

Student Handbook

2018-2019



Jefferson Intermediate School

2660 Zumbahl Road
St. Charles, MO 63301
Phone: (636) 443-4400
Fax: (636) 443-4401
School Hours: 8:05am – 3:05pm

Building Administration

Mr. Jeremy Shields.....Principal
Mr. Jason Joyner.....Assistant Principal
Mr. Jack Williamson.....Administrative Intern

Guidance Department

Mrs. Kelly Millan.....5th Grade Counselor
Mrs. Lynna Rippy.....6th Grade Counselor

District Administration

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

Board of Education

Mr. Joshua Kean..... President
Dr. Donna Towers..... Vice President
Mrs. Leslie Knight Secretary
Dr. Marita Malone Treasurer
Mrs. Lori Gibson Member
Mr. Mike Thorne Member
Mr. Virgil Beer, Jr. Member

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The City of St. Charles R-VI School District

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

ADMINISTRATION

Dr. Jason Sefrit
Superintendent

Dr. Danielle Tormala
Associate Superintendent
Curriculum & Instruction

Dr. Charles Brazeale
Assistant Superintendent
Business & Technology

Dr. Rodney Lewis
Assistant Superintendent
Human Resources

Mrs. Julie McClard
Director of
Special Education
& Student Services

BOARD OF EDUCATION

Mr. Joshua Kean
C.B.M., President

Dr. Donna Towers
C.B.M., Vice-President

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

Dr. Marita Malone
C.B.M., Treasurer

Ms. Lori Gibson
C.B.M., Member

Mr. Mike Thorne
C.B.M., Member

Mr. Virgil Beer, Jr.
Member

Dear Parents and Students:

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

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

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

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

Sincerely,

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

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.

**Jefferson Intermedite School
2018-2019 Student Activity Calendar**

AUGUST	
2	District Family Festival(5-7pm@SCHS) Schedule Pickup/Meet the Teacher (5-7 pm)
13	6th Grade
14	5th Grade
16	First Day of School
24	Picture Day
31	Early Release Day (school ends at 12:05)
Fall Fundraiser - Aug.27 - Sept.11	
SEPTEMBER	
TBD	PTO Meeting
3	NO SCHOOL - Labor Day
21	Early Release Day (school ends at 12:05)
OCTOBER	
TBD	PTO Meeting
5	Picture Retakes
10-	
11	Fundraiser Pickup during conferences
10-	
11	Progress Reports handed out at conferences
10	Parent Conferences (evening)
11	NO SCHOOL - Conferences (day & evening)
12	NO SCHOOL
26	Early Release Day (school ends at 12:05)
NOVEMBER	
TBD	PTO Meeting
9	Early Release Day (school ends at 12:05)
9	Veteran's Day Assembly
14	Choir Concert (6:30 pm)
15	Orchestra Concert (7:00 pm)
21-	
23	Thanksgiving Break
DECEMBER	
TBD	PTO Meeting
6	Jl Band Concert at SCWest (7:00 pm)
7	Early Release Day (school ends at 12:05)
21	Early Release Day (school ends at 12:05)
21	End Semester 1
24-	
31	NO SCHOOL - Winter Break
MAP Testing Window -- April 1-May 24	

JANUARY	
TBA	PTO Meeting
1-7	NO SCHOOL - Winter Break
8	Classes Resume
10	Report Cards go home
18	Early Release Day (school ends at 12:05)
21	NO SCHOOL - Martin Luther King Day
FEBRUARY	
TBA	PTO Meeting
15	Early Release Day (school ends at 12:05)
18	NO SCHOOL - President's Day
27	Parent Conferences (evening)
28	Conferences (students released at 12:05)
MARCH	
TBA	PTO Meeting
1	NO SCHOOL
6	Spring Picture Day
12	Progress Reports go home
22	Early Release Day (school ends at 12:05)
25-	
29	NO SCHOOL - Spring Break
APRIL	
TBA	PTO Meeting
1	NO SCHOOL
19	Early Release Day (school ends at 12:05)
22	NO SCHOOL
MAY	
TBD	PTO Meeting
3	Early Release Day (school ends at 12:05)
2	Choir Concert (7:00 pm)
8	Band Concert (7:00 pm)
TBA	Orchestra Concert (7:30 pm)
TBA	Walkathon/Kickball/Field Day
23	Awards Assembly
23	End Semester 2
23	Last Day of School (school ends at 12:05)
24	Possible Snow Makeup Days
27	NO SCHOOL - Memorial Day
28-	
31	Possible Snow Make Up Days
JUNE	
3	Possible Snow Make Up Day
TBA	Report Cards Mailed Home

CITY OF ST. CHARLES SCHOOL DISTRICT MISSION STATEMENT

The School District of the City of St. Charles R-VI believes that teaching and learning are the two most important activities that occur in our community. Our mission is to provide the care, leadership-and instructional skills necessary to ensure that effective learning occurs for each student.

ATTENDANCE

SCHOOL HOURS

The academic school day begins at 8:05 a.m. and ends at 3:05 p.m. The school office is open from 7:15 a.m. until 4:15 p.m. Due to lack of adult supervision, students must not be in the building before 7:45 a.m. or after 3:15 unless prior arrangements have been made with a teacher. Repeated occurrences of students arriving or departing outside of the supervised times may result in a referral to the Division of Family Services. Students who arrive before 7:45 would need to be signed up for “Y Club” which is the latch key program operated by the St. Charles County YMCA. Please contact the St. Charles County YMCA for enrollment information. At 7:45, the Cafeteria is available for breakfast.

Students are to enter the school immediately upon their arrival on campus by foot, bus, or private transportation—they may not loiter outside. Students should walk their bicycles while on campus and should not bring skateboards or scooters to school.

Bus riders are released at 3:05. Students staying for activities, walking home or riding with parents are released a few minutes later to allow buses to safely leave campus.

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

ABSENCE

Absence Notification: Parents should call school before 9:00 a.m. on the day of a student’s absence to inform the attendance office of the absence (636-443-4400). To ensure the safety of our students, Jefferson will attempt to call parents when a student is

absent and we have not been notified. If there has been no contact between the home and the school, the parent or guardian should write a note giving the student’s name, days of absence, reason for absence and his/her signature. On the day the student returns to school, he/she should turn this note in to the main office for an admit slip. This slip is to be given to the first period teacher.

