

# HARDIN MIDDLE SCHOOL



## STUDENT HANDBOOK & DISTRICT CODE OF CONDUCT MANUAL

**2022-2023**

# **STUDENT HANDBOOK HARDIN MIDDLE SCHOOL 2022-2023**

## **DISTRICT ADMINISTRATION OFFICE**

400 N 6<sup>th</sup> St  
St. Charles, MO 63301  
636-443-4000

Website:  
<http://www.stcharlessd.org>

Dr. Jason Sefrit  
Dr. Earl Draper  
Dr. Rodney Lewis  
Mr. Jeremy Shields  
Mrs. Julie McClard

Superintendent of St. Charles School District  
Assist Superintendent of Curriculum & Instruction  
Associate Superintendent of Human Resources  
Assist Superintendent of Business Services & Technology  
Executive Director of Special Education & Student Services

Dr. Donna Towers, C.B.M.  
Mrs. Heidi Sikma, C.B.M.  
Ms M. Ellen Zerr, C.B.M.  
Mr. Mike Thorne, C.B.M.  
Ms. Lori Gibson, C.B.M.  
Mrs. Leslie Knight, C.B.M.  
Mr. Daniel Hewitt

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Vice-President of Board of Education  
Secretary of Board of Education  
Treasurer Board of Education  
Member of Board of Education  
Member of Board of Education  
Member of Board of Education

## **Hardin Middle School**

1950 W Elm Street  
St. Charles, MO 63301

Website:  
<http://www.sites.google.com/a/stcharlessd.org/hms/>

Telephone: 636-443-4300  
Fax: 636-443-4301

## **SCHOOL HOURS: 7:20am – 2:20pm**

TBD  
Principal

Mr. Brian Kirton  
Assistant Principal

Mrs Loretta Smith  
Assistant Principal

Bethany Bonetti  
8th Grade Counselor

Jennifer Locker  
7th Grade Counselor

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

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

## ADMINISTRATION

Dr. Jason T. Sefrit  
Superintendent

Dr. Rodney Lewis  
Associate Superintendent  
of Human Resources

Mr. Jeremy Shields  
Assistant Superintendent  
of Operations

Dr. Earl Draper  
Assistant Superintendent  
Curriculum & Instruction

Mrs. Julie McClard  
Executive Director of  
Special Education  
& Student Services

## BOARD OF EDUCATION

Dr. Donna Towers  
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Mrs. Heidi Sikma  
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C.B.M., Member

Mrs. Leslie Knight  
C.B.M., Member

Mr. Daniel Hewitt  
C.B.M., Member

Dear Parents and Students:

The City of St. Charles School District is committed to providing a safe, diverse, and innovative 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.

The handbooks can be viewed online on the district's website. Additional copies of the handbook are available by contacting your school'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 positive, safe, successful, and learning-filled school year. Thank you for allowing us the opportunity to reach, teach, and empower your child. We are fully dedicated to working together to ensure the best learning environment possible for you and all of our students.

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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# This handbook belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

## MY SCHOOL SCHEDULE

Locker \_\_\_\_\_ Combination \_\_\_\_\_

Period	Subject	Room No.	Teacher

### CLASS TIME SCHEDULE

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### LUNCH SCHEDULE

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**SCHOOL HOURS: 7:20am-2:20pm**

### SCHOOL ACTIVITY SCHEDULE

NO ACTIVITY BUSES WILL BE AVAILABLE  
STUDENTS MUST PROVIDE OWN TRANSPORTATION  
FOR AFTER SCHOOL EVENTS AND ACTIVITIES

# TENTATIVE HARDIN ACTIVITY SCHEDULE

## 2022-2023

August 23	First day of school K-12
September 2	Three-hour Early Release @ 11:20am
September 5	Labor Day Holiday – NO SCHOOL
September 16	School Pictures
September 30	Three-hour Early Release @ 11:20am
October 14	Picture Retake Day
October 21	End of 1 <sup>st</sup> Quarter
October 21	Three-hour Early Release @ 11:20am
October 26	Parent/Teacher Conferences (evening)
October 27	Parent/Teacher Conferences day and evening – NO SCHOOL
October 28	District PD – NO SCHOOL
October 31	NO SCHOOL
November 18	Three-hour Early Release @ 11:20am
November 23-25	Thanksgiving Holiday – NO SCHOOL (K-12)
December 9	Three-hour Early Release @ 11:20am
December 21	Three-hour Early Release @ 11:20am
Dec. 22-Jan 3.	Winter Break – NO SCHOOL (K-12)
January 4	Classes Resume
January 13	Three-hour Early Release @ 11:20am End of First Semester
January 16	Martin L. King Holiday – NO SCHOOL (K-12)
February 17	Three-hour Early Release @ 11:20am
February 20	President’s Day – NO SCHOOL (K-12)
March 1	Parent/Teacher Conferences K-12 evening
March 2	Three hour Early Release @ 11:20am Parent/Teacher Conferences K-12 afternoon and evening
March 3	NO SCHOOL
March 17	End of 3 <sup>rd</sup> Quarter
March 17	Three-hour Early Release @ 11:20am
March 20-24	Spring Break – NO SCHOOL (K-12)
April 14	Three-hour Early Release @ 11:20am
April 10	NO SCHOOL
April thru May	MAP Testing Window
May 5	Three-hour Early Release @ 11:20am
May 26	Three-hour Early Release @ 11:20am
May 26	Last Day of School (tentative if snow days occur)
May 29	Memorial Day -NO SHOOOL
May 30	Possible Snow Make Up Day
May 31	Possible Snow Make Up Day
June 1	Possible Snow Make Up Day
June 2	Possible Snow Make Up Day
June 5	Possible Snow Make Up Day
June 6	Possible Snow Make Up Day



# HARDIN MIDDLE SCHOOL PERSONNEL

Ms. Kathy Alsdorf	Paraprofessional
Ms Letisha Arnold	Reading
Mr. Jerry Baker	Night Custodian
Mr. Bryan Bell	Math/Accel Math 7
Mrs. Bethany Bonetti	Counselor 8
Mrs. Elizabeth Bosch	Math/Accel Math 7
Mrs. Dana Buchanan	Computers/PLTW
Mrs. Christina Chapple	Math Strategies
Mr. Jeffrey Collier	Band
Mrs Caitlyn Cromien	Instructional Coach
Ms Paige Dalton	Special Education
Mrs. Abby <del>Boyd</del> Dirigo	ELA 7
Mrs. Teal Dusenberry	Paraprofessional
Mr. James Eddy	Spanish/World Languages
Mrs. Nicole Faubert	Life Science 7
Mr. Wyatt Fischer	Building Tech
Mrs. Kim Fisk	American History 8
Ms. Courtney Gibson	Vocal Music HMS/SCHS
Mrs. Jana Giger	French/World Languages
Mr. Quentin Gittemeier	American History 7
Mrs. Kinsey Gorrell	Special Education
Ms. Dana Gregory	Paraprofessional
Mr. Ricky Goebel	Night Custodian
Officer Jeff Haislip	SRO
Mrs. Megan Hallam	ELA 8/Peer Ambassadors
Mrs. Madison <del>Hickey</del> Harris	FACS
Mrs. Kelley Henkel-Wilson	Paraprofessional
Ms. Tara Higgins	ELA 8
Mrs. Edith Hollander	Earth Science 8
Mrs. Amy Hooper	Special Education
Ms Jennifer Jackson	Special Education
Ms Lindsay Johnson	Paraprofessional

Mrs. Jacqueline Joyce	ELA 8
Ms. Allison Kelsey	ELA 7
Mrs. Mary King	Principal's Secretary
Mr. Brian Kirton	Assistant Principal 8
Mrs. Mary Knickmeyer	Life Science 7
Mrs. Cathy Kubiak	Guidance Secretary
Ms Brittany LaRose	RTI Specialist
Mrs. Leah Lawrence	ELA 7
Mrs. Abby Leeper	APEX HMS/JIS
Mrs. Tina Leonard	Office Secretary
Mr. Doug Lillesve	Art
Mrs. Jennifer Locker	Counselor 7
Mr. Cuong Ly	P E/Health
Mrs. Angela McKinney	Special Education
Mrs. Petrece Metz	Computers
Mr. Ben Meyer	Band SCW/HMS
Mrs. Jill Meyer	Health Clerk HMS/SCHS
Ms Dawn Miller	Paraprofessional
Mrs. Jenifer Miller	P E/Health
Mrs. Brianne Murphy	Earth Science 8
Ms. Mia Oberg	Math 8/Algebra 1
Mr. Derek O'Donnell	American History 7
Mrs. Jennifer Painter	Special Education
Mr. Greg Payne	Night Custodian
Mr. James Peters	PE/Health
Mrs. Kellie Peters	American History 7
Mrs. Lisa Petersen	Special Education
Mr. Zachary Pitts	Day Custodian
Ms Amy Polanowski	Industrial Technology/PLTW
Mr. Todd Rakonick	Math/Accel Math 7
Mr. Matthew Rein	German 1/World Languages SCHS/HMS
Mrs. Randi Riggins	Media Specialist
Mrs. Marlyn Shake	ELL
Mrs. Erica Siler	Earth Science 8

Mrs. Loretta Smith	Assistant Principal 7
Mrs. Jackie Souders	Special Education
Ms. Mackenzie Stephens	American History 8
Mrs. Erin Strein	American History 8
Ms Stacey Stubits	PLTW/Intro to Robotics
Mr. Matthew Stumpf	ISS
Mrs. Jessica Sutton	Special Education
Mrs. Jolene Thomas	P E/Health
Mrs. Amy Thorne	Computers
Mrs. Alicia Tomicich-Wiley	Attendance Secretary
Mrs. Anissa Umfleet	Life Science 7
Ms. Karen Vail	Speech/Language Pathologist
Mrs. Robin Veale	Orchestra HMS/JIS
Mrs. Angela Wagaman	Math 8/Algebra 1
Ms. Elyssa Warren	Paraprofessional
Mrs Liz Watkins-Auchly	Paraprofessional
Ms Amanda Watts	Nurse
Alicia Wiley	District Examiner
Mrs. Marnie Wineberg	ELL
Ms. Catherine Wittmer	Paraprofessional
Mrs. Courtney Wooldridge	Assistant Principal's Secretary
TBD	Math 8/Algebra 1
TBD	Social Worker
TBD	Drama (part-time)
TBD	Band SCHS/HMS
TBD	Special Education (ED)
TBD	Special Education (Sci)
TBD	Lunch Aide
TBD	Principal

## **WELCOME**

Welcome to Hardin Middle School. Hardin is a school designed especially for students in the seventh and eighth grades. As a student at our school, you will be responsible for the successful pursuit of academic excellence, outstanding citizenship, and the development into a young responsible adult. It is my hope that you will take full advantage of all that is offered at our school and grow to be the best you can possibly be!

