



PARENT – STUDENT  
HANDBOOK  
AND  
CODE OF CONDUCT  
2018-2019

School District of the City of St. Charles  
400 North Sixth St.  
St. Charles, Missouri 63301

Dr. Jason Sefrit - Superintendent

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BOARD OF EDUCATION

Mr. Joshua Kean C.B.M.. - President  
Dr. Donna Towers, C.B.M. - Vice-President  
Mrs. Leslie Knight, C.B.M. - Secretary  
Dr. Marita Malone, C.B.M. - Treasurer  
Ms. Lori Gibson, C.B.M. - Member  
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Mr. Virgil Beer - Member

School District of the City of St. Charles  
400 North Sixth St.  
St. Charles, Missouri 63301  
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<http://www.stcharles.k12.mo.us>

Superintendent ..... Dr. Jason Sefrit  
Associate Superintendent-Curriculum & Instruction ..... Dr. Danielle Tormala  
Assistant Superintendent-Human Resources ..... Dr. Rodney Lewis  
Assistant Superintendent-Business & Technology..... Dr. Charles Brazeale  
Director of Special Education & Student Services..... Mrs. Julie McClard

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# The City of St. Charles R-VI School District

REACH.....TEACH.....EMPOWER

## ADMINISTRATION

Dr. Jason Sefrit  
Superintendent

Dr. Danielle Tormala  
Associate Superintendent  
Curriculum & Instruction

Dr. Charles Brazeale  
Assistant Superintendent  
Business & Technology

Dr. Rodney Lewis  
Assistant Superintendent  
Human Resources

Mrs. Julie McClard  
Director of  
Special Education  
& Student Services

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C.B.M., Member

Mr. Virgil Beer, Jr.  
Member

Dear Parents and Students:

The City of St. Charles School District is committed to providing a positive, meaningful, and safe learning environment for all students. This handbook contains important information about policies and procedures that will help all of us meet that goal.

A wide range of topics are addressed in this handbook, and it is my hope that you will take the time to review the information and save it for future reference. Important contact information, calendar events, procedures, and most importantly, the Student Code of Conduct and statements of parent and student rights are included in this document. Students will be required to sign a form verifying receipt of the handbook and will be responsible for meeting the expectations and standards as described therein. Parents are encouraged to review and discuss the contents of the handbook with their child.

Additional copies of the handbook are available in the principal's office. If you have any questions or concerns regarding any information contained in this handbook, please do not hesitate to contact your child's principal, myself, or any appropriate district administrator.

I wish you and your child a safe, successful, and of course, learning-filled school year. Thank you for allowing us the opportunity to educate your child.

Sincerely,

Jason T. Sefrit, Ed. D.  
Superintendent of Schools

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All aspects of the St. Charles Public Schools' programs are offered without regard to race, color, national origin, gender or disability. For further information, write Mrs. Julie McClard at 400 North Sixth Street, St. Charles, MO 63301 or call her at 636-443-4000.

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### SCHOOL SCHEDULES

| <u>SCHOOL</u> | <u>ADDRESS</u>      | <u>PHONE</u> | <u>PRINCIPAL</u>   | <u>TIME</u>  |            |
|---------------|---------------------|--------------|--|--------------|------------|
|               |                     |              |  | <u>Begin</u> | <u>End</u> |
| BLACKHURST    | 2000 Elm Street     | 443-4550     | Mr. Steven Wilson  | 8:50         | 3:50       |
| COVERDELL     | 2475 W. Randolph    | 443-4600     | Ms. Annette Hill   | 8:05         | 3:05       |
| HARRIS        | 2800 Old Muegge Rd. | 443-4700     | Mr. Tyson Plumlee<br>Mr. Chris Hallam<br>Asst. Principal | 8:50         | 3:50       |
| LINCOLN       | 625 S. Sixth St.    | 443-4650     | Ms. Julie Williams                                       | 8:50         | 3:50       |
| MONROE        | 2670 Zumbahl Rd.    | 443-4800     | Ms. Kathleen Kostos<br>Asst. Principal                   | 8:50         | 3:50       |
| NULL          | 435 Yale            | 443-4900     | Dr. Kate Kimsey  | 8:05         | 3:05       |

The school is not responsible for supervision of students who arrive more than 20 minutes before classes begin or stay on school grounds more than 15 minutes after classes are dismissed. Multiple occurrences of student arrival and departure outside of the supervised times may result in being reported to the Division of Family Services. Parents should make child care arrangements for time before and after school. A Latch Key Program sponsored by the Y.M.C.A. is available at Coverdell, Harris, Monroe, and Null Schools. To enroll your child in this program you need to call the Y.M.C.A. The phone number is 922-9321 or 928-1928. Project Read and Reach is available at Blackhurst and Lincoln Schools. Please call the Adult and Community Education Department at 636-443-4043 to enroll. Please call your building principal if you have questions concerning specific hours of school supervision.

## **EDUCATIONAL PHILOSOPHY**

We believe that the educational process should develop a feeling of self worth and accomplishment within each student and should be built upon a thorough understanding of the basic skills. Furthermore, we believe that the self actualization of each child should be in harmony with appreciation for the importance of our democratic way of life in America. The preservation of our democratic way of life shall not be inherited but must always be learned and earned anew by each generation in order for it to be perpetuated.

Therefore, we believe the role of education to be one of helping individuals achieve their greatest potential which will in turn enable them to make their greatest contribution to society.

It is, therefore, the responsibility of the School District of the City of St. Charles to provide an environment for children of the district which will foster and accelerate their intellectual, social, physical, aesthetic, ethical and career development.

## **MISSION STATEMENT**

The City of St. Charles School District will REACH, TEACH, and EMPOWER all students by providing a challenging, diverse, and innovative education.

## **ASSIGNMENT OF STUDENTS TO SCHOOLS**

The Board of Education has established boundary lines for each attendance center in the school district. Assignment of an individual student to a school will be based on the student's legal residence.

### **Request for Reassignment**

Parents of children in *grades K-4* may request that their children attend a school other than the one in their home attendance area. A parent who lives in one elementary attendance area may request that his/her child be allowed to attend school in another of the District's elementary schools. Requests must be submitted to the Human Resources Department.

### **Students with Disabilities**

Students with disabilities will be assigned to the attendance center which provides the most appropriate educational services for that student.

## **PARENTAL INVOLVEMENT**

The St. Charles R-VI School District Board of Education encourages parents to be actively involved in their child's education. Further, Missouri law states a preference for continuing and meaningful contact with both parents. Therefore, in accordance with Board policy, the district will not prohibit parents from accessing records, attending activities or participating in conferences pertaining to their child unless otherwise required by court order or law.

## **ATTENDANCE-ABSENCE-TARDY-RELEASE OF STUDENTS**

### **City of St. Charles School District Attendance Expectations**

In order for students to get the most out of their education, it is imperative that they be in school each day. Students are expected to be present and punctual for all of their classes throughout the year. Because each student's attendance is so important and closely related to academic success, one of the district's goals is to achieve a minimum of 95% attendance for each student.

### **Absence Procedures**

It is expected that parents will notify the school no later than one hour after classes begin on the day of an absence. If there has been no contact between home and the school, the parent/guardian will write an excuse giving the student's name, days of absence, the reason for the absence and parent/guardian signature. Upon his/her return to school, before the school day begins, the student will turn his/her excuse in at the office. If no contact has been made by arrival time on that day, the absence will be considered unexcused and/or truancy. Automated phone calls go out daily following 10:00 a.m. notifying parents that their child is not at school.

### **Make up assignments**

Students are expected to ask the teacher for make-up assignments upon return from absence. The student will be given one day of attendance to complete work missed for each day of absence up to two weeks. All work missed during the last week of a marking period should be made up before the last day of the marking period. Each student is responsible for seeing that make-up work is completed. If a student is absent (3) or more consecutive days, his/her assignments may be obtained by the parent calling the school office on the third day of absence.



### **Travel or other absences**

If the absence is due to travel or for some other reason, the parent/guardian should contact the school principal in writing prior to the absence. The principal will determine whether or not these absences are excused or unexcused based on proper absences, specific requests, and pertinent criteria (grades, prior attendance, etc). Prior approval by the principal is mandatory. Failure to give prior written notification will result in an unexcused absence. Students are responsible for completing all allowable make-up work. If assignments are requested in advance, the make-up work would be due upon return.

### **Excessive Absence Procedure**

Missouri statute #167.031 mandates regular school attendance for children. Many of the benefits of regular classroom instruction are lost during extended absences and cannot be regained even with extra after-school instruction. The school may notify the parent of any concerns regarding excessive unexcused absences and/or tardiness to school. Principals may schedule and hold parent conferences, over the phone or in-person, when a student has been absent unless a doctor's note is on file in the office. After eight absences principal's have the authority to require written verification from a medical doctor for all future absences due to illness. All future medical-related excuses may be considered excused or unexcused at the principal's discretion. The principal's office and school nurse will work closely with all parents on all medical related absences beyond ten.

### **Missouri Children's Division**

The City of St. Charles School District in partnership with the Eleventh Circuit Family Court and Missouri Children's Division will be participating in a program utilizing a truancy court in an effort to assist and encourage positive attendance throughout our schools. As a result of this program, schools will establish systematic interventions to assist students and families in making sure each child attends school regularly in order to provide students every opportunity to succeed academically. As a part of this system, school officials will work in conjunction with deputy juvenile officers (DJOs), counselors, social workers, teachers, students, and parents in order to coordinate the necessary interventions. Additionally, school officials will work with the deputy juvenile officers to hold mandatory diversionary conferences for those students that meet and/or exceed five unexcused absences at any time throughout the school year. If at any time a student reaches eight unexcused absences in a school year and a diversionary conference has already been held, school officials will file a truancy referral to the Eleventh Circuit Family Court and/or an educational neglect referral to the Missouri Children's Division. Ultimately, it is the school district's hope that this partnership will assist our community in ensuring that all of our students are able to attend school regularly in order to reach their potential academically.

**Leaving school early** Students may be taken from school during the day only in extreme emergencies or for doctor or dental appointments that cannot be made at any other time.

When asking for a student to be released from school, the parent should go first to the school office rather than going directly to the classroom. When a child returns, the child must report to the office before proceeding to the classroom.