Before School Schedule

Breakfast (Cafeteria).....7:45 AM

After School Schedule

Bus Riders Dismissed.....3:05 PM

Walkers Dismissed/Parent Pick-Up3:05 PM

After School Activities Begin.....3:10 PM

After School Activities End. 3:55 PM

City of St. Charles School District Attendance Expectations

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

Absence Procedures

It is expected that parents will notify the school no later than one hour after classes begin on the day of an absence. If there has been no contact between home and the school, the parent/guardian will write an excuse giving the student’s name, days of absence, the reason for the absence and parent/ guardian signature. Upon his/her return to school, before the school day begins, the student will

turn his/her excuse in at the office. If no contact has been made by arrival time on that day, the absence will be considered unexcused and/or truancy.

Make up assignments

Students are expected to ask the teacher for make-up assignments upon return from absence. The student will be given one day of attendance to complete work missed for each day of absence up to two weeks. All work missed during the last week of a marking period should be made up before the last day of the marking period. Each student is responsible for seeing that make-up work is completed.

If a student is absent (3) or more consecutive days, his/her assignments may be obtained by the parent calling the school office on the third day of absence.

Travel or other absences

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

Excessive Absence Procedure

Missouri statute #167.031 mandates regular school attendance for children. Many of the benefits of regular classroom instruction are lost during extended absences and cannot be regained even with extra after-school instruction. The school may notify the parent of any concerns regarding excessive unexcused absences and/or tardiness to school. Principals may schedule and hold

parent conferences, over the phone or in-person, when a student has been absent unless a doctor's note is on file in the office. After eight absences administrators will require written verification from a medical doctor for all future absences due to illness. All future medical-related excuses may be considered excused or unexcused at the principal's discretion. The principal's office and school nurse will work closely with all parents on all medical related absences beyond ten.

Missouri Children's Division

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

LEAVING SCHOOL EARLY

When students need to leave school early (medical, dental, or personal reasons), they must bring a note signed by their parent/guardian indicating the time, date, and reason to the main 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 can be sent to wait 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 the student out in the main office. *Because schools are very busy at the end of the day, parents should not expect that they can drop in at that time and pick up their child without prior arrangements.*

TRUANCY

Any student who is absent from school without the expressed consent and/or knowledge of the parent or guardian will be considered truant. Truancy will be disciplined according to the code of conduct and may be referred to the Truancy Court.

EMERGENCY SCHOOL CLOSINGS

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

KMOX– 1120 AM	KSDK – Channel 5
KEZK – www.kezk.com	FOX2 – Channel 2
Y98 – www.y98.com	KMOV – Channel 4
WIL – 92.3 FM	

One of these announcements will be made:

1. “City of St. Charles School District – Schools are closed.”
2. “City of St. Charles School District – Schools are open but will begin one hour later and busses will run one hour later.” This means school is opening one hour later than normal (9:05 a.m. at Jefferson), and buses are running the snow routes one hour later.

Parents will also be notified of school closings and other important matters through the **School Messenger Phone System**. It is important, therefore, that parents change their phone number through the parent portal on the district website.

Parents may also check school closings on the district web site:

(www.stcharlessd.org).

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.

INCLEMENT WEATHER BEFORE AND AFTER SCHOOL

If severe weather occurs while students are traveling to or from school students should seek shelter at home or in a business or public building on their way to school. If such weather occurs in the morning, buses will pull over for safety and resume their routes when safe to do so. For example, if tornado sirens sound while students are waiting for their bus, they should seek shelter at home and return to their bus stops when the sirens stop—at that time buses will resume their routes.

TRANSPORTATION

Students may get to and from school by bus, walking, bicycle or transportation their parents provide. Students riding a bus are to obey all bus rules to ensure their own and others' safety. Bus transportation is a privilege, not a right, and students may receive disciplinary consequences for not fulfilling bus expectations. These consequences may include the loss of bus privileges.

In order for a child to ride the bus home with another child-both need to be eligible bus riders. We require notes from both students' parents when riding with each other. Notes should be brought to Mrs. Goetges in the office by 9:00 a.m.

Students riding bicycles to school should follow all bicycle safety rules. Students may

lock their bikes on the racks provided in front of Jefferson using their own bike locks. While we provide racks to lock bikes, Jefferson is not responsible for any damage or theft of bicycles—students bring them at their own risk.

ACADEMIC

The City of St Charles School District's Mission Statement affirms that The School District of the City of St. Charles believes that teaching and learning are the two most important activities that occur in our community. Our mission is to provide the care, leadership, and instructional skills necessary to ensure that effective learning occurs for each student." To that end, the focus of all that we do at Jefferson is student learning. The following information describes practices we have in place to enhance learning.

STUDENT PLANNER

At the beginning of the year, every student must purchase the Jefferson student planner. The planner will help the student, parents and teacher stay organized in completing assigned work and planning evening activities. If the planner is lost during the year, the student must purchase a new one in the assistant principal's office for the replacement cost of \$3.00.

ASSESSMENT PROGRAM

Jefferson's assessment program aligns with the district assessment plan and includes ongoing assessment of class work and tests by teachers. In addition to teacher assessments, we participate in annual Missouri Assessment Program (MAP) in Math and Communication Arts in grades 5 & 6 and, also, Science in grade 5. Jefferson also participates in other state and national assessments when asked to do so, such as the National Assessment of Educational Progress (NAEP).

HOMEWORK

Homework is an extension of classroom learning activities that prepares students for

further learning. It is designed to supplement class work and to give the student the opportunity to practice the skills he/she has learned in class and extend learning. 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. The school and the home must share in the responsibility for education of children. Parents' work with their children to ensure that homework is done contributes to children's success.

HOMEWORK REQUESTS

For an absence of less than 3 days, students may complete the assignments when they return to school. For an absence of 3 or more days, parents may request the assignments from Guidance (636-443-4407) for pick-up the following day.

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 the following grading scale:

- 4 = advanced (your child has exceeded the standard)

- 3 = proficient (your child has met the grade-level standard)
- 2 = basic (your child is approaching the standard)
- 1 = below basic (your child has not met the standard)
- LND = Level Not Determined (even with teacher help your child is not able to meet the standard)
- NA = Not Assessed (no assessments have been given for that standard)

Further information about Standards Based Grading may be found on the City of St. Charles School district website at www.stcharlessd.org.

Grade Reports: Grades are sent home two times each semester. These reports are sent halfway through each semester and at the end of each semester. The dates they will be sent home are approximately as follows:

	<u>Progress Report</u>	<u>Report Card</u>
1 st Semester	Oct 8 -12	Dec. 17-21
2 nd Semester	Mar 4 - 8	May 24-30

PARENT CONFERENCES

Parents are invited to meet with teachers any time they feel a need to do so. Such conferences may be arranged with individual teachers by contacting them directly or with more than one teacher through the Guidance Office.

Parents are also invited to meet with teachers on scheduled conference days each semester.

- **Fall conferences** will be the evening of October 10 and all day and the evening of October 11.
- **Spring conferences** will be the evening of February 27 and the afternoon and evening of February 28.