Sincerely, TBD, Principal

### **SCHOOL DISTRICT OF THE CITY OF ST. CHARLES MISSION STATEMENT**

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

### **HARDIN MIDDLE SCHOOL MISSION STATEMENT**

The students, parents, community, and staff of Hardin Middle School are committed to providing a stimulating learning environment where all students value their own uniqueness, respect the differences of others, and achieve maximum personal and academic growth.

### **HARDIN MIDDLE SCHOOL VISION STATEMENT**

Hardin Middle School envisions a family of respectful, honest, responsible, cooperative learners where students, staff, parents and community collaboratively work toward a sense of belonging, school pride, and academic excellence.

### **HARDIN MIDDLE SCHOOL PHILOSOPHY AND GOALS**

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 is not inherited but must always be learned and earned anew by each generation in order for it to be perpetuated.

Therefore, we believe that the role of education is to help 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 cognitive, social, physical, aesthetic, and ethical development.

# HARDIN MIDDLE SCHOOL COMMUNITY EXPECTATIONS

## Hardin's Commitment to the 4 P's

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**In life, there are certain skills that foster success.**

**In school, those same life skills are necessary.**

**As a school, we are committed to practicing the following skills:**

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**Prompt:**

Students will be on time

**Prepared:**

Students will bring the appropriate materials to class as required by the teacher

**Polite:**

Students will maintain appropriate interactions with peers and adults

**Productive:**

Students will work to complete task, listen to directions, and talk when appropriate

## LEARNING AND WORKING TOGETHER

**As a middle school student, it is my responsibility:**

- to attend school every day and be on time to all classes,
- to come to school prepared with books, paper, pencil and any materials and assignments as directed by my teachers,
- to obey the directions of all Hardin staff members,
- to maintain a positive attitude toward learning and believe in my ability,
- to respect myself and the rights and property of others.

**The staff of the middle 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,
- to 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 member.

**As the parent of a middle school 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 regular basis,
- to provide my child with suitable study conditions 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 program,
- to confer with members of the school staff concerning any problems that may affect my child.

# PROCEDURES AND POLICIES

## ABSENCE PROCEDURES

**Notification of absence** Parents are requested to call the school before 7:30 a.m. on the day of the absence to inform the attendance office of the student's absence at 636-443-4302. If there has been no contact between the home and the school, the parent/guardian will write an excuse giving the student's name, days of absence, reason for 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 7:30am of the day following the absence, the absence will be considered unexcused.

**Make-up assignments** The student is expected to ask all teachers for make-up assignments. 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 any marking period must be made up before the last day of the marking period. Each student is responsible for seeing that make-up is completed.

If a student is absent three (3) or more consecutive school days, his/her assignments may be obtained by a parent calling the school office before 7:30am 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 5 days prior to the absence. The principal will determine whether or not these absences are excused or unexcused based on prior absences, specific requests, and pertinent criteria. 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.

**Leaving School Early** If a student needs to leave school early (medical, dental, or personal reasons), he/she should bring a note signed by his/her parent/guardian indicating the time, date, and reason to the office before the school day begins. The student will be given an Early Dismissal Pass to take to his/her teacher so that the student will be waiting in the office at the time of the parent/guardian's arrival. Before leaving the building students should turn in the Early Dismissal Pass and the parent must sign them out on the back of their child's individual emergency form.

**Excessive Absence Procedure** Missouri statute #167.031 mandates regular school attendance for children between the ages of six and seventeen. Many of the benefits of regular classroom instruction are lost during extended absences and cannot be regained even with extra after-school instructions. Principals may schedule and hold parent conferences, telephone or office, when a student has been absent 8 days, unless a doctor's note is on file with the attendance office. After 8 absences principals have the authority to require written verification from a medical doctor for all future absences due to illnesses. All future medical-related excuses may be considered excused or unexcused at the principal's discretion. The principal and nurse or nurse's aide will work closely with parents on all medical-related absences beyond ten. See Code of Conduct under Attendance.

## ACADEMIC HONESTY

Students are expected to do the very best they can at all times. They are considered to be cheating when they copy the work of another student or use a gimmick or trick in doing work for a class that has not been approved by the teacher. If a student is caught cheating, they may receive a zero for the work done. In addition, the teacher may notify the student's parent/guardian and follow the procedure indicated in the "Code of Conduct."

## ACCIDENTS

Any injury occurring at school should be reported to a teacher, coach or the school nurse immediately. Students can purchase accident insurance by picking up the proper forms from the secretary in the office.

## **AFTER SCHOOL CLUBS/ACTIVITIES**

We encourage our students to be involved in a variety of extracurricular activities including intramurals, clubs, peer and teacher tutoring and school sponsored activities. Students must be in attendance on the day of the activity, and in Good Standings in order to participate. There will be no Activity Bus service. It will be the responsibility of the student's parent/guardian to provide transportation for these types of activities.

## **ANNOUNCEMENTS**

A weekly bulletin will be provided by the principal's office. Announcements for the bulletin should be in the office by noon on Thursday. The intercom system will be used for daily announcement that cannot be handled in any other way.

## **ASSEMBLIES**

Students are expected to be courteous and respectful at all school activities. Students may be excluded for failure to meet this expectation and/or who are not in Good Standing. Each student is personally responsible for the impression made by the school as a whole. Unacceptable behavior in assemblies includes whistling, uncalled-for clapping, boisterousness and talking during a program.

## **ACADEMIC PLANNER**

It is recommended that students use some type of organizational planner to help them keep track of all assignments.

## **ATTENDANCE**

Students are expected to be present and punctual for all of their classes throughout the school year. Students will not be excused from school except in a case of uncontrollable circumstances, such as illness, doctor or dental appointment or a death in the family. Students absent from school or who leave early through the nurse's office will not be allowed to attend evening activities during their absence. All absences must be communicated through the attendance secretary before the start of the next school day in order for the absence to be considered excused. You can leave a message at 636-443-4302 after hours. If there is no communication prior to the start of the next school day, the absence will be considered a truancy (see Truancy in code of conduct for additional information).

Attendance is on file for each student. An accurate record is kept of all absences and tardies. Multiple unexcused absences violate state law and can be categorized as truanancies. Refer to the "Code of Conduct" for a complete explanation of absenteeism. (Policy JED)

## **AWARDS**

Students are recognized for academic excellence and citizenship throughout the school year. A formal awards assembly is held at the end of the school year.

## **BEHAVIOR EXPECTATIONS**

Students at middle school increasingly assume responsibility in carrying out student affairs. Along with this responsibility, students are expected to learn to accept authority, to follow rules as well as help make them, and to act courteously and respectfully to others as they expect others to act courteously toward them. The "Code of Conduct" for middle school students outlines the rules, which have been deemed appropriate and necessary for the maintenance of a wholesome school climate. These rules and standards apply to student conduct on school premises, at school functions of any kind, off school premises which directly affect the school, on school buses and involving any school property. For a complete explanation of disciplinary policies and procedures refer to your Student "Code of Conduct" Discipline is based on a philosophy designed to assist students to change inappropriate behavior and to enable them to develop self-discipline. The school notifies parents of major student problems.

## **BICYCLE STUDENTS & SKATEBOARDS**

Bicycles are to be parked upon arrival at school in the racks near the lower parking lot. Owners of bicycles will lock their bicycle to safeguard their property. Loitering at the bicycle racks is prohibited. The school is not responsible for theft of parts or damage while bicycles are parked at the school. Students should walk bicycles in pedestrian crossings and obey all rules of bicycle safety. Skateboards are not allowed on district property.

## **BUS TRANSPORTATION**

Bus transportation is a privilege and not a responsibility of the school district. Failure to observe district rules may result in denial of transportation. Refer to the “Code of Conduct” for a complete explanation. State law requires that all vehicles must wait while buses are loading and unloading.

Only students that live more than one mile from school qualify for bus transportation and are allowed to ride buses to and from school. A student that wishes to ride a different bus must bring a signed note from his/her parent/guardian requesting permission for the student to ride a different bus. This note must be turned in at the office before lunch. A building administrator must approve the request and issue a temporary bus permit that will need to be presented to the bus driver upon boarding.

## **CAFETERIA**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced breakfast/lunch is offered at a reasonable price.

Meals can be purchased by putting money into the students cafeteria account. The student will receive a pin number to use in order to purchase their meals. Money cannot be loaned for students who forget their money. However, students may be given a carton of milk and bread and butter if the cafeteria manager is asked. Students may be limited in the number of times they may take advantage of this service. All families receive information regarding the free/reduced breakfast/lunch program guidelines. This form must be completed and returned to the school cafeteria at the beginning of the school year in order to determine eligibility. If during the year your financial circumstances change, additional forms are available in the guidance office.

No food may be eaten anywhere other than in the cafeteria and students should clean up their tables and area around their table before leaving the cafeteria. The only restrooms open to lunch students are those outside the cafeteria. Students who do not use the cafeteria properly will be held accountable.

## **BREAKFAST/LUNCH PROGRAM**

Breakfast is served in the cafeteria from 7:10am-7:15am. Students attending schools that receive free or reduced lunches are also eligible for free or reduced breakfast. More information will be provided regarding this program at the beginning of the school year.

**CAFETERIA—PEANUT FREE ZONE**—There will be a designated section of the cafeteria as a peanut product and peanut butter free zone and expect all members of the school community to respect the rules of this area.

## **CAR POOL**

Students arriving to school by car need to be dropped off in the front of the school on the left of entrance drive to keep bus lanes clear for morning bus arrivals. For after school pickup, parents are requested to follow the same procedure as morning drop off. No cars will be allowed to wait in the bus lanes or double-park on the side of the building to wait for students.