**Release to person other than parent/guardian** If a person other than the parent/guardian is to pick up a child during school hours, the parent must notify the school office.

**Change in dismissal routine** Written or verbal notification from the parent or guardian must be provided to the school attendance secretary if a child is to do something other than his or her normal procedure at dismissal. Do not contact the teacher for dismissal changes. The earlier in the day that this information can be provided to the school, the easier this change is for the child and the school.

**Supervision** School staff members are not available to supervise students for more than 20 minutes before classes begin or more than 15 minutes after classes are dismissed

### **BICYCLES**

If your child rides a bike to school, he must observe these regulations: (1) All bikes must be placed in the racks provided. (2) Bikes must be locked. (3) There will be no bike riding on the school ground during school hours. (4) Skateboards, scooters or skates are not allowed on school property during school hours, unless approved by the building principal. (5) All riders must wear helmets. The school is not responsible for lost or stolen property or the safety of students riding to and from school.

### **BREAKFAST/LUNCH PROGRAM**

A breakfast program is provided at all elementary schools. Students attending those schools who receive free or reduced lunches are also eligible for free or reduced breakfasts. More information will be provided by those schools having the program at the beginning of the school year. A hot lunch program is offered for elementary children. Prices and other details will be given to the children at the beginning of the year.

### **CHANGES IN ADDRESS AND PHONE NUMBER**

It is imperative that when information changes such as: addresses, phone numbers, emails, places of employment, and emergency contacts, that the school be notified. At the beginning of each year, parents will need to verify and update information on the Student Information System, prior to being given a teacher assignment. This information is used to contact parents for emergencies and ongoing communication.

### **CHILD ABUSE AND NEGLECT**

(Missouri Public Laws, Sections 210.110 to 210.189)

When school officials, including teachers, school nurses and principals, and other persons with the responsibility for the care of children, have reasonable cause to believe that a child has been or may be subject to abuse or neglect, he or she is required by law to report such suspicions to the Missouri Division of Family and Children's Services immediately.

### **CONFERENCES: PARENT - TEACHER**

Parent Teacher conferences are scheduled at the progress report time at the middle of end of the first and the end of the the second trimesters. All parents are urged to attend since it is felt that conferences are the most effective way of reporting pupil progress.

Other individual conferences are encouraged and may be scheduled with a child's teacher by calling the school office any time during the school year.

## **DRESS CODE**

Board Policy JFCA directs that all pupils should maintain a neat appearance at all times.

Students are asked to avoid extremes in selecting clothing to be worn to school. If a student wears clothing that is disruptive to good classroom behavior or creates a safety problem, it may be necessary to call the parents and ask that the student be picked up and returned properly dressed.

- All students must wear shoes, boots, or other type of appropriate footwear.
- Clothing that will cause disruption or undue attention to an individual (girl or boy) shall not be worn. This includes logos, designs and messages considered to be obscene or inappropriate, such as tobacco and alcohol related logos, designs, and messages.
- Sexually explicit T-shirts or apparel and oversized clothing such as sagging pants shall not be worn.
- Shirts must be worn at all times. Midriff tops will not be permitted for either girls or boys. Shirts with sides cut out are not permitted.
- Hats, caps, hair color, and other head coverings (at the discretion of the principal) will not be worn or carried in the building during school hours.
- Sunglasses cannot be worn indoors.
- Certain “gang related” fashions or styles of wearing apparel are prohibited.
- Pant legs, sleeves, or any garment must be worn without orientation to the left or right. In addition, chains used with men’s wallets are also inappropriate due to their use as potential weapons.
- Additional dress related regulations may be imposed upon students participating in certain extra-curricular activities.
- Class activities which present a concern for student safety may require the student to adjust his/her hair and/or clothing during the class period in the interest of maintaining safety standards.

## **ELECTRONIC DEVICES**

Electronic devices include, but are not limited to laptop computers, netbooks, electronic tablets, electronic readers, PDA’s, cell phones, pagers, iPods, CD players, radios, video recorders, and walkie-talkies. Personal electronic devices are those owned by the student as well as any devices that are in the student’s possession and are not owned by the school district. Students must have personal electronic devices turned off and securely stored during school hours (8:05 AM – 3:05 PM at Coverdell and Null. 8:50 AM to 3:50 PM at Blackhurst, Harris, Lincoln and Monroe) unless the electronic device is an integral part of the curriculum/instruction as predetermined by the classroom teacher. During school hours, students are not allowed to use personal electronic devices to listen to music, communicate with others, access the Internet, view/take pictures or video, or to play video games. Personal cameras, camera phones and other devices that take pictures or video are not to be used to take pictures or video at anytime during the school day, on the bus, or at school activities. Refer to Code of Conduct pgs. 16 & 17 for discipline.

## **FIELD TRIPS**

As a part of the educational program, students may take field trips during the year. In each case, parents will be notified of the trip and asked to sign a permission slip. If the form is not turned in, arrangements will be made by the classroom teacher for the student to be supervised at the school.

**Volunteers**

Building principals are responsible for ensuring that volunteers working with students have approved background checks on file.

The district will conduct a Children's Department (CD) background check and search of Missouri Case.net on all persons volunteering in positions where they will NOT be left alone with a child. There is no cost for these searches.

For volunteers who will be left alone with a child and/or supervise overnight trip must have a complete-\*fingerprint background check through the MOVECHS system. Volunteers needing such a search must contact Kathy Beerman in the Human Resources office for instructions. The volunteer is responsible for the costs of the search(es), which is currently \$43.30 (\$20.00 for state search, 15.00 for FBI search, \$8.30 for fingerprinting fee). The state search (and fee) is required for all individuals needing an FBI search. You cannot complete an FBI search only. The district will also complete a free search of the Childrens Division and Missouri Case.net system on volunteers.

\*Fingerprint background checks are much more comprehensive and accurate than “name searches”. The background checks required provide the most comprehensive information, including open and closed records in Missouri, Sex Offender Registry information, and national criminal record databases.

Volunteer Background Checks should be completed every five years. It is acceptable to pass volunteer background checks from one school to another (elementary to middle school, etc.).

**Volunteer Background Checks - Records Retention/Security**

- Records should be filed under the volunteer’s name in a locked/secure file cabinet designated for such records.
- Records must be kept indefinitely, since students can legally file suit against a district until age 26.
- Access to these files should be limited to the building principal or other district administrators for the purposes of verifying suitability for working with children in a volunteer capacity.

| <b>Potential Volunteer Responsibilities and Type of Search Required</b> |   |  |
|---|---|--|
| Attend child’s classroom party  | Not responsible for supervision of children. Staff present.                                     | No background checks required  |
| Room Parent (organize class parties), Regular Classroom Volunteer       | Not to be left alone with any single child  | Free Childrens Division Check & Missouri Case.net (school conducts)  |
| Field Trip Chaperone  | Not to be left alone with a child (supervise small group of students <u>with</u> staff members) | Free Childrens Division Check & Missouri Case.net (school conducts)  |
| OASIS Volunteer   | Works one on one with students (under supervision of and within eyesight of district staff)     | Family Care Registry – OASIS conducts  |
| Field Trip Chaperone  | Responsible for supervision of single child without adult staff member(s) present               | Fingerprint background check MOVECHS (district conducts) free Children’s Division background check & Missouri Case.net (school conducts) |
| Overnight Trip Chaperone  | With student supervision responsibilities (bed checks, curfew enforcement, etc.)                | Fingerprint background check MOVECHS (district conducts), free Childrens Division background check & Missouri Case.net (school conducts) |

**MOVECHS note:** Volunteers should register using “Uncertified Employees” number 1778. When asked if they are a volunteer, they must select “yes” to secure the lowest fee.

**Mandatory Training for Volunteers**

Per insurance company guidelines, our district is responsible for ensuring that volunteers complete the Smarter Adults – Safer Children training within the first 90 days of their volunteer status. Building principals/secretaries will maintain sign-off sheets reflecting completed training for all regular volunteers.

## **FLYERS AND OTHER FORMS OF COMMUNICATION**

District-sponsored groups and groups affiliated with the District may distribute advertisement to employees and students as determined appropriate by the superintendent and school principal.

## **GENERAL SCHOOL HEALTH GUIDELINES**

- Never send an obviously sick child to school.
- A child with a sore throat, severe cough, earache, vomiting, a fever over 100 degrees within the past 24 hours, should not be sent to school.
- A child with a contagious disease may not come to school until completely well. Proof of treatment may be required.
- A child with head lice may not attend school. The child must be examined by the nurse/clerk before he/she is allowed to return to the classroom. Proof of treatment may be required. Please notify the school immediately if your child has head lice.
- If your child has been ill, please use common sense and good judgment as to whether or not to send him/her back to school.
- Any child with a temperature of 100 degrees or higher will be sent home. He/she must be fever free for 24 hours without the use of fever reducing medication (ibuprofen, Tylenol) before returning to school, or attending after school activities.
- The clinic must have a way to contact the family during school hours at all times.
- Students are not allowed to keep prescription or non-prescription medications with them while at school.
- Inform the clinic immediately of any new health information that may affect your child at school, for example, diabetes, seizure disorder, asthma, contagious disease, new or change in medications.
- Do not send food products to school to share with students. For class parties, the school PTO will supply a snack and drink. For birthday parties, please consider sending trinkets, pens, stickers, etc. to share with classmates. If parents want to provide a treat for their child's celebration, safe snacks may be purchased from the district food services department (Chartwells), which will be delivered and distributed to the student's class.
- A doctor's excuse may be required for students missing more than one week of P.E. class.
- The student must be responsible to go to the clinic for their medication at the prescribed time.

## **GUIDANCE AND COUNSELING PROGRAM**

The elementary schools are staffed with credentialed counselors. They work with individual students, groups of students and with parents. Parents who wish to talk with a counselor can do so by contacting the elementary school office.

## **HEALTH SERVICES**

The health of a child has a direct bearing on the ability to benefit from educational experiences. The St. Charles School District has an active and comprehensive health services program, including vision and hearing screening, programs on wellness and disease prevention, and basic first aid. Every school has a nurse/health clerk on staff to help ensure the health and safety of your child.