PARENT GRADE REVIEW (PARENT PORTAL)

Parents may regularly check their child's progress in each class by using the Parent Access Center available on Jefferson's web

site at any time of day. Grade information on this site is continually updated as teachers enter grades. Parents will be provided with Please read introductory comments to this site to better understand how grades and attendance are reported.

PHYSICAL EDUCATION

The physical education program encourages individual fitness and teaches group activity skills. Throughout the year the physical education teachers will provide information on upcoming units of study. In addition to the regularly scheduled program, students are encouraged to join intramurals in the after school sports program.

At Jefferson, students will participate in PE class every day. Students do not "dress out" for PE and therefore, should come to school every day wearing athletic shoes and comfortable clothing.

PE Excuse: If for any reason a student cannot take part in full physical education activities, a note must be brought from a parent or 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 a copy to the PE teacher. Two parent notes are acceptable each quarter and the student is excused for two class periods.

TEXTBOOKS

Textbooks issued during the school year are the property of the school district. Students are expected to write their names 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. When Jefferson receives free book covers from vendors, we place them in the cafeteria for student use. 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 costs of the book.

BEHAVIOR

We expect all students at Jefferson to behave in a responsible way and to treat others with courtesy and respect. The Code of Conduct for our students further outlines the behavior necessary for the maintenance of a healthy school climate and the consequences of not doing so. 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 the Code of Conduct.

Disciplinary consequences are designed to help students change inappropriate behavior and to enable them to develop self-discipline. While we work with students to give the opportunity to correct their behavior on their own, we will enlist parent's assistance when necessary.

RESPECT FOR OTHERS

Students should understand the right of fellow students and staff to enjoy a school environment which is free from disrespect, distraction, fear and prejudice. Expression of racial, ethnic or religious bias or discrimination in any form will not be condoned or tolerated. It is important to protect the dignity and rights of the total school population – students, teachers, secretarial and custodial staff. Physical or verbal abuse or harassment of one person by another is not acceptable.

STUDENT DRESS

Students should dress appropriately for school in clothing that contributes to an educational environment and that is respectful of others.

- Students must wear appropriate school wear at all times. Pajamas, pajama pants and slippers are not appropriate for school.
- Clothing must cover the front and the back of the student (backless tops, halter tops, bare midriffs and spaghetti straps, as well

as other clothing that does not cover the body are unacceptable at school).

- Footwear must be worn (other than slippers).
- Caps, hats and other head coverings may not be worn or carried during the school day.
- Clothing which promotes the illegal or commercial use of drugs, alcohol, or tobacco/nicotine products or that includes sexually suggestive language or language insulting to others is not permitted.
- Coats, jackets, and overcoats are to be put into lockers at the beginning of the school day.
- Gang related clothing may not be worn at school.
- Anything that is disruptive or interrupts the operation of the school shall not be permitted. Parents will be notified and a change of clothing will be requested.

COMPUTER AND 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. The entire Internet Policy and student contract form can be found at the end of this handbook. Students must sign a form indicating their agreement to follow the internet policy and parents must notify the school in writing if they do not wish their child to use the internet.

HEALTH

The purpose of the Jefferson clinic is to aid and treat students with health issues. Students must have a written pass from their classroom teacher before reporting to the clinic—they are not to go to the clinic on their own between classes. **Students must not call parents or leave the building because of illness without authorization from the clinic personnel or principal—all calls to parents regarding illness must be made through the clinic.** If the clinic is closed, students are to report to the main office. If a student is not able to stay in class, a parent will be contacted. It is important that parents keep Jefferson notified of current emergency phone numbers.

If your child has had a fever of 100 degrees or higher he/she must be fever free for 24 hours without the aid of fever reducing medicine before returning to school. Or, if your child has vomited two (2) or more times over a 24 hour period, has persistent diarrhea, or if they are associated with fever.

If you have access to internet, please refer to the Jefferson Intermediate website <https://mo01910164.schoolwires.net/jefferson> and click on the Our School tab where you will find Clinic information.

Anaphylaxis

Life Threatening Allergic Reactions

If there is a **contact** anaphylactic (reaction could occur by touch or smell, as well as ingestion) student in your child's classroom, the known allergen **WILL NOT** be allowed in the classrooms on your child's team or in any common area of the school.

If there is an ingestion anaphylactic student on your child's team, the allergen can be allowed in the classroom, but not offered to the student. In this situation, it would be kind to provide something all can share or a special treat for those who are allergic.

When students or parents bring food into the building, **every item MUST be approved by the front office.** Once approved, the treats can be taken to the classroom by your child.

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 a M.D., 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. Proof of immunization for homeless students will follow the timeline established by the State.

Medication at School

Giving medicine at school, by clinic personnel, principal or an authorized designee is restricted to necessary medications that cannot be given on an alternative schedule. When prescription medications and inhalers are to be administered at school, the medication must have a label affixed by the pharmacy or physician showing the following: *(the appropriate authorization form(s) must be also be filled out and signed):*

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

Non-prescription medications (pain relievers, lotions, etc.) must be in their original container, and accompanied by written orders from the child's parent/guardian asking that the medicine be given, stating the name of the child, dosage, schedule of administration, and reason for administration. Medication forms are available on-line. The forms and medication must be presented to the clinic at the same time. All medication shall be kept in a locked cabinet in the clinic. 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. Students are not allowed to carry medications on their person during school hours, except as may be permitted by Board Policy. No medication, with the exception of an inhaler, can be sent home with a student. All medication forms are available at www.sites.google.com/a/stcharlessd.org/jefferson/ under Medications at School.

Administration of acetaminophen (Tylenol) and /or ibuprofen (Advil/Motrin) is limited to 12 doses per school year. More than 12 doses per school year will require an order by an authorized provider.

Screenings

Screenings are important to detect any abnormality in our students that may impair their ability to fully participate in the learning experience. Vision, hearing, height, and weight screenings are performed by personnel, as well as medical volunteer organizations. A parent/guardian may state in writing that his/her student is not to be screened for hearing, or vision by submitting a request at the beginning of the school year to the clinic. A parent/guardian may request a vision or hearing screening for their child at anytime during the year by contacting the school nurse.

Special Health Problems

Students with health problems are to report to the school clinic at the beginning of the school term or when such a problem arises. Special problems include vision, hearing, diabetes, epilepsy, chronic illness, recent surgery, contagious illnesses, medication or anything that might limit student's participation at school.

Sunscreen

Students are encouraged to wear protective clothing (hats, sunglasses, long sleeves), sunscreen and/or lip balm, between the hours

of 10AM-2PM, especially from August through October and March - May when outside.

BREAKFAST/LUNCH PROGRAM

Breakfast is served in the cafeteria from 7:45am-8:00am. 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.

