

# **St. Charles High School**



**2019-2020**

## **Student Handbook & District Code of Conduct**

**THIS HANDBOOK BELONGS TO:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**DISTRICT ADMINISTRATIVE PERSONNEL**

Dr. Jason Sefrit	Superintendent of Schools
Dr. Danielle Tormala	Associate Superintendent/Curriculum
Dr. Rodney Lewis	Assistant Superintendent/Human Resources
Mrs. Julie McClard	Director of Special Education and Student Services
Dr. Charles Brazeale	Assistant Superintendent for Business and Technology

**BOARD OF EDUCATION**

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Dr. Donna Towers	Vice President
Mrs. Leslie Knight	Secretary
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Mr. Virgil Beer	Member

**ADMINISTRATION**

Mr. Jeff Walker	Principal
Mr. Jeff Thorne	Assistant Principal
Dr. Ted Happel	Assistant Principal
Mr. Corey Hahn	Activities Director

**IMPORTANT DATES**

August 6, 2019	Freshman Orientation
August 8	Sophomore, Junior, Senior Orientation
August 15	First Day of School
August 22	Back to School Night
September 2	No School-Labor Day
September 20	Homecoming Parade
September 21	Homecoming Dance
October 9	Parent Teacher Conference- Evening
October 10	Parent Teacher Conference Day/Evening-No School
October 11	No School
October 25	Early Release Day
November 27-29	Thanksgiving Holiday
December 17-20	High School Final Exams
December 20	End of First Semester-Early Release Day
December 23-31	Winter Break
January 1-6, 20120	Winter Break
January 7	First Day of Second Semester
January 20	No School-Martin Luther King Day
February 14	Early Release Day
February 17	No School-President's Day
February 26	Parent Teacher Conferences-Evening
February 27	Parent Teacher Conferences Afternoon/Evening-Early Release
March 23-30	Spring Break
April 13	No School
May 18-21	High School Final Exams
May 21	End of Second Semester-Early Release Day



**STUDENT HANDBOOK**  
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## I. HISTORY AND MISSION, VISION, GOALS

### HISTORY

The first high school, at Fourth and Jefferson Streets, was bought with individual citizen contributions. Then in 1918 after a fire partially destroyed the building, the high school was moved to its present location at what was then the St. Charles Military Academy. In 1923, the present high school building (Section A) was constructed on a 6.4 acre site of the old military academy. The site was constructed by court decree to the St. Charles School District on condition that the School District should pay the college \$25,000. This amount was returned to the School District to become the "Ezra Overall Endowment Fund."

In 1938 the School Board purchased lots amounting to approximately four acres to be used for an athletic field. The athletic field bleachers were later constructed as a W.P.A. Project. In 1943 the (Success Campus) was constructed, bringing properties, not including the many minor improvements, to approximately \$475,000 at that time. The Board of Education purchased a tract of land lying west of and immediately adjacent to the high school athletic field in March, 1951. This tract contained 5.168 acres.

When the new junior high school building (Section B) was constructed in 1955 at a cost of approximately \$400,000, it contained classrooms, cafeteria, recreation room, teachers' rooms and gymnasium. Later in 1957-58, five new junior high classrooms and special service rooms were added along with the extension of the gymnasium, costing approximately \$256,000. This entire building was absorbed by the growing high school enrollment when the new junior high on Elm Street was constructed in 1960.

In the spring of 1964, a \$460,000 bond issue was approved by the voters of St. Charles, to provide for a fifteen-room addition to the high school (Section C) and an enlargement of the present cafeteria. These new areas were ready for the 1965-66 school year. In the fall of 1968, two sessions were started at Hardin Junior High School. The ninth grade was transferred from senior high school to Hardin Junior High School.

In 1973, Jefferson Junior High School was opened as a second junior high school. In 1981-82, Hardin and Jefferson changed to a middle school concept. Due to overcrowding at St. Charles High (1,957 students), the district was split into two high school attendance areas in the fall of 1975. Three hundred sophomores and one hundred twenty-five freshmen from the St. Charles West High School attendance area comprised the initial student body. Those students chose the name and logo of the new school. The first graduating class at St. Charles West High School was in the year 1979.

In 1978, the School Board voted to renovate portions of "A" Building. The renovation project included cleaning and repairing the outside of the building, repairing the guttering, and the complete renovation of three art rooms. In December of 1978 there was a fire in the art supply room just below the auditorium. The fire caused extensive damage to surrounding areas. As a result, the auditorium was completely cleaned and repaired, including the carpeting and floors. The fire was also responsible for a loss of \$60,000 of district materials and supplies.

The new Lewis and Clark Area Vocational-Technical School opened its doors for the first time in the fall of 1968-69. The school is designed to serve primarily two groups of people: 1. Junior and senior students enrolled full time in senior high schools of St. Charles County, and 2. Out-of-school youth and adults desiring training, retraining or trade extension training. It is the purpose of this school to serve all citizens in the area who need and desire vocational-technical education. In 1981, the ninth grade students were assigned to St. Charles High, making it a four-year high school. In April of 1985, a second major fire occurred at St. Charles High causing extensive damage to room 17A and the floor of the Auditorium.

The voters of St. Charles approved a bond issue in 1988 which provided a new band room, renovation of (Success Campus), renovation in both gyms, installation of an all-weather track, and a student parking lot.

In 1994 the voters of St. Charles approved a bond issue to begin the renovation. During renovation, a massive fire destroyed the main building. The outer walls were saved, allowing reconstruction within the historic structure. Rededication of building A occurred on August 11, 1996 and following was the rededication of building B on March 22, 1998 and building C on August 23, 1998.

### SCHOOL FLAG

The flag adopted for the St. Charles High School has a white background trimmed in gold with large blue letters, "St. Charles High School" surrounding a gold emblem placed in the center.

### SCHOOL MOTTO

**Faber est quisquesuae fortunae.** *"Each one is the architect of their own future."*

### SCHOOL FLOWER

The white rose is the school flower.

### SCHOOL COLORS

The official school colors on all uniforms and emblems of St. Charles High School are navy and white.

### **LOYALTY SONG**

HOW WE LOVE YOU, ST CHARLES HIGH SCHOOL  
How we love you, St. Charles High School  
And your White and Blue.  
Fondest memories ever  
linger of our classmates true.  
St. Charles High School, St. Charles High School  
See her colors fly.  
Sure success and noble victory  
Dear old St. Charles High.

### **FIGHT SONG**

Cheer, cheer for old St. Charles High,  
Victory tonight is our battle cry,  
Pirate Freshmen will succeed, and follow the Fighting  
Sophomores lead,  
Juniors never give up,  
Seniors never yield.  
Fighting for Pirates on floor and field,  
Raise the St. Charles Banner high, and  
Cheer for the blue and white - LET'S FIGHT!

**ST. CHARLES HIGH SCHOOL  
MISSION AND VISION 2019-2020**

The mission, vision, and goals were developed by the staff at St. Charles High School to by our guiding principles as we work to ensure our students' success.

**Mission: The mission of St. Charles High School is to ensure all students learn, grow, and succeed.**

**Vision:**

- Students will become 21st century learners through a challenging curriculum that incorporates student-centered instruction.
- Students will grow socially and emotionally through a supportive, inclusive school that meets individual needs through partnerships with our community.
- Students will succeed by developing and implementing a post-graduation plan in order to become productive, well-rounded, lifelong learners in our community.

**Collective Commitment:**

Learn:

St. Charles High School Staff is committed to a student-centered environment.

Grow:

St. Charles High School Staff is committed to creating a positive, open climate for students.

Succeed:

St. Charles High School Staff is committed to providing students with the skills to become lifelong learners.



## II. ATTENDANCE

Students are expected to be present and punctual for all of their classes throughout the year. Each student's attendance is very important as attendance and academic success are closely connected. Academic failure is almost always associated with more than 10 days of absence each semester. A goal of the school district is to achieve 95% attendance or higher.

### ABSENCE PROCEDURE

When a student is going to be absent from school, the student's parents or guardian should notify the school by 9:00 a.m. to inform them of the absence by calling 443-4100.

Parents will receive an automated phone call by 5:00pm alerting you of an unexcused absence from the School Messenger phone system. This message is to notify you that we have not heard from you regarding your student's absence for that day. Please contact the attendance office the following morning to resolve the unexcused absence.

Excused (even with a doctor's note) and Unexcused absences both count against a student's overall attendance percentage for the school year. All absences (Excused and Unexcused) effect the Final Exam Exemption incentive.

### 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, principals have the authority to require written verification from a medical doctor for all future absences due to illness. All future medical-related excuses may be considered excused or unexcused at the principal's discretion. The principal's office and school nurse will work closely with parents on all medical related absences beyond ten.

All absences beyond 8 days or 40 blocks will be unexcused unless medical verification from a physician is provided and approved by the principal and/or attendance secretary. The school will notify parent(s)/guardian(s) of excessive absences through a Attendance Letter procedure. A letter will be sent to notify the parent(s)/guardian(s) of 5 absences and after 10 or more days of absences. The 10 day letter will inform of possible disciplinary action and/or truancy hearing.

### TARDIES

Tardies are disruptive to any class. Therefore, students are expected to arrive on time to class. If, for some reason, a student is detained by a teacher or administrator, the student should have that person provide them with a pass to enter class. **If a student is more than 10 minutes late to school, discipline will be issued based on the Code of Conduct.**

**NOTE: OVSLEEPING, MISSING THE BUS, AND AUTOMOBILE BREAKDOWN ARE NOT REASONS FOR EXCUSED TARDIES EVEN WITH PARENT NOTES.**

### TRUANCY

Any student who is absent from school without the expressed consent and/or knowledge of the parent/guardian will be considered truant. Truancy will be disciplined according to the Code of Conduct.

### MISSOURI CHILDREN'S DIVISION

The City of St. Charles School District in partnership with the Eleventh Circuit Family Court and Missouri's 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.

### **DISMISSAL FOR VACATION AND/OR HOLIDAYS POLICY**

Parents are responsible to help encourage students to come to school. If parents decide to take their student out of school for any reason, they do so underneath the 10 absences policy listed above. In very rare circumstances permission may be granted by Mr. Walker. A written request, two weeks in advance, must be submitted to Mr. Walker for consideration. Even if these absences are excused, they will still count against the students' overall attendance percentage.

### **MSHSAA ATTENDANCE GUIDELINES**

**MSHSAA** By-law 22.0 states "If a student misses class on the date of a contest without being excused by the principal, he/she shall not be considered eligible on that date." The same policy will apply for concerts, performances and dances. Students are required to be in attendance on Friday to participate on Saturday.

### **LEAVING SCHOOL FOR APPOINTMENTS POLICY**

#### 1. General-

If it is necessary for the student to leave the school during regular school hours, permission must be obtained from the attendance office by a note and a phone call from parent/guardian prior to students leaving. Principals will notify parents and confer with students who miss 10 or more days of school per year. A medical excuse or verification of the death of a family member will be required for each absence. All absences beyond 10 will be unexcused unless medical verification from a physician is provided and approved by the building principal. The principal will work closely with parents or guardians on all medical related absences.

#### 2. Appointment with a Dentist and/or Medical Doctor-

Students should show their appointment card to the attendance secretary before school in order to be excused to leave campus. Secretaries will call prior to students leaving for confirmation.

#### 3. Local Funeral-

A note from a parent should be presented to the attendance secretary before school or early in the school day which indicates the allotted time of the absence for the funeral.

#### 4. Leaving Campus-

Students should not leave campus before school once they come on campus. If they leave, a Saturday Campus, In school suspension, or out of school suspension will be assigned. If students leave and smoke cigarettes, it is considered a smoking offense. **If students ride the bus, they are on campus when they get on the bus.** Students cannot leave campus once they get to school. Students cannot leave campus and then come back on campus to serve a detention. Students cannot leave campus and then ride the bus.

### **MAKE-UP WORK POLICY**

#### ***Excused/Unexcused Absence:***

1. Teachers are not required to prepare examinations or tests early for students. Semester exams will not be given before the scheduled exam date except by teacher discretion.
2. Taking a test late may give an unfair advantage; therefore teachers may give different tests.
3. Some subjects, such as Computer Applications, Industrial Technology, or those with laboratory experience may have activities which the student will not be able to duplicate if he/she is absent from school.
4. Students with excused & unexcused absences are expected to complete all make-up work. Generally, the student will have two days to make up work for each day of absence up to two weeks. However, if the assignment has been given with ample notice prior to the absence, the student is expected to be prepared to turn in the completed class work the day he/she returns.
5. If a student is absent less than three (3) days, they should get their homework assignments from their teachers upon their return to school. If a student is absent three (3) days or more, their assignments can be obtained by calling the school office in the morning. The assignment sheet may be picked up at the end of the day.
6. Students suspended will be allowed to complete for credit. Work must be turned in upon return date.
7. Students who are suspended out-of-school during the final exam period are expected to take final examinations. Suspended students must arrange a time to take their exams with their principal.

### **VISITORS**

An approved visitor must sign-in and wear a visitor ID badge. Upon leaving, they must sign-out and return the visitor ID badge. Failure to comply with these rules may result in disciplinary and/or police action.

### III. HEALTH CLINIC PROCEDURES

#### Health Information

It is imperative that students and parents communicate any health condition or change of such that will enable the school nurse to provide for adequate assessment, evaluation, or aid to the student during the school day. This includes medicines that the student may use only at home but may affect his/her performance at school. All pregnancies must be reported to the school nurse.

Those students who suffer severe allergic reactions to such things as bee stings must present a treatment plan to the school nurse along with the required medications such as an Epipen or Benadryl. This is of utmost importance so that the school nurse can keep a student comfortable in a life-threatening situation when minutes count.

#### Accidents

Accidents on the school grounds or in the buildings should be reported immediately to the school nurse. The faculty member supervising the injured student must complete an accident form with necessary information concerning the circumstances related to the accident.