## Immunizations

Missouri state law requires all students to be fully immunized. It is the parent's responsibility to make sure their child has all required immunizations before the first day of school. All immunizations forms must be signed by clinic/physician. Immunizations forms are available at your child's school, doctor, or St. Charles County Health Department located at 1650 Boonslick Road, Phone Number 636-949-7400.

## Medications

Parents are encouraged to give their child's medication at home whenever possible. If a child must take prescription medicine at school, the medicine must be in the original container (no baggies, foil, etc.) and must be labeled with the original prescription. This includes name of child, name of doctor, name and dosage of medicine, and instructions on when and how to take the medication. A district medication form must also be completed and signed by the parent and doctor, and medicine must be in the original container. Medication forms may be obtained in the clinic. All medication must be kept in the clinic. Medication orders must be renewed yearly. Medication not picked up by the parent at the end of the school year will be discarded.

Listed below are medications that may be kept in the school clinic and given to your child. **If your child is unable to take these, or any other medications, please notify your school nurse in writing.**

Bactine  
Triple Antibiotic Ointment/Neosporin  
Hydrocortisone cream 1%  
Caladryl/Calamine lotion  
Cough drop/throat lozenges  
Anti-itch cream (diphenhydramine HCL 2%)  
Sore throat spray (phenol 1.4%)  
Burn Gel (lidocaine 2%)  
Oral analgesic gel  
Vaseline/petroleum jelly  
Lip ointment/Chapstick/Carmex  
Liquid Band-Aid  
Hydrogen Peroxide  
Isopropyl alcohol 70%  
Antiseptic towelettes (benzalkonium chloride)  
Visine/Clear Eyes/lubricant eye drops  
Saline solution for contact lenses  
Eye wash  
Mouth wash  
Tums (calcium carbonate)  
Benadryl for allergic reaction  
Epi-Pen, Epi-Pen Jr. for emergency use  
Naloxone (Narcan) nasal spray for emergency use  
Albuterol nebulizer solution for emergency use

## **HOMEWORK**

Most school work should be accomplished at school.

Homework is not to be assigned merely as "busy work" but should have a definite purpose in the learning process.

When a child is absent for a period of time, it is recommended that parents contact the teacher concerning make-up work.

### **Elementary School Guidelines for Homework** **(Grades K-4)**

1. For the average student the time-on-task spent on homework assignments should not exceed:

|           |            |
|-----------|------------|
| K - 2     | 30 minutes |
| Gr. 3 & 4 | 60 minutes |
2. The amount of time spent on homework will vary with individuals depending on their work habits and abilities.
3. Information concerning homework guidelines should be communicated to the students and parents early in the school year.
4. Generally speaking, no specific assignments should be made for weekends or vacation.
5. Some work missed due to absences may be assigned as homework.
6. Pupils in the SOAR Program are excused from most routine class/homework assignments on days they attend this class.
7. Homework will not be used as a punitive measure.

## **INSURANCE**

The District does not carry insurance for student accidents at elementary schools because it is a public entity. Student insurance is available through the school office for a nominal price.

## INTERNET USAGE

### Definitions

- a. St. Charles School District shall hereinafter be referred to as the “provider.”
- b. The student using the service shall hereinafter be referred to as the “user.”
- c. The term “Internet” refers to an interconnected network of information resources accessed through a computer.
- d. Parents who do not want their child on the internet need to send a letter to school.

### Parental Permission

All students will be allowed access to the internet unless the parent/guardian sends a note requesting their child not be allowed access during school hours.

### Student Use of Internet, Applications, Web 2.0 Tools

- a. Students are required to use various applications throughout the school day. These could include various websites, browser extensions, and Web 2.0 tools. Some of these require student accounts and logins, while others do not. The District is committed to complying with Federal laws governing student safety and privacy while online. These Federal laws include the Children’s Online Privacy Protection Act (COPPA), and the Family Educational Rights and Privacy Act (FERPA).
- b. In order for the District to provide your student with the most effective web-based tools for learning, we need to abide by Federal COPPA Regulations that require parental permission. Our District utilizes several computer and web-based apps and services operated not by the District, but by third parties. These parties include: Google Apps for Education, and other similar educational programs and apps which are listed on our website: <https://www.stcharlessd.org/domain/46>
- c. In order for students to use these programs and services, basic personal identifying information, including student’s name, user name, and email address must be provided to the website operator. In many of these cases, access to these websites and resources is provided through a teacher account, and is monitored by the teacher using the resource.
- d. Under COPPA, these websites must notify parents and obtain parental consent before collecting personal information from children under the age of 13. However, the law permits schools, such as the City of St. Charles School District, to consent to the collection of personal information on behalf of all its students, thereby eliminating the need for individual parental consent given directly to each website provider.

Your signature on this Student Handbook and Code of Conduct constitutes your consent for the District to provide limited personal identifying information for your child consisting of first name, last name, email address, and user name to the following educational web-operators: Google Apps for Education, and the operators of additional web-based educational programs which the District may deem necessary during the upcoming academic school year. A complete listing of all the websites and apps approved for use by the City of St. Charles School District, along with the privacy policy for each can be found online at [approved web-based technology list](#)

### Instructor Guidance

User has permission to be only in those areas designated on the Internet by the instructor. Failure to comply with policies and guidelines or to follow instructions on Internet use can result in revocation or termination of Internet privileges.



### **Identification**

User shall not identify himself/herself by name, age, sex or location. User shall not, at any time, exchange addresses or phone numbers over the Internet. If identifying factors are asked of user, user shall report to teacher any request for information that would identify the user.

### **Inappropriate Language**

User shall not use any language that is deemed to be inappropriate. This includes language that would not, under any circumstances, be allowed in the classroom: language that is lewd or suggestive in nature, language that is considered obscene; language which disparages a particular race, sex, religion, nationality, disability or other protected status; or any language which is considered violent in nature. User is to report to instructor any known usage of inappropriate language.

### **Plagiarism**

User shall not use the works of others either in part, or whole, attempting to use said work as his/her own. User shall be responsible for their own achievements, and expected to use original work, unless author is properly cited.

### **Copyright Laws**

Works that are indicated as copyrighted (©) shall not be copied onto either a disk, zip drive, or any other electronic storage device without written consent of author in accordance with United States copyright laws. User is advised that unauthorized duplication of computer software products for simultaneous installation for use constitutes copyright infringement and is punishable as a federal criminal action by a fine of up to \$250,000 and imprisonment for up to five (5) years.

### **Downloading of Information**

User shall not view or download inappropriate or unlawful information. This includes, but is not limited to, any pornographic material, "hate" material, or material which has been deemed "adult" in nature.

User shall not download excessive information or monopolize resources so as to not make them available for other students for academic endeavors.

### **Use of Passwords**

User shall not, at any time, use a code; establish a code or password that is unknown to the provider. All computer passwords, if any, must be provided to user by the instructor. User shall not share passwords with other students or other unauthorized persons.

### **Logging-On**

User shall not, under any circumstances, log-on as another person. User shall only log-on as himself/herself in all situations.

### **E-Mail**

User shall not forward personal messages without the author's consent. Transmission sent or received by user may be monitored on an "as needed" basis by provider and instructor to ensure that legitimate academic endeavors are being pursued by user on provider's equipment.

### **Revocation or Termination of Privileges**

It is the responsibility of the user, with the user's parent(s) or guardian(s) to read the policies and guidelines. Failure to comply with the policies and guidelines can result in revocation or termination of privileges.

### **Revocation of Privileges**

Failure by user to comply with policies and guidelines as stated will result in revocation of privileges for the remainder of the quarter. User will still be held responsible for all work, including, but not limited to Internet assignments. Only after a conference with user and user's parent(s) or guardian(s) will user be allowed access to the Internet for the following quarter. User may appeal such decisions to the principal, the Assistant Superintendent for Curriculum & Instruction and the Superintendent of Schools.

### **Termination of Privileges**

Any blatant, misuse or calculated refusal by user to follow policies and guidelines will result in full termination of privileges for the remaining time in the course. Regardless of termination, user will still be held accountable for all assignments involving the Internet, but will need to seek alternative access. User may appeal such decisions to the principal within three (3) days of termination.

### **Disciplinary Measures**

Abuse and/or misuse of Internet resources will result in disciplinary action according to the currently established Student Code of Conduct.

## **MARKING OF CLOTHING**

It is suggested that items of clothing such as coats, caps, gloves, and boots be marked with the child's name for identification in case these items are lost. A lost and found box is kept in the school. Items that are not claimed will be donated to charity.

## **PERSONAL PROPERTY**

Personal property brought to school is the responsibility of the student. The school does not assume responsibility for lost or stolen articles. Children should be discouraged from bringing extra money to school. If necessary, money or other valuables should be given to the office for safe keeping during the school day.

### **LOST or STOLEN PROPERTY:**

The District has policies prohibiting the theft of property belonging to the District or to others who are present on school property or at school activities, whether such activities are on or away from school property. The District also provides consequences under the Student Code of Conduct and through referral to law enforcement, as appropriate, for students and other persons who engage in such prohibited conduct. *However, the District is NOT responsible in any manner for the theft or loss of property belonging to students, staff, parents, or others while they are on school property or at school activities, whether on or away from school property. Accordingly, the District shall have no legal or financial obligation to reimburse or otherwise compensate persons whose personal property is lost or stolen while they are present on school property or at school activities, whether on or away from school property.* For purposes of this provision, school property shall include school busses and other forms of transportation operated by or on behalf of the District.

## **PHYSICAL EDUCATION AND PLAY ACTIVITIES – PARTICIPATION**

A child well enough to attend school is considered well enough to participate in all school activities and will be expected to do so.

When a pupil must be excused from physical education class or have limited physical activities, a statement from the child's physician stating the reason must be given to the teacher.

In order to participate safely in physical education class it is necessary for the student to wear soft rubber soled shoes that fasten securely on the feet. Tennis shoes are recommended.

## **PICTURES**

Student pictures are taken each year.