LUNCH ROOM

Students may bring lunch or purchase it from the cafeteria. Parents may arrange a prepaid account through Chartwell's—students PIN numbers remain the same from school to school. Parents who wish to eat lunch with their child should sign in at the front office and wear a visitor's badge.

Because some students have life-threatening food allergies—a common one being peanuts—an **Allergy Aware Zone is in the Jefferson Cafeteria**. The cafeteria does not sell products containing peanuts.

COUNSELING AND GUIDANCE

The guidance and counseling department 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, Parent Workshops
- 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

The school counselor: sees students individually, gains understanding through observation, conducts counseling groups, works with parents and teachers, provides orientation and follow-up for new students, conducts classroom lessons, and 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? — Students should ask their teacher for a pass to see the counselor.

A parent may contact a counselor about: academic concerns, behavior concerns, social adjustment, career planning, referral to agencies. The Guidance office number is 636-443-4407.

STUDENT PROPERTY

LOCKERS

Students are assigned a locker with a built in combination lock in which they may store their property while at school. Damaging lockers is not acceptable, including writing on them or hanging decorations using tape (magnets may be used). Students are expected to use only the locker assigned to them. Students who are assigned to share lockers should be respectful of the other person's property. Locker assignments are made by the principal's office. Trouble with lockers should be reported to the office. Teachers will help students plan appropriate locker use to ensure that they are in class on time.

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, assuming it is properly secured, but is not responsible for damage or loss of property. ***Large sums of money and articles of real or sentimental value should not be brought to school.*** When items of value must be brought to school, they should be taken to the office for safekeeping until they are needed. Since students may need cell phones before or after school they are permitted on campus as long as they are turned off and put away during the school day. **If electronics are seen or heard, they will be taken and a parent will have to pick them up.** Cell phones must be turned off and put away during the school day. Students repeatedly bringing electronics to school may face additional disciplinary consequences. Rollerblades, skates, skateboards, aerosol cans and any other items detrimental to good order and safety may not be used or displayed on campus. No spray products of any kind are allowed on school grounds or on the bus. Laser pointers are strictly forbidden on campus.

PERSONAL PROPERTY-ELECTRONIC DEVICES

Students assume the responsibility for loss or damage to their personal property, including electronic devices.

DEFINITION: Electronic devices include, but are not limited to laptop computers, 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 listen to music,

communicate with others, access the Internet, view/take pictures or video, or to play video games. Personal cameras, smart phones and other devices that take pictures or video are not to be used to take pictures or video at anytime during the school day, on the bus, or at school activities.

EXCEPTIONS: Electronic devices owned and provided by the District may be used by students for instructional purposes approved by the classroom teacher or administrator. Additionally, when approved by the building principal, students will be allowed to bring personal electronic devices to school for instructional use during the school day in the designated classrooms. Each building administrator, under the direction of the superintendent or designee, shall determine the appropriate areas of the school where students may use personal electronic devices and the extent to which such devices will be incorporated into the classroom curriculum. 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. Teachers and administrators may not allow students to use personal electronic devices to listen to music, communicate with others, access the Internet, view/take pictures or video, or to play video games.

Students assume the responsibility for loss or damage to their personal property, including electronic devices.

FOOD AND BEVERAGES

Due to allergies, **approved** food and beverages should be consumed only in the cafeteria or by teacher permission in the classroom. Parents wishing to send in celebratory treats must receive approval from the front office before they can be distributed to students. Gum is not permitted at Jefferson, in "gum-free" zones; although some teachers may grant permission during their class only. Teachers reserve the right to establish their own classroom rules on gum

and candy. Careless disposal of gum in drinking fountains, on furniture and floors presents sanitation and cleaning problems, and costly repair, and could be considered vandalism.

LOST AND FOUND

Students must assume sole responsibility for loss or damage to any property belonging to them. The school will endeavor to protect all personal property, but it is not responsible for them. Found articles should be taken to the assistant principal's office. We will return items with names on them to their owners. Unfortunately, many times articles are turned into the office and the owners are never located. Students should write their name on all books and put identification marks on their personal belongings. **At the end of each trimester, unclaimed articles will be 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 buses and other forms of transportation operated by or on behalf of the District.

SAFETY

EMERGENCY DRILLS

Emergency drills are required by law at regular intervals and are important safety precautions. Students should become acquainted with the instructions posted in each room for each type of drill. Students are expected to treat all emergency alarms seriously.

VISITORS

For the safety of our students, all visitors must report to the main office. Visitors are not allowed unless they are authorized by the office or have a specific appointment with a staff member. They must sign "in" and "out" at the main office.

PROMOTION, ACCELERATION AND RETENTION OF STUDENTS

FILE: IKE Basic

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

The Board strongly urges the staff to see that students are assisted in moving ahead as rapidly as they wish in accordance with their capabilities. While provisions for individual differences should be adequately

accomplished within a grade level, it may occasionally be necessary to advance a student to the next grade. Acceleration ahead in a grade level should be approached with caution. Capable students may be so advanced, but only after thorough discussion with the student's guidance counselor, and with the joint approval of the parents/guardians, the principal and the superintendent of schools.

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

Such remediation may include, but shall not necessarily be limited to, a mandatory summer school program focused on the areas of deficiency or other such alternatives conducted by the district outside of the regular school day. If the district provides remediation in this manner outside the traditional school day, the extra hours of instruction may be counted in the calculation of average daily attendance. Such remediation shall recognize that different students learn differently and shall employ methods designed to help these students achieve at high levels.

Decisions concerning the remedial reading instruction of a student who receives special education services, including the nature of parental involvement consistent with a free appropriate public education, shall be made in accordance with the student's IEP.

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

standards.

While the wishes and concerns of the parent or legal guardian will be given proper consideration, the decision to promote or retain is a professional decision. When evaluative procedures indicate that a student is not achieving the basic skills required, the teacher will give to the building principal a written explanation with justification and a recommendation concerning grade assignment. Further individual evaluation and diagnosis should be considered for possible referral to the student services staff and other appropriate agencies to assess the student's achievement capabilities, deficiencies and need for additional specialized services. After

STUDENT INVOLVEMENT IN DECISION MAKING

Student council representatives will be entitled to make recommendations and urge acceptance of their proposals through all levels of administration of the school system.

The student council will be encouraged to develop substantive proposals regarding matters of student concern or interest in relation to policies and regulations.

The building principal, upon request of the president of the student council, will arrange for a meeting to discuss such proposals with designated representatives from the student council and the student council sponsor. Such proposals should be in written form and as clear and concise as possible. Proposals concerning regulations at the building level in which the principal concurs will be left to their discretion to follow reasonable procedures for implementation. However, all proposals concerning policy or matters having district-wide implications will be presented to the superintendent, and, if he concurs, to the Board for its consideration.

receiving all available data, the principal shall make the final decision on promotion or retention of the student.