## **CITY OF ST. CHARLES SCHOOL DISTRICT STANDING ORDERS**

Listed below are products/medications that may be kept in the school clinic and administered as needed.

**If your child is unable to take these or any other products/medications, you must contact 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 (phenol 1.4%), Burn Gel (lidocaine 2%), Oral analgesic gel, Vaseline/petroleum jelly, Lip ointment, 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, Benadryl (diphenhydramine HCL) 25 mg, Benadryl (diphenhydramine HCL) 12.5mg per tsp., Epi-Pen, Epi-Pen Jr. for emergency use, and Tums (calcium carbonate).

### **CLINIC**

The clinic is staffed by a registered nurse. Students should have a written pass from their classroom teacher before reporting to the clinic. Students are not to go to the clinic between classes. Students should not leave the building or call their parents because of illness or injury without clinic authorization. If the nurse is not in, students are to report to the office. All students should have emergency contact phone number(s) in the parent portal through SIS/Tyler.

**Immunization** State Statute 210.003 states that, “no child shall be permitted to enroll in or attend any public school unless child has been adequately immunized.”

Only a medical exemption signed by an M.D. or D.O., or religious exemption will be accepted in lieu of an updated immunization. Students without proper immunizations and/or proof of the same will NOT be allowed to attend school and/or obtain a schedule of classes.

**Special Health Problems** Students with health concerns are to report to the school nurse at the beginning of the school term or as soon as a condition arises. Special concerns include asthma, diabetes, seizure disorders, migraines, allergic reactions, prescription medication or anything that might limit the student, or affect their behavior/performance at school.

**Taking Medication at School** The giving of medicine by the nurse, principal or designee shall be restricted to necessary medications that cannot be given on an alternative schedule. When prescription medications and inhalers are to be administered by the school, the medication must be accompanied by a label affixed by the pharmacy or physician showing:

- Name of student
- Name of medicine
- Dosage and administration schedule
- Physician’s name
- Date Purchased

**Prescription Medications** Prescription medications must be in the original container and must be accompanied by a physician’s signature and written order giving the child’s’ name, dosage, schedule of administration, and reason for administration. Prescription medications must also be accompanied by parent guardian signature and written orders asking for the medicine to be given.

**Non-prescription Medications** Non-prescription (over the counter) medications may be given with the parents’ written consent stating the child’s’ name, dosage, schedule of administration and reason for medication. Medication must be in the original container.

Parents are required to pick up medication at the end of the year. Medications not picked up will be disposed of properly.

**Students are not allowed to carry medications on their persons during school hours, except regular inhalers and epipens or as permitted by Board Policy. (See Code of Conduct for more information).**

## **CLOSED CAMPUS POLICY**

This school has a closed campus. This means that students cannot leave the grounds at any time during the school day except in the company of a parent/guardian or at the discretion of the principal. This permission is granted for emergency or medical reasons only. Visitors cannot enter the building until they have been buzzed in by a staff member. A parent/guardian must sign their child out at the office when leaving and the student must obtain an admit slip from the office upon returning to school. A student may not leave campus after arriving to school via walking, car pool, or bus or leave campus for lunch.

## **COUNSELING AND GUIDANCE SERVICE**

Credentialed counselors staff the counseling office. They work with individual students, groups of students and with parents. They provide services such as crisis counseling, individual and small group counseling, scheduling, class lessons and parent meetings. Students who need to see a counselor can request permission from their teacher or make an appointment with the counselor in the guidance office.

## **DRESS/CLOTHING GUIDELINES**

We require students to dress appropriately for school. Since we are an educational institution, the daily clothing/attire should be conducive to an educational environment and should not be disruptive of school operations and the educational process.

- Students must wear appropriate school wear at all times. Pajamas/pajamas pants are not considered school appropriate.
- Clothing must cover the front and the back of the student (backless tops, spaghetti straps, halter tops, and bare midriff, short shorts, as well as clothing that does not sufficiently cover the body are unacceptable at school).
- Footwear must be worn. Slippers are not considered school appropriate.
- Caps, hats, hoods and other head coverings (at the discretion of the principal) may not be worn or carried during the school day.
- Clothing which promotes the illegal or commercial use of drugs, alcohol, tobacco/nicotine products, gun/weapon paraphernalia and/or that includes sexual innuendo is not permitted.
- Coats, jackets, overcoats are to be put into lockers upon arrival at school.
- Gang related clothing may not be worn at school.
- Handbags and backpacks are not permitted to be used throughout the school day. A string bag will be permitted throughout the day to carry school related items.
- Anything that is disruptive or interrupts the operation of the school day shall not be permitted.

## **DRUG-FREE SCHOOL**

Our middle schools provide a safe, drug-free environment for our children. Alcohol, drugs and narcotics are substances, which are detrimental to the health, well-being and educational growth of students. The use and unlawful possession of illicit drugs or drug paraphernalia and alcohol are wrong and harmful. The Board of Education strictly prohibits the possession, use or distribution of a controlled substance on or around school property, school buses or at any school-sponsored activity. The administrative procedures may be found in the "Code of Conduct", which is given to every student at the beginning of the year. Any student caught selling drugs on campus will be disciplined according to the Code of Conduct. They will also be charged with a felony and prosecuted by the judicial system. Police and search dogs may also be utilized on school grounds and surrounding areas without notice.

***Please note: Voters recently approved the use of medical marijuana in Missouri. However, marijuana is still illegal under federal law and, except for those authorized to use it medicinally, illegal in the state of Missouri. The City of St. Charles School District prohibits students from being under the influence or in possession of any illegal substance on district property, transportation or district events. Because marijuana is still illegal under federal law, the prohibition applies even to those who are legally authorized to use marijuana medicinally. Thank you for helping us to keep our schools drug free.***

## **ELECTRONIC DEVICES**

Electronic devices include, but are not limited to cell phones, Ipod's, Ipad's, E-Readers, CD players, video recorders, and cameras. Students must have electronic devices turned off and securely stored during school hours, unless the electronic device is an integral part of the curriculum/instruction. *School hours include 7:20 am – 2:20 pm.* Camera phones are not to be used to take pictures at anytime during the school day, on the bus, or at school activities. School is not responsible for lost or stolen items.

## **EMAIL**

Hardin Middle School recognizes that email is a valuable communication tool that is widely used across our society. We believe that providing students with an email account, they will have access to a powerful communication tool that will promote student-to-student and faculty-to-student collaboration and improve the deficiency and effectiveness of student work. Email messages are not confidential and are considered public documents of the St. Charles School District. All sent and received emails can be reviewed by school officials at any time.

## **EMERGENCY DRILLS (EARTHQUAKE, FIRE & TORNADO)**

During an earthquake drill students should drop to the floor beneath desk, chair, table or bench with their backs to windows. If no cover is near, the students should get close to a bearing wall. If in a hall, they should drop away from freestanding lockers and face away from movable walls. The students should cover the back of their heads and necks with coat, sweater, notebook or hands and wait for further signals and/or instructions. Tornado and fire drills are required by law at regular intervals and are important safety precautions. Students should become acquainted with the instructions posted in each room.

## **EMERGENCY FORM INFORMATION**

An Emergency Form will be sent home at the beginning of each year to be completed by a parent/guardian. It is essential that the school have a name and phone number of someone to call in case of an emergency such as a student accident or illness. Parents and students should keep this information current and updated. Students will only be released to persons listed on this emergency form unless a written note from a parent/guardian is received stating who will pick up student.

## **EMERGENCY SCHOOL CLOSING**

If it is necessary to close school due to severe weather or other emergency conditions, an announcement will be made over the following radio stations:

KMOX - 1120 AM	WIL - 92.3 FM	Y98 - 98.1 FM	KMOV – Channel 4
KLOU - 103.3 FM	WIL - 1430 AM	KSDK - Channel 5	KTVI - Channel 2

This announcement will be made:

1. "City of St. Charles School District-R-6 - Schools are closed."

On days when school is not in session because of inclement weather, there will be no student-related activities in the school buildings, unless approved by the superintendent.

The District also has the AlertNow phone system that will be used to contact parents with a mass phone message. Please make sure you keep this number updated with the office.

## **FIELD TRIPS**

Field trips are a vital part of our school curriculum for students that remain in 'Good Standing'. Through these activities, students gain knowledge and experiences beyond those in the regular classroom. The importance of these activities should not be diminished for students because of the inappropriate behavior of others. Therefore, children exhibiting an excessive amount of poor behavior and/or students not in good standing may be prohibited from attending field trips at the discretion of the building principal.

Many field trips require payment in advance for ticket reservations and/or travel accommodations. Students who pay for an activity and are then unable to attend because of family decisions, illness, or school suspensions may not be granted a refund.

All paperwork must be completed and turned in by the designated date for the field trip.

## **GOOD STANDING**

All students begin the year in Good Standing. Students who receive In-school or Out of School Suspension forfeit their Good Standing status. Students have the opportunity to earn their way back into Good Standing by completing the Good Standing form. [See school web-site for additional details.](#)

## **GRADE REPORTING SYSTEM**

### **Standards-Based Report Cards:**

A standards-based report card reports student progress toward meeting the content and performance standards that are set forth by the state of Missouri. Benchmarks are used to determine if the student is making progress toward meeting the standards. Teachers will be assessing students through common benchmark assessments on a regular basis. The report card also provides information on your child's work habits using the same grading scale. The report card reflects what your child knows and is able to do regarding grade level proficiency. Utilizing a standards-based system will give parents more accurate information on students' progress towards standards. Students will be held to high expectations, and the goal for all students is to be proficient in all of the standards by the end of the school year. To report this information to parents, we will be using traditional grades (A,B,C,D,F) and a G.P.A. will also be included in the student's grade card.

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).

### **The Life Skill Portion of the Grade Card**

**Prompt** - The student arrives to class on time (little to no tardies)

**Prepared** – The student is ready when class starts with the necessary class materials

**Polite** – The student exhibits positive behavior and is respectful of others and their property

**Productive** – The student uses time wisely in class and displays an honest effort and desire to be successful.

**Grade Reports:** Student current academics will be discussed during Parent/Teacher Conferences. Reports on academics will be given out at the end of each semester.

## **HALL PASS**

Students in the hallway without a teacher during class time will be expected to carry a hall pass. Hall pass procedures will be talked about with students at the beginning of the year and reminders will be shared throughout the year.