## **PROMOTION AND RETENTION OF STUDENTS**

A student's achievement of the basic skills specified for the School District of the City of St. Charles curriculum for the grade level to which he or she is assigned and his or her readiness for work at the next grade level shall be required before he or she is assigned to the higher grade. Those students who have mastered the appropriate basic skills for the grade level will be promoted. Those students who have not mastered the appropriate basic skills for the grade level will be retained if such action is deemed appropriate by the teacher and principal. Students identified as having learning disabilities or deficiencies will require special consideration for promotion. State law requires that no student shall be promoted to a higher grade level unless that student has a reading ability level at or above one grade level below the student's grade level, except that the law does not apply to student receiving special education services under state law.

The Board strongly urges the staff to see that students are assisted in moving ahead as rapidly as they wish in accordance with their capabilities. While provisions for individual differences should be adequately accomplished within a grade level, it may occasionally be necessary to advance a student to the next grade. Acceleration ahead in a grade level should be approached with caution. Capable students may be so advanced, but only after thorough discussion with the student's guidance counselor, and with the joint approval of the parents/guardians, the principal and the superintendent of schools.

The district may adopt a policy that requires remediation as a condition of promotion to the next grade level for any student identified by the district as failing to master skills and competencies established for that particular grade level by the Board. The district may require parents or guardians of such student to commit to conduct home based tutorial activities with their children.

Decisions concerning the remedial reading instruction of a student, who receives special education services, including the nature of parental involvement consistent with a free appropriate public education, shall be made in accordance with the student's Individualized Education Plan (I.E.P.).

In evaluating student achievement for promotion, each teacher shall make use of all available information including criterion referenced test results, teacher made tests and other measures of skills and content mastery, teacher observation of student performance and standardized test results. The principal shall direct and aid the teachers in their evaluations and review grade assignments in order to ensure uniformity of evaluation standards.

While the wishes and concerns of the parent or legal guardian will be given proper consideration, the decision to promote or retain is a professional decision. When evaluative procedures indicate that a student is not achieving the basic skills required, the teacher will give to the building principal a written explanation with justification and a recommendation concerning grade assignment. Further individual evaluation and diagnosis should be

considered for possible referral to the student services staff and other appropriate agencies to assess the student's achievement capabilities, deficiencies, and need for additional specialized services. After receiving all available data, the principal shall make the final decision on promotion or retention of the student.

In order to facilitate communications with parents in regard to a possible retention notice, the teacher and principal should communicate their concern about the student's progress with the child's parents as early in the school year as possible. Such communications shall be documented.

## **REPORT CARDS**

All students in Kindergarten through Fourth Grade will be graded using a Standards Based Report Card. An explanation of the marking system is below:

### **Explanation of Marking System**

#### 4 Advanced

The student consistently exceeds grade level standard

#### 3 Proficient

The student consistently performs independently at the grade level standard

#### 2 Basic

The student occasionally meets grade level standards. The student has an incomplete or inconsistent understanding of the grade level standard.

#### 1 Below Basic

The student rarely meets the grade level standard as demonstrated through a variety of work that shows minimal understanding and use of grade level concepts.

#### LND (Level Not Determined)

The student shows little or no response. Even with help, the student does not exhibit a partial understanding of the knowledge and/or process.

Further information regarding Standards Based Grading may be found on the City of St. Charles School District website at [www.stcharlessd.org](http://www.stcharlessd.org).

### **Grade Reports:**

Two times each trimester grades are sent home in a Grade Report Envelope. They are, in effect, snapshots of a student's grade at that point in time. These reports are sent halfway through each trimester and at the end of each trimester. The dates that they will be sent home are approximately as follows:

|                           | <b><u>Progress Reports</u></b> | <b><u>Report Cards</u></b> |
|---------------------------|--------------------------------|----------------------------|
| 1 <sup>st</sup> Trimester | Oct. 7 & 8                     | Nov. 13                    |
| 2 <sup>nd</sup> Trimester | Jan. 15                        | Feb. 24                    |
| 3 <sup>rd</sup> Trimester | April 15                       | Last Day School            |

## **SAFE SCHOOLS ACT**

The Missouri Safe Schools Act was signed into law and became effective August 28, 1996, for all school districts. The Safe Schools Act is intended to improve the safety and educational environment for all students, teachers, staff, administrators, parents and patrons in the district. The major provisions in the law include: discipline policies, reporting requirements, student suspension/expulsions, abuse investigations, children with disabilities, residency issues, transfer of documents, removal of students, readmission conferences, communications with juvenile/law agencies, notice of violent acts and prevention programs, alternative education, waivers, and bus driver certification.

Any student charged or convicted of the following will not be readmitted to school or allowed to enroll in school: First or second degree murder; First degree assault; Forcible or statutory rape; Forcible or statutory sodomy; First degree robbery; Distribution of drugs to a minor; First degree arson; Kidnapping as a class A felony. Building principals upon notification from law officials will suspend students from attendance at school and a recommendation for expulsion will be made to the Superintendent's Office.

## **GLOSSARY OF TERMS**

**Appeal** - If a parent or student would like to discuss any action, the appeal process begins with the building principal. Any *out-of-school* suspension in excess of 10 school days permits the student and/or parent to appeal the suspension to the Board of Education as provided by the laws of the State of Missouri and School District Policy.

**Detention**- Pupils should be kept before or after school only when a specific purpose is to be achieved. In this document, detention will be assigned, per administrative guidelines, either during, before or after school as determined by the school building principal. If pupils are detained more than one half hour after dismissal time or if they ride the bus, parents should be notified one day in advance of such detention. Transportation to and from detention is the responsibility of the parent or guardian.

**Discipline Conference** - For suspensions that are ten days or less, the principal will meet with the student and may meet with the student's parents/guardians.

**Expulsion** -superintendent may suspend a student for 180 days and refer him/her to the Board of Education for possible expulsion. Expulsion means that a student will not be permitted to attend or reenroll in any St. Charles School in the future.

**Principal's Suspension** - The building principal may, for the well-being of a student or of school environment, suspend a student from school for a period of no more than ten school days as a means of discipline. If suspended *out-of-school*, the principal should notify the parents or guardian of the decision as well as inform the student either orally, or in writing of the reason for his/her suspension. Any student suspended for the third instance may be required to attend a family conference with the principal and/or school counselor prior to being readmitted to school.

**Superintendent's Suspension** - The superintendent has the authority to extend the principal's suspension up to 180 school days or to revoke the suspension if he or she desires. The student and/or parent(s) involved will have the right to appeal a suspension of more than ten days in length to the Board of Education.

The School District of the City of St. Charles will adhere to all mandatory provisions of the Safe Schools Act, and the Code of Conduct will reflect these provisions. The district recognizes that in order for a student to become a productive citizen they must be provided a safe educational environment. Therefore, the district will make available to all students, parents and employees a copy of the Code of Conduct. Parents and students are strongly encouraged to read the Code and to become familiar with all procedures and provisions. A copy of the Board of Education's Policies is available for review in the Superintendent's Office, 400 North Sixth St., St. Charles, MO 63301, between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday, and for review on the district's web page on the Internet ([www.stcharles.k12.mo.us](http://www.stcharles.k12.mo.us)).

## **SCHOOL PROPERTY**

All children are expected to take good care of books, furniture, playground equipment and other school property. Fines will be assessed to replace or repair school property that is intentionally damaged by students.

## **SCREENING: HEARING, VISION, SPEECH**

Hearing and vision screenings are available in grades 1 and 3. Hearing and vision will be tested upon a teacher or parent request. If the screening indicates any concern, the parents will be notified. No changes in a child's education program, because of these screening evaluations, will be made without the parent's knowledge.

## **SPECIAL EDUCATION**

Public Law 94-142, the Federal Education of All Handicapped Children's Act now referred to as IDEA (Individuals with Disabilities Education Act), guarantees a free, appropriate, public education for all children, regardless of disability, in the least restrictive environment. The 77th Missouri General Assembly, by enactment of House Bill 474, declared it to be the policy of the State of Missouri to provide to all students with disabilities and severely disabled students special education services to meet their needs in accordance with the law. If a student is in need of special services which are not currently being provided, contact should be made with the Office of Special Student Services through the administrative office of the School District of the City of St. Charles.

## **SUPPORTIVE SERVICES: SPECIAL EDUCATION**

The district has a comprehensive special education program that is designed to meet the needs of the disabled children.

Prior to any child being individually tested, it is the procedure of the district to secure written approval from the parent or legal guardian. Likewise, any change in a child's educational program will only be made with parental knowledge. Referrals for evaluation of students suspected of being disabled are handled at the building level.

Referrals may be made by parents, guardians, teachers, physician, or other person(s) who have direct knowledge of the student. Referrals are made to the Office of Student Services for comprehensive evaluations after alternative instructional approaches have been attempted or waived due to severity of disability.

## **TESTING PROGRAM FOR ST. CHARLES ELEMENTARY SCHOOLS**

The School District of the City of St. Charles has a testing program to assist district personnel in providing an appropriate education for all students. The testing program is designed to help district personnel in making academic decisions regarding each student. Test results from norm referenced tests are used as instruments to compare the progress of St. Charles students with other students in Missouri and throughout the United States. All tests are given by trained personnel. Tests are given to preschool, kindergarten, first, second, third, and fourth grades.

In accordance with state law (RSMo. 160.518) and federal law (Part A - Subpart 1 - Section 1111(b)(2)(I)(ii)), the St. Charles R-VI School District is mandated to assess all students grades 3 - 8 with the state Grade Level Assessment and high school students with the appropriate End of Course Exam. When opting-in to public education, you are also opting-in to the state and federal regulations that are associated with public education.