#### **2019-2020 MISSOURI IMMUNIZATIONS FOR SCHOOL ATTENDANCE**

The School Immunization Rule (19CSR20-28.010 Immunization Requirements for School Children) states that all immunizations must be up-to-date before being permitted to attend classes. The law requires documentation of Month/Day/Year and must include the signature and/or stamp of the provider.

Students in *Grade 9-12* must have the following.

- at least **4** doses of *diphtheria, pertussis, and tetanus*, **1** dose of **Tdap** is required to complete that vaccination series to protect against whooping cough
- *at least 3* doses of *polio* vaccine
- **3** doses of *Hepatitis B* vaccine
- **2** MMR's (combination of *measles, mumps and rubella* vaccine)

All *9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup>* Grade students are also required to have **1** Varivax (chickenpox vaccine) or show satisfactory evidence of having the disease. A parent/guardian or MD or DO may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox disease).

All *12<sup>th</sup>* grade students are required to have 2 Meningococcal or 1 if given after their *16<sup>th</sup>* birthday. Meningococcal be specified as **MCV4**, **Menactra**, or **Menveo** on the immunization record from the physician.

Only a medical exemption signed by an M.D. or a religious exemption from the Department of Health will be accepted in lieu of an updated immunization.

#### Illness

Any student who becomes ill at school will be assessed and evaluated by the school nurse. A decision will be made by her as to the release of the student from school or maintaining the student in classes. If the school nurse or health clerk is unavailable, the student must report to the attendance office for assistance. The student may only be released to those persons indicated on the Emergency Card submitted at the beginning of each school year by the parent/guardian or by direct verbal permission from the parent/guardian to a designated person.

#### Medication

The dispensing of medication by the nurse, principal or designee shall be restricted to **necessary** medicines that cannot be given on an alternative schedule. All prescription medicine must be in the original prescription bottle and must have authorized prescriber's written order and signature. A parent/guardian signature is also required. Submit the completed "**PRESCRIPTION Medication Form**" and the medicine bottle to the school nurse. Prescription pills brought to school by a student must have a signed and dated note from the parent/guardian stating the number of pills sent to school. The medicine must be taken to the clinic by the beginning of classes that day.

For non-prescription or over-the-counter medicine [*with the exception of students in Lewis & Clark, RES or YES*], a prescriber's order is not required for the first 12 doses. Submit a completed "**NON-Prescription Medication Form for GRADES 5-12**" along with the medicine to the school nurse. It must be the original container with the label and seal intact. All non-prescription medicine doses must be the same as specific directions outlined on the manufacturer's label. If the dose is in excess of the manufacturer's label or exceeds 12 doses, then a prescriber's order must be submitted. **No aspirin products will be given without a physician written orders.**

The District will *not* administer the *first* dose of an initial prescription. The school district retains the right to reject requests for administering medicine. *The parent will assume responsibility for informing school personnel of any change in the student's health or change in medicine. It is the right and obligation of the nurse to question medication orders she deems potentially inappropriate and to verify the validity of any medication order. It is also the right of the nurse to refuse to give any medicine that does not meet the criteria established in Board Policy for giving medicines.* **THE DISTRICT MAY REFUSE TO ADMINISTER MEDICATIONS IN AN AMOUNT EXCEEDING THE RECOMMENDED DOSAGE LISTED IN THE PHYSICIAN'S DESK REFERENCE (PDR) OR OTHER RECOGNIZED MEDICAL OR PHARMACEUTICAL TEXT.** *Any changes to a medication dosage or medication change must be accompanied by a written order from the prescriber and the medicine must be in an updated labeled prescription bottle.*

Administration of medicine to a pupil when the above conditions have been met shall be limited to the school nurse, the principal, or designee. All medication shall be kept in a locked cabinet in the nurse's office. At the end of the school year a parent/guardian must pick up the remaining medicine by the end of the last day of school. **Any medication not picked up will be discarded.**

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

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

### **Inhalers**

In order to better assess and assist those students with asthma or any life-threatening respiratory illness, all parents/guardians of asthmatic students who require the use of an inhaler during the school day will provide their school with a completed Student Asthma Action Form or information as stated on the Action Form. All inhalers will be labeled and handled as prescription medication.

Students with asthma or any potentially life-threatening respiratory illness may carry with them for self-administration metered-dose inhalers containing "rescue" medication in grades six through twelve. Possession and self-administration of these prescription medications must comply with the Missouri Safe Schools Act, 1996. The directives of this Act will be given to each parent/guardian who requests permission for his/her child to carry and self-administer such medication, and the enumerated in the guidelines of this policy.

**The following criteria must be met for self-administration of a metered-dose inhaler at school:**

1. The physician and parent must complete a Student Asthma Action Form/provide a written medical history as requested on the self-administration PERMISSION form.
2. The parent/guardian must complete the required PERMISSION form
3. The student must:
  - a. demonstrate correct use of inhaler,
  - b. know proper timing for inhaler use,
  - c. understand that he/she will not share his/her inhaler with other students,
  - d. keep the inhaler in his/her belongings he/she keeps with him/her,
  - e. agrees to come directly to the Clinic if the student continues to have difficulty with breathing, wheezing, or is experiencing chest tightness after using the inhaler.

**Passes to the Clinic**

Students must present a hall pass issued by their teacher upon arrival to the clinic. Early dismissal passes are given when a physician note states that extra time between classes is recommended due to a medical issue. Physical Education excuses are not the responsibility of the school nurse for injuries or illness that occurs off campus.

**IV. ACADEMIC INFORMATION**

**GRADUATION REQUIREMENTS**

**All Students currently enrolled**

Communications	4
Social Studies	3
Mathematics	3
Science	3
Fine Arts	1
Practical Arts	1
Physical Education	1
Computer Applications	½
Personal Finance	½
Health	½
<b>ELECTIVES</b>	<b>10 ½</b>
<b>TOTALS</b>	<b>28</b>

Specific units include: English 1, 2, elective(s) 2 units; 1 Civics, ½ Western Civ., 1 U.S. History, ½ Social Studies elective; Math 3; Science 3; Fine Art 1; Practical Art 1; ½ Computer Applications; ½ Health; 1 PE (mandatory for freshmen) Students must pass the Missouri Constitution Test and U. S. Constitution Test

## GRADE REPORT SYSTEM

### Hybrid Grading System-All Courses

St. Charles High School uses a hybrid grading system mixed with elements of traditional and standard-based grading. Letter grades are calculated based on percentages earned in a given course. Each assessment is tied to standards which provide a focus for the students' learning and are aligned with district curriculum, state academic standards. Grades are based on the ability of a student to apply content knowledge and skills in and/or across content areas based on well-defined course objectives. A student's final course grade is influenced by academic standards/objectives, formative assessments, and Re-Teach/Re-Learn/Re-Assess opportunities.

Behaviors that promote learning will also be reported on the high school report card. These are factors, study habits, and skills that influence academic achievement and promote success, but are not directly tied to the curriculum objectives. Behaviors that promote learning are recorded as responsibility for learning, engagement of learning, and classroom behavior. They are reported in accordance to the non-academic high school scales and are separate from an academic grade.

Grade cards can be accessed at any time during the school year online through the gradebook Parent Portal. Passwords to use Parent Portal can be obtained from the guidance office with a working email address. Completed course grades are placed on the permanent record. Accumulative average and total number of credits are also on the permanent record. Class rank and grade point average are based on semester grades according to the following scale:

Grade Symbol	Grade Point
A	4.0
B	3.0
C	2.0
D	1.0
F	0.0
I	0.0

#### GRADING SCALE

A	90% – 100%
B	80% – 89%
C	70% – 79%
D	65% – 69%
F	64% and below

#### END OF COURSE EXAMS

The End of Course Exams (EOC) are required by 9<sup>th</sup>, 10<sup>th</sup>, & 11<sup>th</sup> graders depending on their schedule. Dates of this exam for will be provided when they are released.

#### HONOR ROLL CRITERIA

Following are the criteria a student must meet to be eligible for the Honor Roll:

1. Maintain a 3.0 grade point average for the specific grading period.
2. Do not receive more than one C on the report card for the specific grading period.
3. Do not receive a D or F on the report card for the specific grading period.

#### VIRTUAL INSTRUCTION

Because Virtual Instruction can be an effective education option for some students, there may be courses available either through a District-approved virtual option or through the Missouri Course Access Program (MOCAP). More information about virtual courses can be found on our website at <https://www.stcharlessd.org/virtual-instruction> or by contacting the Guidance Department.

## WEIGHTED GRADES

Weighted grades are number or letter grades that are assigned a numerical advantage when calculating a grade point average (GPA). Weighted grades give students a numerical advantage for grades earned in higher-level courses. Students taking any honors course, gifted course, advanced placement course, college level course, and/or the fourth and fifth year of a World Language will receive weighted credit for the courses. The general purpose of weighted grades is to give students taking higher-level courses an advantage when determining relative academic performance and related to honors or class rank.

### CUM LAUDE INFORMATION

Summa Cum laude	Magna Cum laude	Cum Laude
<p>4.1 Cumulative GPA <b>(for Graduating Class of 2020, 2021, 2022)</b></p> <p>4.25 Cumulative GPA <b>(for Graduating Class of 2023)</b></p> <p>10 semesters utilizing any combination of the following:</p> <ul style="list-style-type: none"> <li>• Advanced Placement</li> <li>• College Level</li> <li>• Fourth Year of a World Language</li> </ul> <p><i>(10 semesters=5 full year courses)</i></p>	<p>4.0 Cumulative GPA <b>(for Graduating Class of 2020, 2021, 2022)</b></p> <p>4.05 Cumulative GPA <b>(for Graduating Class of 2023)</b></p> <p>4 semesters utilizing any combination of the following:</p> <ul style="list-style-type: none"> <li>• Advanced Placement</li> <li>• College Level</li> <li>• Fourth Year of a World Lanugage</li> </ul> <p><i>(4 semesters=2 full year courses)</i></p>	<p>3.7 Cumulative GPA <b>(for Graduating Class of 2020, 2021, 2022)</b></p> <p>3.85 Cumulative GPA <b>(for Graduating Class of 2023)</b></p> <ul style="list-style-type: none"> <li>• NO Advanced Placement</li> <li>• NO College Level</li> <li>• NO Fourth Year of a World Language</li> </ul>
	<p>3.8 Cumulative GPA</p> <p>8 semesters utilizing any combination of the following:</p> <ul style="list-style-type: none"> <li>• Advanced Placement</li> <li>• College Level</li> <li>• Fourth Year of a World Language</li> </ul> <p><i>(8 semesters=4 full year courses)</i></p>	<p>3.6 Cumulative GPA</p> <p>6 semesters utilizing any combination of the following:</p> <ul style="list-style-type: none"> <li>• Advanced Placement</li> <li>• College Level</li> <li>• Fourth Year of a World Language</li> </ul> <p><i>(6 semesters=3 full year courses)</i></p>

### A+ PROGRAM

To be eligible for the financial incentives of the A+ school program (tuition and general fees), a student must be certified as an A+ student by his or her high school. To qualify, the student must meet the following criteria:

- **Enter into a written agreement with his or her high school prior to graduation and have attended an A+ school for at least three consecutive years.**
- **Graduate from high school with a cumulative grade point average of 2.5 or higher.**
- **Successfully complete the Algebra I EOC with a score of proficient or advanced or a higher-level DESE approved End-of-Course exam in mathematics.**
- **Have a least a 95% attendance record for the four-year period.**
- **Perform 50 hours of unpaid tutoring or mentoring of younger students through Student as Mentors**

- **Maintain a record of good citizenship and avoidance of the unlawful use of drugs, alcohol and tobacco.**
- **Make a good faith effort to first secure all available federal post secondary student financial assistance funds that do not require re-payment... (The Federal FAFSA application must be submitted and proof of submission must be given to the A+ office between January 1<sup>st</sup> and May 1<sup>st</sup> of the student's senior year).**

The district will continue to allow students to retake the Algebra 1 EOC exam while they are still enrolled in the A+ program.

### **FINAL EXAM EXEMPTION INCENTIVE**

**RATIONALE:** In an effort to inspire and reward serious academic achievement, the staff at St. Charles High School has agreed to an exemption policy for final examinations that includes all students for both semesters.

**CRITERIA:** *All students* may be exempted from final exams each semester under the following conditions.

- A. The teacher of the course chooses to participate in the final exam incentive. Students in Advanced Placement (AP) or college classes will take final exams per course requirements.
- B. The student completes an application form (available in the administrative office) requesting the exemption. The form is signed by the student, parent(s), and teacher; and is returned to the Attendance Office by the deadline. **Exemptions turned in after this date will not be approved.**
- C. The student has an "A" in the class for the semester defined as 90% or above for the semester. The teacher will determine the "A" criteria.
- D. The student has 96 percent cumulative attendance from the first day of school (August 16, 2018) until the end of first semester (pending snow days), or from the first day of school (August 16, 2018) until the end of second semester (pending snow days). **THE STUDENT MUST MAINTAIN 96% CUMULATIVE ATTENDANCE THROUGH THE END OF THE SEMESTER TO MAINTAIN EXEMPTION ELIGIBILITY.**
- E. The student has no major discipline defined as no more than four detentions, no Saturday Campus, no ISS or OSS **during the semester** of the requested exemption at the time of application.
- F. **The student must be free of fees and fines from the main office and Library fines in order to be exempt from any final.**
- G. Although the applications are due one week prior to exams, it is the student's responsibility to maintain an "A" for the semester up to the day of the final exam. If an "A" is not maintained the student will be required to take the exam.
- H. It is the student's responsibility to maintain all qualifying criteria after the application approval. *Additional absences and discipline could disqualify the student's eligibility for any exemption.*
- I. If a student has exempted a final(s) but has one or more Fs in other classes, they will be allowed to exempt a final if they meet the criteria; however, they will **NOT** be allowed to leave campus.
- J. In order to be able to sign out of school, you must be exempt from at least one final on that day.