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

Adopted: 10/14/1993

Revised: 09/14/1995; 01/13/2000

Cross Refs: IGC, Extended Instructional Program

St. Charles School District, St. Charles, Missouri

If the principal's decision is in opposition to the proposals, the student council will have the right to appeal the decision to the superintendent. The appeal may be made if the original request was denied, or if the principal feels the original request should be resolved at a higher level.

The superintendent will arrange for a meeting to discuss the proposal(s) with designated representatives from the student council, the sponsor of the student council, and the building principal.

The student council will have the right to appeal the decision of the superintendent to the Board if the superintendent is in opposition. However, the superintendent may approve it if it is regulatory or he may refer the matter to the Board if district policy is the concern.

The superintendent will make appropriate arrangements for a hearing before the Board if it is necessary. Designated representatives from the student council, the student council sponsor, and the principal should plan to attend the hearing.

DISTRIBUTION OF NON-SCHOOL PUBLICATIONS AND SCHOOL-SPONSORED LEAFLETS AND POSTERS ADVERTISING IN THE SCHOOLS

1.Places:

The distribution of such items may take place in a location approved by principal of the school.

2.Time:

Twenty-five minutes prior to the first tardy bell in the morning until the first tardy bell and from the closing bell at the end of the school day until twenty-five minutes after the closing bell.

3.Approval:

The approval must be obtained the previous day or earlier from the principal or assistant principal. (For materials not readily classifiable or approvable more than one school day should be allowed.) The approved articles will bear the official stamp of the school, "Approved for Distribution or Posting"

4.Littering:

All distributed items which are dropped in the immediate area must be removed by persons distributing material. Waste baskets will be provided.

5.Unacceptable Items:

Hate literature which attacks ethnic, religious or racial groups, other irresponsible publications aimed at encouraging hostility and violence; pornography, obscenity and materials unsuitable for distribution in the schools is unacceptable as well as:

- a.** Materials judged libelous to specific individuals in or out of school
- b.** Materials designed for commercial purposes - to advertise or promote a product or service for sale or rent
- c.** Materials which are designed to solicit funds unless approved by the superintendent or his assistant
- d.** Materials the principal is convinced would disrupt class work or involve substantial disorder or invasion of the rights of others

6. Acceptable Materials:

All materials not proscribed in "Unacceptable items".

7.Appeal:

Persons denied approval may appeal the decision in accordance with the district's grievance procedure.

Student Absences and Excuses

The Board recognizes the importance of regular student attendance to a successful learning experience. Research supports the fact that attendance is crucial to improving student achievement. At least one (1) study identified attendance as the single greatest indicator of student achievement. The Board further recognizes that:

1. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process.
2. The benefits of classroom instruction, once lost, cannot be entirely regained.
3. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to meet the district's student achievement goals.
4. Holding students and their parents/guardians responsible for attendance is part of the district's larger mission to train students to be productive citizens and employees.
5. State law reflects the importance of regular attendance by establishing compulsory school attendance and charging this Board to enforce that law.
6. State law authorizes school boards to make all needful rules for organization and government in the district.

Therefore, regular and punctual patterns of attendance will be expected of each student enrolled in the St. Charles R-VI School District.

Development of Rules and Procedures

The superintendent, with the assistance of building-level administrators and other administrative and professional staff, shall establish rules and procedures for student attendance within the district. The primary purpose of the district's attendance rules and procedures shall be to change behavior, not to punish students. Such rules and procedures shall be published on the district's website and in appropriate handbooks and shall be subject to review by the Board of Education. The administration will develop rules and procedures that minimally include:

1. Clear and reasonable attendance standards with consistently enforced consequences for violating those standards.
2. Early intervention strategies for students in primary and elementary grades.
3. Targeted intervention strategies.
4. Strategies to increase engagement with students and families.

In developing these rules and procedures, the administration will collect data to determine why students are absent. Data collected will include, but not be limited to:

1. Reasons for student absences.
2. Family attitudes toward school attendance.
3. The extent to which frequently absent students feel engaged with the school.
4. The extent to which family members of students who are frequently absent feel engaged in student learning.
5. Academic needs of frequently absent students.
6. Nonacademic service needs of frequently absent students.

In response to the data collected, the superintendent or designee will implement one (1) or more of the following strategies:

1. Academic support programs for students and families.
2. Use of alternative educational methods, such as distance learning and homebound instruction.
3. Use of available, appropriate community resources.
4. Staff-Student advisory or mentoring programs designed to increase student engagement with the school.
5. Procedures for student and family contact when students are absent.

No rule or procedure will preclude a student from making up work missed due to any type of absence, including absences due to suspension. Procedures and rules must include a due process component that includes notice before consequences are imposed and that allows students and their parents/guardians to appeal any imposed consequence to the superintendent. The Board will not hear appeals of consequences for excessive absences.

The district will maintain a comprehensive system of attendance records for each student. Each teacher is responsible for the accurate reporting of daily attendance in the classroom. The building principal is responsible for supplying information to parents/guardians about student absences and for submitting attendance information to the superintendent's office.

The district will contact the Children's Division (CD) of the Department of Social Services, the deputy juvenile officer, or the local prosecutor in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents/guardians or that parents/guardians are in violation of the compulsory attendance law. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective.

Student Dismissal Precautions

It is the goal of the St. Charles R-VI School District to provide a safe environment for students. The district recognizes that rules regarding the dismissal of students are a necessary part of the district's safety program. District administrators will publicize this policy to parents and create procedures regarding the dismissal of students.

Dismissal from School

District administrators will create student dismissal procedures that protect the safety of students while also addressing the necessary flow of traffic to and from school. These procedures may vary depending on the age of the student. District personnel will monitor the parking lot and other locations where students board the district's transportation or meet parents or others. School personnel will verify the identity of a parent or other authorized person before releasing the student. District staff may refuse to release a student and will notify the principal if they have concerns regarding the student's safety or whether a person is authorized to transport the student.

Early Dismissal

Students shall not be released into any person's custody without the direct prior approval and knowledge of the building principal or designee.

Procedures must adhere to the following rules:

- ▶ Students will only be released to the parent, guardian or designee of the parent or guardian or to other individuals or agencies as permitted by law.
- ▶ The district will release a student to either parent directly unless the district has a valid court order otherwise. If district staff have concerns about releasing the student to a parent, the student may be held while additional precautions are taken, including, but not limited to, verifying custody orders, contacting the other parent or contacting appropriate authorities.
- ▶ Students who are 17 years old and living independently and students 18 or older may validate their own attendance.
- ▶ Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian.
- ▶ When asked to do so, a person requesting release of a student must present proper identification prior to release of the student.