Students who are in attendance during our district testing window will be required to participate in the testing. If a student is absent during the building's designated testing days, the student will be tested when he/she returns to school.

| <b>TESTS</b>   | <b>GRADES GIVEN</b>                           | <b>DATE</b>             |
|--|---|-------------------------|
| <p><b><u>MISSOURI ASSESSMENT PROGRAM</u></b><br/>           The GRADE LEVEL ASSESSMENT (GLA) is a test designed to meet the requirements of the Outstanding Schools Act of 1993 which devised a set of 73 rigorous standards in communication arts, and mathematics. Third and fourth grade students take the GLA test in communications arts and math.</p>  | 3 thru 4                                      | Spring                  |
| <p><b><u>EARLY CHILDHOOD SCREENING</u></b><br/>           The DIAL- 3 Instrument (Developmental Indicators for the Assessment of Learning) is used for this screening. It covers the four areas of gross motor, fine motor, concepts, and communications. This systematic method of obtaining information allows for better individual program planning and/or instruction. This screening is by appointment through the P.A.T. office only.</p> | 3 and 4 year olds and Kindergarten            | By appointment          |
| <p><b><u>SPEECH &amp; LANGUAGE SCREENING</u></b><br/>           This instrument is utilized to detect speech problems of children in elementary grades.</p>  | K and 2                                       | As needed               |
| <p><b><u>VISION AND HEARING</u></b><br/>           The purpose of the Vision and Hearing Test is to check for problems in vision and hearing that affect academic performances.</p>  | K, 1 <sup>st</sup> and 3 <sup>rd</sup> grades | Required by end of year |
| <p><b><u>READING ASSESSMENT</u></b><br/>           Teacher's College Benchmarks</p>  | K thru 4                                      | Ongoing                 |

**VANDALISM**

Damage to schools is a costly occurrence. Broken windows, damaged roofs, stolen items, or other acts of vandalism are a drain of the tax dollar. Those who live near school buildings are asked to be vigilant about activities around the building after school hours and on weekends. They should immediately report acts of vandalism to police.

## VISITING SCHOOL

Parents are welcomed at school. As a protective measure for children, all visitors are required to check in at the office before visiting a classroom. Children who are not enrolled in this school are not allowed to visit classrooms because of the potential disruption of the normal routine.

## WEATHER PROCEDURES - EMERGENCY DISMISSAL

### A School Messenger message will be sent to inform parents when school is cancelled

**SNOWY WEATHER:** Parents should listen to the radio for information about the school closings during snowy weather. If the City of St. Charles Public Schools are affected, announcements will be made beginning at approximately 5:30 A.M. on KMOX 1120 (AM); WIL 92.3 (FM); KTRS 550 (AM); Y 98 (FM) Radio, KSDK (5), KMOV (4), KTVI (2) Television and several other stations. A written reminder will be sent home advising parents of the radio stations that will carry the weather announcements.

One of these announcements will be made:

- 1) School District of the City of St. Charles Schools are closed.
- 2) City of St. Charles Schools open, but on snow schedule. (School is open, buses are running the snow routes at the regular time.)
- 3) St. Charles R6 schools closed

**TORNADO:** When the weather warning sirens are sounded, children will be kept at school and cared for until the all clear signal. Definite emergency procedures are followed. PLEASE DO NOT CALL THE SCHOOL OFFICE DURING THIS TIME. PHONE LINES MUST BE KEPT OPEN TO RECEIVE INFORMATION CONCERNING THE STORM.

**EMERGENCY OR EARLY DISMISSAL:** Each child should be instructed about where he/she is to go if an early dismissal is necessary. It is impossible for the school to notify each parent if an early closing of school occurs.

A child needs to know what to do in case the bus does not pick him/her up or he/she is forced to return home before reaching school.



**CODE  
OF  
CONDUCT**

**CITY OF ST. CHARLES SCHOOL DISTRICT**  
**ELEMENTARY SCHOOL CODE OF CONDUCT**

The Code of Conduct applies to the regular school day and all school sponsored activities. All school district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school, during school sponsored activities, or during intermission or recess period.

**MISSION STATEMENT OF THE CODE**

We believe our students are unique and capable of being productive citizens. We take pride in their academic achievements, personal success and positive behavioral management. Our standards of student conduct ensure that our school is a safe, caring, learning environment for students, parents and staff.

**PHILOSOPHY OF THIS CODE**

Schools must prepare students for their responsibilities as productive citizens. To accomplish this goal, there must be respect and mutual trust among students, staff and parents. St. Charles City Schools strive to maintain a positive and inviting school, which is essential for student learning. To ensure each student is provided with a quality education, in a safe environment, this Code of Conduct has been established.

Discipline policies help develop student self-control, self-discipline and contribute to personal success. This purpose of this Code of Conduct is not to punish students but to provide an avenue for positive change of behavior. This document is intended as a guide and does not cover all possible incidents.

All elementary school students are expected to follow school rules and to show proper respect to other students, their teachers and supervisors. Students who misbehave will be disciplined by their teachers or immediate supervisor. Discipline procedures are to be commensurate with the age and special needs of the student.

**DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT**

Each building administrator has the authority to implement an after school detention program based on building needs and circumstances. If a detention program cannot be implemented, offenses with detention as a consequence will be handled with other appropriate disciplinary procedures.

# **LEVELS OF CONDUCT**

## **LEVEL 1 MISCONDUCT**

Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school will generally be dealt with by the student's teacher with responses listed below. These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.

### **Examples**

Bus Infraction  
Inappropriate Language  
Classroom Disruption  
Truancy  
Electronic Devices Misuse  
Not Following Directions  
Inappropriate Behavior

### **Response Options**

Verbal reprimand  
Special assignment  
Behavioral contract  
Withdrawal of privileges  
Strict supervised study  
Removal of object  
Stay in at recess  
Remain after school

### **Disciplinary Response Procedures**

There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. Repeated misbehavior requires a parent/teacher conference and conference with the administrator. A proper and accurate record of the offenses and disciplinary action is maintained by the staff member.

## **LEVEL 2 MISCONDUCT**

Disruptive behaviors that interrupt the instructional process, and that are more severe and cannot be dealt with by the classroom teacher will be referred to the building principal or designee and are outlined in the Code of Conduct.

### **Student Suspension**

The building principal may, for the well-being of a student or of the school environment, suspend a student from school for a period of no more than 10 days in accordance with Board policy JGD. The student will be afforded the opportunity to meet with the principal, and will be provided the opportunity to respond to the charges against him or her. The principal will notify the student's parent(s) or guardian of his decision as well as inform the student either orally or in writing of the reason for his or her suspension. The superintendent has the authority to extend the suspension up to 180 school days or to revoke the suspension if he or she desires. The student and/or parent(s) involved will have the right to appeal a suspension of more than 10 days in length to the Board of Education.

Suspension may be used in accordance with Board policy JGD for the chronic and more serious types of offenses. For example:

|                                   |                                       |
|-----------------------------------|---------------------------------------|
| Assault                           | Hitting/Kicking                       |
| Biting                            | Inappropriate Language                |
| Bullying                          | Inappropriate Physical Conduct        |
| Bus infraction                    | Insubordination                       |
| Chronic Problems                  | Leaving building without permission   |
| Conduct prejudicial to good order | Not Following Directions              |
| Detrimental Behavior              | Scuffling/horseplay                   |
| Disrespect for students/staff     | Stealing                              |
| Disruptive speech or conduct      | Threats/intimidation of student/staff |
| Electronic device                 | Throwing Objects                      |
| Fighting                          | Vandalism                             |

## **DISCIPLINARY ALTERNATIVES**

Principals and teachers shall fully utilize all practical ways and means of helping students with problems before any extreme measures are taken. Sound professional judgment shall be used in determining whether formal disciplinary proceedings are necessary in each individual case, including special education students.

Level 2 discipline measures may include but are not limited to the following actions depending on the circumstances and facilities in each individual building.

**First offense** - warning / loss of privileges / restricted activities / detention / referral to counselor for interventions / suspension at the discretion of the principal possible police notification.

**Second offense** - added detention / after school assignment / service hours / suspension at the discretion of the building principal /possible police notification.

**Additional offenses** - suspension at the discretion of building principal / possible police notification / recommendation to the superintendent for discipline action.

## **LEVEL 3 MISCONDUCT**

**Controlled substance** - Alcohol, drugs and narcotics are substances that are detrimental to the health, well-being, and educational growth of students. The Board of Education strictly prohibits the possession, use, distribution, being under the influence of, and the arrival at school and/or at school activities having recently consumed ,alcohol, illegal drugs, prescription drugs, narcotics, controlled substances, synthetic substances, or counterfeit (look-alike substances) on or around all school property, school buses or at any school sponsored activity. Any violations of this policy will be reported to law enforcement agencies and documented in the students discipline record.

### **Use, Possession or Under the Influence**

**First Offense** - Up to 10 days *out-of-school* suspension and possible recommendation for additional disciplinary action to the superintendent. A *Hotline call* may be made as necessary and police notified.

**Second Offense** - Up to 90 days *out-of-school* suspension by with possible recommendation to the Board of Education for expulsion from school. A *Hotline call* may be made as necessary and police notified.

**Distribution** - Any student who distributes alcohol, drugs, or narcotics and/or admits to such action, or who is found to have distributed any of them through evidence or a reasonable number of witnesses to such action, will be recommended to the superintendent for disciplinary action which may include recommendation for expulsion. *Juvenile officers* will be contacted.

### **Guns**

Gun/Firearm - Possession will result in suspension for ten days and recommendation for suspension from school for 180 days and/or expulsion. Modification of this policy will be allowed only on a case by case basis by the Superintendent or Board of Education.

For the purpose of the Gun Free Schools Act, a firearm as defined in Section 921 of Title 18 of the U.S. Code includes:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosion
- the frame or receiver of any weapon described above
- any firearm muffler or silencer
- any explosive incendiary, or poison gas
- any weapon which will, or which may be, readily converted to expel a projectile by the action of an explosive or other propellant
- any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

Toy or lookalike weapons and ammunition will result in disciplinary action under this section.

**Note: If a student brings or uses a weapon at school, on school property or at a school activity, he/she will receive a suspension for a period of not less than a year or expulsion.**

## **LEVEL 3 MISCONDUCT cont.**

**Sexual Assault/Misconduct:** A student shall not forcibly and /or intentionally touch another person's sex organs or any body parts in a way which constitutes sexual contact whether or not such touching occurs through clothing. Nor shall a student knowingly expose the sex organs or other body parts under circumstances in which such conduct is likely to be offensive or otherwise inappropriate. Students shall not knowingly enter or cause others to enter an area reserved for a person of the opposite sex. Students shall not be in the possession of sexually explicit materials or pornography.

**First Offense** - up to 10 days suspension and possible police notification.

**Additional Offenses** - up to 10 days suspension and/or possible recommendation to the superintendent for additional disciplinary action, possible police notification.

**Sexual Harassment:** is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct 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. is defined as unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct 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.