#### **Additional Information:**

- Students will be able to leave school during the exam time in which they are exempt by signing in and out through normal building procedures. Students remaining in the building must be in the direct supervision of a staff member who has given previous permission for the student to stay.
- Absences during an exempted final **will not count for** building attendance incentives, Renaissance, perfect attendance, and second semester attendance criteria for final exam exemption.
- **NOTE:** Students who are exempt but choose to take a final exam can only improve their grade. In this case, the final exam grade cannot negatively impact the semester.
- The student must have everything filled out, signed (including parent and teacher signature), and turned into the Attendance Office by the deadline to be exempt for Finals.

#### **NOTE:**

Students who are exempt but choose to take a final exam can only improve their grades. In this case, the final exam grade cannot negatively impact the semester grade.

### **STUDENT PARTICIPATION IN GRADUATION**



Students must meet all requirements for a diploma established by the district and the Missouri State Department of Education in order to participate in the commencement ceremony. Students who exhibit unsatisfactory citizenship may be denied the privilege of taking part in the commencement ceremony under the administrative regulations established for high school students in the School District of the City of St. Charles.

### **STUDENT PARTICIPATION IN STATEWIDE ASSESSMENTS**

The district must evaluate student progress after the initial assessment and report the progress in the aggregate at the building level as part of the annual report issued to patrons of the district. The district is required to report only the scores of students meeting the district's attendance policy, and no report shall disclose student achievement data in such a manner that would personally identify any student. The district may establish a system of rewards and punishments designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment established by law.

**This policy 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 the office of each school and will be available for viewing by the public during business hours at the district office.**

### **ACT TESTING SCHEDULE**

September 14, 2019  
October 26, 2019  
December 14, 2019  
February 8, 2020  
April 4, 2020  
June 13, 2020  
July 18, 2020

## **V. COUNSELING**

### **COUNSELOR ASSIGNMENTS**

To make an appointment to see a counselor, a student should make arrangements with the guidance secretary. Tentative counselor assignments are:

Mrs. Basler:	A - F
Mr. Bichel:	G - O
Mrs. Scaturro:	P - Z

### **COLLEGE INFORMATION NIGHT**

A college informational meeting for students and parents of college bound students will be held in the auditorium (TBA). Information presented will include: preparation for college while in high school beginning with the ninth grade, college admissions procedures, financial aid and scholarship information, admission tests, campus visits and interviews, determining college costs, college selection, and career and college major information.

### **COLLEGE VISITATION**

Students should make plans to visit a college campus on their own time if at all possible. College visits will be limited to two days of visits per year for junior and seniors. When students return from a college visit they must submit verification of the visit from the college to the SCHS Attendance Secretary.

### **SCHOLARSHIP INFORMATION**

Scholarships are also posted on the schools website <https://www.stcharlessd.org/Page/656> and SCHS Guidance Facebook page.

### **SCHEDULE CHANGE**

No class changes will be made after the first 10 days of each semester.

### **COLLEGE FAIRS**

We advertise and recommend St. Charles Community College College Fair in the fall. Throughout the school year students are able to meet with college representatives either individually or in small groups.

## **VI. STUDENT INFORMATION**

### **BLOCK SCHEDULING**

The SCHS schedule includes four classes each day Monday through Friday. Students will need to plan and organize their class and study time. In addition to their four classes, the students will have a daily 50 minute intervention time called Academic Intervention Period (AIP). During this time students will have the ability to travel to a teacher to gain a better understanding of the material through reviewing, remediation, and enrichment. The students can also use this time to retest or complete other types of assessments. The use of a Daily Planner supplied by the school will be recommended to become part of every student's organizational behavior.

### **ANNOUNCEMENTS**

A weekly bulletin is provided by the activities director and will be posted by teachers in each classroom. Announcements for the bulletin should be in the office by 2:05 p.m. on Thursday. The intercom system will be used for daily announcements.

### **DRESS CODE**

#### **2019-20 St. Charles High School Dress Code**

(From the City of St. Charles School District Board Policy JFCA) The Board of Education recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. Student dress code procedures must be designed with the goal of balancing these competing interests.

All dress code procedures will adhere to health and safety codes and comply with applicable law. Dress that materially disrupts the educational environment will be prohibited. No procedure will impose dress and grooming rules based on gender in violation of Title IX. District procedures will specifically define ambiguous terms, and examples will be provided when applicable.

**The St. Charles High School Faculty has developed the following Dress Code. The purpose of these guidelines is to ensure a school environment that is conducive to student learning and achievement. The Faculty and Administration of St. Charles High School ask for your support of this process to help ensure student learning!**

#### **During regular school hours, students must follow the designated Dress Code:**

- No hats or head coverings (excluding religious and medical reasons); keeping hoods up on hoodies will also constitute wearing a head covering: hats and head coverings should be stored in the locker from 7:15 a.m. – 2:20 p.m.
  - **Reasoning:** hat etiquette and the wearing of them within the buildings; hindrance to students' sight and hearing; security issue
- No clothing or jewelry that promotes drug or alcohol usage.
  - **Reasoning:** illegal
- No undergarments should be visible at any time: thongs, bras, boxers, briefs, etc.
  - **Reasoning:** decency, self-respect, offensive to others.
- Follow the 5 B's: Do not show bellies (midriffs), bras, boxers, bare shoulders (halter tops, strapless dresses or tops, and tank tops or sleeveless shirts) or bedroom attire (pj's and house shoes).
  - **Reasoning:** self-respect, decency, hygiene, offensive to others.
- No spiked jewelry.
  - **Reasoning:** safety issue.

- No coats, jackets, or blankets.
  - Reasoning: bulky, no room to get up and down aisles of classroom without knocking over peers' personal belongings, capability of concealing weapons and items not allowed in school.
- Dress, skirt, and shorts should measure no shorter than mid-thigh.
  - Reasoning: decency, students cannot sit properly in shorter apparel, hindrance to other students' attention.
- No gang apparel: "colors", one side of clothing up and the other down, shoe strings untied, saggy pants, bandanas, clothing that promotes a gang or gang activity.
  - Reasoning: promotes a threatening, unsafe learning environment.
- No clothing or jewelry with double meanings: Big Johnson, Coed Naked, Playboy, Hooters, Show Me.
  - Reasoning: self-respect and respect for others
- Additional dress regulations may be imposed upon students participating in certain extra-curricular activities.
- Class activities which present a concern for student safety may require the student to adjust his/her hair and/or clothing during the class period in the interest of maintaining safety standards.

### **Dress Code Violation Consequences**

- If the student is not properly dressed, parents will be called and dress will be corrected before the student may return to class.
- If the student and parent refuse to correct a dress code violation, the student will be sent home for the day and the absence will be unexcused.
- If a dress code problem persists, an Out-of-School Suspension will result at the discretion of a principal.

### **St. Charles High School Dance Policy**

**The following policies are designed to promote an environment in which all students and adults feel safe and comfortable. Enforcement of the dance and dress codes is at the discretion of attending SCHS staff and administration. Students and/or their guests in violation of the SCHS Dance Policy will be immediately removed from the dance and have their parents called, and will be prohibited from attending the next dance.**

- **Students must be in attendance the day prior to the dance. If school is missed for any reason or the student is late, documentation (i.e. doctor's note) must be provided.**
- Doors will close at a time to be determined after the dance begins. No student will be admitted past that time without prior permission from an administrator. Once students leave the dance/building there will be no returning to the dance, unless an administrator, staff, or police serve as your escort.
- Students are to be in designated dance areas. Students found outside of the designated areas will be escorted off school or venue property.
- All regulations pertaining to student conduct in school and dances are in effect.
- Anyone suspected of substance abuse or alcohol use will not be admitted, will be subject to disciplinary action (school and criminal), and will be unable to attend the next dance.
- Searches of individuals will be conducted upon entering the dance.
- If a student is removed from the dance for inappropriate dancing or dress code violations, he/she will not be allowed to attend the next dance if the violation is not fixed upon first warning.
- Students must be picked up 20 minutes after the dance ends or they will not be allowed to attend the next dance.
- No guests over the age of 21 or 8<sup>th</sup> graders will be allowed into the dance. Guests must present a current student ID, State Drivers License, or State Issued ID. Out of school guests must have a form on record prior to ticket purchase. Out of school guests must check-in with their SCHS student (even if the guest is a recent SCHS graduate).
- Only one guest per SCHS student is allowed.

### **Dancing Guidelines**

- No inappropriate or suggestive dancing will be allowed.
- No simulated sex acts (including, but not limited to, genital touching or pelvic thrusting).
- No bending over or squatting down to the floor in a suggestive manner.

- No straddling legs or wrapping legs around another person or object.
- No lap dancing/sitting.

### **Dress Code Policy**

- Ladies:
  - Dresses must be no shorter than 5 inches above the knee (to gauge length: put arms down to your sides and if it is shorter than the tip of your middle finger it is not appropriate).
  - The tops of all dresses must fully cover the breast area. Excessive cleavage is not allowed. V neck dresses must not plunge any deeper than the bottom of the bra line area.
  - Proper undergarments must be worn.
  - Dresses may not have slits that go higher than 5 inches above the knee.
  - No Jeans.
- Gentlemen:
  - At semi formal dances gentlemen are expected to wear dress slacks and collared dress shirts. Please note: a suit, sport coat, or tie is not required.
  - At Formal Dances (PROM) gentlemen are expected to wear a suit or tux.
  - Shirts must have sleeves (no cut off or tank sleeves).
  - No hats, bandanas, or chains.
  - No Jeans.

### **BACK-TO-SCHOOL NIGHT**

Back-to-School night will be on August 22, 2019. Classroom/teacher visitation will begin at 6:00 p.m. and end at 8:00 p.m. Further information will be in the summer mailing and sent home with students after school starts.

### **CAFETERIA**

The cafeteria is operated for the convenience of students. All eating is to be done in the cafeteria. No food is allowed in the halls or classrooms. Students are responsible for cleaning up after eating. **STUDENTS ARE NOT ALLOWED TO GO TO THEIR LOCKER DURING LUNCH. STUDENTS ARE TO STAY IN THE CAFETERIA DURING LUNCH. STUDENTS SHOULD NOT SIT, CONGREGATE, OR EAT IN THE COMMONS OR STAIRWELLS DUE TO SAFETY. NO drinks are allowed to be brought in from the outside.**

### **DIRECTORY INFORMATION**

Students' names, addresses, listed telephone numbers, and birth dates are considered directory items under the Buckley Amendment, and may be released at the discretion of the principal. Board policy JO prohibits releasing this information to any commercial interest. Only agencies that have a direct interest in the student's welfare will be granted the information. Any parent or guardian who objects to the release of any or all of this information without his/her consent must notify the principal of their child's school, in writing, within two weeks of the beginning of school or enrollment. The school will provide information to various agencies as required by law.

### **FEES/FINES**

Students owing fines for any reason will need to make arrangements with the principal and/or finance secretary to pay these fines. Fines should be paid at the Finance Office.

### **HALL PASSES**

Valid hall passes are required for students who are not in class.

### **HALL LOCKERS**

The Attendance Office will make all locker assignments. Students are to use only the locker that is assigned to them. Students should not share lockers. Valuables should be kept locked in your locker. Lockers must be cleaned out at the end of each school year.

### **LIBRARY**

The library benefits all students at SCHS. You are encouraged to use it for both recreational reading and school assignments. It is necessary to maintain a quiet atmosphere for studying and reading. During class periods students

must have a library pass to be admitted to the library. Most books are checked out for a two-week period. It is the students' responsibility to return all materials and pay any fines that may be due.

### **LOST AND FOUND**

Lost and found articles are taken care of through the main office. Inquiries for lost articles should be made there. Report lost articles immediately to the teacher supervising the class or activity. Lost books should be turned in to the Finance Office.

### **LOST or STOLEN PROPERTY**

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

### **PARKING**

Only faculty members and visitors may park in the parking lots located between Waverly and Bennett. Student parking is available to those who wish to purchase a permit for \$50.00. Students in violation will be disciplined (detentions-OSS) and their vehicle may be towed at owner's expense.

### **COMPUTER USER AGREEMENT**

In order to use the computers at SCHS I am aware of and agree to the conditions listed below. I also agree to follow the guidelines established by the classroom teacher. I am aware that there will consequences for any infraction(s), as outlined in the code of conduct.

- **USE OF COMPUTER HARDWARE:** I understand that the computers are expensive learning tools. I will pay for any damage to the computer, caused by negligent, improper, or malicious intent. The Student Code of Conduct will apply.
- **USE OF SOFTWARE:** I understand that I have permission to use only the application software as authorized by the instructor. Any unauthorized use of any computer software (network; application; games; operating system; installation or updating of; changing of screen savers or desktop settings; etc.) will cause me to receive consequences.
- **USE OF HARD DRIVE:** Any misuse of the hard drive or network will result in consequences.
- **PASSWORDS:** I must always log-on to the computer using my own password. My password cannot be given to and/or used by another student. I will close out all files and programs properly and log-off the computer as instructed.
- **INTERNET:** I will not play games, download software or plug-ins from the Internet.
- **FOOD, GUM, or DRINK:** I understand that I am not to bring any food, gum, or drink into the computer lab or work area (including water).
- **WORKSTATION:** I understand that is this important to cleanup my work area at the end of each class. I will put all waste paper in the proper container.

## ELECTRONIC DEVICES FOR EDUCATIONAL USE

St. Charles High School recognizes the significant impact that technology can have on the educational experience for each student. However, this recognition acknowledges that the use of technology can impact the educational environment both positively and negatively depending on how it is used in the school setting. In fact, the use of electronic devices during the school day may cause significant distraction to the learning process if used inappropriately. As a result, policies and procedures used will focus on discouraging these behaviors and encouraging those focused on strengthening the positive impact that technology may have on the educational environment.