For the purposes of this policy, a parent is defined as a biological or adoptive parent, including parents who are unmarried; a guardian; or an individual acting on behalf of the parent in the absence of the parent or guardian.

Dismissal from School Activities

If an activity occurs immediately after school, the district will follow the same procedures used for dismissing students from the regular school day. Otherwise, students are expected to return from activities with the student's parents or the same person(s) who transported them to the activity. If the district provides the student transportation to an activity, the student is expected to return using district transportation.

Student Complaints and Grievances

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative.

The following guidelines are established for the presentation of student complaints and grievances:

- ▶ The principals shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.
- ▶ If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.
- ▶ If the student and/or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.

All persons are assured that they may utilize this procedure without reprisal.

TECHNOLOGY USAGE

The St. Charles R-VI School District's technology exists for the purpose of maximizing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and Board and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology.

Definitions

For the purposes of this policy and related procedures and forms, the following terms are defined:

Technology Resources – Technologies, devices and resources used to access, process, store or communicate information. This definition includes, but is not limited to: computers, modems, printers, scanners, fax machines and transmissions, telephonic equipment, audio-visual

equipment, Internet, electronic mail, electronic communications devices and services, multi-media resources, hardware and software.

User – Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

User Identification (ID) – Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.

Password – A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Authorized Users

The district's technology resources may be used by authorized students, employees, School Board members and other persons such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures. Unless authorized by the superintendent or designee, all users must have a signed *User Agreement* on file with the district before they are allowed access to district technology resources.

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

User Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources, including e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designees at any time in the regular course of business to protect users and district equipment. Any such search, access or interception will be reasonable in inception and scope and shall comply with all applicable laws.

Technology Administration

The Board directs the superintendent or designee to create procedures governing technology usage and to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of computer resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may maintain or improve technology resources at any time. The district may

remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time.

Student Use of Internet, Applications, Web 2.0 Tools

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

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

Content Filtering and Monitoring

The district will monitor the online activities of minors and operate a technology protection measure ("filtering/blocking device") on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filtering/Blocking devices are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evasion or disabling, or attempting to evade or disable, a filtering/blocking device installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may disable the district's filtering/blocking device to enable a non-student user access for bona fide research or for other lawful purposes. In making decisions to disable the district's filtering/blocking device, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

Closed Forum

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's webpage will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Records Retention

Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources that complies with the *Public School District Records Retention Manual* as well as the *General Records Retention Manual* published by the Missouri Secretary of State. In the case of pending or threatened litigation, the district's attorney will issue a litigation hold directive to the superintendent or designee.

The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by the district's attorney. E-mail and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the district's information technology department until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

Violations of Technology Usage Policies and Procedures

Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

Damages

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

No Warranty/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis.

The district is not responsible for loss of data, delays, non-deliveries, non deliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

Adopted: 05/12/2005

Revised: 07/10/2008

St. Charles School District

Intermediate School

Code of Conduct

2018-2019

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 of the infraction. Next to each description will be 3 boxes representing from left to right the consequence for the 1st offense, 2nd offense, and repeated offenses (see illustration below)

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 before 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 warrant. This process is intended to be instructional as well as corrective.

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

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.

1. Attendance

OFFENSE	FIRST OFFENSE	SECOND OFFENSE	REPEATED OFFENSES
<p><u>LEAVING BUILDING WITHOUT PERMISSION</u> Leave the school campus during the school day without the permission of the building administrator. More than three periods will be considered truancy.</p>	Up to 2 days ISS	2-5 days ISS	5 days ISS and referral to Family Court/ Children's Division
<p><u>SKIPPING CLASSES</u> 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</p>	Detention up to 2 days ISS	2 days ISS	2-5 days ISS
<p><u>TARDIES – TO SCHOOL</u></p>	5 per quarter– parent contact up to detentions	8 or more per quarter - parent contact up to detentions	10 or more per quarter- parent contact up to 2 days ISS
<p><u>TRUANCY or UNEXCUSED ABSENCES</u> 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 three or more periods, without appropriate authorization, are considered truant.</p>	1-3 Offense Student Conference up to 2 days ISS	4-5 Offense up to 2 days ISS	6 – 8 Offense Up to 3 days ISS and possible referral to Family Court/ Children's Division

2. Aggression

OFFENSE	FIRST OFFENSE	SECOND OFFENSE	REPEATED OFFENSES
<p><u>ASSAULT</u> 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.</p>	3-10 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

OFFENSE	FIRST OFFENSE	SECOND OFFENSE	REPEATED OFFENSES
<p><u>BULLYING/HARASSMENT</u> Bullying occurs when words and/or actions are repeatedly directed toward an individual or group which is 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).</p>	ISS up to 5 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
<p><u>DISRESPECT/THREATENING REMARKS/ACTIONS TO TEACHERS AND STAFF</u> 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 made via electronic communications.</p>	Student conference up to 5 days OSS	ISS to 10 days OSS	ISS up to 10 days OSS with possible recommendation for additional days
<p><u>DISRESPECT/THREATENING REMARKS/ACTIONS TO STUDENTS</u> Any words, actions, or gestures displayed in a disparaging manner towards another student or any form of harassment; may include words, actions, or gestures communicated or displayed via electronic communications.</p>	Student conference up to 5 days OSS	ISS up to 10 days OSS	ISS up to 10 days OSS with possible recommendation for additional days
<p><u>RIOTOUS BEHAVIOR</u> 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</p>	2-5 days OSS; possible recommendation for additional days of OSS at Principal's discretion	5-10 days OSS; possible notification to police	10 days OSS with possible recommendation for additional days; possible notification to police.
<p><u>FIGHTING</u> 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, 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.</p>	2-5 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

OFFENSE	FIRST OFFENSE	SECOND OFFENSE	REPEATED OFFENSES
<p><u>GANG ACTIVITY</u> 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.</p>	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
<p><u>SCUFFLING</u> Horseplay, unintentional fighting</p>	Student conference up to 5 days ISS	Detention(s) up to (2) days OSS	ISS up to 10 days OSS with possible recommendation for additional days
<p><u>INAPPROPRIATE PHYSICAL CONTACT</u> 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.)</p>	Student Conference up to 3 days ISS	Detention up to 5 days OSS	ISS up to 10 days OSS
<p><u>SEXUAL HARASSMENT</u> 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.</p>	ISS up to 10 days OSS and possible notification to police	5-10 days OSS with possible recommendation for additional days and notification to police	10 days OSS and with recommendation for additional days and/or expulsion and notification to police
<p><u>SEXUAL MISCONDUCT/SEXUAL ASSAULT</u> 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.</p>	2 to 10 days OSS with possible recommendation for additional days and notification to police	10 days OSS and with recommendation for additional days and/or expulsion and notification to police	10 days OSS and with recommendation for additional days and/or expulsion and notification to police

