



**2011-2012
ELEMENTARY SCHOOL
CODE OF
STUDENT CONDUCT**

Includes the following:
Bus Intervention and Discipline
Code of Student Conduct
Student Alcohol/Drug Abuse Code
Firearm-Free Schools Guidelines
Corporal Punishment Policy
Family Educational Rights and Privacy Act (FERPA)
Protection of Pupil Rights Amendment (PPRA)
District Procedures for Addressing:
Discrimination / Harassment
Title VI
Network & Internet Acceptable Use Guidelines
Standard Complaint Resolution Procedure
Public Notice

The Board of Education of the Francis Howell School District takes great pride in the accomplishments, diversity, positive behaviors and aspirations of the district's many students. The Board of Education recognizes the growth challenges experienced by young people of all ages and their need for an educational setting which respects their individuality while directing their efforts in a safe, harmonious and effective manner. Policies of the Francis Howell School District and its member schools are designed to contribute to a positive educational environment focused on safety, achievement and personal success.

Revised 6/11

TABLE OF CONTENTS

Welcome Letter	3
Introduction to Code of Student Conduct	4
Code of Student Conduct Definitions and Explanations	5
Consequence Definitions	6
Offenses and Discipline	
Level One Offenses	8
Level Two Offenses	10
Level Three Offenses	12
Bus Intervention and Discipline	13
Student Alcohol/Drug Abuse Code	15
Corporal Punishment Policy	17
Firearm-Free Schools Guidelines	18
Family Educational Rights and Privacy Act (FERPA)	19
Protection of Pupil Rights Amendment (PPRA)	21
District Procedures for Addressing:	
Discrimination / Harassment.....	22
Title VI	22
Network & Internet Acceptable Use Guidelines	23
Standard Complaint Resolution Procedure	24
Public Notice	25
Signature Page	26

August, 2011

Dear Parent(s)/Guardian(s), Students, and Staff:

Welcome to the 2011-2012 school year.

My highest priority as superintendent is to make sure, to the greatest extent possible, that we provide the best possible learning environment for our students and the best possible teaching environment for our teachers.

Like other school districts throughout the country, Francis Howell holds high expectations for our students including that each is a good school citizen. For the most part, we have great students in our schools who make wise choices of citizenship each day. Through the concerted efforts of our teachers, administrators, and parents, we have reduced the frequency and volume of misconduct by our students these last several years. While most of our students make good behavior choices, there are times when students misbehave; and we hold them accountable for those behaviors. This Code of Student Conduct Handbook summarizes district policies and the accountability measures related to student behaviors. The Code of Student Conduct has been developed collaboratively through input gathered from the community and school personnel.

During the first few days of school, our teachers and/or principals will review the handbook with the students and will answer any questions they might have. I encourage all parents to read this code of conduct and to discuss the contents with their child/children. If any parent has questions about the contents, please call our Director of Student Services.

Once you have read the booklet and reviewed it with your child/children, we request that the form on the last page be signed and returned to school indicating your knowledge of the information in this handbook. You may keep the handbook for future reference.

I encourage you to stay involved in the education of your child/children throughout their years in our schools; they need your support immensely. You are a critical factor in their educational success. Have a great school year.

Sincerely,

Pam Sloan, Ed.D.
Superintendent of Schools

INTRODUCTION

In order for our students to maximize their educational experience, each deserves a safe and caring learning environment.

WHAT IS THE CODE OF STUDENT CONDUCT?

The Code of Student Conduct outlines the consequences for behaviors that are disruptive to the school environment—including those school-sponsored events that take place off campus.

WHEN DO STUDENTS HAVE TO FOLLOW THE CODE OF CONDUCT?

- At school
- On the bus
- Outside of school with your class or teachers
- At any school activity

Students may receive consequences for behavior occurring out-of-school if the act interferes with the educational rights of another student or causes a substantial or material disruption of the school environment.

NO CODE CAN BE EXPECTED TO LIST EACH AND EVERY OFFENSE WHICH MAY REQUIRE THE USE OF DISCIPLINARY ACTION. NEVERTHELESS, THE DISTRICT SPECIFICALLY RESERVES THE RIGHT TO IMPOSE ANY CONSEQUENCE THAT MAY BE APPROPRIATE UNDER THE CIRCUMSTANCE, DEPENDING UPON THE NATURE, SEVERITY AND FREQUENCY OF THE CONDUCT AT ISSUE.

WHAT IS A POSITIVE, RESPECTFUL SCHOOL ENVIRONMENT?

Everyone desires their school to be a welcoming, friendly, and respectful place. Behaviors outlined in this booklet make the school a place where students cannot maximize their learning experiences. By working together, students, parents, staff, and the community can make their school a great place to learn.

The principal is responsible for making the school the best place it can be.

Students can help by remembering to:

- Be safe, responsible, and calm.
- Be respectful to all peers and adults.
- Be respectful of all school property.
- Be at school and in classes on time.
- Be prepared for class, including assignments and supplies.
- Participate in your learning.
- Don't do or say anything mean or offensive.
- Dress appropriately.
- Be responsible for your work.
- Follow the rules of the school and your teachers.
- Respect and accept the differences among others.
- Express how you're feeling or what you need in helpful and appropriate ways.
- Resolve disagreements in acceptable ways (asking a teacher is helpful).