### ONE-TO-ONE

In an effort to ensure that students have more equitable access to technology for educational purposes, students will have the opportunity to utilize a district issued Chromebook at school and at home throughout the school year. Students choosing not to take advantage of this opportunity may opt out of the one-to-one initiative, but they will be expected to have access to a similar device such as an updated or current laptop, Chromebook, or tablet device with the ability to access Google Apps and Classroom along with Google Chrome. ***(With regard to this policy, Cell Phones are not considered an acceptable device)***. Please see the City of St. Charles School District Chromebook Policy Handbook for more information. The handbook can be found at the following web address: <https://mo01910164.schoolwires.net/Page/998>

### CELL PHONES/ELECTRONIC DEVICE

Students at St. Charles High School are not encouraged to bring cell phones or other electronic devices to school. ***Please be advised that students bring these items at their own risk.*** If students choose to bring such items, they should be turned off and securely stored out of sight during the school day. Cell Phones may be used before school, after school, during passing periods and at lunch only. Ultimately, classroom electronic device usage is at the discretion of the classroom teacher, and students are subject to discipline consequences for unauthorized or inappropriate use of such devices in the classroom. ***If there is a need to contact students during the school day for an emergency, parents are encouraged to contact students through the school office.***

### WORK PERMIT

Students wishing to obtain work permits need to see the principal's secretary after they have found a job. The "INTENT TO EMPLOY" form must be filled out and must be signed by parents and the employer.

## VII. BEHAVIOR EXPECTATIONS

### STUDENT CODE OF ETHICS

The students of St. Charles High adopted the following standards as set forth in the code for each member of the student body to try to maintain:

1. Students always display loyal school spirit by acts of good sportsmanship as participants or spectators.
2. A student is honest in all their dealing with others, respecting their right to private property.
3. Students strive to attain high standards of cleanliness of person, thought, speech, and behavior.
4. Students avoid damaging and disfiguring any public or private property.
5. A student is respectful, well mannered and courteous to all.
6. Students refrain from actions that would reflect negatively upon the school.
7. Students respect the rights of others, disregarding race, creed, color, or gender.
8. Students will comply with district policies and procedures in each school building.
9. Students will be prompt and attend school regularly.
10. Students will meet classroom standards of behavior and performance.
11. Students will cooperate with all transportation guidelines and drivers.
12. Students will adhere to all behavior guidelines when on school property; this is a 24-7 policy: before & after school, field trips, events, practices, etc.

**DRUG-DETECTING DOG USE  
IN COOPERATION WITH LAW ENFORCEMENT AGENCIES**

The Board of Education recognizes its share of responsibility for the health, welfare and safety of the students who attend the St. Charles R-VI School District. Therefore, the use or possession of illegal drugs or controlled substances is prohibited on any school property. School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such are subject to periodic inspection without notice. Similarly, students are permitted to park on school premises as a matter of privilege, not of right, and the school retains the authority to conduct routine patrols of the student parking lots. The Board of Education has directed the school administration to cooperate fully with law enforcement agencies in their efforts to decrease community drug problems, and to take the necessary and lawful steps to prevent any person from coming on to school property in possession of or under the influence of illegal drugs or controlled substances.

In light of these policies, and in order to further safety and promote discipline in the district by deterring and policing misconduct relating to tobacco, weapons and other contraband on school property, the Board authorizes the use of drug-detection dogs in cooperation with law enforcement authorities. The district authorizes the use of trained drug-detection dogs recognizing that such use is legally sound and does not violate students' constitutional rights.

The Board's policy authorizing the use of drug-detecting dogs in cooperation with law enforcement authorities shall be noted in the locker, desk and student parking provisions of the Student Handbook. The Board designates, to coordinate with law enforcement agencies, the use of dogs trained in the detection of drugs, and to ensure that Board policy is complied with during any search arising out of the use of the drug-detecting dogs.

**AFFECTION**

Inappropriate displaying of affection such as embracing, kissing, and similar conduct may be offensive to other people and is, therefore, not acceptable at school. All students are expected to refrain from this kind of behavior. Any behaviors or displays of affection beyond hand holding are not appropriate for school.

**DETENTION/SATURDAY CAMPUS INFORMATION**

**Detentions** will be held Monday, Tuesday, & Thursday after school at 2:25-3:20 or Wednesday & Friday before school at 6:30-7:15, students will have five days from the date assigned to serve detentions.

**SATURDAY CAMPUS** begins promptly at 8:00 a.m. – 12:00 p.m.

**FIELD TRIPS/TRIPS**

School bus transportation will be provided for athletic and school activities. Students who participate in these activities will go on the bus and return on the bus except with the permission of the principal or Activities Director.

**SEXUAL HARASSMENT**

If you believe that you are being sexually harassed, you should bring this to the attention of a teacher, counselor or principal. Sexual harassment includes but is not limited to touching, verbal comments, sexual name calling, spreading sexual rumors, jokes, pictures, leers, overly personal conversation, cornering or blocking a student's movements, etc.

**VII. RENAISSANCE**

**RENAISSANCE**

St. Charles High School is proud to be the first Missouri high school to begin a Renaissance Program for the purpose of recognizing and rewarding students for academic excellence. Originally begun years ago in Conway, South Carolina, today there are more than 10,000 schools across the nation who have implemented Renaissance Programs. A steering committee consisting of students representing each class has been established to participate in three main components of Renaissance: incentives, school image, and assemblies. These students are involved not only in activities relevant to student recognition, but also the recognition of staff members and supporting members of the business community.

**RENAISSANCE ASSEMBLIES/AWARDS**

Two assemblies are held each year (one each semester) to recognize students with a 3.0 semester average, with no D's or F's and no unexcused absences or major discipline. Awards consist of:

GPA of 4.0  
T-Shirt

GPA of 3.0 and Above  
1st Sem. Renaissance T-shirt

- 2nd Sem. SCHS Renaissance Boxer Shorts
- 3rd Sem. Academic Letter
- 4th Sem. Sweat Shirt
- 5th Sem. Pajama Pants
- 6th Sem. Windbreaker
- 7th Sem. "Evening with the Stars" Medallions

### **EVENING WITH THE STARS**

All seniors who have been Renaissance students for seven semesters, their families, teachers, and St. Charles High School business partners are invited to a catered banquet in honor of the students. A photographer takes portraits of the honorees and their families, and students are awarded medallions. One highlight of the evening is the awarding of three randomly drawn \$500 scholarships to three of these very deserving seniors.

## **IX. STUDENT ACTIVITIES**

### **STUCO SPONSORED EVENTS**

- Freshman Orientation
- Spirit Week
- Homecoming
- Giving Tree
- Birthday Calendar
- Coronation
- Blood Drives
- Pep Assemblies
- Can Food Drive
- Prom
- Adopt-A-Family
- Teacher Appreciation Week+

## **ACTIVITIES**

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>	<u>YEAR ROUND</u>
Football	Boy's Basketball	Baseball	Band
Boy's Soccer	Girl's Basketball	Girl's Soccer	Choir
Softball	Swimming	Boy's Track	Drama
Volleyball	Wrestling	Girl's Track	
Cross Country	Winter Guard	Golf	
Cheerleading	Cheerleading	Boy's Tennis	
Danceline	Danceline		
Girl's Tennis			

### **EXTRA-CURRICULAR ELIGIBILITY STANDARDS**

Any student who represents St. Charles High School by participating on an athletic team or a group that performs in public (band, choir, drama, cheerleaders, danceline, and others) shall meet the standards of eligibility specified by the Constitution of Missouri State High School Activities Association and those additional standards of the St. Charles School District.

1. A student in Grades 9-12 have earned, the preceding semester of attendance, a minimum of 3.5 units of credit or have earned credit in 80% of the maximum allowable classes in which a student can be enrolled in the semester, whichever is greater, and shall currently be enrolled in and regularly attending courses that offer 3.5 units of credit a student must be enrolled.
2. Must have earned 3.5 units of credit the preceding semester. 1st semester 9<sup>th</sup> grade must have been promoted from 8th grade. Under certain restrictions, a student may earn **1** credit during summer school.
3. Must attend all practices and contests unless excused by the coach or sponsor.
4. Must not be a smoker, user of alcohol or drugs.
5. Must not wear school uniforms at any time except while participating in practice or school contests.



6. Must make yourself familiar with the training rules and the requirements for lettering for the activity in which you are participating.
7. Must have no outstanding fines for academic material or athletic equipment.
8. Note – A maximum of one summer school credit can be used to establish or maintain academic eligibility for activities only if that credit is placed on the school transcript and counts toward meeting graduation/promotion requirements.
9. Any student who falsifies records will be subject to dismissal from the activities in which they are involved.
10. If an athlete quits or is dismissed from an athletic team, he/she may not participate on another team during the same season unless both coaches agree.
11. Must attend school on the day of the activity. If the activity is on Saturday, he/she must be in attendance on Friday. If a student spends the day in the nurse's office or is absent for part of the day, he/she will not be eligible to participate unless excused by the principal.

### **PHYSICALS**

The students wishing to participate in sports next year are required to have a current physical examination form on file with the activities director before they will be allowed to practice or participate. We recommend that you see your family physician for a complete physical. Be sure to give your physical form to your coach on the first day of practice. Immunization information must be given to the nurse by the student or parent.

Students will need to have a completed account in Privit. All physicals should be uploaded to this account. It can be found at the following link on the school website: <https://scpirates-mo.e-ppe.com/index.jspa>

### **CLUBS AND ORGANIZATIONS**

#### **Art Club**

SPONSORS: Abby Birhanu

The Art Club strives to give those students interested in art an opportunity to have further experiences in art. Extracurricular activities include trips to local art shows and Scholastic Art Awards. Membership is open to all SCHS students.

#### **Blue and White Ink**

SPONSOR: TBD

Blue & White Ink is a creative writing club for students to share their poetry and short stories with each other during club meetings. We also publish our members writing and SCHS students' works several times a year and distribute it school wide.

#### **Board Game Club**

SPONSOR: Jonathan Flaxbart

Students get together and play classic board games like Monopoly, Life, Candyland, Clue, Connect Four, etc. Great way to make some new friends and play your favorite childhood games. Anyone is welcome and bringing in your own games to share with the club is encouraged.

#### **Cheerleading**

COACHES: Christina Bilyeu (V) & Judy Simmons (JV)

There are two separate cheerleading squads: Varsity and JV. Each squad is selected annually from qualified candidates. To be a candidate, the following conditions must be met:

1. 2.00 GPA for previous semester.
2. Good behavior and no serious discipline issues. A student should be in good standing here at SCHS.
3. A current physical form.
4. Qualified skills.
5. Must be enrolled to receive 3.5 credit hours per semester.
5. Dedication to promoting school spirit. Cheerleaders are chosen each spring by the coaches, selected faculty members and other qualified judges. Cheerleaders purchase their own uniforms. Transportation is only provided for away Varsity games. Cheerleaders must maintain a 2.00 GPA each semester and must be in good standing at the school. Squad members promote school spirit for athletic events throughout the school year.

#### **Coding Club**

SPONSOR: Andrew Russell

Coding Club is small group that meets to allow students to explore computer programming. No experience is required, students can learn to write their first program or hone their skills in various languages and platforms.

### **DECA (An Association of Marketing Students)**

SPONSOR: Judy Simmons

DECA is a national organization whose program of leadership and personal development is designed for any student currently enrolled in marketing classes.

### **FBLA (Future Business Leaders of America)**

SPONSOR: Bryan Doss

FBLA is a national organization whose program of leadership and personal development is designed for any student currently or previously enrolled in a business course.

### **FCA (Fellowship of Christian Athletes)**

SPONSOR: Katie Kilker and Dave Jones

FCA meets to discuss how to be a Christian Athlete and the challenges we may face. We play games and have student led discussions about how to make Christian decisions as an athlete.

### **FCCLA(Family, Career and Community Leaders of America)**

SPONSOR: Daniele Munzer

FCCLA stands for Family, Career and Community Leaders of America. It is a student organization participating in school and community service projects. It is open to any student who has taken a Family and Consumer Sciences course either in Middle or High school. The main goal is to become involved and improve personal, family, community and job/career life.

### **Freshman and Sophomore Dance Line**

SPONSOR: TBD

The Freshmen and Sophomore Danceline provide half-time entertainment for the fans at the Freshmen and JV football and basketball games. The squad consists of 10-26 girls who are chosen by performing a routine in front of a panel of judges. The girls are required to purchase their own uniforms and equipment. To help hold down the costs, the squad will participate in optional fundraising opportunities.

### **Varsity Dance Line**

SPONSOR: Erika Pappa

Varsity Dance Line is for novelty, kick, pom, prop, and dance routines to be performed at home football and basketball games, parades, competitions, etc. Activities on or off campus (jobs, rehearsals, etc.) shall NOT interfere with group's practices. Practices are held before school and at times in the evenings. Current estimated cost of uniform to be worn at extra-curricular events - \$500 to \$600. In order to be eligible, students must attend preparatory practices after school, and then perform before the judges. Students will be judged on the following criteria: 1. Knowledge of dance and technique, 2. Gracefulness, 3. Rhythm, 4. Smile/projection.

### **FTA (Future Teachers of America)**

SPONSORS: TBD

Future Teachers of America is a national organization underwritten by the Missouri State Teachers' Association; it is designed to encourage intelligent, ambitious young people to enter the teaching profession. Students are made aware of the requirements and opportunities of this profession. The St. Charles High School chapter is an active club that participates in shadowing/mentoring opportunities at both SCHS and district elementary schools.

### **International Thespian Society, Troupe 1171**

SPONSOR: Courtney Denton

International Thespian Society (ITS) was established in 1929 by a group of college and high school students in Fairmont, West Virginia. They named their organization for Thespis, the first actor; their guiding principle is dedication to excellence in theatre arts in secondary schools. In the almost ninety years since, the Society has grown into an international organization with more than a million members, but its goals haven't changed; the International Thespian Society still strives to make education and arts programs places for great theatre and to honor those students who do theatre well. The Society is a service as well as an honorary organization. Membership requires 10 points earned from participation in theatre performances at the secondary level.