3. Academic

OFFENSE	FIRST OFFENSE	SECOND OFFENSE	REPEATED OFFENSES
<p><u>ACADEMIC DISHONESTY</u> 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.</p>	Student conference up to 2 days ISS. Student will be required to complete the work on their own.	Detention up to 4 days ISS Student will be required to complete the work on their own.	4 days ISS up to 2 days OSS Student will be required to complete the work on their own.
<p><u>COMPUTER MISUSE/ COMPUTER VANDALISM</u> 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. Computer vandalism includes reconfiguring hardware, software, installing programs/software, downloading programs, adding/deleting programs, blatant neglect and/or stealing of hardware or parts.</p>	Privileges 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 possible recommendation for additional days depending on severity	Privileges revoked and up to 10 days OSS with recommendation for additional days
<p><u>DISRUPTIVE SPEECH/CONDUCT- CLASS DISRUPTION</u> 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.</p>	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
<p><u>LYING (Including Forgery)</u> Not telling facts, forged signatures, and forged excuses.</p>	Student conference up to 2 days ISS	Detention up to 5 days OSS	ISS up to 10 days OSS
<p><u>NOT FOLLOWING DIRECTIONS</u> Not following directives given by a staff member. Direct disobedience.</p>	Student conference up to 2 days ISS	Detention up to 5 days ISS	ISS up to 10 days OSS

4. Other Infractions

OFFENSE	FIRST OFFENSE	SECOND OFFENSE	REPEATED OFFENSES
<p><u>BUS INFRACTIONS –</u></p>	Discipline according to Code of Conduct plus possible loss of bus privileges	Discipline according to Code of Conduct & loss of bus privileges	Discipline according to Code of Conduct & loss of bus privileges

OFFENSE	FIRST OFFENSE	SECOND OFFENSE	REPEATED OFFENSES
<u>DETENTION VIOLATIONS</u> Failure to serve assigned detentions.	Additional detention assigned	Additional detention assigned	ISS up to 2 days OSS
<u>FALSIFYING EMERGENCIES</u> 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	
<u>ELECTRONIC DEVICES— See Student Handbook for detailed information on electronic devices.</u> Misuse of electronic devices—including but not limited to: using in unauthorized areas and/or at unauthorized times and/or for unauthorized reasons	Device confiscated returned to parent; student conference possible detentions	Device confiscated returned to parent and up to 2 days ISS	Device confiscated returned to parent and up to 5 days ISS
<u>UNAUTHORIZED VIDEO OR AUDIO RECORDING</u> 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	10 days OSS with possible recommendation for up to 180 days	10 days with recommendation for up to 180 days or expulsion
<u>DRESS CODE VIOLATION –</u> 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
<u>UNAUTHORIZED POSSESSION/USE OF MEDICATIONS</u> 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. (See Student Handbook for detailed information on medication at school.) .	ISS up to 2 days OSS	2 to 4 days OSS	4-10 days OSS and with possible recommendation for additional days

OFFENSE	FIRST OFFENSE	SECOND OFFENSE	REPEATED OFFENSES
<u>INHALANTS (MISUSE)</u> Certain chemicals, such as white out, airplane glue, aerosol cans, etc. which, if abused, 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
<u>STEALING</u> 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 ; restitution of stolen item; and notification to police	3 days ISS up to 10 days OSS and recommendation for additional days; restitution of stolen item, and notification to police
<u>TOBACCO AND RELATED PRODUCTS</u> Possession or use of tobacco in any form is prohibited in school buildings, school activities, and 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. This policy applies to electronic cigarettes and/or other simulated smoking products.	ISS up to 3 days OSS	ISS up to 5 days OSS	10 days OSS with recommendation for additional days

5. Actions Against Persons or Property

OFFENSE	FIRST OFFENSE	SECOND OFFENSE	REPEATED OFFENSES
<u>ARSON</u> Arson - Intentionally starting a fire or causing a fire/explosion.	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	10 days OSS with recommendation for expulsion; notification to police

OFFENSE	FIRST OFFENSE	SECOND OFFENSE	REPEATED OFFENSES
<p><u>FIREWORKS</u> 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.</p>	ISS up to 10 days OSS with recommendation for up to 180 days OSS and possible expulsion; notification to police	3 days ISS up to 10 days OSS with recommendation for expulsion; notification to police	5 days ISS up to 10 days OSS with recommendation for expulsion; notification to police
<p><u>VANDALISM</u> Intentionally causing damage to school property or other person's possessions.</p>	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

6. Alcohol/Drugs/Narcotics/Controlled Substance

The Board of Education strictly prohibits the possession of drug paraphernalia as well as the possession, use, and the arrival at school and/or at school activities having recently consumed alcohol/illegal drugs/prescription drugs not prescribed to the student, or multiple does of any type of prescription drugs/narcotics/controlled substances, synthetic substances, or counterfeit substances (look-alike substances) on school grounds, school activities, school buses or school property. Any violation 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 OFFENSES*
Participation in STEP or 10 days OSS with recommendation for up to 20 additional days OSS	Participation in STEP with possible referral for additional services or 10 days OSS with recommendation up to 80 days OSS If the student is still currently participating in the STEP program and has a second offense, he/she will receive 10 days OSS with a hearing recommendation.	Participation in STEP with possible referral for additional services or 10 days OSS with recommendation of 90 up to 180 days OSS If the student is still currently participating in the STEP program and has a repeated offense, he/she will receive 10 days OSS with a hearing recommendation.

*Students who have a second or repeated offense, and who were non-compliant in the STEP program for their first offense, are not given the opportunity to participate in STEP.

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 classroom program
- After the 10 days, students will return to their regular classes.
- Participate in the treatment plan as recommended by Preferred Family Healthcare 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
- At any time during participation in STEP, the Preferred Family Healthcare team can recommend a more extensive treatment plan if the student's usage warrants additional treatment.
- 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.

After the 90 day period, if the student produces a clean alcohol and drug screening they will be considered as successfully completing the program and will no longer be required to receive services. At any time during the student's high school career, if he/she believes they may again need drug and alcohol services, they can discuss the option of voluntarily returning to the STEP program with their counselor or school principal.

GUNS/WEAPONS – POSSESSION GUNS/WEAPONS

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property. No student may possess a weapon on school property at any time.