## **HALLS**

Students should be in the halls only at the beginning and close of school and while changing classes unless they have a hall pass. Students are expected to be courteous at all times. Students are expected to walk, keep hands and feet to themselves and use inside voices while in the halls.

## **HOMEWORK**

Homework is an integral part of the school program. The school and the home must share in the responsibility for education of children. Parents, students and teachers should recognize homework as one means of sharing this responsibility of improving home/school communication and providing assistance in developing a sound and sensible educational program for students. Homework can be in many forms: reading a book for a book report, working on questions for social studies or math, or even watching a TV program and writing a critique. Homework is designed to supplement class work and to give the student the opportunity to practice the skills he/she has learned in class.

## **HOMEWORK REQUESTS - STUDY BUDDY SYSTEM**

Students are to select a "Study Buddy" for each class and exchange phone numbers. If a student is absent less than three (3) days, they should get their homework assignments from friends, or from their teachers upon their return to school. If a student is absent three (3) or more consecutive school days, a parent calling the school office prior to 9:30 am on the 3<sup>rd</sup> day may obtain his/her assignments. The assignments may be picked up at the end of the day in the main office.

## **INTERNET USE**

Inappropriate use of the Internet and/or computer hardware and software may result in discipline and/or the loss of computer privileges. This loss of privileges could affect the child's grade.

## **LEARNING/MEDIA CENTER**

The learning center is for the benefit of everyone. Students are encouraged to use it for both recreational reading and school assignments. All books are checked out for a two-week period. There is a fine levied on all overdue books. The fines are five cents per book, per school day. At the end of each grading period all fines should be paid and all overdue books returned in order for the students to receive their report card. At end of school year all fines must be paid in order to participate in end of year activity. The learning center does have computers with Microsoft Word, Power Point, and the Internet.

It is necessary to maintain a quiet atmosphere for studying and reading. Those who cause a disturbance will be asked to leave. Repeat offenders will lose their learning center privilege. During class periods, students should have a learning center pass if they are to be admitted to the learning center. Check the learning center web page for homework resources.

## **LOCKERS**

Students are issued a locker with a combination lock and they are responsible for taking care of their locker.... Kicking doors, hammering on doors, jamming the locks or otherwise damaging lockers will not be tolerated. Students are expected to use only the locker assigned to them. Students are discouraged from bringing Cell Phones, IPODS, MP3 players, CD players or any unnecessary valuable items to school. Locker assignments are made by the assistant principal's office and trouble with lockers should be reported to the office. Student assigned lockers are property of the St. Charles School District and are subject to searches by school administrators.

## **LOITERING AND HANGING OUT**

Students should clear the building and campus within 10 minutes of final dismissal unless they are staying for school business (clubs, tutoring, detention, intramurals). Students will not be allowed back into the building for any reason unless accompanied by an adult.

## **LOST AND FOUND**

Students should assume sole responsibility for loss or damage to any property belonging to them. The school will endeavor to protect all personal properties, but it is not responsible for them. Found articles will be placed in the cafeteria. Small items such as keys, glasses, jewelry and electronic devices will be turned into the office. Students should write their name on all books and put identification marks on their personal belongings. Articles not claimed within a reasonable time will be disposed of or donated to a charitable organization.

## **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.

## **MISSOURI MODEL GUIDANCE PROGRAM**

The guidance and counseling departments in the City of St. Charles School District follow the Missouri Model Guidance Program. The purpose of this program is to provide a comprehensive guidance curriculum that is structured and developmentally presented systematically through both classroom and group activities in grades K-12. The components of the program include:

- Curriculum — Classroom and Group Lessons
- Individual Planning — Individual Guidance, Behavior Management, Academic Interventions, Test Interpretation
- Responsive Services — Individual Counseling, Referrals, Crisis Counseling, Parent Conferences
- System Support — Coordination of Group Testing, Reports to Outside Agencies, Team Meetings, Staff Meetings, Workshops

A teacher may contact the counselor for: individual student concerns, classroom management, involvement in conferences, interpretation of test results, student referrals for special services.

The school counselor: sees students individually, gains understanding through observation, conducts counseling groups, coordinates testing programs, works with parents and teachers, provides orientation and follow-up for new students, conducts classroom lessons, teaches leadership and communication.

A student may see the counselor to: discuss personal concerns, aid in self-expression, improve relationships with others, learn to make decisions, learn about personal interests and abilities, acquire job and career information, and discuss academic concerns.

How does a student see the counselor? — self-referral forms located in classrooms and office, teacher referral, parent referral, principal referral.

A parent may contact a counselor about: academic concerns, behavior concerns, social adjustment, career planning, and referral to agencies. The following Referred Services are available

\*Crider Health Center

\*Youth In Need

\*Preferred Family Healthcare

\*Additional services are available such as, but not limited to, Neighbor Helping Neighbor.

## **MOVING/CHANGE OF ADDRESS**

It is important that parent/guardians keep the office informed of any change of address or telephone number. When changing a home address you must provide proof of residency in the form of a current utility bill or copy of a valid home lease/contract.

Before a student transfers to another school, the student should bring a note from his/her parent/guardian, which states the new address and the request for a transfer of records. Since this process takes one school day, the student should plan to bring this notification in time to complete checkout procedures.

## **PERSONAL PROPERTY**

Students assume the responsibility for loss or damage to their clothing, equipment, books, or instruments. The school endeavors to protect all personal property, such as bikes, but is not responsible for it. **LARGE SUMS OF MONEY AND ARTICLES OF REAL OR SENTIMENTAL VALUE SHOULD NOT BE BROUGHT TO SCHOOL. THE SCHOOL CAN NOT BE HELD RESPONSIBLE FOR CD/MP3 PLAYERS, CELLULAR PHONES, IPODS, IPADS, AND COMPUTER LAPTOPS. THUS, DISCRETION SHOULD BE USED REGARDING BRINGING SAID ITEMS TO SCHOOL. SKATEBOARDS, and ROLLER BLADES/SKATES, SCOOTERS OR ANY OTHER ITEMS ARE DETRIMENTAL TO GOOD ORDER AND MAY CREATE SAFETY ISSUES AND SHOULD BE LEFT AT HOME.**

## **PHYSICAL EDUCATION**

The physical education program allows each student the opportunity to participate in a variety of activities at a level of skill that produces a feeling of satisfaction and achievement. All students are expected to dress out and participate in P.E. each day that they have P.E. Each student receives a handout describing the physical education requirements for their grade level from their P.E. teacher. In addition to the regularly scheduled program, students are encouraged to join intramurals in the after school sports program.

P. E. Uniforms The physical education uniform is shorts, tee-shirt and running shoes. Be prepared for outdoor weather as well (sweatpants, hoodies etc.) Names should be written on all shirts and shorts.

P.E. Lockers Each student is expected to furnish a combination lock for his/her issued P.E. locker. Students are responsible for securing their personal belongings.

P.E. Excuse If for any reason a student cannot take part in full physical education activities, a note **MUST** be brought from parent/guardian (which is honored for two class periods) or from a doctor (if more than two days) stating the reason that the student cannot participate. This note should be brought to the nurse in the morning before school. The nurse will give the student a copy for the P.E. teacher. Two parent notes are acceptable each quarter and the student is excused for two class periods. Students without a note from a parent, doctor or the school nurse will have the choice of participation or receiving a zero for the day.

## **PICTURES**

School pictures are taken early in the school year for the yearbook and individual packets may be purchased by the student at that time. Yearbook cost is NOT included in this package.

## **PRIDE**

Our school takes pride in our staff and students, and we demonstrate this daily in our actions for our school, our community, and ourselves. Hardin's school colors are navy blue, maroon and white.

## **PUBLIC LIBRARY ACCESS**

The City of St. Charles School District has a partnership with the St. Charles City-County Library District. All students will be assigned a public library account for use while a student in our district. This provides students additional reading and research materials. Parents may choose to opt out of this program by completing the form

at <https://docs.google.com/forms/d/1dObrG5gA3sTydsLNOQeZP7DvTG4U8Q1wWWwKoaagPn0/edit>.



## **RESPECT FOR OTHERS**

Students are expected to accept the right of fellow students and staff to enjoy a school environment, which is free from disrespect, distraction, fear and prejudice. Expressions of racial, ethnic or religious bias or discrimination in any form will not be condoned or tolerated. Policies exist to protect the dignity and rights of the total school population - students, teachers, secretarial and custodial staff. Physical or verbal abuse of one person by another will not be tolerated.

## **RESTROOMS**

Restrooms are to be used for the purpose intended. Food must not be taken into the restrooms and students are not to loiter in the restrooms. Restrooms must be kept neat and clean.

## **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, communication with juvenile/law agencies, notice of violent act and prevention programs, alternative education, waivers, and bus driver certification.

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 Student Handbook and District Code of Conduct Manual and to become familiar with all procedures and provisions. A copy of the Board of Education Policies is available for review in the Superintendent's Office, 400 N 6<sup>th</sup> St, St. Charles, MO 63301, between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday and on the District website [www.stcharlessd.org](http://www.stcharlessd.org).

## **SCHEDULE CHANGE**

No class or team changes will be made except for changes recommended by joint agreement of the Principal and the teachers involved.

## **SCHOOL HOURS**

The academic school day begins at 7:20am and ends at 2:20pm. The school office is open from 6:45am until 3:15pm. No student shall be in the halls/classrooms before 7:00am or after 2:20pm unless he/she is under the direct supervision of a teacher for a scheduled activity. No supervision is provided before 7:00am or after 2:20pm unless there is a scheduled activity that would provide this supervision. Parents are strongly urged not to drop off students before 6:45am or leave students at the school after the 2:20pm dismissal bell during these unsupervised times. The District and school personnel will not be held responsible during these unsupervised times. As students arrive to school they are to remain in the front foyer until the 7:00am bell releases them to the commons or cafeteria. Students will remain there until the 7:15am bell rings. At this time students will be allowed to go to their lockers. Students are to enter the school immediately upon their arrival by foot, bus, or private transportation. Once at school, students may not leave campus until dismissal at 2:20pm unless released by parent or guardian.

Students must clear the building and campus within 10 minutes of final dismissal unless they are staying for school sponsored activities (clubs, tutoring, detentions, and intramurals).