### **Key Club**

SPONSOR: Emily Russell and Pat Martin

Key Club is a student led community service organization. The core values of Key Club are caring, character building, inclusiveness and leadership. Key Club encourages initiative and leadership through helping others. Members learn leadership skills by running meetings, planning projects and holding elective offices.

### **LGBT Alliance**

SPONSOR: Laura Lopez-Reese

The LGBTQ + Alliance club is open to any LGBTQ members and alliances. We focus and discuss issues within the LGBTQ community, we practice acceptance and provide a safe environment for members. We also have volunteering opportunities to raise money for our club and to help sponsor other clubs/organizations. There is a confidentiality agreement so members' identity are protected.

### **Maker Space Club**

SPONSOR: TBD

Maker Space Club offers a wide variety of experiences for those interested in furthering their knowledge of STEM-related topics. Students will choose projects in the sciences as well as engineering, computer coding, and robotics. Maker Space Club members will have the opportunity to enter fun and challenging science-related competitions, such as Science Olympiad ([www.soinc.org](http://www.soinc.org)).

### **Mu Alpha Theta**

SPONSOR: Susan Highland

Mu Alpha Theta is a National High School Mathematics Honor Society that is dedicated to inspiring a strong interest in mathematics, developing strong scholarship in the subject, and promotes the enjoyment of mathematics in high school. In order to be a member, you must be on a college preparatory path and be in Algebra 2 or a higher math class with having an overall math GPA of at least 3.0. The club meets once to twice a month, discusses various topics in math, enters competitions, has guest speakers promoting mathematics, and goes on an annual field trip.

### **National Honor Society**

SPONSOR: Tammy Orrick

Membership in the National Honor Society has been recognized nationally as one of the highest honors that can be bestowed upon a high school student. Sophomore and Junior students are eligible for membership if they have a 3.5 or above accumulative average. Selection of members is made by the faculty on the basis of leadership, service to others, scholarship and character. The character assessment will include honesty, reliability, tolerance, and the assumption of responsibilities, initiative and leadership. Once selected for membership, the student must continue to demonstrate those outstanding qualities which brought about his/her selection and should exert a new influence to improve conditions about him/her and promote the qualities for which the National Honor Society stands. A member retains membership by maintaining scholastic standards, by abiding by all school and civil laws, and by acting in a manner becoming to a member of the National Honor Society.

### **Pirate Players**

SPONSOR: Courtney LaChance-Denton

The Pirate Players sponsor two theatrical productions each year. Our club is open to all SCHS students in good standing and provides opportunities for interested students to work in different phases of the theater; acting, directing, stage managing, lighting, sound, makeup, costuming, hand properties, and set construction. Members of the club earn points and eventually may elect to become members of the International Thespian Society.

### **Renaissance-(Renaissance Academic Organization)**

SPONSOR: Denise Freeman

Renaissance recognizes and rewards student achievement throughout the school year. Scholastic recognition occurs by semester. All student recognition culminates with an all-school assembly at the end of 3<sup>rd</sup> quarter.

### **Sister Cities Exchange**

SPONSOR: Jonathan Flaxbart

Opportunity to host a German Exchange Student in the fall for 2 weeks and then go to Germany the following Spring/Summer to stay with that student and their family for 2 weeks. Please see Mr. Flaxbart for more information about the exchange.

### **Student Council**

SPONSORS: Ms. Tori Ramsey and Mr. Jacob Holtgraewe

Student Council (StuCo) is an organization centered on student leadership and advocacy. StuCo is known for planning and executing events such as the Homecoming festivities, the Winter Formal dance, Turkey Court, blood drives, and

more. StuCo members hold positions of leadership within their classes and overall student government, providing an environment where students can develop their skills and enhance community relations. Meetings occur weekly and enrollment is open year-round!

**If you need help or information concerning... You'll find it here...**

Athletics	Mr. Corey Hahn
Building & Grounds	Mr. Jeff Thorne
Parking	Mr. Jeff Thorne
Checking Out of School	Main Office
College or Career Planning	Guidance Office
Discipline	Dr. Ted Happel
	Mr. Jeff Thorne
Job Information	Mrs. Judith Simmons
Lockers	Mrs. Gunkel- Registrar
Lost and Found	Main Office
Lunch Program	Main Office
Personal Problems	Guidance Office
Renaissance	Mrs. Denice Freeman
School Newspaper	Mrs. Lauren Hippe
School Yearbook	TBD
Student Council	Ms. Tori Ramsey
Textbooks	Main Office
A+ Program	Mr. Jeff Thorne

**X. Emergency Information**

**Procedures for emergency evacuations**

- Assigned evacuation routes and exits are posted in each room. These routes and exits should be used when exiting the buildings.
- When exiting the building stay with your teacher, maintain orderly lines, move quickly and quietly to your assigned evacuation exit.
- Students are to remain quiet during emergency situations at all times so information can be heard clearly by all.
- If the chime alarm sounds during an evacuation turn around immediately and return to the classroom from which you left prior to the drill.
- After exiting the building, go to the nearest sidewalk north or south of the building and proceed to the north or south gates of the track at the stadium.
- When entering the track, please move to your assigned staging location. The two outside lanes of the track need to be kept clear for traffic circulation.
- The staging for emergency evacuations will take place on the track at the stadium in front of the press box.
- Do not return to the building until you have been told to do so by a teacher or principal.
- When returning to the building, use the front entrance or the north side entrances by the parking lots.
- Students need to stay on the sidewalks and on the track.
- Do not walk in the grass or on the street.

**EMERGENCY SITUATION PLANS**

**Intruder in building-** P.A. Announcement with location of individual. Example: An intruder is in the building Second floor B building.

**DIRECTIONS:** When you see and suspect there is an individual in the building that should not be here, report this immediately to a teacher or principal.

**Intruder left building-** P.A. Announcement: "An intruder has left the building. All clear."

**Active Shooter Procedures**

- Safe Defend**-Safe Defend is a system purchased by the school district to provide additional measures to assist in the event of an active shooter. This system has activation modules located around the building and only can be activated by a school employee. Once activated, the system has an alarm, which will sound as well as safes with supplies located in specific areas.
  - If the system is activated, evaluate your situation to determine if you should run, hide, fight.

- If you are located in a class and determine to hide, lock and barricade the door.
- If you are in a position in which you must fight, use the items from the safe to assist you.
- **During the Incident: What You Can Expect**
  - Noise, confusion, screaming, alarms etc.
  - Victims hiding, confused and frightened – not responding to law enforcement or your directions.
  - Carnage.
  - Fire and sprinkler operations.
  - Be alert for improvised explosive devices (IED)
- **During the Incident: Your Response**
  - **Your actions will influence others!**
    - Stay Calm.
    - Assure others that you and the police are working to protect them.
  - **Run**
    - If you are able to exit the building safely, gather any of those around you and immediately leave the building.
  - **Hide**
    - Secure the immediate area – whether classroom, bathroom, or office.
    - If safe, allow others to seek refuge with you.
    - Lock the door. This may require advanced planning to ensure ability to lock the door – key and type of lock.
    - Block the door using whatever is available – desks, file cabinets, books, other furniture...
    - Find anything you can use to defend yourself, if necessary
    - If the shooter enters your room and leaves, lock/barricade the door behind him.
    - Close blinds.
    - Block windows.
    - Turn off radios and computer monitors, if necessary.
    - Silence cell phones.
    - Signs can be placed in interior doors, and windows, but remember the shooter can see the signs.
  - **Fight**
    - Prepare to defend yourself.
    - Gather anything you can use to defend yourself against the shooter.
- **During the incident: Should you open that door?**
  - The shooter will not stop until his objectives have been met, unless engaged by law enforcement.
  - Consider the risk exposure created by opening the door.
  - Attempts to rescue people should only be made if that can be done without further endangering the persons inside a secured area.
  - The shooter may bang on the door and yell for help to entice you to open the door.
  - Remember the safety of the masses versus the safety of a few.
  - If there is any doubt to the safety of the individuals inside the room, the area needs to remain secured.
- **During the Incident: Caught in the Open!: Cover, Concealment and Evasion**
  - If you find yourself in an open area, immediately seek protection.
  - Put something between you and the shooter.
  - Is escape your best option? Do you know where the shooter is? Is escape immediately available?
  - If in doubt, find a safe area and secure it the best way you can.
- **During the Incident: What to Report**
  - **Your specific location**
    - Building name.
    - Office/classroom number.
    - Number of people at your specific location.
    - Injuries.
    - Number of people injured.
    - Types of injuries.
    - Dispatcher may provide instructions on how to care for injured until medical assistance can be provided.

**Assailant(s)**

- Specific location.
- Number of assailant(s).
- Race and gender.
- Clothing color and style.

- Physical features – height, weight, facial hair, glasses.
  - Type of weapons (rifle/shotgun, handgun).
  - Backpack.
  - Do you recognize the shooter? What's his name?
  - Have you heard explosions separate from gunshots?
- **Law Enforcement Response: Initial Deployment**
  - Law enforcement will immediately respond to the area.
  - It is important for you to convey to others that help is on the way. Remain inside the secure area.
  - Law enforcement's goal is to locate, contain, and stop the shooter.
  - The safest place for you to be is inside a secure room.
  - The shooter will not flee when law enforcement enters the building, instead he will have new targets to shoot.
  - Remember the shooter's mindset is not escape. His goal is to kill and injure.
- **Law Enforcement Response: SRO and D.A.R.E. Officers**
  - Immediate contact/engagement.
  - Containment if possible.
  - Secure an entry point.
  - Establish communication with responding officers.
- **Once the Incident is Static: Static/Stabilized Situation**
  - Exists when the situation is not evolving or in motion, the suspect actions appear to be contained or eliminated.
  - Your Actions.
  - Law Enforcement Actions.
- **Once the Incident is Stabilized: Law Enforcement Response**
  - Injured persons
  - Remember, initial responding officers will not treat the injured or begin evacuation until the threat is neutralized.
  - You may need to explain this to others in an attempt to calm them.
  - Once the shooter is contained and the incident is stabilized, officers will begin treatment and evacuation
- **Evacuation**
  - Safety corridors will be established. This may be time consuming.
  - Remain in secure areas until instructed otherwise.
  - You may be instructed to keep your hands on your head.
  - You may be searched.
  - You will be escorted out of the building by law enforcement personnel.
- **Types of Evacuations**
  - **Unescorted**
    - May occur prior to police arrival depending on circumstances
    - Rally points should be different than those for fire drills as they may be compromised
    - Move to a safe distance behind cover
  - **Escorted**
    - Will occur only once police have control of the building
    - Police accompany evacuees to safe area
    - When in doubt, have teachers and students secure themselves in a classroom until a police escort can be provided.
- **Procedure for Escorted Evacuation**
  - Stay in your secured classroom.
  - Police will contact each room individually via intercom, phone (land line or cell) or by other means and instructions for subsequent contact.
  - Upon contact at the door, police will verbally identify and pass official identification into the room, the teacher or contact person will then repeat this procedure prior to opening the door.
  - Police will accompany evacuees to a safe area.
- **Summary**
  - **Active Shooter**
    - A suspect or assailant whose activity is immediately causing death and serious injury.
  - **Active Intruder**

- A subject actively trespassing on the property.
- **Preventative**
  - Use diligence in everyday matters, do not rationalize suspicions away, be aware of behavior, situations, and conflicts which could serve as a catalyst for these incidents.
  - Work together to develop realistic school safety plans in response to various threats.
- **Your Responsibilities during the Incident**
  - Seek secure area
  - Calm, reassure, and quiet others
  - Report the incident
  - Treat injured
- **Law enforcement response**
  - Objective is to neutralize threat
  - Evacuation

**Building Lock Down/Hostile Student/Drug Dog-** P.A. Announcement: "We are in a lock down situation. We have a police officer with a K-9 or a situation in the building that warrants the need for all students and staff to stay in their rooms." If you are not in a classroom at the time of the announcement proceed to the nearest classroom and identify yourself to the teacher upon entering.

**Building Evacuation-** P.A. Announcement: "We have a situation in the building that warrants the need for all students and staff to evacuate the building."

**Fire-** No P.A. Announcement. Fire Alarm will sound.

**Bomb Threat-** P.A. Announcement: "We have a situation in the building that warrants the need for evacuation."

**Gas Leak -** P.A. Announcement: "We have a gas leak in the building that warrants the need for evacuation, please proceed."

**Tornado-** P.A. Announcement: "A tornado has been spotted please proceed to your designated areas."

This situation may warrant the need to evacuate after the tornado has left the area.

Evacuate using the nearest, less congested, and safest evacuation route.

Be prepared to change evacuation routes depending upon potential hazards.

Report to the Stadium for Staging.

**Earthquake-** P.A. Announcement: If possible, "We are experiencing tremors please take shelter."

Take action- see details below for specific situations regarding locations. After ground shaking ceases evacuate building using

assigned evacuation route.

Be prepared to change evacuation routes depending upon potential hazards. Report to the Stadium for Staging.

**Take action at the first indication of ground shaking.**

**If Indoors:** Stay inside, away from windows, shelves, and heavy objects. Take cover under a table or desk or assume the "Duck and Tuck" position.

**In Classrooms:** Stay away from windows; take cover under desks or tables. Note: In laboratories, all burners should be extinguished (if possible) before taking cover. Stay clear of hazardous chemicals that may spill.

**In Halls, Stairways, or Other Areas where no cover is available:** Move to an interior wall. Turn away from windows; assume the "Duck and Tuck" position. Stay out of the middle of the hallway. **Do not use the elevator.**

**In the Gymnasium:** Move away from the center of the gym to the walls and assume the "Duck and Tuck" position. If the seats are extended, they can be used for cover.

\*Stay out from underneath the hoisted wrestling mats.