School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. § 921.
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C. § 930(g)(2).
4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who bring or possess weapons as defined in #3, #4 and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

This policy will be submitted annually to the state Department of Elementary and Secondary Education along with a report indicating any suspensions or expulsions resulting from the possession or use of a firearm as defined in 18 U.S.C. § 921. The report will include the name of the school in which the incidents occurred, the number of students suspended or expelled and the types of weapons involved.



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Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State Reference	Description
§160.261, RSMo.	<u>State Statute</u>
§571.010, RSMo.	<u>State Statute</u>
§571.030, RSMo.	<u>State Statute</u>

Federal Reference	Description
18 U.S.C. § 921	<u>Federal Statute</u>
20 U.S.C. § 1400-1417	<u>Individuals with Disabilities Education Act</u>

Policy Reference	Description
ECA	<u>BUILDING AND GROUNDS</u>

SECURITY

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, mace, 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.

OFFENSE	FIRST OFFENSE	SECOND OFFENSE	REPEATED OFFENSES
<u>GUNS/WEAPONS – POSSESSION</u> <u>GUNS/WEAPONS</u>	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	
<u>THREATENING REMARKS INVOLVING USE OF A WEAPON</u> 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

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, 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/her 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/her version of the events.
3. 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.
4. Out of school suspension greater than 10 days may be appealed to the Board of Education in accordance with Board Policy.
5. 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.
6. 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.
7. Students suspended for an act of violence or drug-related activity are prohibited from being within 1,000 feet of school.

8. 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.
9. 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 two week increments and new assignments may not be provided until prior work is submitted.
- 10 . 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.

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.stcharles.k12.mo.us

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

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



Annual Notification of FERPA Rights and Designation of Directory Information

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

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

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

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

The St. Charles R-VI School District has designated certain information contained in the educational records of its students as directory information for purposes of FERPA. The following information regarding students is considered **directory information**:

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

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

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

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

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

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

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

Student Records

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

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

Health Information

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

Directory Information

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

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

Parent and Eligible Student Access

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

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

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

Law Enforcement Access

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

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

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

Children's Division Access

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

* * * * *

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

Adopted: 10/14/1993

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

Cross Refs: BBFA, Board Member Conflict of Interest and Financial Disclosure

EFB, Free and Reduced-Cost Food Services

EHB, Technology Usage

GBCB, Staff Conduct

IGBA, Programs for Students with Disabilities

IGDB, Student Publications

IIAC, Instructional Media Centers/School Libraries

IL, Assessment Program

KB, Public Information Program

KBA, Public's Right to Know

KDA, Custodial and Noncustodial Parents

KI, Public Solicitations/Advertising in District Facilities

KNAJ, Relations with Law Enforcement Authorities

Legal Refs: §§ 167.020, .022,.115, .122, .123, 210.115, .865, 452.375, .376, 610.010 - .028, RSMo.

Americans with Disabilities Act, 42 U.S.C. §§ 12101 - 12213

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g

Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h

Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 - 1487

No Child Left Behind Act of 2001, 20 U.S.C. §§ 6301 - 7941

The Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794

St. Charles School District, St. Charles, Missouri

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

PPRA affords parents certain rights regarding the District's conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of*–
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

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

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

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

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

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

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

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)¹

**Missouri Department of Elementary and Secondary Education
Complaint Procedures for ESSA Programs
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General Information

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2. Who may file a complaint?
3. How can a complaint be filed?

Complaints filed with LEA

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

Complaints filed with the Department

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

Appeals

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

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

Revised 4/17

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

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

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

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

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

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

Dear Parent or Guardian:

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

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

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

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

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

Electronic Communication

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

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

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

Consequences

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

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

Notice of Non-Discrimination

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

Students Title IX

Assistant Superintendant of Human Resources

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

Phone: 636-443-4005

Students- Americans with Disabilities Act/504

Director of Special Education

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

Phone: 636-443-4086

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

Superintendent of Schools

St. Charles R-VI School District

400 North Sixth Street
St. Charles, MO 63301

Phone: 636-443-4033

(Board Policy AC: critical)

Special Education/Early Childhood Special Education (Public Notice)

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

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

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

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

(Board Policy JHDA: Critical)

District and Statewide Assessment Program

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

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

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

Statewide Assessments

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

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

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

National Assessment of Education Progress

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

Notification of Human Sexuality Curriculum

The district is required to notify the parent/guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and of the parent's/guardian's right to remove the student from any part of the district's human sexuality

instruction. The district is required to make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction. (Board Policy IGAEB: critical)

Rights of Homeless Children

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

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

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

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

Programs for English Language Learners (ELL) and Migrant Students

English Language Learners

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

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

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

Migrant Services (Title IC)

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

When the district receives the "Certificate of Eligibility Form" from the Migrant Center, the district Executive Secretary for grants notifies the building principal, building counselor, ELL teacher, classroom teacher, and Food Services Director of the student's migrant status. In the fall, each building receives a list of their current migrant students. When a building receives notification of a new migrant student, the name should be added to the building's migrant list that was sent in the fall. The district encourages migrant parents to play an enthusiastic role and have a voice in all aspects of their children's education through participation and increased understanding of school regulations and activities. (Board Policy IGBCB)

Programs for the Disadvantaged

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

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

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

- Parents will be involved in the joint development of the Title I program plan and in the process of reviewing the implementation of the plan and suggesting improvements.
- The district will provide coordination, technical assistance and other support necessary to assist participating schools in planning and implementing parental involvement.
- The district will build the schools' and parents' capacity for strong parental involvement.

- The district will support the coordination and integration of Title I parental involvement strategies with those of other programs that include parent involvement by meeting with appropriate program coordinators at least once each year to plan such coordination and integration of parent involvement activities.
- The district will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy to determine whether there has been increased participation and whether there are barriers to greater participation, particularly by parents who are disabled, who have limited English proficiency, limited literacy or are of any racial or ethnic minority background.
- The district will use the evaluation findings in designing strategies for school improvement and in revising parental involvement policies and procedures at the district and building levels. *(Board Policy IGBC)*

Free and Reduced Lunch Eligibility Guides

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

MO HealthNet for Kids Program

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

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

Emergency Medications

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

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

Asbestos Notification

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

School Cancellation or Early Dismissal Notification

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

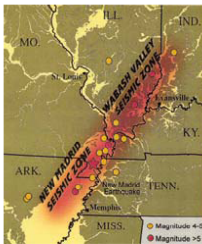


Earthquake Safety For Missouri's Schools

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

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

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



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

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

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

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

Prepare a Home Earthquake Plan

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

Eliminate Hazards

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



Prepare a Disaster Supplies Kit for Home and Car

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

Know What to Do When the Shaking BEGINS

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

Know What to Do AFTER the Shaking Stops

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

The information contained in the flier was extracted from the American Red Cross website http://www.redcross.org/services/prepare/0,1082,0_241_,00.html, 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