CODE OF STUDENT CONDUCT DEFINITIONS & EXPLANATIONS

Harassment/Discrimination

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, ethnicity, disability, religion, sexual orientation, or perceived sexual orientation. The District prohibits any and all forms of harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, religion, sexual orientation, or perceived sexual orientation.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of harassment or discrimination because of race, color, sex, national origin, ethnicity, disability, religion, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have harassed/discriminated, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

Bullying

Bullying occurs when a student communicates with another by any means including but not limited to in person, telephone, writing, cyberbullying, or via electronic communications, with the intent to intimidate, or inflict physical, emotional or mental harm, without legitimate purpose or physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touch, although touching may be included. The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, during school time, at a school sponsored activity or in a school related context. Students and/or their parent(s)/guardian(s) are encouraged to report any instances of bullying to their building administrator.

The District encourages students to report bullying. Students should report if they are the victim or the bystander. Schools will discuss safe ways to report bullying with students. Students who are bullied or witness bullying should immediately report the incident to an adult. Each report of bullying will be investigated.

Hazing

Student hazing is expressly prohibited by Board policy. Hazing is defined as willful conduct directed at another student, whether occurring on or off school property, for purposes of initiation or admission to any school-related activity or athletic team. Conduct prohibited by this policy includes, but is not limited to, exposure or contact of genitals, buttocks, or breasts (female students), directly or indirectly through contact with undergarments; threats of physical harm; and infliction of physical or mental harm or humiliation.

Students found to have violated this policy will be subject to suspension/expulsion from school and suspension and exclusion from activities/athletic participation depending on the severity of the misconduct.

Network and Internet Acceptable Use Guidelines

All students should review the Network and Internet Acceptable Use Guidelines (AUG), page 23, before using or accessing any technology related resources. The AUG stipulates unacceptable uses of technology related resources. Any misuse of technology will be handled in the same manner as any other misconduct, inclusive of revocation of access privileges, school disciplinary action, and/or appropriate legal action.

Field Trips

Students taking part in school trips or other school activities including those off school premises are under the authority of duly assigned school personnel. All policies of the school and district are in effect during these activities and whenever on school district property.

CONSEQUENCE DEFINITIONS

Committee on Conduct Hearing - A Committee on Conduct hearing will be held prior to the implementation of any out-of-school suspension of more than ten (10) school days. The Committee on Conduct hearing may consist of a hearing officer, the principal/designee and other building or district personnel when deemed necessary. The student and his/her parent(s)/guardian(s) will be afforded an opportunity to appear at the Committee on Conduct hearing. The hearing will be held during the student's initial ten (10) school day suspension. Attorneys are not permitted to attend Committee on Conduct hearings (other than a parent/guardian who is an attorney and is in attendance with their own child). Recording devices are not permitted in Committee on Conduct hearings unless it is necessary to accommodate a parent's/guardian's disability. Notification of the need to use a recording device as an accommodation must be received by the Student Services Department at least 48 hours in advance of the hearing.

Special Education (Students with Disabilities) Discipline Provision - Students currently receiving special education services will be disciplined in accordance with state and federal mandates. If a student has a Level 3 offense, a Committee on Conduct hearing will occur. A Manifestation Determination meeting must follow a decision to suspend for greater than ten (10) days. In cases where students with disabilities have multiple offenses resulting in an accumulation of multiple short-term out of school suspensions equaling more than ten (10) days, a Manifestation Determination will need to follow. Attorneys are not permitted to attend Committee on Conduct hearings (other than a parent/guardian who is an attorney and is in attendance with their own child).

In School Suspension (ISS/ISAP) - A structured, self-contained environment where the student will be given the opportunity to complete assignments for credit. A parent/guardian contact will be made prior to student placement in ISS/ISAP. If a student with a disability is placed in ISS/ISAP, their special education services will be provided as stated in the IEP or this time in ISS/ISAP will count as an out-of-school suspension.

Out of School Suspension - Removal from attendance at school. Students are required to make up all work for full credit throughout any suspension. For any suspension longer than three (3) days, work is to be turned in upon return to school. For 3-day or less suspension, student will be given one (1) day for each day out to turn work in. If a student is offered an alternative setting and this setting is declined, the parent(s)/guardian(s) will assume responsibility for the student's education for the duration of the suspension.

Any student who is suspended from school may not be present on school property or any other District property during the time of the out-of-school suspension. Furthermore, a suspended student may not participate in nor attend any extracurricular activity either on or off campus. However, a student is allowed on District property to attend a Committee on Conduct meeting and to attend an assigned alternative program.

Any student returning to school following an out-of-school suspension must attend a re-entry meeting involving a principal or designee and the student's parent(s)/guardian(s).

Multiple Referrals - For students who have had multiple referrals to the office, the consequences may be more severe than those stated at each level and may include referral for a Committee on Conduct hearing.

Out-of-school suspension for 10 to 180 days –The superintendent/designee may suspend a student for up to 180 school days and recommend longer suspensions and expulsions to the Board of Education. Only the Board may impose suspensions in excess of one hundred eighty (180) days. The Committee on Conduct will be convened to review the behavior resulting in the initial suspension and to make a recommendation regarding suspensions of more than ten (10) days out of school, and expulsions. The Committee on Conduct may consist of a hearing officer, a principal/designee and other building or district personnel when deemed necessary. The student and their parent(s)/guardian(s) shall be provided with an opportunity to participate in the Committee on Conduct. Attorneys are not permitted to be present at or participate in the Committee on Conduct hearing (other than a parent/guardian who is an attorney and is in attendance with their own child).