**First Offense** – up to 10 days suspension and possible police notification

**Additional offenses-** up to 10 days suspension and/or possible recommendation to the Superintendent for additional disciplinary action, possible police notification

### **Weapons**

Weapons are defined as any instrument or device, including those defined in 18 U.S.C.921 and 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person. This includes but is not limited to: blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, mace, knife/switchblade (and all sizes regardless of length), knuckles, machine gun, rifle, shotgun, spring gun, air guns, including BB-guns, starter pistols and look alike guns and/or any items used to inflict injury. Possession will result in police notification.

### **Penalties: Possession**

Suspension of 10 days with recommendation for up to 180 days, or possible expulsion. Police notified. The superintendent may modify such suspension on a case by case basis.

### **Penalties: Threatening remarks involving use of weapons**

**First offense** - up to 10 days *out-of-school* suspension with possible recommendation for the rest of the semester and/or possible expulsion

**Second offense** - 10 days *out-of-school* suspension with possible recommendation for additional days, up to expulsion

Modification of this policy will be allowed only on a case-by-case basis by the Superintendent or Board of Education.

Use of items as a weapon will result in suspension for the remainder of the year, recommendation for expulsion, and documentation in students discipline record. Law enforcement agencies will be contacted in all cases of use of a weapon on or around school grounds/activities.

### **DISCIPLINE OF STUDENT WITH DISABILITIES**

Discipline of students with disabilities will be addressed as appropriate on Individualized Educational Plans (I.E.P.'s). Normal disciplinary procedures will be followed using the Code of Conduct unless otherwise specified on the student's I.E.P. or as required by law. Alternative disciplinary measures may be attached to the I.E.P. when appropriate.

### **DRUG DETECTING DOGS**

#### **Drug Detecting Dogs**

Board policy JFG authorizing the use of drug detecting dogs in cooperation with law enforcement authorities is designed to be preventative and in agreement with existing guidelines and/or policies relating to any search. You may contact you principal for copies of the policy and guidelines.

### **POLICE ACTION AND THE SCHOOL**

In event of police action involving a student the following actions will be taken:

- a. A reasonable attempt will be made to contact the parent or legal guardian of the student.
- b. If a law enforcement officer is present for/or is conducting an interview a juvenile officer and the youth's parent and/or legal guardian should be present, unless the law or law enforcement officer otherwise requires.
- c. If contact cannot be made or if the parent/legal guardian cannot be present for the interview, a principal (or his designee if a principal is a part of the action against the student) will be present unless the law or law enforcement officer otherwise requires.
- d. In the event that a student is found to be in possession of any controlled substance (alcohol, drugs, look alike drugs, etc.) or weapons, as defined by law or this Code of Conduct, a principal will immediately inform the police of such and will turn over such item(s) to the police for an investigation by a law enforcement agency.

## **STUDENTS' CONDUCT ON SCHOOL BUSES**

Students are expected to observe the same conduct as in the classroom. The following rules apply specifically to the bus. The Driver has full authority over the students on the school bus. Seating assignments may be necessary to ensure proper student conduct. If inappropriate behavior is demonstrated by a student, the parent may be contacted to assist the student in modifying the behavior of concern.

### **School Rules of Conduct**

1. Obey the Driver's instructions when first requested
2. Remain in your assigned seat at all times (facing the front, bottom to the seat, back to the seat, feet to the floor and backpack on your lap)
3. Keep voices low (only the person next to you should be able to hear you)
4. The bus aisles must be kept clear at all times
5. Be courteous, use no profane language
6. Do not eat or drink on the bus and no glass containers
7. Respect all bus equipment (Keep the bus clean; do not damage seats; do not tamper with the controls or emergency door, etc.)
8. Do not be destructive
9. Keep head, hands, feet and objects inside the bus at all times
10. Be at your assigned bus stop location five minutes prior to the bus stop pick-up time
11. No Smoking on the bus
12. No live animals are permitted on the bus at anytime
13. Do not stand or play in the street while waiting for the bus
14. Do not throw any objects on or off of the bus
15. Horseplay is not permitted

Any infractions of the above rules may result in exclusion from the bus and/or may result in other disciplinary measures. The school bus driver is responsible for referring behavior problems to the director of transportation through the use of the "Bus Safety Infraction Report" form. The director of transportation or the principal will review the circumstances surrounding the disorderly conduct and decide what disciplinary action to take. A student may be suspended from transportation by the director of transportation and/or school. As a result of major misconduct on the bus the principal may suspend them from the school. The student will be permitted to ride the bus until his/her parents have been notified of the suspension. If a student has a Loss of Privileges for misconduct on the school bus, the Loss of Privilege will apply to all City of St. Charles School Buses.

### **Administrative Procedures for Bus Write-ups**

Discipline according to Code of Conduct plus possible loss of bus privilege.



## **STUDENT DUE PROCESS RIGHTS**

Students will be afforded due process in accordance with the law. The process will comply with state law and with the provisions outlined in the Board's Policy and Regulations on Student Suspension and Student Expulsion.

Students have the right to due process concerning disciplinary actions:

- (1) to be given oral or written notice of the charges against them,
- (2) to be given oral or written explanations of the facts which form the basis of the proposed disciplinary actions,
- (3) to be given the opportunity to present their version of the incident,
- (4) to appeal disciplinary decision when required by law and/or policy.

Principals or their designees are authorized to conduct a search of a student based upon reasonable suspicion of misconduct as provided by law, and may search the student's locker at any time.

## **STUDENT FIGHTS** **CERTAIN VIOLATIONS STRICTLY ENFORCED**

The administration and staff of the St. Charles School District believe that in order for teaching and learning to occur, a safe environment is necessary. In addition, the administration and staff believe that all children deserve an environment that is conducive to optimal teaching and learning. Therefore, the District will not tolerate fighting/assaults in school or on the school grounds. In the event of fights or assaults, the following procedures will be used:

- a. District disciplinary procedures will be followed according to Code of Conduct
- b. Parents will be notified about the incident and disciplinary recommendations. Parents will be notified that the police may be called and a police report may be filed. Parents may need to pick their child up at the police station.
- c. Police may be called, report filed, and students may be removed from school property.
- d. Administrators will notify the Superintendent of incident and student involved.
- e. Board of Education will be notified of all police reports filed.

**Note:** Any student suspended for an act of violence, drug-related activity, or other specified offenses per the Safe Schools Act (state law) are prohibited from being within 1000 feet of school during his/her suspension.

**LEARNING AND WORKING TOGETHER**

**WE PLEDGE . . .**

As \_\_\_\_\_ elementary student, it is my responsibility:

- to attend school every day and be on time to all classes,
- to come to school prepared with books, papers, pencil, and any materials and assignments as directed by my teachers,
- to obey the directions of all staff members,
- to maintain a positive attitude toward learning and believe in my abilities,
- to respect myself and the rights of others and property of others,
- to behave in a manner that would promote the safety of all,
- to follow the KHFAAOOTY rule (keep hands, feet and all other objects to yourself).

The staff of the \_\_\_\_\_ Elementary School accepts the responsibility:

- to teach in a professional manner,
- to provide a quality instructional program for every student,
- to develop programs and activities which will respond to the social, emotional, personal, and developmental needs of each student,
- provide a safe and orderly school,
- to assist parents in helping their children develop the self-discipline, self-respect, and self-confidence to participate in school as a responsible student.

As a parent of a \_\_\_\_\_ student, it is my responsibility:

- to send my child to school each day on time, prepared with all necessary materials, well rested, and properly dressed,
- to check my child's work and homework on a daily basis,
- to provide my child with the proper place to study at home (desk or table, lights, books and supplies),
- to provide encouragement for my child's efforts,
- to support the staff in promoting the school's programs,
- to meet the members of the school staff concerning any problem that may affect my child.

Signature of student and parent indicated that they have read and discussed the Elementary Parent/Student Handbooks. **Please return to classroom teacher.**

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Parent Signature Date

\_\_\_\_\_  
Teacher Signature Date

Please sign and return this copy to school.

**Title I School**  
**PARENT – STUDENT – SCHOOL COMPACT**

Strong, effective schools are built when families and educators work together. This Compact was developed to show how each participant will share the responsibility for improving student achievement.

**PARENT:**

- ✓ I will provide a home that supports and inspires my child to learn.
- ✓ I will provide time and a quiet space for my child to do their homework.
- ✓ I will praise my child frequently for good work and behavior.
- ✓ I will support the school and teachers by attending conferences.
- ✓ I will send my child to school every day on time.

**STUDENT:**

- ✓ I will always do my homework.
- ✓ I will be at school every day on time.
- ✓ I will be responsible for my own behavior.
- ✓ I will show respect to my teachers and other students.
- ✓ I will always give my best effort.

**SCHOOL:**

- ✓ We will always treat your child with kindness and respect.
- ✓ We will teach to the Missouri Learning Standards.
- ✓ We will provide students with targeted intervention, as needed.
- ✓ We will provide opportunities for parents to volunteer and participate in their child's class and to observe classroom activities.
- ✓ We will provide parent involvement activities.
- ✓ We will be accessible to parents and provide them with frequent reports on their child's progress through parent-teacher conferences (during which the parent-school compact will be discussed), phone calls, emails, or notes.
- ✓ We will provide a positive, healthy, and safe learning environment.

**SIGNED BY**

PARENT/GUARDIAN: \_\_\_\_\_

STUDENT: \_\_\_\_\_

CLASSROOM TEACHER: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

DATE: \_\_\_\_\_

**LEARNING AND WORKING TOGETHER**  
**WE PLEDGE . . .**

As a \_\_\_\_\_ elementary student, it is my responsibility:

- to attend school every day and be on time to all classes,
- to come to school prepared with books, papers, pencil, and any materials and assignments as directed by my teachers,
- to obey the directions of all staff members,
- to maintain a positive attitude toward learning and believe in my abilities,
- to respect myself and the rights of others and property of others,
- to behave in a manner that would promote the safety of all,
- to follow the KHFAAOOTY rule (keep hands, feet and all other objects to yourself).

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- to teach in a professional manner,
- to provide a quality instructional program for every student,
- to develop programs and activities which will respond to the social, emotional, personal, and developmental needs of each student,
- provide a safe and orderly school,
- to assist parents in helping their children develop the self-discipline, self-respect, and self-confidence to participate in school as a responsible student.