**In the Cafeteria:** Take cover under the tables.

**In the Office Areas:** Take cover under tables, desks, and counters.

**In the Library:** Move away from bookshelves and windows and take cover under desks and tables.

**In the Auditorium:** Get as low in the seat as possible, below the back of the seat. Bend your head close to your knees, cover sides of head with elbows, and clasp hands firmly behind neck.

**If Outdoors:** Move to an open space, away from buildings and overhead power lines. Lie down or crouch low to the ground. Keep looking around to be aware of dangers that may demand movement. Do not re-enter the building if damage is evident.

**If on School Bus:** The driver will stop the bus away from power lines, bridges, overpasses, and buildings. Students should remain in their seats and hold on.

## **Evacuation**

Building evacuation following an earthquake is imperative due to the possibility of secondary hazards of fire or explosions. Sections of the building may have structural damage and could become hazardous during an "after-shock."

### **Evacuation should take place only after the ground shaking ceases**

Should an "after-shock" occur during evacuation, look for a safe place and assume the "Duck and Tuck" position.

The command to evacuate the building will be given over the PA. providing the power has not been lost; if power is lost a Principal and/or designee will give the command.

\*Do not evacuate on the sound of the Fire Alarm.

**\*Students who do not follow directions during an emergency situation will be suspended from school 3 to 10 days with possible recommendation for additional days or until the end of the school year.**

## **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. Wastebaskets 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 are 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 materially disrupt class work or involve substantial disorder or invasion of the rights of others.

#### 6. Acceptable Materials

All materials not proscribed in "Unacceptable items". HS 25

#### 7. Appeal

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

Penalty:

Disciplinary action, depending on the severity, may range from detentions to out of school suspension.

### **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 his 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. 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.

### **FEDERAL PROGRAMS-COMPLAINT PROCEDURE**

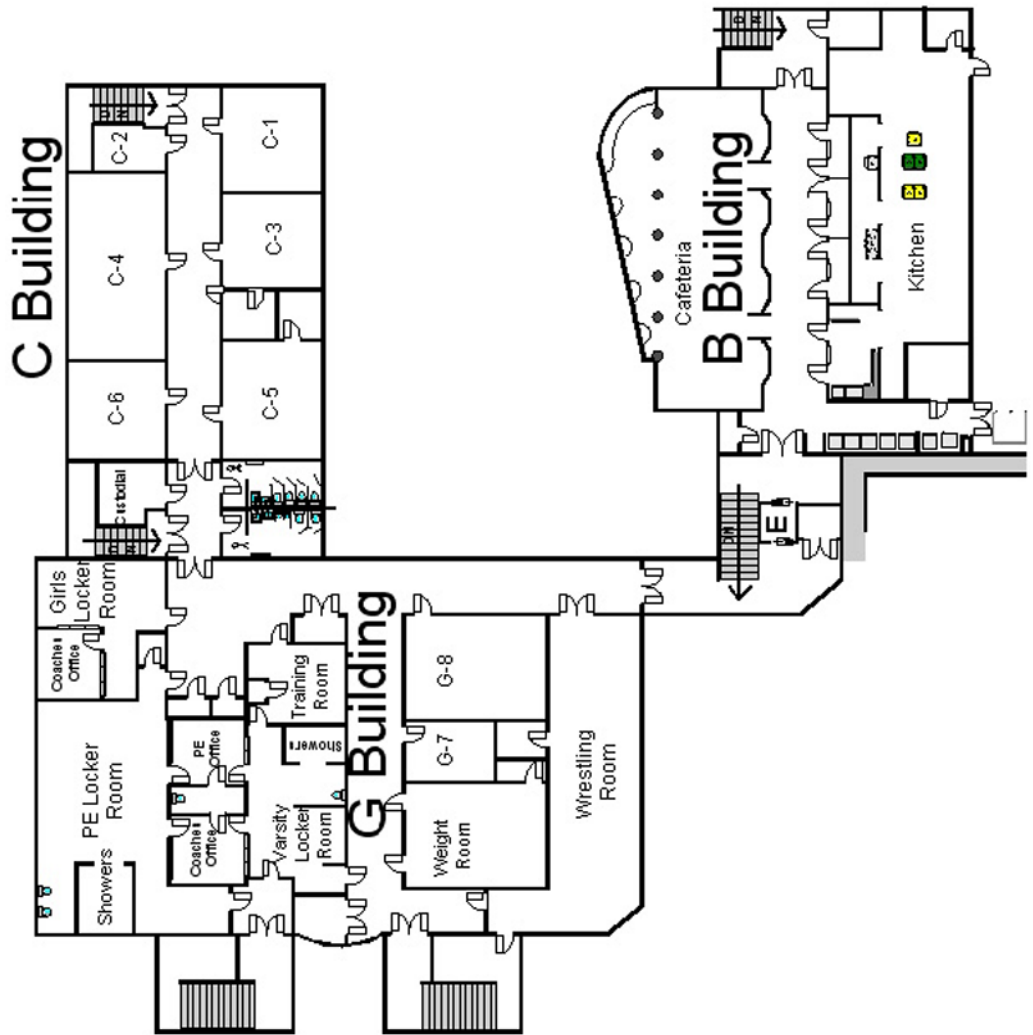
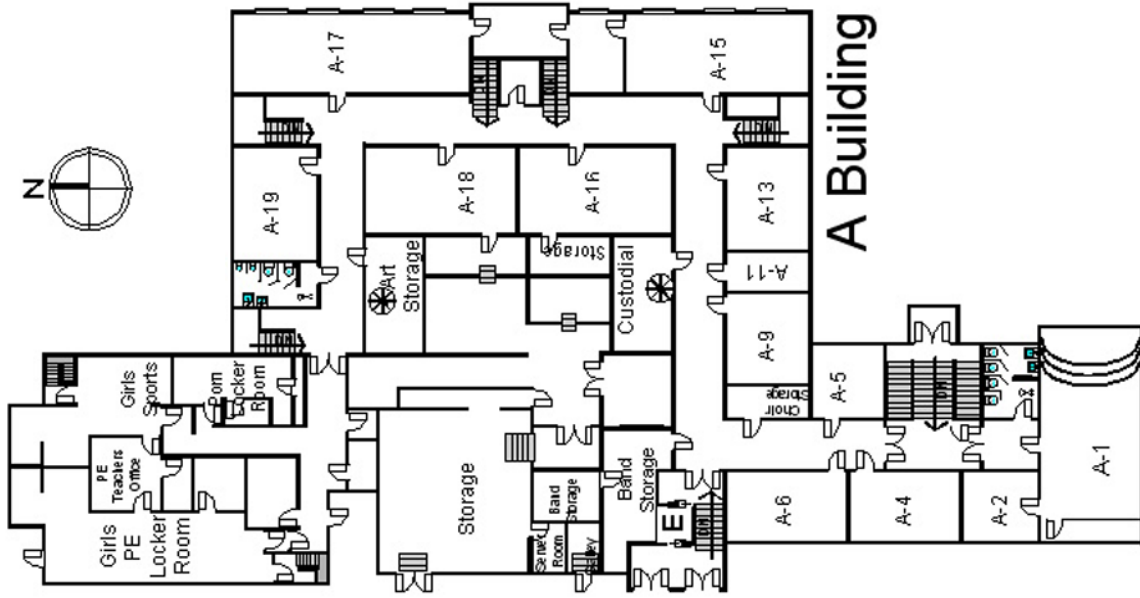
The School District of the City of St. Charles recognizes that situations of concern to parents/guardians may arise in the administration of Federal Programs (Title I, Title IC, Title IIA, Title III, Title IV and Title V). Such concerns are best resolved through communication with the appropriate staff members and officers of the school district, such as

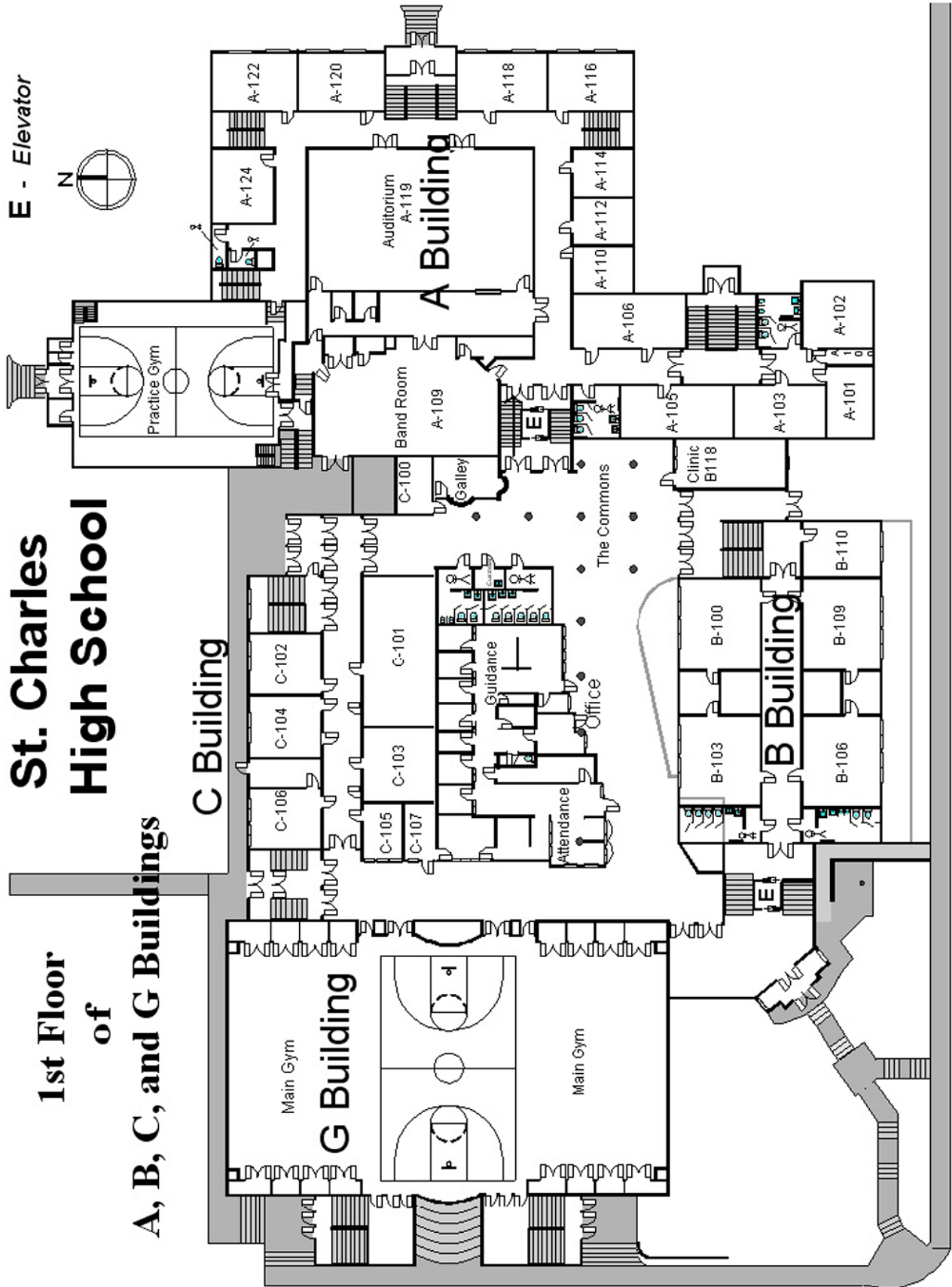
faculty, the principals, the superintendent or the Board. Matters not resolved through communication with appropriate personnel should be handled according to the Board Policy for "Public Complaints". Please contact the office of the Assistant Superintendent of Curriculum and Instruction (443-4029) for a copy of this policy.

# Bottom Floor of St. Charles High School

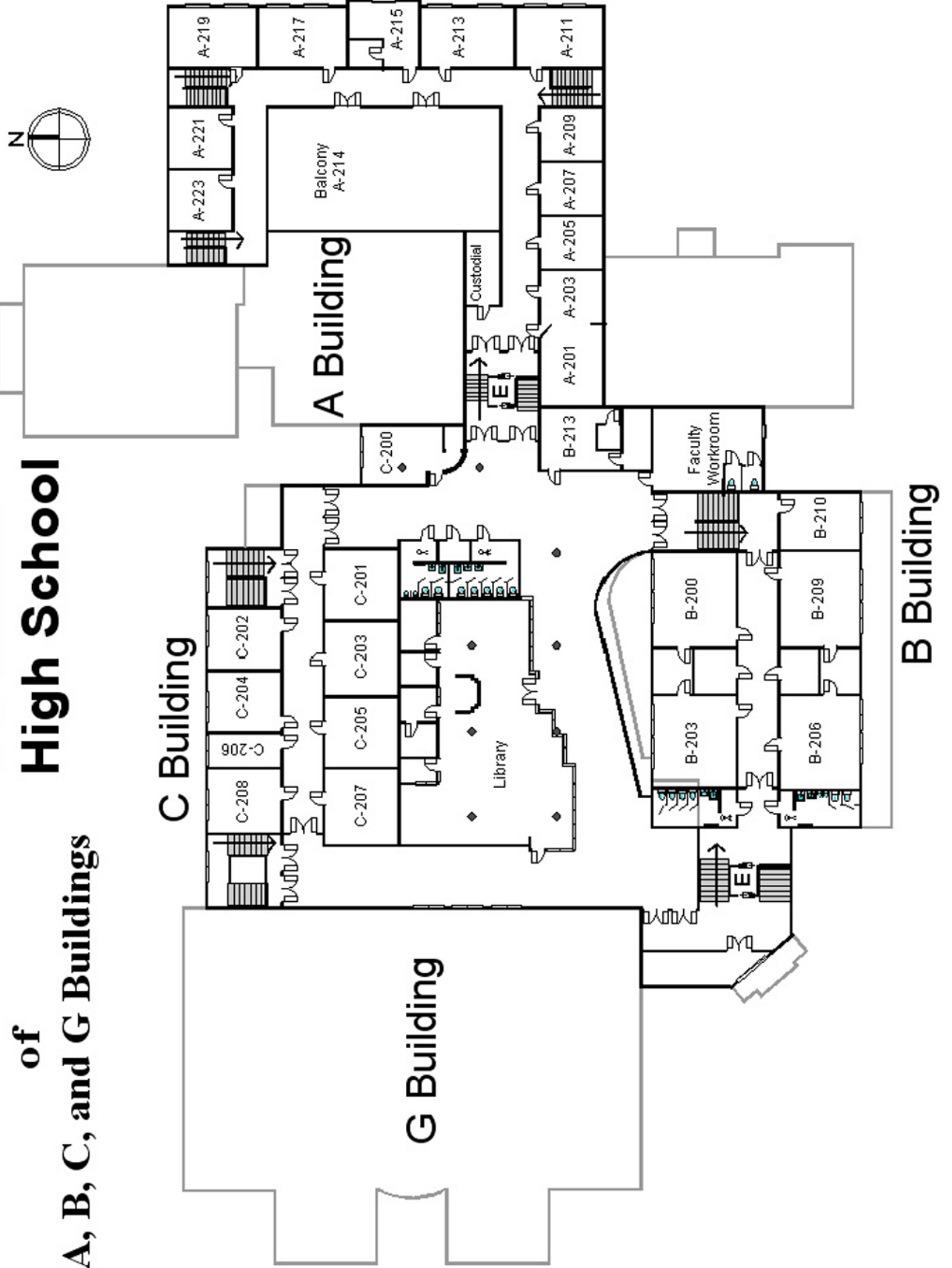
## A, B, C, and G Buildings

E - Elevator





# 2nd Floor of St. Charles High School A, B, C, and G Buildings



# City of St. Charles School District

## High School Code of Conduct

### 2019-2020

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.