A student who is suspended out of school for more than ten (10) days by the superintendent's designee may, within ten (10) days of receiving written notice of such suspension, request an appeal of the Committee on Conduct hearing from the Superintendent of Schools. Such request must be received in the office of the superintendent prior to 4:30 p.m. on the date the request for appeal is due. If the student's parent(s)/guardian(s) disagrees with the decision of the Superintendent of Schools, a request can be made for a hearing before the Board of Education. A student who requests such a hearing will be notified in writing of the charges against the student; the time, date and location of the hearing; and the student's right to be represented by counsel, to call and cross-examine witnesses, and to present other evidence in the student's defense.

Expulsion – The term "expulsion" refers to permanent exclusion from school. In addition to imposing a long-term suspension, the Superintendent of Schools may recommend to the Board of Education that the student be expelled from school. The Board will review such recommendations and decide whether to proceed with an expulsion hearing. If the Board of Education proceeds with an expulsion hearing, the student and the parent(s)/guardian(s) will be notified in writing of the charges against the student; the time, date and location of the hearing; and the student's right to be represented by counsel, to call and cross examine witnesses, and to present other evidence in the student's defense. No student will be expelled without a hearing before the Board of Education.

Per Policy 2660, no student shall be readmitted or permitted to enroll (except as required by law) following a suspension or expulsion from this District or from any other School District until the District has conducted a meeting to consider possible readmission. During the meeting, participants will consider the conduct which resulted in discipline and any remedial actions believed to be necessary to prevent future occurrences of similar conduct. However, no student will be readmitted or enrolled if the student was convicted of, charged as an adult or juvenile without final adjudication, or convicted of juvenile conduct which, if charged as an adult, would constitute one of the following offenses:

1. First degree murder (Mo. Rev. Stat. § 536.020)
2. Second degree murder (Mo. Rev. Stat. § 565.021)
3. First degree assault (Mo. Rev. Stat. § 565.050)
4. Forcible rape (Mo. Rev. Stat. § 566.030)
5. Forcible sodomy (Mo. Rev. Stat. § 566.060)
6. Robbery in the first degree (Mo. Rev. Stat. § 569.020)
7. Distribution of drugs to a minor (Mo. Rev. Stat. § 195.212)
8. Arson in the first degree (Mo. Rev. Stat. § 569.040)
9. Kidnapping as a Class A felony (Mo. Rev. Stat. § 569.110)
10. Statutory rape (Mo. Rev. Stat. § 566.032)
11. Statutory sodomy (Mo. Rev. Stat. § 566.062)

OFFENSES and DISCIPLINE

LEVEL ONE: Offenses which are dealt with mainly between the teacher and the student. Repeated incidents of Level One Violations will result in involvement of the principal/designee. When inappropriate behavior occurs under the supervision of the teacher or other supervising adult, the first level of concern is the child as an individual and the child's interaction within the school setting.

All conduct prejudicial to the good order of school arising to a Level 1 offense.

Cafeteria violation – throwing food

Cheating/Plagiarism

Disruptive Behavior—conduct which has the intentional effect of disturbing education or the safe transportation of students including, but not limited to, excessive talking, out of seat, throwing object, disturbing others, note passing and/or other actions which interfere with the educational process

Disrespect -to students or adults, including but not limited to, words, tone of voice, facial expressions, written expression and gestures

Dress Code Violation - Mode of dress or appearance in violation of the school's dress code inappropriate to school activities and/or disruptive to the educational process, including but not limited to, sagging and revealing clothing, exposure of undergarments wearing of spikes and/or chains, inappropriate print on garments (i.e., sexual connotations, drugs, intoxicating beverages, illegal activities, etc.); no hats or head apparel. Inappropriate dress may also involve a discussion with an administrator.

Electronic Devices Misuse - Use or display of cellular phone, message device or any non-academic electronic devices during school hours including, but not limited to, CD's, headphones, Ipods (MP3's), DVD's, **e-readers**, etc. (in some instances, use of these items will be permitted at teacher discretion); these remain off during school hours. Items in use or displayed during school hours will be confiscated and district is not liable for damage, loss or theft of device. Confiscated devices may be searched for improper messages and/or images.

Forgery of a parent/guardian signature (includes impersonating a parent via phone)

Improper Physical Contact—unwanted physical contact with another student or staff member. May be considered a Level 2 offense if deemed serious enough by principal/designee

Lying - Intentionally providing false or inaccurate information

Moving Inappropriately throughout Building - Failure to move quietly in the building; not walking in line; running in the building; failure to use direct routes

Restroom violation – misuse of materials (i.e., soap, water, towels, toilet paper)

Rules Violation - Failure to follow playground or lunchroom rules

Scuffling or horseplay

Insubordination - Refusal to follow staff directive or request

Examples of Level 1 Consequences:

Teachers have the authority to assign consequence(s) within the framework of their individual building policies.

- A. For an initial problem, the teacher will confer with the student and re-teach appropriate behavior and/or classroom rules.
- B. Possible consequences include:
 - Positive practice – training opportunities
 - Detaining student after school with parent/guardian permission
 - Withholding recess in part or in whole
 - Isolation from peers
 - Delay lunch with parental/guardian permission and administrator knowledge
 - Deny special privileges or activities after informing parent/guardian including, but not limited to, field trips, school parties, school assemblies, after-school activities
 - Verbal or written communication to parent/guardian related to the behavior

- Daily/weekly reports sent to parent/guardian on progress
- Conduct a teacher-parent/guardian conference to insure communication
- Implement alternative interventions, such as a daily chart
- Make curricular adaptations if appropriate
- Increase the duration or intensity of consequences from those previously applied
- Conference with a principal

OFFENSES and DISCIPLINE

LEVEL TWO: All other offenses that are dealt with by the teacher, parent/guardian, student and principal/designee

Aggressive behavior – may be considered a Level 3 offense if deemed serious enough by principal/designee.