As a parent of a \_\_\_\_\_ student, it is my responsibility:

- to send my child to school each day on time, prepared with all necessary materials, well rested, and properly dressed,
- to check my child's work and homework on a daily basis,
- to provide my child with the proper place to study at home (desk or table, lights, books and supplies),
- to provide encouragement for my child's efforts,
- to support the staff in promoting the school's programs,
- to meet the members of the school staff concerning any problem that may affect my child.

Signature of student and parent indicated that they have read and discussed the Elementary Parent/Student Handbooks. **Please return to classroom teacher.**

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Parent Signature Date

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Teacher Signature Date

This copy is for your reference

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- ✓ We will provide opportunities for parents to volunteer and participate in their child's class and to observe classroom activities.
- ✓ We will provide parent involvement activities.
- ✓ We will be accessible to parents and provide them with frequent reports on their child's progress through parent-teacher conferences (during which the parent-school compact will be discussed), phone calls, emails, or notes.
- ✓ We will provide a positive, healthy, and safe learning environment.

**SIGNED BY**

PARENT/GUARDIAN: \_\_\_\_\_

STUDENT: \_\_\_\_\_

CLASSROOM TEACHER: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

DATE: \_\_\_\_\_

This copy is for your reference

# Notices and Policies

On the following pages, the City of St. Charles School District provides parents, students, staff, and community members with important information about federal and state regulations, as well as district policies and procedures.

A complete list of St. Charles' board policies and procedures may be found on its Web site: [www.stcharlessd.org/Page/73](http://www.stcharlessd.org/Page/73).

For more information, call our District office at 636-443-4000 or refer to our District website at [www.stcharlessd.org](http://www.stcharlessd.org).

District and building report cards are available on our District website via the link for State Report Card in the District tab in the left-hand column.

**District Mission:** The City of St. Charles School District will REACH, TEACH, and EMPOWER all students by providing a challenging, diverse, and innovative education.



## **Annual Notification of FERPA Rights and Designation of Directory Information**

The St. Charles R-VI School District complies fully with the Family Educational Rights and Privacy Act ("FERPA"). FERPA is a federal law that affords parents 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 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 or eligible students should submit to the school Principal a written request identifying the records to be inspected.

**RIGHT TO PREVENT DISCLOSURES:** Parents 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; person employed by or under contract to the District to perform a special task, such as an attorney, auditor, etc.; or persons who are employed by the District's law enforcement unit. 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 St. Charles R-VI 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**:

- the student's name
- photograph or other likeness
- age
- dates of attendance
- grade level
- enrollment status
- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- honors and awards received

The District may disclose directory information for any purpose in its discretion without the consent of a parent of a student or an eligible student. Parents 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 or student, or as otherwise allowed by FERPA.

Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal of the school which the student attends.

In the event a notification of refusal is not filed, the District assumes that neither a parent of a student or an eligible student objects to the release of the directory information designated.

**RIGHT TO REQUEST AMENDMENT:** Parents 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 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 parents 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 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.

**MILITARY RECRUITER ACCESS TO STUDENTS AND STUDENT RECRUITING INFORMATION:** Upon request of military recruiters, the District is required to provide access to secondary students' names, addresses, and telephone listings. However, any secondary student or parent of a secondary student may request that the student's name, address, and telephone listing not be released without prior written consent of the parent. Requests that a student's name, address, and telephone listing not be released to military recruiters must be submitted, in writing, to the school Principal. The District is also required to provide military recruiters with the same access to secondary school students as is provided generally to post secondary educational institutions or to prospective employers of the students. *(Board Policies JO-R, KI, and JHDA.)*

### *Student Records*

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.

The superintendent or designee will provide for the proper administration of student records in accordance with law, will develop appropriate procedures for maintaining student records and will standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The building principal shall assist the superintendent in developing the student records system, maintaining and protecting the records in his or her building and developing protocols for releasing student education records. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

#### **Health Information**

Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage.

#### **Directory Information**

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as directory information:

**Students in kindergarten through high school and vocational school** -- Student's name; parent's name; grade level; participation in school-based activities and sports; weight and height of members of athletic teams; honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

#### **Parent and Eligible Student Access**

All parents will have the right to inspect their child's education records as allowed by law. As used in this policy, a "parent" includes a biological or adoptive parent, a guardian or an individual acting as a parent in the absence of a natural parent or guardian. The district will extend the same rights to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally revoked. The rights of the parent transfer to the student once the student turns 18, or attends an institution of postsecondary education, in accordance with law.

If a parent or eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student's privacy, he or she may ask the district to amend the record by following the appeals procedures created by the superintendent or designee.

The district will annually notify parents and eligible students of their rights in accordance with law.

#### **Law Enforcement Access**

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in 20 U.S.C. § 1232g (b)(1)(E).

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime.

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

### Children's Division Access

The district may disclose education records to representatives of the Children's Division (CD) of the Department of Social Services when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

\* \* \* \* \*

***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Adopted: 10/14/1993

Revised: 01/14/1999; 01/10/2002; 08/11/2005; 09/13/2007

Cross Refs: BBFA, Board Member Conflict of Interest and Financial Disclosure  
EFB, Free and Reduced-Cost Food Services  
EHB, Technology Usage  
GBCB, Staff Conduct  
IGBA, Programs for Students with Disabilities  
IGDB, Student Publications  
IIAC, Instructional Media Centers/School Libraries  
IL, Assessment Program  
KB, Public Information Program  
KBA, Public's Right to Know  
KDA, Custodial and Noncustodial Parents  
KI, Public Solicitations/Advertising in District Facilities  
KNAJ, Relations with Law Enforcement Authorities

Legal Refs: §§ 167.020, .022, .115, .122, .123, 210.115, .865, 452.375, .376, 610.010 - .028, RSMo.  
Americans with Disabilities Act, 42 U.S.C. §§ 12101 - 12213  
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g  
Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h  
Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 - 1487  
No Child Left Behind Act of 2001, 20 U.S.C. §§ 6301 - 7941  
The Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794

St. Charles School District, St. Charles, Missouri



## *Annual Notification of Rights Under the Protection of Pupil Rights Amendment Act (PPRA)*

PPRA affords parents certain rights regarding the District's 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;
  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 parents; 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.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

St. Charles R-VI School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys covered by this policy and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- 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 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. 20202-8520

*(Board Policies JO-R, KI, and JHDA.)*

**Missouri Department of Elementary and Secondary Education  
Every Student Succeeds Act of 2015 (ESSA)  
COMPLAINT PROCEDURES**

**This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>1</sup>**

**Missouri Department of Elementary and Secondary Education  
Complaint Procedures for ESSA Programs  
Table of Contents**

**General Information**

1. What is a complaint under ESSA?
2. Who may file a complaint?
3. How can a complaint be filed?

**Complaints filed with LEA**

7. How will a complaint filed with the LEA be investigated?
8. What happens if a complaint is not resolved at the local level (LEA)?

**Complaints filed with the Department**

4. How can a complaint be filed with the Department?
5. How will a complaint filed with the Department be investigated?
6. How are complaints related to equitable services to nonpublic school children handled differently?

**Appeals**

9. How will appeals to the Department be investigated?
10. What happens if the complaint is not resolved at the state level (the Department)?

**1. What is a complaint?**

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

**2. Who may file a complaint?**

Any individual or organization may file a complaint.

**3. How can a complaint be filed?**

Complaints can be filed with the LEA or with the Department.

**4. How will a complaint filed with the LEA be investigated?**

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

**5. What happens if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the Department.

<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

Revised 4/17

*Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.*

6. **How can a complaint be filed with the Department?**

A complaint filed with the Department must be a written, signed statement that includes:

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

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

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

The following activities will occur in the investigation:

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

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

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. **How will appeals to the Department be investigated?**

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

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

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

Dear Parent or Guardian:

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

## *Electronic Communication*

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

1. When communicating electronically with students for educational purposes, staff members must use district-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district-sponsored webpages or social networking sites), when available. If district-provided devices, accounts and forms of communication are unavailable, staff members communicating electronically with students must do so in accordance with number two below. Staff members may communicate with students using district-provided forms of communication without first obtaining supervisor approval. These communications may be monitored. With district permission, staff members may establish websites or other accounts on behalf of the district that enable communications between staff members and students or parents/guardians. Any such website or account is considered district sponsored and must be professional and conform to all district policies, regulations and procedures.
2. A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, webpages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district-sponsored class or activity if the communication is determined necessary or beneficial, if a district-sponsored form of communication is not available, and if the communication is related to the class or activity. The district will provide notification to the parents/guardians of students participating in classes or activities for which personal electronic communications have been approved. Staff members may be required to send the communications simultaneously to the supervisor if directed to do so. Staff members are required to provide their supervisors with all education-related communications with district students upon request.
3. Staff use of any electronic communication is subject to the district's policies, regulations and procedures including, but not limited to, policies, regulations, procedures and legal requirements governing the confidentiality and release of information about identifiable students. Employees who obtain pictures or other information about identifiable students through their connections with the district are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor.
4. The district discourages staff members from communicating with students electronically for reasons other than educational purposes. When an electronic communication is not for educational purposes, the section of this policy titled "Exceptions to This Policy" applies, and if concerns are raised, the staff member must be prepared to demonstrate that the communications are appropriate. This policy does not limit staff members from communicating with their children, stepchildren or other persons living within the staff member's home who happen to be students of the district.

### **Consequences**

Staff members who violate this policy will be disciplined, up to and including termination of employment. Depending on the circumstances, the district may report staff members to law enforcement and the Children's Division (CD) of the Department of Social Services for further investigation, and the district may seek revocation of a staff member's license(s) with the Department of Elementary and Secondary Education (DESE).

Further information about Staff-Student Relations may be found on the District website in the Board Policies (*Board Policy GBH*)

### ***Notice of Non-Discrimination***

The St. Charles School District does not discriminate on the basis of race, color, national origin, sex, religion, disability, or age in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies and the district's grievance procedures.

#### **Students Title IX**

#### **Assistant Superintendent of Human Resources**

St. Charles R-VI School District  
400 North Sixth Street  
St. Charles, MO 63301

Phone: 636-443-4005

## **Students- Americans with Disabilities Act/504**

### **Director of Special Education**

St. Charles R-VI School District  
400 North Sixth Street  
St. Charles, MO 63301

*Phone: 636-443-4086*

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the Superintendent.