## Discipline Procedures and Definitions

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

FIRST OFFENSE	SECOND OFFENSE	REPEATED OFFENSE
---------------	----------------	------------------

The following pages outline specific behaviors and consequences if a violation occurs and results in an office referral. Teachers have the authority to assign detentions prior to 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 that it may 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.

## 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.

(Board Policy JGA) Critical

### 1. Attendance

#### **TARDIES/LATE TO SCHOOL (Less than 10 minutes)**

Students who are late to school or class or do not report to their assigned area in a timely manner, are considered tardy. **Students who are tardy in arriving to school are to check in at the office before reporting to class.** Consequences associated with tardies will reset at the beginning of each grading period.

Warning assigned from teacher 1 tardy	1 detention assigned per tardy by teacher for 2 <sup>nd</sup> - 5 <sup>th</sup> tardies	Office referral for 6+ tardies; SCC up to OSS
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**SKIPPING CLASSES (More than 10 minutes)**

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

2 detentions per block missed	1 SCC up to 2 days ISS	2 days ISS up to 10 days ISS/OSS
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**LEAVING BUILDING WITHOUT PERMISSION (Less than three periods)**

Leaving the building/campus during the school day without the permission of the building administrator. More than three periods will be considered truancy.

1 SCC up to 2 days ISS	SCC up to 5 days ISS	2 ISS up to 10 days ISS/OSS
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**TRUANCY (Full Day)**

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 a full day, without appropriate authorization, are considered truant.

1 SCC up to 2 days ISS	1 SCC up to 4 days ISS	4 days ISS up to 10 days ISS/OSS & referral to Family Court/ Children’s Division
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**2. Aggression**

**ASSAULT**

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

10 days OSS with possible recommendation for up to 180 days, depending upon severity; Follow reporting requirements to law enforcement	10 days OSS with recommendation for an additional 80 up to 180 days or expulsion; Follow reporting requirements to law enforcement	10 days OSS with recommendation for expulsion; Follow reporting requirements to law enforcement
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**BULLYING / HAZING**

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

Hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.

5-10 days OSS, depending on severity with additional days possible; Follow reporting requirements to law enforcement	10 days OSS with possible recommendation up to 180 days; Follow reporting requirements to law enforcement	10 days OSS with possible recommendation up to 180 days; Follow reporting requirements to law enforcement
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**DISRESPECT/THREATENING REMARKS/ACTIONS TO TEACHERS AND STAFF**

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

SCC up to 10 days OSS with recommendation for additional days possible	Up to 10 days OSS with a recommendation for additional days possible	10 days OSS with recommendation for up to 180 days OSS
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**DISRESPECT/THREATENING REMARKS/ACTIONS TO STUDENTS**

Any words, actions, or gestures displayed in a disparaging manner towards another student or any form of harassment; may also include posturing, and/or words, actions, or gestures communicated or displayed via electronic communication.

SCC up to 10 days OSS	Up to 10 days OSS with recommendation for additional days possible	10 days OSS with recommendation for up to 180 days OSS
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**FIGHTING**

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

2-10 days OSS; follow reporting requirements to law enforcement	10 days OSS with recommendation for additional days possible; follow reporting requirements to law enforcement	10 days OSS with recommendation for additional days possible; follow reporting requirements to law enforcement
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**GANG ACTIVITY**

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

Student conference up to 10 days OSS	4 days ISS up to 10 days OSS with recommendation for additional days possible	10 days OSS with recommendation up to 180 days OSS
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**INAPPROPRIATE PHYSICAL CONTACT**

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

Detention up to 1 day OSS	1 day OSS up to 4 days OSS	10 days OSS & possible recommendation for additional days
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**RIOTOUS BEHAVIOR**

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

2-10 days OSS; possible recommendation for additional days of OSS at Principal’s discretion	10 days OSS with recommendation for additional days possible; follow reporting requirements to law enforcement	10 days OSS with recommendation for additional days possible; follow reporting requirements to law enforcement]
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**SEXUAL HARASSMENT**

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. This includes verbal comments, sexual name calling, gestures, jokes, slurs, sexually oriented pictures or letters and the spreading of rumors of a sexual nature; may include comments, pictures, and/or conduct communicated or displayed electronically.

SCC Up to 10 days OSS with recommendation for additional days possible; Follow reporting requirements to law enforcement	5 days OSS up to 10 days OSS & recommendation for additional days possible; Follow reporting requirements to law enforcement	10 days OSS & with recommendation for additional days & possible expulsion; Follow reporting requirements to law enforcement
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**SEXUAL MISCONDUCT/SEXUAL ASSAULT**

A student, while on school grounds, school buses or while attending a school sponsored activity, shall not forcibly and/or intentionally touch another person’s sex organs or any other body part in a way which constitutes sexual contact whether or not such touching occurs through clothing. Nor shall a student knowingly expose the sex organs or body parts under circumstances in which such conduct is likely to be offensive or otherwise inappropriate. Students engaging in these acts will be reported to law enforcement officials. Students shall not knowingly enter or cause others to enter an area reserved for a person of the opposite sex. Students shall not be in physical or electronic possession of sexually explicit material or pornography.

5 days OSS up to 10 days OSS with recommendation for additional days possible; Follow reporting requirements to law enforcement	10 days OSS with possible recommendation for additional days possible; Follow reporting requirements to law enforcement	10 days OSS with recommendation for additional days or expulsion; Follow reporting requirements to law enforcement
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### 3. Academic

#### **ACADEMIC DISHONESTY-SUMMATIVE ASSESSMENTS/FINAL EXAMS**

Academic dishonesty-Summative Assessment/Final Exams includes cheating on summative assessments/tests/final exams, plagiarizing written reports, copying lab reports, computer programs, sharing answers during a summative assessment, test, or final exam, using cheat sheets, taking a photograph of a summative assessment, test, or final exam, sharing a photo of a summative assessment, test, or final exam with others, using a cell phone during a summative assessment, test, or final exam etc. Students will be allowed to retake a summative assessment, but must complete the necessary steps as outlined by the teacher. All work should reflect individual student work.

***Because the final exam in is the last assessment for a given course, if a student is found to be cheating on the final exam the student will not be allowed to reassess and will be given a 0% on the exam.***

Referral to office-2 Days ISS	Referral to office-3 to 5 Days ISS	Referral to office-2 Days OSS
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#### **ACADEMIC DISHONESTY-FORMATIVE ASSESSMENTS**

Academic dishonesty-Formative Assessments includes cheating on formative assessments, copying of homework, 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 unless otherwise allowed by the instructor. Students will be held accountable for completing the original assignment.

Redo the assignment, referral to office, and 2 detentions	Redo the assignment, referral to office, and SCC up to 1 day ISS	Redo the assignment, referral to the office, and 2-10 days ISS
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#### **DISRUPTIVE SPEECH/CONDUCT – CLASS DISRUPTION**

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

SCC up to 2 days ISS	2 days ISS up to 5 days OSS based upon severity	1 to 10 days OSS with recommendation for additional days possible depending upon severity
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**LYING (Including Forgery)**

Not telling facts, forged signatures, and forged excuses.

SCC up to 2 days ISS/SCC	1 day ISS up to 4 days OSS	1 day ISS up to 10 days OSS with recommendation for additional days possible
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**NOT FOLLOWING DIRECTIONS**

Not following directives given by a staff member.

SCC up to 2 days OSS	1 day ISS up to 4 days OSS	1-10 days OSS with recommendation for additional days possible
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**4. Other Infractions**

**BUS INFRACTIONS**

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

**School Rules of Conduct**

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

Discipline according to Code of Conduct plus possible loss of bus privileges. May be referred to Director of Transportation	Discipline according to Code of Conduct plus possible loss of bus privileges. May be referred to Director of Transportation.	Discipline according to Code of Conduct plus possible loss of bus privileges
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**DETENTION VIOLATIONS**

Failure to serve assigned detentions.

1 SCC	2 SCC up to 2 days ISS	2 days ISS up to 2 days OSS
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**SATURDAY CAMPUS VIOLATIONS**

Not attending assigned SCC class as instructed by administrator.

2 days ISS/OSS	2 days ISS/OSS	2 days ISS/OSS
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**STEALING**

Taking of items that are not the property of oneself and are the property of others.

**Major: Value over \$50**

2 days ISS up to 10 days OSS recommendation for additional days depending on severity; restitution of stolen item; Follow reporting requirements to law enforcement	5-10 days OSS with possible recommendation for additional days depending upon severity; restitution of stolen item; Follow reporting requirements to law enforcement	10 days OSS with recommendation for additional days; restitution of stolen item; Follow reporting requirements to law enforcement
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**Minor: Value up to \$49**

1-2 days detention up to 2 days ISS with restitution of stolen item; Follow reporting requirements to law enforcement	2 days of SCC up to 2 days ISS; restitution of stolen item; Follow reporting requirements to law enforcement	2 days ISS up to 2 days OSS; restitution of stolen item; Follow reporting requirements to law enforcement
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**VANDALISM**

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

Detention up to 10 days OSS with possible recommendation for additional days; pay for damages	10 days OSS with recommendation for additional days possible; pay for damages	10 days OSS with recommendation for additional days up to 180; pay for damages
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**SAFE DEFEND VIOLATIONS**

Tampering with the Safe Defend boxes and alarms including but not limited to scanning fingerprints, removing/taking scanner covers, vandalizing the boxes, etc. If the system is triggered and the alarm sounds, the student may be disciplined according to the Falsifying Emergencies category below.

2 days of ISS	4 days of ISS	2 days of OSS
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**FALSIFYING EMERGENCIES**

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

10 days OSS with recommendation for additional days possible; Follow reporting requirements to law enforcement	10 days OSS with recommendation for additional days & possible expulsion; Follow reporting requirements to law enforcement	10 days OSS with recommendation for additional days & possible expulsion; Follow reporting requirements to law enforcement
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**ELECTRONIC DEVICES & ACCESSORIES**

**Electronic Devices for Educational Use**

The City of St. Charles School District recognizes the significant impact that technology can have on the educational experience for each student. However, this recognition acknowledges that the use of technology can impact the educational environment both positively and negatively depending on how it is used in the school setting. In fact, the use of electronic devices during the school day may cause significant distraction to the learning process if used inappropriately. As a result, policies and procedures used will focus on discouraging these behaviors and encouraging those focused on strengthening the positive impact that technology may have on the educational environment.

## One-to-One

In an effort to ensure that students have more equitable access to technology for educational purposes, students will have the opportunity to utilize a district issued Chromebook at school and at home throughout the school year. Students choosing not to take advantage of this opportunity may opt out of the one-to-one initiative, but they will be expected to have access to a similar device such as an updated or current laptop, Chromebook, or tablet device with the ability to access Google Apps and Classroom along with Google Chrome. ***(With regard to this policy, Cell Phones are not considered an acceptable device).*** Please see the City of St. Charles School District Chromebook Policy Handbook for more information.

### Cell Phones/Electronic Devices/Accessories

Students are ***not*** encouraged to bring cell phones or other electronic devices to school. ***Please be advised that students bring these items at their own risk.*** If students choose to bring such items, they should be turned off and securely stored out of sight during the school day. Cell Phones may be used before school, after school, during passing periods and at lunch only. Ultimately, classroom electronic device usage is at the discretion of the classroom teacher, and students are subject to discipline consequences for unauthorized or inappropriate use of such devices in the classroom. ***If there is a need to contact students during the school day for an emergency, parents are encouraged to contact students through the school office.*** Additionally, students are not to wear or display headphones and/or ear buds in the hallways or in the classroom without specific expressed permission of the classroom teacher.

Warning from Classroom Teacher	Detention and Parent Notification from Classroom Teacher	Referral to Office-Parent Notification and Two Detentions	Referral to Office-Parent Notification and One SCC/ISS	Referral to Office-Parent Notification and 1-2 ISS
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***\*Refusal to follow teacher directives resulting in administration being called to the room for electronic device issues per this policy will result in one day of ISS for classroom disruption and insubordination.***

***\*If the use of the electronic device is used in a more serious issue (example: cheating, unauthorized recording, etc.), the teacher will refer the student to the office for that particular offense.***

### **COMPUTER MISUSE**

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.