All conduct prejudicial to the good order of school arising to a Level 2 offense.

Any Level 1 behavior that has not been corrected by repeated teacher interventions

Assault of a student or staff member through the use of physical force with the intent to do bodily harm.

Bullying by any means including but not limited to in person, telephone, writing, cyberbullying, or via electronic communications with the intent to intimidate, or inflict physical, emotional, or mental harm **OR** physical contact with the intent to intimidate (such as acts of extortion) or to inflict physical, emotional, or mental harm. May be considered a Level 3 offense.

Defiance of authority/Insubordination/Direct Disobedience – refusal to obey directions or defiance of staff authority

Disruptive or Demeaning Speech, Conduct or Gestures including, but not limited to, use of hate language (written or spoken) to demean other persons due to the person's race, color, sex, national origin, age, ethnicity, disability, religion, sexual orientation or perceived sexual orientation (may also result in a Title IX referral). This includes conduct, verbal, written or symbolic speech. May be considered a Level 3 Violation if deemed serious enough by building administrator.

Electronic Device Misuse - Inappropriate unauthorized use that captures, transmits or duplicates an unauthorized picture/video of school staff, students or school documents; includes electronic cheating, photos/videos in restrooms, locker rooms, etc.

Fire Equipment Misuse – Tampering with emergency equipment or setting off a false alarm or filing a false report (example: dialing 911)

Fireworks – Possession or use of fireworks, caps, etc.

Gambling for the purpose of exchanging money and/or something of value

Laser Pointers – Possession or use of laser pointers

Over-the-counter Substances - Possession/distribution/sale/purchase/receipt or use of "over-the-counter" substances (including but not limited to non-prescription drugs) or under the influence of over-the-counter medications causing behavior that is disruptive to the educational environment

Physical Harm - Behaviors such as fighting, hitting, pushing, slapping, punching, vandalism, theft, possession/use of smoking materials, or pranks that have the potential to cause physical harm to a student or an adult.

Sexual harassment and/or harassment or discrimination on the basis of race, color, sex, national origin, ethnicity, disability, religion, sexual orientation or perceived sexual orientation or any other characteristic protected by state or federal law; may be considered a Level 3 violation if deemed serious enough by building administrator. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature. This includes verbal comments, sexual name-calling, gestures, jokes, slurs, sexually oriented pictures or letters, and the spreading of rumors of a sexual nature.

Theft of money or property (public or private) less than \$100.00—Non-consensual taking or attempting to take the property of another.

Threatening an adult or student either physically or verbally. May be considered a Level 3 violation if deemed serious enough by principal/designee.

Truant from class / or a school day – includes leaving school grounds without permission.

Vandalism—intentional damage or attempt to damage property belonging to the staff, student, or District. Restitution will be required.

Examples of Level 2 Consequences:

- Conference involving student with parent/guardian contact
- Parent/guardian/teacher/student/administrator conference

- After-school detention
- In-school detention – loss of recess/lunch privileges
- Restitution and/or restoration
- In-school or out-of-school suspension of the student for up to ten (10) days
(Missed student work may be made up during this time of suspension)
- Referral to a Committee on Conduct Hearing with possible additional days of Out of School Suspension up to 180 days
- Expulsion

If an out-of-school suspension occurs, the principal must:

1. request that the student describe his/her actions related to the reported behavioral infraction.
2. inform the student of the reason for and the length of the suspension.
3. inform the parent(s)/guardian(s) immediately of the reason for and the length of the suspension.
4. send a letter to the parent(s)/guardian(s) advising them of the suspension (length and reason) with a copy sent to the superintendent/ designee.

OFFENSES and DISCIPLINE

LEVEL THREE: Offenses which most severely disrupt the school environment.

Due to the severity of a situation, the disciplinary action may be dealt with immediately as a Level 3. Decisions at this level must involve teacher, student, parent/guardian, and administrator. A Committee on Conduct hearing will follow.

All conduct prejudicial to the good order of school arising to a Level 3 offense.

Acts of arson

Acts of Violence/assault of a student or staff member attempting to kill or cause serious injury. exertion of physical force by a student with the intent to do serious physical injury

Sale, use, possession, distribution, or purchase/receipt of alcohol, "non-alcoholic" malt beverages, illegal drugs, prescription drugs, non-prescription legal synthetic substances that cause impairment, or controlled substances, or substances represented to be alcohol, "non-alcoholic" malt beverages, illegal drugs, prescription drugs, non-prescription legal synthetic substances that cause impairment or controlled substances, or of paraphernalia for use of an illegal or controlled substance (See - STUDENT ALCOHOL/DRUG ABUSE CODE)

Theft of money or property (public or private) in excess of \$100.00—non-consensual taking or attempt to take the property of another.