## **TARDY POLICY**

Students are expected to be on time to all classes. A student who comes into class after the tardy bell will be assigned a tardy by the classroom teacher. A warning bell rings ten (10) minutes before school begins. Students are expected to be in the classroom and ready to work when the bell rings. Going to a locker between classes is not considered as an excuse for tardiness. Planning ahead is an important part of school life. Tardiness to class interferes with class procedures as well as individual progress. If the student comes into class more than 10 minutes late without a pass, he/she will be referred to the office; this will be dealt with as skipping class. Refer to the Code of Student Conduct for a complete explanation.

Students who arrive late to school will need to check in with the attendance office.

### **TEXTBOOKS**

Textbooks issued during the school year are the property of the school district. Students are expected to write their name in each textbook in the designated area when they are issued. Reasonable wear is expected as a result of daily use. Unreasonable damage to textbooks will result in fines. It is the responsibility of each student to keep his/her book covered and in good condition.

If a textbook is damaged in the judgment of the teacher and principal, the student will have to pay for damages incurred. If a textbook is lost, it is to be paid for according to the replacement cost of the book.

### **TRUANCY**

Any student who is absent from school for a full day without the expressed consent and/or knowledge of the parent(s) or guardian will be considered truant. Truancy will be disciplined according to the "Code of Conduct".

### **VISITORS**

Visitors should be authorized by the main office or have a specific appointment with a staff member. Before entering the building, visitors must be buzzed in through the front office. They must sign "in" and "out" at the main office and obtain a visitor's badge to be worn while they are in the building.

### **WALKING STUDENTS**

Students should cross at intersections or in marked lanes. Students who "jaywalk" are endangering their lives. Students should respect the personal property of the homeowners along the way to school.

### **WORK PERMITS**

Students wishing to obtain work permits must be 14 years old and in Good Standing. They need to see the principal's secretary to obtain an "Intention to Employ" before they get a job. After obtaining a position, they return the completed "Intent to Employ" form and receive their work permit.

### **YEARBOOK**

Yearbooks may be ordered after from our Yearbook sponsors. Yearbooks **ARE NOT** included in the price of picture packets at the beginning of the year. They will be available at a cost to the students and will be distributed when printed.

**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 Children's 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 Children's 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 Children's 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)
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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.

# ORGANIZATION - THE KEY TO SUCCESS

## TIME MANAGEMENT

You can increase the opportunities to do the things you want and need to do by improving on how you manage your time. Those who manage their time effectively have the same twenty-four hours in a day as everyone else. What they do is plan and schedule time so that they can achieve a balance in all parts of their lives as well as be successful.

If you take time to organize your efforts, you can easily save one-quarter to one-third of your time. The trick is to develop a concrete plan for home, school and work. Planning ahead and applying the management strategies will result in getting maximum value for the time you have. It will help you with your schoolwork and will result in an increase in time available for leisure activities such as sports and spending time with your friends.

## GETTING BETTER GRADES

- Visualize what grades you desire. It is not enough to say "I want good grades/marks."
- Write down your "plan of action" of how you will accomplish this plan.
- Make a small poster about the grades you desire; what you will do to earn the grades and how you will accomplish it. Post it in a spot where you will see it often.
- Periodically read your written plan aloud. Concentrate as you read it and think of yourself as already possessing this grade.
- Keep checking to see whether in fact you are reaching your goal!
- A positive personality brings success. If you believe in yourself, you can and will succeed in school.

### **DURING CLASS:**

- Record all assignments, homework, test dates and projects accurately.
- List your homework assignments and the due dates at the conclusion of each class.
- Write down when projects are due and when your tests and quizzes are scheduled.
- When you receive a grade, enter it on your Achievement Record page.
- Ask your teacher about any problems you encountered while doing your homework.

### **AT HOME:**

Prepare:

- Schedule your time in 20 to 30-minute blocks.
- Arrange your work in order of priority.
- Prepare your study area.
- Prepare your materials, supplies, attitude.
- Check out visual aids, vocabulary, and chapter length.
- Begin to map out your notes with key ideas.
- Allow yourself time to review your work before a test or quiz.
- When an assignment is completed, check it off in your Daily Organizer.
- Transfer all unfinished tasks to a future date.
- Review your past weekly schedule and make the necessary adjustments for the coming week.
- Schedule time to review assignments and tests returned by your teacher.
- Redo incorrect answers.

Ask Questions:

- In the assignment, ask key questions; note main ideas, topic sentences, and subtitles.
- Study visual aids; locate key points.
- Discover what you already know.
- Decide what you need to know.

- Know in what form you'll need to know it.
- Decide on your overall study purpose; set short specific goals.

#### Gather Your Information:

- Read to answer questions, not to memorize.
- Note key points, answers to questions.
- Stop after each page and add details to your notes to support the main ideas.
- Save complete note taking for the last step.

#### Evaluating Your Notes from Text:

- Complete your understanding - fill in the gaps.
- Review new vocabulary words.
- Use mnemonic devices to learn key points.
- Use the table of contents or index to review.
- Recreate notes from memory as a review tool.
- Practice recalling, not rereading.

# St. Charles School District

## Middle School

### Code of Conduct

### 2022-2023

The Board of Education of the City of St. Charles School District is committed to academic and social/emotional success for all students by providing a school climate that is safe and conducive to a positive teaching/learning environment. The Board of Education further believes that effective discipline policies and procedures promote such an environment, and that discipline is for the purpose of changing behaviors. The Board of Education provides an approved discipline policy to outline the conditions and expectations for success. Families are encouraged to review all behavioral expectations and consequences that will help ensure that students will be assured a productive, safe environment that promotes learning.

#### **Student Discipline:**

All students in the St. Charles School District are expected to:

- Comply with district policies and procedures in each school building.
- Respect and obey all persons in authority (adults).
- Be prompt and regular with attendance.
- Be prepared with necessary books, paper, and other school supplies.
- Meet classroom standards of behavior and performance.
- Cooperate with all transportation guidelines and drivers.
- Maintain appropriate habits of communication, dress and personal hygiene.
- Respect the dignity, rights and property of others and avoid any activity that may endanger the health and safety of others.
- Assume responsibility for the care of school property.
- Accept the consequences of his/her behavior.

## **Our Philosophy**

We believe that all students can learn within a respectful, orderly environment where staff, parents, and students work together in partnership. The goal of our work together is to help each individual to grow to his or her full potential as we create an atmosphere that will encourage within our students a sense of self-worth, self-confidence, self-control, and a positive regard for others.

We believe that students:

- have a right to a quality education
- have a responsibility to come to class prepared with a desire to succeed
- have a right to a school environment that supports learning
- have a responsibility to be courteous and respectful to others in their school

We believe that parents:

- have a right to expect that their children will have a quality education
- have a responsibility to make sure that their children come to school prepared, and inspire in their children the desire to achieve to their full potential
- have a right to expect that the school learning environment is safe and orderly
- have a responsibility to support school rules and help their children to understand them

We believe that staff:

- have a right to teach and conduct business in a positive learning environment
- have a responsibility to inspire all students to achieve to their full potential as they provide engaging learning experiences within a caring, fair, and consistent environment
- have a right to expect cooperation and support from parents
- have a responsibility to communicate regularly with parents about students' progress



## Discipline Procedures and Definitions

Behaviors are outlined in categories. Within each category, behaviors are listed alphabetically and are grouped according to nature/severity of the infraction. Below each description will be 3 boxes representing from left to right the consequence for the 1<sup>st</sup> offense, 2<sup>nd</sup> offense, and repeated offenses (see illustration below)

<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>REPEATED OFFENSES</b>
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The following pages outline specific behaviors and consequences if a violation occurs and results in an office referral. Teachers have the authority to assign consequences giving an office referral. Behaviors not specifically addressed, or chronic behavior may be referred for additional disciplinary action. These shall be classified as **Conduct Prejudicial to Good Order** or as otherwise appropriate. Administrators may deviate from stated maximum penalties when circumstances warrant, with approval of the superintendent and/or Board of Education.

The intent of discipline is to assist students in recognizing unacceptable behaviors and replace those with acceptable behaviors. The district supports the concept of progressive discipline to encourage the development of self control, but recognizes the need to deviate from progression when the nature, severity, or frequency of a student’s conduct so warrants. This process is intended to be instructional as well as corrective.

### Corporal Punishment

No person employed by or volunteering on behalf of the School District of the City of St. Charles shall administer or cause to be administered corporal punishment upon a student attending district schools. A staff member may, however, use reasonable physical force against a student without advance notice to the principal, for self-defense, the preservation of order, or the protection of other persons or the property of the school district.

<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>REPEATED OFFENSES</b>
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### 1. Attendance

#### LEAVING BUILDING WITHOUT PERMISSION

Leave the school campus during the school day without the permission of the building administrator.

Up to 2 days ISS	2-5 days ISS	5 days ISS –Up to 10 days OSS Conference will be requested to Minimize chronic behavior- referral to Family Court
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FIRST OFFENSE	SECOND OFFENSE	REPEATED OFFENSES
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**SKIPPING CLASSES**

Any student missing more than 10 minutes of class without an appropriate excuse from a staff member, will be considered skipping class. Missing more than half of the class will also be an unexcused absence for attendance purposes. All students on campus will be required to remain on campus and follow their schedule unless allowed to do otherwise by a building administrator.

Detention up to 2 days ISS	2 days ISS	2-5 days ISS
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**TARDIES TO CLASS**

Students who are late to class, or do not report to their assigned area in a timely manner, are considered tardy. Consequences associated with tardies will reset at the beginning of each quarter.

3 <sup>rd</sup> tardy in a class = office referral- 1 detention	4-5 <sup>th</sup> tardy in a class = office referral- additional detentions Up to 2 days ISS	6 <sup>th</sup> + tardy in a class = office referral- detentions up to 10 days ISS or hallway restriction
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**TARDIES – TO SCHOOL**

**Students who are late in arriving to school are to check in at the office before reporting to class.** Consequences associated with tardies will reset at the beginning of each quarter.

3-6 per quarter– parent contact	7-8 per quarter - parent contact up to detentions	9 or more per quarter; parent contact up to 10 days ISS
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**TRUANCY**

Any student who is absent from school without the consent and/or knowledge of his/her parent(s) and/or guardian will be considered truant. Students who are away from campus for the full school day, without appropriate authorization, are considered truant. Communication in regards to the absence must be made prior to the students return to school.

