</td>
<td>Hepatitis A, Shigellosis,</td>
</tr>
</tbody>
</table>
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 Sodexho 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 not come to school until that fever 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. 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 21st 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 respected 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.
- Projects are not part of the A+ software, they are separately administered.
- Time is built into the school day at a minimum of 2 blocks during a 9 week semester for projects.
- Students are permitted to work collaboratively as a team of students on the projects.

PROGRESS REPORTS

Four times during the school year (halfway through each 9 week semester), FHU will have a parent teacher’s conference from 2:30 p.m. to 6:00 p.m. Parents may get progress report information from FHU teachers at those respective conferences or by calling or emailing the teacher (see the last page of this handbook for contact information.)

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 will participate for their home schools and should contact their home school for more information.

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.

STANDARD COMPLAINT RESOLUTION PROCEDURE FOR NO CHILD LEFT BEHIND PROGRAMS

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent(s) or guardian(s), educational surrogate(s), teacher(s), administrator(s), school board member(s), or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy.

Board Policy 1480
The Board of Education recognizes that situations of concern to parents/guardians or the public may arise in the operation of the District. Such concerns are best resolved through communication with the appropriate staff members and officers of the District, such as the faculty, the principals, the superintendent or the Board.

The following procedures are to be followed by persons with questions or complaints regarding the operation of the Francis Howell School District:

1) Complaints on behalf of individual students should first be addressed to the teacher.

2) Unsettled matters from (1) above, or problems and questions concerning individual schools, should be directed to the principal of the school.

3) Unsettled matters from (2) above, or problems and questions concerning the Francis Howell School District, should be directed to the superintendent/designee.

4) If the matter cannot be settled satisfactorily by the superintendent, it should be brought to the Board. Questions and comments submitted to the secretary of the Board in letter form will be brought to the attention of the entire Board at a regularly scheduled or called meeting. If necessary, a special Board meeting will be scheduled to resolve the complaint. The decision of the Board shall be final. However, the complainant may go to the appropriate section of the Department of Elementary and Secondary Education and from there on to the United States Secretary of Education.

The Board considers it the obligation of the professional and support staff of the District to field the questions of parents/guardians or the public in a timely manner.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

DISTRICT PROCEDURES FOR ADDRESSING DISCRIMINATION / HARASSMENT

TITLE IX OF THE EDUCATIONAL AMENDMENTS OF 1972
The statute states “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

It is the policy of the Francis Howell School District to maintain a learning and working environment that is free from discrimination on the basis of sex in the educational programs, activities, and vocational opportunities offered by the District. The provisions of Title IX extend not only to students with regard to educational opportunities and freedom from harassment, but also to employees with regard to employment opportunities and freedom from
harassment, and to individuals with whom the District does business.

It is a violation for any employee of the Francis Howell School District to harass another staff member or student through conduct or communication of a sexual nature. It is also a violation of this policy for students to harass other students through conduct or communication of a sexual nature. It is a violation of this policy for any person who is not an employee or student of the District to harass a staff member or student of the District through conduct or comments of a sexual nature while such employee is engaged in the performance of duties for the District or while such student is under District supervision.

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Actionable behaviors include, but are not limited to, language, jokes, threats, actual physical aggression, or the failure to effectively address such behaviors on the part of a teacher or administrator. Educators have an obligation to actively encourage the maintenance of an environment free from racial and/or national origin discrimination/harassment and to effectively respond to instances of such behavior.

FRANCIS HOWELL CODE OF CONDUCT

Any person who alleges discrimination and/or harassment by a district employee, student or volunteer may complain directly to a building principal or designee or the District Title Coordinator. If an investigation substantiates the allegation of sexual harassment and/or harassment or discrimination, disciplinary action commensurate with the severity of the violation will be taken.

District Title IX Coordinator:
Director, Human Resources
Francis Howell School District
4545 Central School Road
St. Charles, MO  63304-7113
636-851-4000  Fax 636-851-4093

District Title VI Coordinator:
Director, Alternative Learning
Francis Howell School District
4545 Central School Road
St. Charles, MO  63304-7113
636-851-4000  Fax 636-851-4093

PUBLIC NOTICE

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

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

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

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

This notice will be provided in native languages as appropriate.

Rev. September 14, 2007

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

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

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

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

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

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

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the
direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

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

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

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

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

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

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that conditions listed in §99.31 (a)(1)(i)(B)(1) – (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
• To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

• To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student’s State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

• In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

• To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

• To organizations conducting studies for, or on behalf of, the school in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

• To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

• To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

• To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

• To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

• Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

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

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

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

• Receive notice and an opportunity to opt a student out of –
  1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

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

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

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

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

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

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### Union Faculty/Staff Voice Mail

<table>
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<tr>
<th>Name</th>
<th>Phone</th>
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<td>Warner, Deputy Jeff</td>
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<tr>
<td>Worley, Kandy, Principal</td>
<td>851-4854</td>
</tr>
</tbody>
</table>

*Alternative Learning Center & MO OP Staff

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### Teachers’ E-Mail

- Michael.caraffa@fhsdschools.org
- Brady.demling@fhsdschools.org
- Roger.depuy@fhsdschools.org
- Melissa.dumas@fhsdschools.org
- Rhonda.dunbar@fhsdschools.org
- Lisha.hasty@fhsdschools.org
- John.langhans@fhsdschools.org
- Shannon.latzke@fhsdschools.org
- Laura.mclaughlin@fhsdschools.org
- Kimberly.moody@fhsdschools.org
- John.omoreseemi@fhsdschools.org
- Janice.popham@fhsdschools.org
- Stacy.rodriguez@fhsdschools.org
- Krisandra.worley@fhsdschools.org