### **Superintendent of Schools**

#### **St. Charles R-VI School District**

400 North Sixth Street  
St. Charles, MO 63301

*Phone: 636-443-4033*

*(Board Policy AC: critical)*

## ***Special Education/Early Childhood Special Education (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 St. Charles 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, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

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

The St. Charles School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the District's Administration Center, 400 North Sixth St., St. Charles MO, 63301, Monday thru Friday between the hours of 7:30 am to 4:00 pm.  
*(Board Policy JHDA: Critical)*

## ***District and Statewide Assessment Program***

The district will use assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the Superintendent or designee to create procedures governing assessments consistent with law and Board policy.

In cooperation with the administrative and instructional staff, the Board will annually review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.

The St. Charles School District will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the individuals with Disabilities Education Act (IDEA).

### **Statewide Assessments**

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education.

The School Board authorizes the Superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

The district's policy on student participation in statewide assessments shall be provided at the beginning of the school year to each student and the parent, guardian or other person responsible for every student under 18 years of age. The policy will also be kept in the district office and be available for viewing by the public during business hours of the district office.

### **National Assessment of Education Progress**

If chosen, the district will participate in the National Assessment of Educational Progress (NAEP) as required by law. *(Board Policy IL: critical)*

## ***Notification of Human Sexuality Curriculum***

The district is required to notify the parent/guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and of the parent's/guardian's right to remove the student from any part of the district's human sexuality instruction. The district is required to make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction.  
*(Board Policy IGAEB: critical)*

## ***Rights of Homeless Children***

The McKinney-Vento Homeless Assistance Act and subsequent amendments in 1990, 1994, 2001 and 2004 provide considerable protection for the educational needs of homeless children and youth in the United States. Subtitle B of Title VIII states that it is the policy of Congress that:

1. Homeless children and youth have equal access to the same free, appropriate public education as provided to other children and youth.
2. Residency requirements, practices or policies that may act as a barrier to enrollment will be revised to ensure that homeless children and youth are afforded the same free, appropriate public education as provided to other children and youth.
3. Homelessness alone should not be sufficient reason to separate students from the mainstream school environment.
4. Homeless children and youth should have access to the education and other services that such children and youth need to ensure that such children and youth have an opportunity to meet the same challenging state student performance standards to which all students are held.

School districts of each homeless child and youth are required to determine the child's best interest by either:  
Continuing the child's education in the school of origin:

1. For the remainder of the academic year; or
2. In any case in which a family becomes homeless between academic years, for the following academic year; or;
3. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth resides are eligible to attend.  
*(Board Policy IGBCA: Critical)*

## ***Programs for English Language Learners (ELL) and Migrant Students***

### **English Language Learners**

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Identifying students who are English language learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels.

The Board directs the district ELL coordinator to develop and implement language instruction programs that:

1. Identify language minority students through the use of a Student Home Language Survey (policy IGBH-AF1).
2. Identify language minority students who are also English language learners. Any student who indicates the use of a language other than English will be assessed for English proficiency using the state provided assessment instrument.
3. Determine the appropriate instructional environment for ELL students.
4. Annually assess the English proficiency of ELL students and monitor the progress of students receiving ESOL or bilingual instruction in order to determine their readiness for the mainstream classroom environment.
5. Provide parents with notice of and information regarding the instructional program as required by law. Parental involvement will be encouraged and parents will be regularly apprised of their child's progress.  
*(Board Policy IGBH: critical)*

## ***Migrant Services (Title IC)***

The Title IC program focuses on helping migrant children overcome the educational barriers that result from repeated moves, allowing them the opportunity to succeed in regular school programs.

When the district receives the "Certificate of Eligibility Form" from the Migrant Center, the district Executive Secretary for grants notifies the building principal, building counselor, ELL teacher, classroom teacher, and Food Services Director of the student's migrant status.

In the fall, each building receives a list of their current migrant students. When a building receives notification of a new migrant student, the name should be added to the building's migrant list that was sent in the fall. The district encourages migrant parents to play an enthusiastic role and have a voice in all aspects of their children's education through participation and increased understanding of school regulations and activities.

*(Board Policy IGBCB)*

## ***Programs for the Disadvantaged***

In order to meet its goal of providing appropriate educational opportunities for all students in the St. Charles School District, the Board of Education shall participate in the federal Title I program.

The board recognizes that when schools work together with families to support learning, children are inclined to succeed not just in school, but throughout life. It is the board's intent to establish partnerships that will increase parental involvement and participation in promoting the social, emotional and academic growth of children.

The district will encourage Title I parents to be involved in supporting the education of their children in at least the following ways:

- Parents will be involved in the joint development of the Title I program plan and in the process of reviewing the implementation of the plan and suggesting improvements.
- The district will provide coordination, technical assistance and other support necessary to assist participating schools in planning and implementing parental involvement.
- The district will build the schools' and parents' capacity for strong parental involvement.
- The district will support the coordination and integration of Title I parental involvement strategies with those of other programs that include parent involvement by meeting with appropriate program coordinators at least once each year to plan such coordination and integration of parent involvement activities.

- The district will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy to determine whether there has been increased participation and whether there are barriers to greater participation, particularly by parents who are disabled, who have limited English proficiency, limited literacy or are of any racial or ethnic minority background.
- The district will use the evaluation findings in designing strategies for school improvement and in revising parental involvement policies and procedures at the district and building levels. *(Board Policy IGBC)*

### ***Free and Reduced Lunch Eligibility Guides***

Information on free and reduced lunch eligibility guidelines is distributed to all students at the beginning of the year. Further information may be obtained by contacting your school office.

### ***MO HealthNet for Kids Program***

MO HealthNet for Kids provides healthcare coverage for children under age 19 whose family income falls within certain guidelines. Further information about eligibility, contact information, and application procedures may be obtained at:

<http://dese.mo.gov/sites/default/files/FreeandReduced-DirectCertbooklet2014-2015.doc>

### ***Emergency Medications***

All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes and asthma-related rescue medications that can be administered in the event of severe allergic reaction causing anaphylaxis or a life-threatening asthma episode. These medications will only be administered in accordance with written protocols provided by an authorized prescriber. The school principal will maintain a list of personnel trained in the proper administration of these drugs.

The school principal or designee will also maintain a list of students who cannot, according to their parents/guardians, receive epinephrine or asthma-related rescue medications. A current copy of the list will be kept with the devices at all times. For further policy on administration of medications to students, please see *Board Policy JHCD*. *(Board Policy JHCD)*

### ***Asbestos Notification***

The city of St. Charles School District has implemented an asbestos management plan to be in compliance with the U.S. Environmental Protection Agency (EPA). The results disclosed the presence of asbestos in some locations in the school district's buildings. These areas are currently being maintained to insure all students and employees of the school district are provided a safe and ASBESTOS free environment. The inspections and the findings of these inspections are on file and available for public review at the facilities maintenance office at 2450 Zumbahl Road, St Charles, MO 63301 during normal working school hours (Monday-Friday 6:30am-3:00pm). The Director of Facilities is available to answer any questions you may have about asbestos in our buildings.

### ***School Cancellation or Early Dismissal Notification***

In the event of school cancellation or early dismissal that is not a scheduled occurrence, the public is notified via local television, the District website, and the Alert-Now phone system.



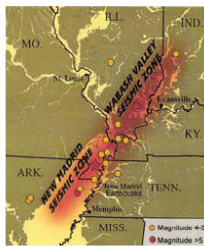
# Earthquake Safety For Missouri's Schools



**The New Madrid Seismic Zone Extends 120 Miles Southward** from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.

**The New Madrid Seismic Zone and surrounding region is Active, Averaging More than 200 Measured Events per Year** (Magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (Magnitude 2.5 – 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

**The Highest Earthquake Risk in the United States** outside the West Coast is in the New Madrid Seismic Zone. Damaging temblors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state.



**A Damaging Earthquake in this Area**, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to be a 25-40% chance for a magnitude 6.0 – 7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage to unreinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly overdue for this type of earthquake!

**A Major Earthquake in this Area - the Great New Madrid Earthquake of 1811-12** was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

**When Will Another Great Earthquake the Size of Those in 1811-12 Happen?** Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7 - 10% probability.

**What Can We Do to Protect Ourselves?** Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

### Prepare a Home Earthquake Plan

- Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you.
- Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.
- Choose an out-of-town family contact.
- Take a first aid class from your local Red Cross chapter. Keep your training current.
- Get training in how to use a fire extinguisher from your local fire department.
- Inform babysitters and caregivers of your plan.

### Eliminate Hazards

- Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.
- Bolt bookcases, china cabinets and other tall furniture to wall studs.
- Install strong latches on cupboards.
- Strap the water heater to wall studs.



### Prepare a Disaster Supplies Kit for Home and Car

- First aid kit and essential medications.
- Canned food and can opener.
- At least three gallons of water per person.
- Protective clothing, rainwear, and bedding or sleeping bags.
- Battery-powered radio, flashlight, and extra batteries.
- Special items for infant, elderly, or disabled family members.
- Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so. (Remember, you'll need a professional to turn natural gas service back on.)
- Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

### Know What to Do When the Shaking BEGINS

- DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.
- In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
- If you are in bed, hold on and stay there, protecting your head with a pillow.
- If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

### Know What to Do AFTER the Shaking Stops

- Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- Check others for injuries. Give first aid for serious injuries.
- Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. (Remember, only a professional should turn it back on.)
- Listen to the radio for instructions
- Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!
- Inspect your home for damage. Get everyone out if your home is unsafe.
- Use the telephone only to report life-threatening emergencies.

The information contained in the flier was extracted from the American Red Cross website [http://www.redcross.org/services/prepare/0,1082,0\\_241\\_00.html](http://www.redcross.org/services/prepare/0,1082,0_241_00.html), Missouri State Emergency Management Agency website (<http://sema.dps.mo.gov/EQ.htm>) and the Federal Emergency Management Agency website (<http://www.fema.gov/hazard/earthquake>). This flier could be distributed by school districts to each student annually to satisfy the requirements of RSMo 160.455