*Please reference the 1:1 Chrome book Handbook for further guidelines for appropriate use.*

Conference with principal and warning up to privileges suspended for 10 days; pay for damages	Privileges suspended 30 days; pay for damages	Privileges suspended 180 days & 10 days OSS with recommendation for up to 180 days OSS; pay for damages
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### **COMPUTER VANDALISM**

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

2 days ISS up to 10 days OSS; pay for damages; possible suspension of computer privileges	5 days ISS up to 10 days OSS with possible recommendation for additional days; pay for damages; possible suspension of computer privileges	5 days ISS up to 10 days OSS with possible recommendation for additional days; pay for damages; possible suspension of computer privileges
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### **UNAUTHORIZED VIDEO OR AUDIO RECORDING**

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

Detention up to 10 days OSS with possible recommendation for additional days	10 days OSS with possible recommendation for up to 180 days	10 days ISS with recommendation for up to 180 days or expulsion
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**DRESS CODE VIOLATION** – See Student Handbook for detailed information on appropriate dress. Students who have repeated dress code violations may receive consequences for not following directions.

Student conference and may be removed from class until corrected	Parent contact and may be removed from class until corrected.	Detention up to 10 days OSS
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### **UNAUTHORIZED POSSESSION OF PROPERLY PRESCRIBED/OVER THE COUNTER MEDICATIONS**

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. (Distribution of prescribed medication is considered “Distribution of a Controlled Substance”.) All medications are to be given to the school nurse and must be in the original container with the following:

- Name of student
- Name of medicine

- Dosage/administration schedule
- Physician's name
- Date purchased

Medications will be dispensed by the school nurse/health clerk in the clinic. Students are not allowed to carry medications on their person during school hours, except as may be permitted by Board Policy.  
 (See Student Handbook for details regarding District policy for prescribed medications. Board Policy JHCD)

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

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

Detention up to 10 days OSS with possible recommendation for additional days	3 days OSS up to 10 days OSS with possible recommendation for additional days	10 days OSS with possible recommendation for additional days
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**TOBACCO/TOBACCO RELATED ITEMS/VAPING/VAPING RELATED ITEMS**

Possession or use of tobacco in any form is prohibited in school buildings, on school grounds, at school activities, and on 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 vaping or vaping like substances as well.

2 days ISS	4 days OSS	10 days OSS with recommendation for additional days.
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**DISTRIBUTION OF TOBACCO/TOBACCO RELATED ITEMS/VAPING/VAPING RELATED ITEMS**

Bringing tobacco, tobacco related items, vaping, and/or vaping related items onto school grounds or to a school activity with the purpose of selling or distributing the item to another individual.

4 days ISS – 2 days OSS	2 – 5 days OSS	5-10 days of OSS with possible recommendation for additional days
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**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 doses 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. ***CBD oil is considered a controlled substance by the school district.*** Any violations of this policy may result in police action and disciplinary action.

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

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

First Offense	Second Offense*	Repeated Offense*
Participation in STEP  <u>or</u>  10 days OSS with recommendation for up to 20 additional days OSS	10 days OSS with recommendation up to 80 days OSS	10 days OSS with recommendation of 90 up to 180 days OSS

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). For a student’s first offense, they 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.

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

These consequences apply to controlled substances as well as counterfeit substances and prescription drugs; Follow reporting requirements for law enforcement. At the discipline hearing, the situation will be evaluated and a determination will be made as to whether or not the student is appropriate for the STEP program.

10 days OSS with recommendation for up to 180 days OSS and possible expulsion; notification to police.	10 days OSS with recommendation for up to 180 days OSS and possible expulsion; notification to police.
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### ARSON

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

10 days with recommendation up to 180 days OSS; notification to police, and possible expulsion	10 days with recommendation up to 180 days OSS; notification to police, and possible expulsion
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### FIREWORKS

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

10 days with recommendation up to 180 days OSS; notification to police, and possible expulsion	10 days with recommendation up to 180 days OSS; notification to police, and possible expulsion
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**GUNS/ WEAPONS-POSSESSION:**

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 lengths), 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:

- A 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.

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

10 days OSS up to 180 days OSS and possible expulsion ; Safe Schools violations not less than 1 year OSS; Notification to police	10 days OSS with recommendation for expulsion and notification to police.
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**THREATENING REMARKS INVOLVING USE OF A WEAPON**

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

10 days OSS with possible recommendation for up to 180 days OSS; follow reporting requirements to law enforcement	10 days OSS with recommendation up to 180 days with possible expulsion; follow reporting requirements to law enforcement
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**FELONY EXCLUSION**

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

(Board Policy JG)

## SCHOOL SEARCH POLICY

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

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

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

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

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

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

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

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

**Interview with Police or Juvenile Officers/Other Law Enforcement Officials** -- The School District of the City of St. Charles has jurisdiction over students during the school day and hours of approved extracurricular activities. When law

enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or designee will ask to be present and will request that the interview be conducted in private.

The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians. If the interviewer raises a valid objection to the notification, parents will not be notified.

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

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

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

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

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

### **Certain Violations Strictly Enforced**

The administration and staff of the St. Charles City School District believe that in order for teaching and learning to occur, a safe environment is necessary. In addition, the administration and staff believe that all children deserve an environment that is conducive to optimal teaching and learning. Therefore, the prohibitions against fighting or physical assaults (attempting to cause injury to another person, intentionally placing a person in reasonable apprehension of imminent physical injury) will be strictly enforced.



## POLICE ACTION AND THE SCHOOL

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

1. The district will make a reasonable effort to contact the parent or legal guardian of the student prior to the interview and/or to releasing the student to the law enforcement officer, unless directed otherwise by the officer. The District will also request that the law enforcement officer delay the interview and/or arrest until the parent or legal guardian can be present. However, the District does not have the authority to prohibit a law enforcement officer from questioning a student or taking a student into custody, or to interfere with the investigation of a potential crime. If an interview is conducted without the presence of the parents, the District will request that an administrator or other representative of the District be present during the interview. However, the District has no authority to require that such person be present as a condition of permitting the interview to occur.
  2. The District cannot ensure that parents will be present, as it is not legally required to have parents present when District officials (including the SRO) question a student.
  3. The District cannot ensure that it will be present during all interviews conducted by the police and should not pledge to protect the student's interests, especially when those interests may be (and usually are) directly adverse to those of the District and District personnel.
  4. In the event that a student is found to be in possession of any controlled substance (alcohol, drugs, look alike drugs, synthetic drugs, etc.) or weapons\*, a principal will immediately inform the police of such and will turn over such item(s) to the police for an investigation by a law enforcement agency.
  5. District administrators will report acts of school violence to the Superintendent's Office. Acts of school violence are defined as exertion of physical force by a student with the intent to do serious bodily harm to another person while on school property, including a school bus, or while involved in school activities. Acts of school violence may be reported to legal authorities, to teachers and other school district employees with a need to know. Administrators will report felonious behavior (first and second degree murder, kidnapping, first and second degree assault, forcible rape, forcible sodomy, first and second degree burglary, robbery, distribution of drugs to a minor, first degree arson, voluntary manslaughter, involuntary manslaughter, sexual assault, felonious restraint, property damage, and possession of a weapon under the weapon provision of Chapter 571 of Missouri Revised Statutes to appropriate law enforcement agencies.
  6. A principal will report to the superintendent and appropriate law enforcement agencies when any person is believed to have committed an act, which if committed by an adult, would be assault or sexual assault while on school property, school bus, or during school activities. The principal is also required to report to the superintendent and law enforcement agencies if a student is found to be in possession of a weapon or a controlled substance.
  7. A teacher will report to the principal any acts of assault, or possession of a weapon or a controlled substance.
- \* Any one of various objects used or intended to be used for fighting or creating violence.

## **STUDENT SUSPENSION**

### **In-School Suspension**

#### **Administrative Procedures**

The following guidelines will be observed:

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

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

#### **Administrative Procedures**

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

1. Notice. A principal, his designee, or superintendent at the time of contemplated action will give the student or parent/guardian notice of the contemplated action. Such notice may be oral or in writing.

2. Student's Response. The student will be given an opportunity to admit or deny the accusation, and to give his version of the events.  
Suspensions beyond ten (10) school days will require a suspension hearing. The hearing will be set by the Superintendent. The hearings will be informal and will involve the hearing officer, the building principal, the student and parent, and other school personnel (if needed). The purpose of the hearing will be to determine if the recommendation for additional days will be enforced, and if additional disciplinary measures should be imposed.
3. Out of school suspension greater than 10 days may be appealed to the Board of Education in accordance with Board Policy.
4. Students under suspension/expulsion are not allowed to be on or around any school campus in the district without the prior written consent of the Superintendent.
5. Students under suspension are not allowed to participate in or attend any extra-curricular activities sponsored by the school until they have attended classes on the first day after the suspension. Such activities include: basketball games, football games, dances, wrestling matches, concerts, club meetings, and other school sponsored activities.
6. Students suspended ten days or less out of school may be allowed to complete work for credit. Work must be turned in upon return date.
7. Students suspended out of school for more than ten days may be allowed to complete work for credit at the discretion of the school principal. The nature and requirements of some courses may make completion at home not feasible. School assignments will be provided in two week increments and new assignments may not be provided until prior work is submitted.
8. Re-admittance Conference - Students suspended for more than ten days will be readmitted only after a re-admittance conference has been held. Those involved in the conference will include the administrator, teacher, parent, student, and appropriate district personnel. The conference will be held to review the reason for suspension and remedial actions such as development of a behavior contract needed to prevent future occurrences.

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

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

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

## Notices and Policies

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

A complete list of St. Charles' board policies and procedures may be found on its Web site: [https://simbli.eboardsolutions.com/SB\\_ePolicy/SB\\_PolicyOverview.aspx?S=415](https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=415)

For more information, call our District office at 636-443-4000 or refer to our District website at <https://www.stcharlessd.org/Page/1>

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

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



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

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

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

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

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

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

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

- honors and awards received

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

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

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

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

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

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

## *Student Records*

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

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

### **Health Information**

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

### **Directory Information**

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

**Students in kindergarten through high school and vocational school** -- Student's name; parent's name; grade level; participation in school-based activities and sports; weight and height of members of athletic teams; honors and awards received; artwork or coursework displayed by the

district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

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

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

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

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

### **Law Enforcement Access**

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

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

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

### **Children's Division Access**

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

\* \* \* \* \*

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

Adopted: 10/14/1993

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

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

EFB, Free and Reduced-Cost Food Services

EHB, Technology Usage

GBCB, Staff Conduct

IGBA, Programs for Students with Disabilities

IGDB, Student Publications

IIAC, Instructional Media Centers/School Libraries

IL, Assessment Program

KB, Public Information Program

KBA, Public's Right to Know

KDA, Custodial and Noncustodial Parents

KI, Public Solicitations/Advertising in District Facilities

KNAJ, Relations with Law Enforcement Authorities

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

Americans with Disabilities Act, 42 U.S.C. §§ 12101 - 12213  
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g  
Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h  
Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 - 1487  
No Child Left Behind Act of 2001, 20 U.S.C. §§ 6301 - 7941  
The Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794

St. Charles School District, St. Charles, Missouri

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

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

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of*–

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use –

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

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

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

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.

- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

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

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

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

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

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

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

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

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

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

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

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

### **Electronic Communication**

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



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

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

### **Consequences**

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

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

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

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

#### **Students Title IX**

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

St. Charles R-VI School District

400 North Sixth Street

St. Charles, MO 63301

*Phone: 636-443-4005*

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

**Director of Special Education**

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

*Phone: 636-443-4086*

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

**Superintendent of Schools**

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

400 North Sixth Street  
St. Charles, MO 63301

*Phone: 636-443-4033*

*(Board Policy AC: critical)*

***Special Education/Early Childhood Special Education (Public Notice)***

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

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

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

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

***District and Statewide Assessment Program***

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

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

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

### **Statewide Assessments**

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

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

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

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

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

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

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

### **Rights of Homeless Children**

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

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

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

Continuing the child's education in the school of origin:

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

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

#### **English Language Learners**

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs.

Identifying students who are English language learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels.

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

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

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

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

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

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

*(Board Policy IGBCB)*

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

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

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

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

- Parents will be involved in the joint development of the Title I program plan and in the process of reviewing the implementation of the plan and suggesting improvements.
- The district will provide coordination, technical assistance and other support necessary to assist participating schools in planning and implementing parental involvement.
- The district will build the schools' and parents' capacity for strong parental involvement.
- The district will support the coordination and integration of Title I parental involvement strategies with those of other programs that include parent involvement by meeting with appropriate program coordinators at least once each year to plan such coordination and integration of parent involvement activities.
- The district will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy to determine whether there has been increased participation and whether there are barriers to greater participation, particularly by parents who are disabled, who have limited English proficiency, limited literacy or are of any racial or ethnic minority background.
- The district will use the evaluation findings in designing strategies for school improvement and in revising parental involvement policies and procedures at the district and building levels. *(Board Policy IGBC)*

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

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

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

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

### ***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 Zumbuhl 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.

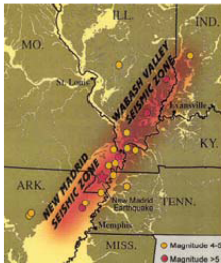


## Earthquake Safety For Missouri's Schools

**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 your local fire department.
- Inform babysitters and neighbors.

### Eliminate Hazards

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



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

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

### Know What to Do When the Shaking BEGINS

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

### Know What to Do AFTER the Shaking Stops

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

The information contained in the flier was extracted from the American Red Cross website [http://www.redcross.org/services/prepare/0,1082,0\\_241\\_,00.html](http://www.redcross.org/services/prepare/0,1082,0_241_,00.html), Missouri State Emergency Management Agency website (<http://sema.dps.mo.gov/EQ.htm>) and the Federal Emergency Management Agency website (<http://www.fema.gov/hazard/earthquake>). This flier could be distributed by school districts to each student annually to satisfy the requirements of RSMo 160.455