Threat to 10 or more people (by definition a terrorist threat)

Under the Influence of alcohol, "non-alcoholic" malt beverages, illegal drugs, non-prescription legal synthetic substances that cause impairment, prescription drugs, or controlled substances; or substances represented to be alcohol, "non-alcoholic" malt beverages, illegal drugs, non-prescription legal synthetic substances that cause impairment, prescription drugs or controlled substances; or possession of paraphernalia (i.e., scales, pipes) or items represented to be drug paraphernalia for use of illegal or controlled substances (See STUDENT ALCOHOL/DRUG ABUSE CODE)

Weapons - Possession of a weapon, which shall include the following:

1. A "firearm", as defined under 18 U.S.C. § 921 (See FIREARM-FREE SCHOOLS GUIDELINES)
2. Items defined as a "weapon" in Mo. Rev. Stat. § 571.010
 - q) blackjack
 - b) concealable firearm
 - c) explosive weapon
 - d) firearm
 - e) firearm silencer
 - f) gas gun
 - g) knife or switchblade
 - h) knuckles
 - i) machine gun, rifle, shotgun, or spring gun
 - j) projectile weapon
3. Other weapons may include, but are not limited to:
 - a) mace spray
 - b) any knife, regardless of blade length
4. Other items not listed above that are used in a threatening manner and/or used to cause injury.

Examples of Level 3 Consequences:

1. In School Suspension
2. Out of school suspension for 1 to 180 days
3. Expulsion
4. Anything illegal will be considered a Level 3 offense.

BUS INTERVENTION AND DISCIPLINE

1. It is important that the student ride the bus to school the first day so that he or she becomes familiar with the bus location, slot number and bus driver.
2. Students should make note of their bus slot number and location at the beginning of each session.
3. Students should ride their assigned bus.
4. For your child's safety, students WILL NOT BE ALLOWED to ride another bus home with friends or to attend meetings.
5. There is a student fee for educational field trips.
6. Changes of assignment to buses will be made only by the transportation supervisor.
7. Boundary exception students may not receive transportation services.

Students are expected to behave in a manner that would promote the safety of others and themselves.

EXPECTED BEHAVIORS

The following is a list of behaviors expected of each student riding on school-provided buses:

Students are asked and expected to:

- Follow bus driver directions.
- Stay seated while on the bus, and keep hands and feet out of the aisle.
- If seats have been assigned, remain in assigned seats.
- Board and depart at assigned bus stops.
- Keep all body parts and all objects inside the bus.
- Treat others with respect (both verbally and physically).
- Treat bus property in appropriate manner (no littering, writing on or damaging the bus) while on or off bus
- Ride their assigned buses.

In addition, the following is not permitted on school-provided buses:

- Eating or drinking
- Smoking
- Using profanity
- Any violation of the Student Code of Conduct

BUS STOP BEHAVIOR EXPECTATIONS

Violations of any of the above may result in a disciplinary bus ticket being written on the student. Copies of these tickets will be given to the student's principal or designee. It is expected that students follow school rules while on the bus and at bus stops. Misconduct on the bus or at bus stops may result in disciplinary action. Other violations of the Code of Conduct will have the same consequences as if the offense had been committed at school. In addition, bus riding privileges may be permanently suspended for egregious behavior.

BUS DRIVER RESPONSIBILITIES

First Student has charged bus drivers to be responsible for maintaining a safe and orderly environment on their buses. In an effort to maintain this environment, bus drivers may take the following actions:

- Initiate a conference with a student
- Initiate a conference with a principal or designee
- Direct students to comply with rules
- Assign bus seats
- Issue bus ticket warnings
- Issue bus tickets

In cases where the violation is severe or threatens the general safety of students, the matter will be referred immediately to the principal or designee.

ELEMENTARY BUILDING PRINCIPAL

First violation – Principal/designee and student conference. Principal or designee contacts parent(s)/guardian(s).

Second violation – Principal/designee and student conference. Principal/designee contacts parent(s)/guardian(s). (In-school consequence may be assigned.)

Third violation - Three (3) day bus suspension. Parent(s)/guardian(s) contacted.

Fourth violation - Five (5) day bus suspension. Parent(s)/guardian(s) notified. If the student has a disability it may be determined appropriate to reconvene the IEP team and look at bus interventions to address the inappropriate behavior.

Fifth violation - Ten (10) day minimum bus suspension. If more than ten (10) days of suspension from the bus is recommended for a student with a disability, the IEP team will review the transportation needs of the student. Special transportation needs will be addressed by the IEP team as needed.

The principal/designee does not repeat the consequence progression. Once the principal's/ designee's intervention begins, generally, consequences are applied in the sequence listed. In cases where the violation is severe or threatens the general safety of students, including but not limited to weapons, drugs, assault, battery, sexual misconduct or any and all acts of harassment, the principal/designee may determine the appropriate consequence to assign. The principal/designee has the discretion to implement/develop an alternative discipline plan if needed. The District Transportation Director and the Contracted Transportation Manager will meet with the principal/designee as requested or deemed necessary.

STUDENT ALCOHOL/DRUG ABUSE CODE

The Board of Education recognizes its share of responsibility for the health, welfare and safety of the students who attend the Francis Howell School District. Therefore, the use, sale, transfer, possession or being under the influence of intoxicants, alcohol, "non-alcoholic" malt beverages, non-prescription legal synthetic substances or over the counter medications that cause impairment, and/or physical or mind altering chemicals (drugs) are prohibited on or in school property, at school sponsored activities or events, on field trips, or in any vehicle while being used to transport students for the school district.