1-3 offense - Up to 2 days ISS – student conference	4 & 5 offense – Up to 2 days ISS and Diversionary Meeting with DJO	6-8 offense – Up to 5 days ISS with referral to Family Court/ Children’s Division
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FIRST OFFENSE	SECOND OFFENSE	REPEATED OFFENSES
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**2. Aggression**

**ASSAULT**

Assault is a physical attack, either provoked or unprovoked, which may or may not cause personal injury to another student, staff member, or anyone on school property, or while involved in a school-related off-campus activity. A student who engages in physical assault will be subject to disciplinary action, police notification, and charges if warranted. A student who encourages or intensifies an assault or purposefully inhibits adults from interceding will be considered a participant.

3 days OSS with teen court or 4-10 days OSS with possible recommendation for additional days depending on severity; possible notification to police	10 days OSS with possible recommendation for additional days depending upon severity; possible notification to police	10 days OSS with recommendation for up to 180 days or expulsion; possible notification to police
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**BULLYING/HAZING**

Bullying occurs when words and/or actions are **repeatedly** directed toward an individual or group which are intended to intimidate, degrade, humiliate, or belittle their dignity. Bullying includes, but is not limited to, references made or actions taken toward others based on age, sex, race, ethnic origin, religion, physical appearance and/or mannerisms. This includes electronic forms of bullying/harassment (cyber bullying) and hazing.

ISS up to 4 days OSS; follow reporting requirements to law enforcement	5-10 days OSS; follow reporting requirements to law enforcement	10 days OSS with possible recommendation for additional days; follow reporting requirements to law enforcement
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**DISRESPECT/THREATENING REMARKS/ACTIONS TO TEACHERS AND STAFF**

Any words, actions or gestures displayed in a disparaging manner toward a staff member. This includes harassment, as well as disrespectful and/or threatening remarks/actions but not limited to posturing to fight and may include gestures made via electronic communications.

Detention up to 5 days OSS	ISS to 10 days OSS	ISS up to 10 days OSS with possible recommendation for additional days
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**DISRESPECT/THREATENING REMARKS/ACTIONS TO STUDENTS**

Any words, actions or gestures displayed in a disparaging manner toward another student or any form of harassment; may include words, actions such as, but not limited to posturing to fight and may include gestures communicated or displayed via electronic communications.

Detention up to 5 days OSS	ISS to 10 days OSS	ISS up to 10 days OSS with possible recommendation for additional days
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FIRST OFFENSE	SECOND OFFENSE	REPEATED OFFENSES
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**RIOUTOUS BEHAVIOR**

Riotous behavior is defined as more than two persons fighting or any act that represents fighting or causing a fight. Persons joining in, instigating or encouraging a fight may be considered participants in the fight. A student who interferes with adults trying to intervene in a fight will be considered a participant as well. Students who refuse to disperse and continue watching a fight will be subject to disciplinary consequences. If a physical confrontation is anticipated, students should notify a staff member immediately.

2-5 days OSS; possible recommendation for additional days of OSS at Principal’s discretion, possible teen court.	5-10 days OSS; possible recommendation for additional days & possible notification to police	10 days OSS with possible recommendation for additional days & possible notification to police
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**FIGHTING**

Fighting is defined as physical contact and/or verbal abuse or other acts of violence where all parties have contributed to the conflict either verbally or physically. Parties joining in, instigating, recording or encouraging the fight other than the original participants may be considered as parties to a fight. A student who inhibits adults from interceding will be considered a participant. Students who do not disperse upon request when watching a fight will be subject to discipline. If physical confrontation is anticipated, students are to seek assistance from an administrator or teacher.

2 days OSS with teen court or 3-5 days OSS; possible notification to police	5- 10 days OSS; possible notification to police	10 days OSS with possible recommendation for additional days; possible notification to police
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**GANG ACTIVITY**

Any student wearing gang related clothing, i.e. (colors, emblems, sagging pants, baggy clothing, jackets, etc.) or, students flashing gang related signs or writing graffiti is prohibited on or around school grounds/activities.

Up to 10 days OSS; possible notification to police	5-10 days OSS with additional days possible; possible notification to police	10 days OSS with recommendation up to 180 days OSS; possible notification to police
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**SCUFFLING**

Horseplay, unintentional fighting

Student Conference up to 5 days ISS	ISS up to 4 days OSS	ISS up to 10 days OSS with possible recommendation for additional days
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FIRST OFFENSE	SECOND OFFENSE	REPEATED OFFENSES
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**INAPPROPRIATE PHYSICAL CONTACT**

Any minor physical contact that is inappropriate for, or disruptive to, the school environment. Including, but not limited to, displays of affection (hugging, kissing) and other physical acts (poking, pinching, tripping, throwing spit wads, erasers, food, etc.)

Student Conference up to 3 days ISS	Detention up to 5 days OSS	ISS up to 10 days OSS
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**SEXUAL HARASSMENT**

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; may include comments, pictures, and/or conduct communicated or displayed electronically.

ISS up to 10 days OSS, possible notification to police or teen court with possible recommendation for additional days.	3 to 10 days OSS with possible recommendation for additional days and notification to police	5 to 10 days OSS and with recommendation for additional days and/or expulsion and notification to police
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**SEXUAL MISCONDUCT/SEXUAL ASSAULT**

A student, while on school grounds, school buses or while attending a school sponsored activity, shall not forcibly and/or intentionally touch another person's sex organs or any other body part 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 body parts under circumstances in which such conduct is likely to be offensive or otherwise inappropriate. Students engaging in these acts will be reported to law enforcement officials. 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 physical or electronic possession of sexually explicit material or pornography.

2 to 10 day's OSS with possible recommendation for additional days, notification to police and teen court.	3 to 10 days OSS and with recommendation for additional days and/or expulsion and notification to police	5 to 10 days OSS and with recommendation for additional days and/or expulsion and notification to police
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FIRST OFFENSE	SECOND OFFENSE	REPEATED OFFENSES
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**3. Academic**

**ACADEMIC DISHONESTY**

Academic dishonesty includes copying of homework, cheating on tests/final exams, plagiarizing written reports, copying lab reports, computer programs, sharing answers, allowing someone else to do your work, using cheat sheets, etc. All work should reflect individual student work.

Student conference up to 2 days ISS	Detention up to 4 days ISS	4 days ISS up to 2 days OSS
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**COMPUTER MISUSE/COMPUTER VANDALISM (remove)**

Misuse includes, but is not limited to inappropriate language, copyright violations, violation of licensing agreements, accessing other’s files, using other’s log-in, divulging passwords, accessing inappropriate internet sites, etc.

<b>Privileges possibly suspended and up to 10 days OSS with possible recommendation for additional days depending on severity</b>	<b>Privileges possibly suspended and up to 10 days OSS with possible recommendation for additional days depending on severity</b>	<b>Privileges possibly suspended and up to 10 days OSS with possible recommendation for additional days depending on severity</b>
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**COMPUTER VANDALISM**

Computer vandalism includes reconfiguring hardware, software, installing programs/software, downloading programs, adding/deleting programs, blatant neglect and/or stealing of hardware or parts.

Privileges possibly suspended and up to 10 days OSS with possible recommendation for additional days depending on severity	Privileges possibly suspended and up to 10 days OSS with possible recommendation for additional days depending on severity	Privileges revoked and up to 10 days OSS with recommendation for additional days
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**DISRUPTIVE SPEECH/CONDUCT - CLASS DISRUPTION**

Sleeping in class, not following class instruction, disrupting the educational environment by actions such as but not inclusive: talking, out of seat, laughing loudly, dropping books, or other items, etc.

Student conference up to 2 days ISS	Detention up to 5 days ISS	ISS up to 10 days OSS with possible recommendation for additional days
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**LYING (Including Forgery)**

Not telling facts, forged signatures, and forged excuses.

Student conference up to 2 days ISS	Detention up to 5 days OSS	ISS up to 10 days OSS
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**NOT FOLLOWING DIRECTIONS**

Not following directives given by a staff member. Direct disobedience.

Student conference up to 2 days ISS	Detention up to 5 days ISS	ISS up to 10 days OSS
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<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>REPEATED OFFENSES</b>
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**4. Other Infractions**

**BUS INFRACTIONS**

**Bus Rider Expectations**

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

Discipline according to Code of Conduct plus possible loss of bus privileges	Discipline according to Code of Conduct plus possible loss of bus privileges	Discipline according to Code of Conduct plus possible loss of bus privileges
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**DETENTION VIOLATIONS**

Failure to serve assigned detentions.

Student conference –Up to additional detentions assigned	Additional detentions up to 2 days ISS	ISS up to 2 days OSS
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FIRST OFFENSE	SECOND OFFENSE	REPEATED OFFENSES
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**FALSIFYING EMERGENCIES**

Disrupting school by falsifying an emergency situation, such as pulling a fire alarm, making a bomb threat, calling 911, etc.

3 days OSS up to 10 days OSS with recommendation for additional days possible or expulsion depending on severity and notification to police	10 days OSS with recommendation for up to 180 days OSS, or expulsion and notification to police	
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**ELECTRONIC DEVICES**

DEFINITION: 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.

RESTRICTIONS: Students must have personal electronic devices turned off and securely stored during school hours 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 view/take pictures or video. Personal cameras, camera phones and other devices that take pictures or video are not to be used to take pictures or video at any time during the school day, on the bus, or at school activities.

EXCEPTIONS: Electronic devices owned and provided by the District may be used by students for purposes approved by the classroom teacher or administrator. Teachers and administrators may pre-approve and allow students to use personal electronic devices to view and read text or for purposes directly related to specific classroom assignments.

Under special circumstances, student use of personal electronic devices will be allowed as described in his/her Individualized Educational Plan (IEP) or 504 Plan.

Device confiscated returned to parent/student. Parent contacted by staff member that confiscated device. Device turned in and out of front office for 10 days	Device confiscated returned to parent and possible detentions Parent contacted by staff member that confiscated device. Device turned in and out of office for 30 days.	Device confiscated returned to parent and possible detentions up to 3 days ISS. Device turned in and out of front office for up to remainder of school year.
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<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>REPEATED OFFENSES</b>
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**UNAUTHORIZED VIDEO OR AUDIO RECORDING**

Making a video or audio recording without proper authorization from a district staff member.