While it is not the intention of the Board or school faculty and administration to restrict the education of any eligible person in the school district, it is recognized that good school discipline and school citizenship are necessary for the proper learning environment to take place. It is not fair to those students desiring to make the most of their educational activity opportunities to be exposed to unnecessary disruptions and distractions as caused by fellow students under the influence of drugs or alcohol or in possession of these substances.

A student found to be **under the influence** of alcohol or controlled substances or in possession of alcohol, "non-alcoholic" malt beverages, illegal drugs, prescription drugs, non-prescription legal synthetic substances or over the counter medications that cause impairment, or controlled substances, or substances represented to be alcohol, "non-alcoholic" malt beverages, illegal drugs, prescription drugs, non-prescription legal synthetic substances that cause impairment, or controlled substances or of paraphernalia for use of illegal or controlled substances may be suspended for a period of up to 180 school days or expelled. The principal/designee **shall** suspend such students for an initial period of ten (10) school days. A Committee on Conduct hearing shall be held within the initial ten (10) school day suspension period to determine the appropriate penalty(ies). A recommendation as to the penalty(ies) and/or additional days of suspension shall be submitted to the superintendent/designee for their decision. The Committee on Conduct may consist of a hearing officer, the principal/designee, and other building or district personnel when deemed necessary. The student and his/her parent(s)/guardian(s) must be provided with an opportunity to participate in the committee on conduct. A drug assessment must be completed at Preferred Family Health prior to the student's return to school.

Upon the occurrence of the second offense under the Code of Student Conduct, the student shall be suspended for up to 180 school days. The student and parent(s)/guardian(s) will be notified in writing of these conditions following the student's first suspension.

A student found to have been engaged in the **sale, distribution, or receipt** of alcohol, "non-alcoholic" malt beverages, illegal drugs, prescription drugs, non-prescription legal synthetic substances or over the counter medications that cause impairment, or controlled substances, or substances represented to be alcohol, "non-alcoholic" malt beverages, illegal drugs, prescription drugs, non-prescription legal synthetic substances that cause impairment, or controlled substances will receive a suspension of not less than one year (365 calendar days) or 180 school days or expulsion. The principal/designee **shall** suspend such students for an initial period of ten (10) school days. A Committee on Conduct hearing shall be held within the initial ten (10) school day suspension period to determine the appropriate penalty(ies) and/or additional days of suspension. A recommendation as to the penalty(ies) shall be submitted to the superintendent/designee for their decision. The Committee on Conduct may consist of the hearing officer, the principal/designee and other building or district personnel when deemed necessary. The student and their parent(s)/guardian(s) must be provided with an opportunity to participate in the Committee on Conduct.

The following definitions will apply:

"Sale, distribution, and receipt" means the actual transfer, constructive transfer, attempted transfer or offer to transfer from one person to another of alcohol, "non-alcoholic" malt beverages, illegal drugs, prescription drugs, non-prescription legal synthetic substances or over the counter medications that cause impairment, or controlled substances or of substances represented to be alcoholic, "non-alcoholic" malt beverages, illegal drugs, prescription drugs, non-prescription legal synthetic substances that cause impairment, or controlled substances. This term includes, but is not limited to, barter, exchanges and gifts.

"Possession" means the act or condition of having on one's person, or in or on property belonging, assigned or entrusted to the possession or control of a student, alcohol, "non-alcoholic" malt beverages, illegal drugs, prescription drugs, non-prescription legal synthetic substances or over the counter medications that cause impairment, controlled substances, or substances represented to be alcohol, a "non-alcoholic" malt beverage, illegal drugs, prescription drugs, non-prescription legal synthetic substances that cause impairment, or controlled substances or of paraphernalia for use of illegal or controlled substances.

"Under the Influence" means the ingestion, consumption or absorption (by mouth, injection, through sniffing, etc.) into the body of alcohol, "non-alcoholic" malt beverages, illegal drugs, prescription drugs, non-prescription legal synthetic substances or over the counter medications that cause impairment, or controlled substances or of substances represented to be alcohol, "non-alcoholic" malt beverages, illegal drugs, prescription drugs, non-prescription legal synthetic substances or over the counter medications that cause impairment, or controlled substances and of "over the counter" substances when used for a purpose foreign to their design. "Under the influence" includes but is not limited to any use of alcohol or drugs prior to being present on district property or at a school sponsored activity or field trip whether on or away from district property when such use is detectable by observation or testing while the student is at school or the activity. Under no circumstances shall the definition of "under the influence" be limited to the term as applied to the operation of motor vehicles.

“Drug paraphernalia” means all equipment, products, substances and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance or an imitation controlled substance.

STUDENTS

Policy 2670

Discipline

Corporal Punishment: Prohibited

No person employed by or volunteering for the District shall administer or cause to be administered corporal punishment upon a student attending District schools.

A District employee may, however, use reasonable restraint against a student without advance notice to the principal/designee if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the District.

Although corporal punishment is prohibited, the use of reasonable force for a District employee to protect persons or property is not abuse within the meaning of Chapter 20, RSMo.

FIREARM-FREE SCHOOLS GUIDELINES

The Francis Howell School District seeks to provide a safe, violence-free educational environment for its students and workplace for its employees. The District affirms that firearms have no place on school grounds.

The District recognizes that it must comply with federal and state laws concerning the treatment of students who bring firearms to school. Accordingly, this information complies with the provisions of the Improving America's Schools Act of 1994, the Individuals with Disabilities Education Act and other applicable federal and state law.

The District recognizes the risk of harm that a person who brings a firearm to school may present to himself/herself and to others on school premises. The District recognizes firearm possession as a potential threat to the health, safety and security of students, employees and other persons. The District will not tolerate the risk of harm presented when a person brings a firearm on the premises of our schools.

Thus, the District states as follows:

I. DEFINITIONS

The term "firearm" is defined pursuant to federal law as set out in the most recent version of 18 United States Code Section 921. The term "firearm" includes, but is not limited to, such items as:

- A. Any item which is a loaded or unloaded weapon, weapon frame or weapon barrel and which is designed to, or may be readily converted to, expel a projectile by action of an explosive, or
- B. Any item which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of at least one-half inch in diameter, or
- C. Any explosive, incendiary or poison gas, such as: bombs; grenades, rockets with a propellant charge of greater than four ounces; and other similar devices as recognized under federal law, or
- D. Any combination of parts either designed to or intended for use in converting any device into a device as described in paragraphs B or C of the Definitions section.

II. STUDENT WHO BRINGS FIREARM TO SCHOOL

The District will not tolerate a student's bringing of a firearm to school. Therefore, the District will take the following action upon determining that a student has brought a firearm to school:

- A. The District will refer the student to the appropriate criminal justice or juvenile delinquency system, and
- B. The District will suspend the student from school for a period of not less than one year (365 days) from the date of the infraction, and may, at its discretion, expel the student from school permanently. This suspension provision may be modified on a case by case basis upon recommendation of the Superintendent of Schools if they determines that circumstances justify such a modification.
- C. The District may, at its discretion, provide a student suspended under Policy 2620 with educational services in an alternative setting.

III. APPLICABILITY TO STUDENTS WITH DISABILITIES

If the student who is determined to be in violation of these Firearm-Free Schools guidelines is a student with a disability under the Individuals with Disabilities Education Act, the District will adhere to federal and state requirements as set forth in applicable statutes and regulations. Such laws and regulations set forth special procedures to be followed when a disabled student brings a firearm to school. These guidelines will apply to disabled students to the extent that their application is allowed under the Individuals with Disabilities Education Act.

IV. APPLICABILITY TO OTHER DISTRICT POLICIES

All other District weapons policies, discipline policies or look-alike weapons policies shall remain in effect as they currently exist or are hereafter amended.

Annual Notification of FERPA Rights and Designation of Directory Information

The Francis Howell School District complies fully with the Family Educational Rights and Privacy Act ("FERPA"). FERPA is a federal law that affords parents/guardians and students 18 years of age or older ("eligible students") certain rights with respect to the student's educational records. These rights are:

RIGHT TO INSPECT: Parents/guardians or eligible students have the right to inspect and review substantially all the student's educational records within 45 days of the day the District receives a request for access. Parents/guardians or eligible students should submit to the school principal a written request identifying the records to be inspected.

RIGHT TO PREVENT DISCLOSURES: Parents/guardians or eligible students have the right to prevent disclosure of educational records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in educational records to those instances when prior written consent has been given to the disclosure. However, upon request, the District will disclose information to officials of other schools in which a student seeks or intends to enroll. The District may also disclose information under the provisions of FERPA which allow disclosure without prior written consent, or items of directory information of which you have not refused to permit disclosure.

The District will disclose information to school officials who have a legitimate educational interest in the records. School officials include: persons employed by the District, whether paid or unpaid, as an administrator, supervisor, instructor, or support staff member, including health or medical staff; persons elected to the School Board; persons employed by or under contract to the District to perform a special task, such as an attorney, auditor, etc. School officials have a legitimate educational interest if the officials are: performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid; or maintaining the safety and security of the campus.

The Francis Howell School District has designated certain information contained in the educational records of its students as directory information for purposes of FERPA. The following information regarding students is considered directory information: (1) the student's name, (2) student's address, (3) student's phone number, (4) photograph, (5) grade point average, (6) dates of attendance, (7) grade level, (8) participation in officially recognized activities and sports, (9) weight and height of members of athletic teams, (10) diplomas and awards received, and (11) the most recent previous school attended by the student.

The District may disclose directory information for any purpose in its discretion without the consent of a parent/guardian of a student or an eligible student. Parents/guardians of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, the information will not be disclosed except with the consent of a parent/guardian or student, or as otherwise allowed by FERPA.

Any parent/guardian or eligible student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal/assistant principal or designee of the school which the student attends. In the event a notification of refusal is not filed, the District assumes that neither a parent/guardian of a student or an eligible student objects to the release of the directory information designated.

RIGHT TO REQUEST AMENDMENT: Parents/guardians or eligible students have the right to request that the District correct any parts of an educational record which you believe to be inaccurate, misleading or otherwise in violation of your rights. Parents/guardians or eligible students should clearly identify, in writing directed to the school principal, the part of the record sought to be corrected and specify why it is inaccurate or misleading. If the District decides not to amend the record, it will notify the parent(s)/guardian(s) or eligible student and provide information on the right to a hearing to present evidence that the record should be changed.

RIGHT TO COMPLAIN TO FERPA OFFICE: Parents/guardians or eligible students have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., 20202-4605, concerning any alleged failure by the District to comply with FERPA.