Detention up to 10 days OSS with possible recommendation for additional days	Detention up to 10 days OSS with possible recommendation for additional days	ISS up to 10 days OSS with recommendation for up to 180 days or expulsion
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**DRESS CODE VIOLATION**

See Student Handbook for detailed information on appropriate dress.

Parent contact and correction of violation	Parent contact and correction of violation and possible detentions	Parent contact and correction of violation and possible detentions up to 3 days ISS
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**UNAUTHORIZED POSSESSION/USE OF MEDICATIONS/OVER THE COUNTER**

The possession of or use of properly prescribed medications (or the possession, use, or distribution of over the counter medications) without the written consent of a physician and parent and appropriate district required documentation to carry the prescription at school (not to exceed recommended dosage for a single day). (Distribution of prescribed medication is considered “Distribution of a Controlled Substance”.) All medications are to be given to the school nurse and must be in the original container with the following:

- Name of student
- Name of medicine
- Dosage/administration schedule
- Physician's name
- Date purchased

Medications will be dispensed by the school nurse/health clerk in the clinic. Students are not allowed to carry medications on their person during school hours, except as may be permitted by Board Policy except regular inhalers and EpiPen’s.

(See Student Handbook for details regarding District policy for prescribed medications. Board Policy JHCD)

ISS up to 2 days OSS	2 to 4 days OSS	4-10 days OSS and with possible recommendation for additional days
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**INHALANTS/CHEMICALS (MISUSE)**

Certain chemicals, such as white out, airplane glue, aerosol cans, etc. which, if abused or distributed, are detrimental to the health, well-being, and educational growth of students.

Detention up to 2 days OSS with possible recommendation for additional days	2 -4 days OSS with possible recommendation for additional days	10 days OSS and with possible recommendation for additional days
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FIRST OFFENSE	SECOND OFFENSE	REPEATED OFFENSES
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**STEALING**

The taking of items that are the property of others.

ISS up to 10 days OSS; with possible recommendation for additional days, depending on severity; restitution of stolen item; and notification to police	ISS up to 10 days OSS; with possible recommendation for additional days, depending on severity; restitution of stolen item; and notification to police	ISS up to 10 days OSS; with possible recommendation for additional days, depending on severity; restitution of stolen item; and notification to police
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**TOBACCO AND RELATED PRODUCTS/ VAPING AND RELATED ITEMS**

Possession or use of tobacco in any form is prohibited in school buildings, school activities, school buses. The term "use" is defined as smoking, chewing or maintaining tobacco in one's mouth. Any form of tobacco will be confiscated from students who possess it. Lighters, matches and cigarette related items will be confiscated from pupils who possess them.

ISS up to 3 days OSS	ISS up to 5 days OSS	ISS up to 10 days OSS with recommendation for additional days
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**DISTRIBUTION OF OR INTENT TO DISTRIBUTE OVER THE COUNTER MEDICINES, TOBACCO, TOBACCO PRODUCTS OR VAPING PRODUCTS**

Any student attempting to sell or distribute medications, over the counter drugs, tobacco, tobacco products, vape or vape products.

4 days ISS up to 2 days OSS, Notification to police	2-5 days OSS, notification to police.	5-10 days OSS with possible recommendation for additional days, notification to police.
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**5. Actions Against Persons or Property**

**ALCOHOL/DRUGS/NARCOTICS/CONTROLLED SUBSTANCE**

The Board of Education strictly prohibits the possession, use of, and the arrival at school and/or at school activities, having recently consumed, alcohol/illegal drugs/prescription drugs/narcotics/controlled substances, synthetic substances, CBD oil or counterfeit substances (look-alike substances) on school grounds, school activities, school buses or school property. Any violations of this policy may result in police action and disciplinary action.

The District does, however, recognize the nature of addiction and offers students a therapeutic approach as opposed to a disciplinary consequence. Students in possession of any of the above substances or paraphernalia, and/or displaying behaviors consistent with being under the influence will be given the option of participating in the District's STEP program (substance treatment and education program). STEP provides an alternative from out of school suspension through a partnership with Preferred Family Healthcare. Participants will receive drug and alcohol counseling along with educational services

provided to maintain their coursework in their classes, while avoiding a disciplinary suspension. More information about this program is provided below.

First Offense	Second Offense	Repeated Offense
Participation in STEP <b>or</b> 10 days OSS with recommendation for up to 20 additional days OSS and possible additional services.	Participation in STEP with possible referral for additional services (Remove) <b>or</b> 10 days OSS with recommendation up to 80 days OSS and possible additional services.	Participation in STEP with possible referral for additional services <b>Or (Remove)</b> 10 days OSS with recommendation of 90 up to 180 days OSS and possible additional services.

If a student is in violation of the above alcohol/drugs/narcotics/controlled substance policy, a meeting will immediately be called between the school administration and the student’s parent(s) and/or guardian(s). Students will be given the option of participating in STEP and paperwork will be completed for immediate entry into the program. ***Students participating in STEP will not be considered suspended.*** If a student elects not to participate in the STEP program, he/she will be suspended for 10 days and referred to a disciplinary hearing where additional days (as outlined above) may apply.

### **STEP**

Students participating in the STEP program must complete the following requirements:

- Complete intake paperwork for Preferred Family Healthcare and STEP program
- Complete 10 school days in the STEP program (includes three hours of alcohol and drug counseling/education in addition to academic support in the student’s current classes). After the 10 days, students will return to their regular classes.
- Participate in regular sessions with a Preferred staff member for 90 days after the initial referral
- Participate in regular alcohol and drug screenings through Preferred Family Healthcare for 90 days after the initial referral
- If at any point during the student’s 90 days, he/she decides to no longer participate in the program or becomes uncooperative, the student will receive 10 days of OSS and will be referred to a disciplinary hearing where additional days will be considered.

### **DISTRIBUTION OF OR INTENT TO DISTRIBUTE CONTROLLED SUBSTANCES, ALCOHOL, COUNTERFEIT SUBSTANCES OR PRESCRIPTION DRUGS**

These consequences apply to controlled substances as well as counterfeit substances and prescription drugs; Follow reporting requirements for law enforcement.

10 days OSS with recommendation for up to 180 days OSS and possible expulsion; notification to police	10 days OSS with recommendation for up to 180 days OSS and possible expulsion; notification to police	
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FIRST OFFENSE	SECOND OFFENSE	REPEATED OFFENSES
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**ARSON**

Arson - Intentionally starting a fire or causing a fire/explosion.

10 days OSS with recommendation for up to 180 days OSS and possible	10 days OSS with recommendation for up to 180 days OSS and possible expulsion;	10 days OSS with recommendation for expulsion; notification to
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**FIREWORKS**

The use, possession, and distribution of fireworks, smoke bombs, and any other similar items such as propellants that is detrimental to the health and safety of the students and/or the organization. Students engaging in these acts in or around the school campus will be subject to disciplinary action and/or referred to law enforcement.

ISS up to 10 days OSS and possible expulsion; notification to police	ISS up to 10 days OSS and possible expulsion; notification to police	ISS up to 10 days OSS and possible expulsion; notification to police
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**GUNS/WEAPONS – POSSESSION**

**GUNS/WEAPONS**

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, BB-guns, starter pistols, use of mace/pepper spray, switchblade, knife (any length), knuckles, machine gun, rifle, shotgun, spring gun, air guns, or any other items used to inflict injury. For the purposes of school safety, any look-alike weapon will be addressed as though it was a real weapon.

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:

- 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 fire arm muffler or silencer
- Any explosive incendiary, or poison gas
- Bomb
- Grenade
- Rocket having a propellant charge of more than four ounces
- Missile having an explosive or incendiary charge of more than one-quarter ounce
- Mine, or similar device

Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one half inch in diameter. 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. For the purpose of school safety, any device that looks like a real weapon will be treated as a weapon.

FIRST OFFENSE	SECOND OFFENSE	REPEATED OFFENSES
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**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 per the Safe Schools Act.

10 days OSS with recommendation for up to 180 days OSS and possible expulsion; at least one school year for Safe School Violations; and notification to police	10 days OSS with recommendation for up to 180 days OSS and possible expulsion; at least one school year for Safe School Violations; and notification to police	
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### **POSSESSION OF MACE/PEPPER SPRAY**

Possession of mace/pepper spray in any form is prohibited in school buildings, on school grounds, at school activities, and on school buses. Any form of mace/pepper spray will be confiscated from students who possess it.

3 days OSS	10 days OSS with recommendation for additional days	10 days OSS with recommendation for additional days
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### **THREATENING REMARKS INVOLVING USE OF A WEAPON**

Any words, actions, or gestures displayed in a disparaging or threatening manner toward another student, mentioning the use of a weapon. This includes remarks made via electronic communications.

5-10 days OSS and recommendation for additional days possible; notification to police	10 days OSS with recommendation for up to 180 days and possible expulsion; notification to police	10 days OSS with recommendation for up to 180 days and possible expulsion; notification to police
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### **VANDALISM**

Intentionally causing damage to school property or other person's possessions.

Detention up to 10 days OSS with possible recommendation for additional days, depending on severity; restitution	ISS up to 10 days OSS with possible recommendation for additional days possible, depending on severity; restitution	3-10 days OSS with recommendation for additional days possible up to 180; restitution
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## **FELONY EXCLUSION**

Students who have been charged, convicted, or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law. This means that if a student has been charged with, convicted of, or pled guilty to a felony in adult court, the student may be suspended. This provision does not apply to juvenile court proceedings. However, there are other mandatory exclusions under the Safe Schools Act that do include juvenile court actions. (Board Policy JG)

## **School Search Policy**

### **Searches and Seizures by School Personnel**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles under the circumstances outlined in the guidelines below and in accordance with the law and may seize any illegal, unauthorized or contraband materials discovered in the search. In the event the law provides greater leeway for the district than this policy, the law shall prevail. Police and search dogs may also be utilized on school grounds and surroundings without notice.

***School Property*** -- School lockers, desks and other such property are owned by the school, and are subject to search at any time by school officials. Students are responsible for whatever is contained in their desks and in the lockers issued to them at school.