RIGHT TO OBTAIN POLICY: Parents/guardians or eligible students also have the right to obtain a copy of the written policy adopted by the Board of Education of the District in compliance with FERPA. A copy may be obtained in person, by mail from the superintendent's office, or by accessing the following website:
<http://www.fhsdschools.org/parents/boe/boardpolicy.asp?level=3&chapter=2400>

MILITARY RECRUITERS: The District is required to release names, addresses, and telephone numbers to military recruiters upon request, unless the parents/guardians notify the school district in writing that such information may be disclosed only with prior written consent. We are also required to permit military recruiters to have the same access to students as is provided to post-secondary institutions and prospective employers. This serves as notification and if you wish to deny release of information to military recruiters, you must notify your high school.

PLEASE NOTE:

If you wish to refuse to permit the designation of any or all of the above information as directory information, please contact the school your student attends to obtain the appropriate forms.

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/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**

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/assistant 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 Section 504 Coordinator:
Director, Student Services and Operations
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**

NETWORK AND INTERNET ACCEPTABLE USE GUIDELINES

Internet access is available in the Francis Howell School District to students, teachers, staff, parents/guardians, and administrators. The goal of the District's use of telecommunications is to provide all staff and students with the ability to use these tools to conduct research and communicate with others over the network. Access is limited as it relates to educational purposes and curriculum and is considered a privilege and not a right.

Telecommunications substantially changes the number of resources available to students. Students through telecommunications will have access to a multitude of databases, libraries, government agencies, etc. The staff will continue to follow the guidelines for appropriate use of instructional materials. Personal software is not to be installed on district computers without written permission by the appropriate district personnel. The District will monitor internet usage but cannot guarantee that users will not have access to improper or unacceptable material. Parents/ Guardians must decide if they want to deny Internet access for their child. A parent/guardian denying internet usage to their child is required to fill out a Student Internet Usage Denial Form which may be obtained from the FHSD web site or by calling the Communication department at FHSD. Forms must be returned to the principal/ designee of the school which the student attends.

The District ensures CIPA (Children's Internet Protection Act) compliance through use of a firewall and filtering. However students should report to their teacher or other staff members if they access information that makes them feel uncomfortable.

Access to the Francis Howell School District local area network (LAN), wide area network (WAN), and wireless connectivity (WI-FI) is an opportunity that brings with it responsibilities. Communication over networks should not be considered private. Usage dealing with inappropriate or illegal activities will be reported to the appropriate authority. Maintenance and supervision of the network requires the ability to review and inspect any computer files. In some instances, students will be allowed to bring their own technology for educational purposes (i.e., laptops, Ipods, etc.). The district's Acceptable Use Guidelines apply to their technology. All must abide by existing federal and state laws in force regarding electronic communication. This includes accessing information without authorization, giving passwords out, or causing a system to malfunction. These laws may carry penalties of up to 20 years in prison.

General school rules apply for behavior on the Internet. The district enforces MOREnet guidelines.

These guidelines are provided to make you aware of your responsibilities. The network administrator or the designated FHSD representative may revoke network/computer privileges if the guidelines are not observed.

The following actions are **NOT** allowable on the district networks:

Sharing confidential information	Giving your password to others
Giving out personal information on the Internet	Harassing, insulting, or harming others in any way
Trying to bypass or break the security system	Accessing pornographic/illegal material
Illegally copying software	Trespassing in others' folders, files or documents
Attempting to destroy or harm data/files of others	Utilizing the network for commercial purposes
Using obscene language	Use of noncurricular Internet games
Violating copyright laws or plagiarism	Use of unauthorized websites
Vandalism of District network or technology system	Uploading viruses, altering data or theft of restricted information

District networks are to be used for educational purposes.

POSSIBLE DISCIPLINARY ACTION FOR VIOLATION

The consequences for violating the District's Network and Internet Usage Policy (Policy 6320) include, but are not limited to, one or more of the following: 1) suspension or revocation of network privileges; 2) suspension or revocation of Internet access; 3) suspension or revocation of computer access; 4) school suspension; or 5) expulsion.

PLEASE NOTE: If you wish to deny independent internet usage for your student, please contact the school he/she attends to obtain the appropriate form.

STANDARD COMPLAINT RESOLUTION PROCEDURES 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), surrogate parent(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.

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 parent(s)/guardian(s). Parent(s)/guardian(s) may request amendment to the educational record if the parent(s)/guardian(s) believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parent(s)/guardian(s) 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

PLEASE PRINT THIS PAGE AND RETURN TO SCHOOL WITH STUDENT

SIGNATURE PAGE

STUDENT NAME (printed) _____ DATE _____

SCHOOL _____ STUDENT ID NUMBER _____

I have received and reviewed the following:

1. Francis Howell Code of Student Conduct
 - a. District Procedures for Addressing Discrimination / Harassment
 - b. Network and Internet Acceptable Use Guidelines
 - c. Standard Complaint Resolution Procedure
 - d. Public Notice
 - e. FERPA
 - f. PPRA
 - g. District Policy on Corporal Punishment
2. The Student Handbook
3. Attendance and Earned Credit Handbook

I was given the opportunity to ask questions and receive clarification on any rules or policies I did not understand.

I also understand that I am to take these policies home and share them with my parent(s)/guardian(s).

Student Signature

I have received a copy of the Francis Howell School District Code of Student Conduct.

Parent/Guardian Signature

****REMINDER: IF YOU WISH TO REFUSE TO PERMIT RELEASE OF ANY INFORMATION AS DIRECTORY INFORMATION, PLEASE CONTACT THE SCHOOL OFFICE FOR REFUSAL TO PERMIT DISCLOSURE FORM (SEE PG 20 OF 26).**