***Students or Personal Property*** -- Students or student property may be searched based on reasonable suspicion of a violation of district rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. Personal searches, and searches of student property, shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, and not in front of other students. Students shall not be required to undress, although they may be asked to empty pockets, or remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

***Automobiles*** -- Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

***Students Refusal of a Search*** -- Law enforcement officials shall be contacted if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such articles. Law enforcement officials may be contacted in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted.

***Seizure of Illegal Materials*** -- If a properly conducted search yields illegal or unauthorized materials, such findings may be turned over to proper legal authorities for ultimate disposition.

***Illegal or Unauthorized Materials*** -- For purposes of this policy, illegal or contraband material include all substances or materials, the presence of which is prohibited by school policy or state or federal law, including but not limited to, controlled substances, imitation controlled substances, drugs, drug paraphernalia, alcohol or alcoholic beverages, abusable glue or aerosol paint, guns, knives, weapons or incendiary devices.

***Interview with Police or Juvenile Officers/Other Law Enforcement Officials*** -- The School District of the City of St. Charles has jurisdiction over students during the school day and hours of approved extracurricular activities. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or designee will ask to be present and will request that the interview be conducted in private.

The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable

efforts to notify the student's parents/guardians. If the interviewer raises a valid objection to the notification, parents will not be notified.

### **Removal of Students from School by Law Enforcement Officials**

Before a student at school is arrested or taken into custody by law enforcement or other legally authorized person, the principal will make a reasonable effort to verify the official's identity. The school principal will attempt to notify the student's parent/guardian that the student is being removed from school, unless directed otherwise by the law enforcement official.

### **The School Resource Officer (SRO)**

The school resource officer (SRO) is a certified law enforcement officer who is assigned full-time to a school or schools. SROs receive many hours of specialized training. The concept of the SRO is very similar to the "officer on foot patrol" who knows the public he or she services on a first name basis and is sensitive to their particular needs. The SRO wears many hats; he or she is a friend, advisor, educator, positive role model, and someone to turn to in time of need.

As an educator, the SRO will visit classrooms and make presentations that concern student safety, traffic laws, general law, and crime prevention. SROs also work with individual teachers to create special programs tailored to specific units of study. The SRO may work with school administrators and students in the process of investigating suspected criminal violations that involve the school. In acting as a counselor, the SRO is available for conferences with students, parents and staff regarding law related issues or problems. The SRO is trained in all aspects of emergency situations to be able to help the students and staff in any way they can. As you can see, the SRO is a very important asset to our Schools and the St. Charles Police Department.

### **Certain Violations Strictly Enforced**

The administration and staff of the St. Charles City 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 prohibitions against fighting or physical assaults (attempting to cause injury to another person, intentionally placing a person in reasonable apprehension of imminent physical injury) will be strictly enforced.

## **POLICE ACTION AND THE SCHOOL**

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

1. The district will make a reasonable effort to contact the parent or legal guardian of the student prior to the interview and/or to releasing the student to the law enforcement officer, unless directed otherwise by the officer. The District will also request that the law enforcement officer delay the interview and/or arrest until the parent or legal guardian can be present. However, the District does not have the authority to prohibit a law enforcement officer from questioning a student or taking a student into custody, or to interfere with the investigation of a potential crime. If an interview is conducted without the presence of the parents, the District will request that an administrator or other representative of the District be present during the interview. However, the District has no authority to require that such person be present as a condition of permitting the interview to occur.
2. The District cannot ensure that parents will be present, as it is not legally required to have parents present when District officials (including the SRO) question a student.
3. The District cannot ensure that it will be present during all interviews conducted by the police and should not pledge to protect the student's interests, especially when those interests may be (and usually are) directly adverse to those of the District and District personnel.
4. In the event that a student is found to be in possession of any controlled substance (alcohol, drugs, look alike drugs, synthetic drugs, etc.) or weapons\*, 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.
5. District administrators will report acts of school violence to the Superintendent's Office. Acts of school violence are defined as exertion of physical force by a student with the intent to do serious bodily harm to another person while on school property, including a school bus, or while involved in school activities. Acts of school violence may be reported to legal authorities, to teachers and other school district employees with a need to know. Administrators will report felonious



behavior (first and second degree murder, kidnapping, first and second degree assault, forcible rape, forcible sodomy, first and second degree burglary, robbery, distribution of drugs to a minor, first degree arson, voluntary manslaughter, involuntary manslaughter, sexual assault, felonious restraint, property damage, and possession of a weapon under the weapon provision of Chapter 571 of Missouri Revised Statutes to appropriate law enforcement agencies.

6. A principal will report to the superintendent and appropriate law enforcement agencies when any person is believed to have committed an act, which if committed by an adult, would be assault or sexual assault while on school property, school bus, or during school activities. The principal is also required to report to the superintendent and law enforcement agencies if a student is found to be in possession of a weapon or a controlled substance.
7. A teacher will report to the principal any acts of assault, or possession of a weapon or a controlled substance.
- \* Any one of various objects used or intended to be used for fighting or creating violence.

# **STUDENT SUSPENSION**

## **In-School Suspension**

### **Administrative Procedures**

The following guidelines will be observed:

1. Students will be assigned to a special class where they will be adequately supervised at all times. The in-school suspension teacher will see that each student has textbooks and class work assignments from his or her regular teachers.
2. A principal will notify the parents by telephone if their child has been placed in in-school suspension and will follow up this verbal notification in writing. Reasons for the in-school suspension will be given, and a conference may be scheduled prior to the student's readmission to regular class.
3. Additional conferences with the school counselor and/or principal(s) may be scheduled at the discretion of a principal.
4. Students may not participate in extra-curricular activities while they are under in-school suspension, but they will receive credit for work completed during the suspension period.
5. Copies of specific building regulations concerning procedures in the in-school suspension room will be given to the student when he enters the in-school suspension room.
6. Any disruptions in the in-school suspension room may result in additional disciplinary action.
7. Students must earn their way back into the regular classroom by following all in-school suspension rules and completing all assignments given to them to the satisfaction of the supervising teacher.
8. At the discretion of the building principal and whenever possible, the student will begin their ISS assignment at the beginning of the following school day.

## **Out-of-School Suspension**

### **Administrative Procedures**

The following procedures will be followed in any out-of-school suspension. When the term "student or parent/guardian" is used, this will mean student if he/she is 18 years of age or older; otherwise it will mean parent/guardian.

1. Notice. A principal, his designee, or superintendent at the time of contemplated action will give the student or parent/guardian notice of the contemplated action. Such notice may be oral or in writing.
2. Student's Response. The student will be given an opportunity to admit or deny the accusation, and to give his version of the events. Suspensions beyond ten (10) school days will require a suspension hearing. The hearing will be set by the Superintendent. The hearings will be informal and will involve the hearing officer, the building principal, the student and parent, and other school personnel (if needed). The purpose of the hearing will be to determine if the recommendation for additional days will be enforced, and if additional disciplinary measures should be imposed.
3. Out of school suspension greater than 10 days may be appealed to the Board of Education in accordance with Board Policy.
4. Students under suspension/expulsion are not allowed to be on or around any school campus in the district without the prior written consent of the Superintendent.
5. Students under suspension are not allowed to participate in or attend any extra-curricular activities sponsored by the school until they have attended classes on the first day after the suspension. Such activities include: basketball games, football games, dances, wrestling matches, concerts, club meetings, and other school sponsored activities.

6. Students suspended ten days or less out of school may be allowed to complete work for credit. Work must be turned in upon return date.
7. Students suspended out of school for more than ten days may be allowed to complete work for credit at the discretion of the school principal. The nature and requirements of some courses may make completion at home not feasible. School assignments will be provided in 5 day increments and new assignments may not be provided until prior work is submitted.
8. Re-admittance Conference - Students suspended for more than ten days will be readmitted only after a re-admittance conference has been held. Those involved in the conference will include the administrator, teacher, parent, student, and appropriate district personnel. The conference will be held to review the reason for suspension and remedial actions such as development of a behavior contract needed to prevent future occurrences.

**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.

### **The Re-Entry School (RES)**

Under certain circumstances and at the discretion of the Superintendent, students may be allowed to complete out-of-school suspensions at the district's Re-Entry School. Attendance at the Re-Entry School is a privilege and thus, students may only be assigned to the Re-Entry School once per calendar year.

# 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: <http://policy.msbanet.org/stcharles/>.

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.)

## ***Information Under the No Child Left Behind (NCLB) Act of 2001***

1. Parents have the right to request to know the professional qualifications of their child's instructor.
2. Parents must be given timely notification if their child is being taught for four or more weeks by a teacher who is not properly certified.
3. Parents must be given a variety of data concerning disaggregated test scores and teacher certification through the District's Annual Report.

## ***No Child Left Behind (NCLB) Complaint Resolution Procedures***

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB). A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Elementary and Secondary (DESE) personnel. Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with any activity, program, or project operated under the general supervision of DESE may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted. The written, signed complaint must be filed and the resolution pursued in accordance with local district policy. The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the District. Such concerns are best resolved through communication with the appropriate staff members and officers of the District, such as the faculty, the principals, the Superintendent, or the Board. For a complaint under this section, the following procedure should be followed:

1. Complaints concerning individual students should first be addressed to the teacher.
2. Unresolved complaints from (1), or complaints concerning individual schools, should be directed to the principal of the school.
3. Unresolved complaints from (2), or complaints concerning individual schools, should be directed to the Associate Superintendent for Curriculum and Instruction.
4. In the event the Associate Superintendent of Curriculum and Instruction is unavailable, or the complaint is not settled satisfactorily by the Associate Superintendent of Curriculum and Instruction, reports should instead be directed to the Superintendent.
5. If the complaint is not settled satisfactorily by the Superintendent, it may be brought to the Board of Education. The complaint must be submitted to the secretary to the Board in writing. The complaint will be brought to the attention of the Board, and, if necessary, a hearing will be scheduled to resolve the complaint. The decision of the Board of Education shall be final.

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

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

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

## ***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 sub 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 posing 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:

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.mop.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.

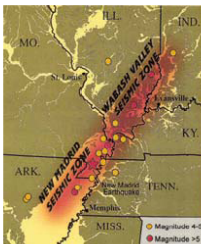


## Earthquake Safety For Missouri's Schools

**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*