

Student Handbook

Code of Conduct

2018 - 2019

Home of the Warriors . . .



St. Charles West High School

3601 Droste Road
St. Charles, MO 63301
636.443.4200

www.scwwarriors.org



The City of St. Charles R-VI School District

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

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Superintendent

Dr. Danielle Tormala
Associate Superintendent
Curriculum & Instruction

Dr. Charles Brazeale
Assistant Superintendent
Business & Technology

Dr. Rodney Lewis
Assistant Superintendent
Human Resources

Mrs. Julie McClard
Director of
Special Education
& Student Services

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C.B.M., Member

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Member

Dear Parents and Students:

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

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

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

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

Sincerely,

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

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

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Student Handbook/Code of Conduct

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400 North Sixth Street
St. Charles, MO 63301
636.443.4000

DISTRICT ADMINISTRATIVE PERSONNEL

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

BOARD OF EDUCATION

Mr. Josh Kean	President
Dr. Donna Towers	Vice President
Mr. Leslie Knight	Secretary
Dr. Marita Malone	Treasurer
Mr. Virgel Beer, Jr.	Member
Ms. Lori Gibson	Member
Mr. Mike Thorne	Member

SCWEST ADMINISTRATION

Dr. Scott Voelkl	Principal
Mrs. Angela Syron	Assistant Principal
Mr. Jack Williamson	Administrative Intern
Mr. Terry Oetting	Activities Director
Mrs. Mary Hanne	Nurse
Ms. Stacie Gates	Librarian
Mrs. Heather Horstmann	Counselor
Mrs. Stephanie Moran	Counselor
Mrs. Jessie Roberts	Counselor

GENERAL INFORMATION

HISTORY

St. Charles West opened its doors in September 1976 to 300 sophomores. During the first year physical education teachers taught in the cafeteria because the gymnasium was not completed until May 1977. Each year a class was added so that 1009 students were enrolled in grades 10-12 in 1978-79. The first graduation was held in the gymnasium in June 1979. With the addition of the ninth grade class in 1981 the school changed from a 10-12 high school to a 9-12 high school. In October 2003, ground was broken for the 17 million dollar renovation project. The project created a new practice gym, cafeteria, library space and rearranged the classrooms from the PODs to a more modern classroom arrangement. Currently there are 650 students enrolled for the 2018-2019 school year.

MISSION & BELIEFS

The mission of SCW is to provide a safe, student-centered learning community in which each individual achieves success.

St. Charles West Guiding Principles:

1. Provide a learning environment that challenges students and provides the necessary means to achieve academic success.
2. Develop in students the skills to continue as lifelong learners.
3. Encourage each individual to realize his or her potential.
4. Provide an emotionally and physically safe environment.
5. Embrace diversity in our school community so that it mirrors our world and reflects our future.

6. Promote tolerance, respect, responsibility and accountability for students, staff and families.
7. Encourage a spirited and supportive community that provides everyone with a sense of pride and belonging.
8. Ensure equal access to all learning opportunities through curricular and extra-curricular programs that meet the needs of our diverse learners.
9. Build and maintain meaningful partnerships connecting school, parents and community.
10. Staff is committed to professional growth that emphasizes increasing student achievement.
11. Community continually strives to improve in all ways.

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 (636-443-4031) for a copy of this policy.

DISTRICT MEETS ALL EPA GUIDELINES FOR ASBESTOS

The School District for the City of St. Charles and the Board of Education is in compliance with EPA guidelines for inspections, assessment and management plans for areas of building containing friable and nonfriable asbestos. All inspections and reinspections have been conducted according to the established schedules. The required Management Plan has been filed with the EPA. The public may review the St. Charles School District Management Plans in the District Administration Center, 400 North Sixth St., St. Charles, MO, at any time during the week (Monday through Friday) between 8a.m. and 4:00 p.m., or in the individual school buildings during the same hours.

Additional information may be obtained from Dr. Charles Brazeale, Assistant Superintendent Business/Building and Grounds, at 636-443-4028.

ATTENDANCE

City of St. Charles School District Attendance Expectations

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

Absence Procedures

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

Make up assignments

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

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

Travel or other absences

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

Excessive Absence Procedure

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

Missouri Children's Division

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

LEAVING SCHOOL DURING SCHOOL HOURS

Students are not to leave the school building without first obtaining permission from a building administrator. If the student intends to be dismissed during the day, the parent/guardian needs to contact the school office requesting the early dismissal by note or telephone. No excuse to leave will be given without prior parental approval. Anyone leaving school without permission will be considered (truant/skipping) and will be disciplined according to the Code of Conduct. Whenever possible a student should inform the attendance office before the absence for a doctor or dental appointment. If the student has a medical appointment during the day, the student must sign out through the attendance office.

MSHSAA ATTENDANCE GUIDELINES

MSHSAA By-law22.0 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.

TARDIES

Planning ahead is an important part of school life. Tardiness to class interferes with class procedures, as well as, individual progress. A warning bell rings five minutes before school begins. Students are expected to be in their seats and ready to work when the tardy bell rings. If a student is more than 10 minutes late to class he will be sent to the office. Going to a locker between classes is not considered as an excuse for tardiness. **Students arriving at school after**

7:20 will be assigned a tardy. Refer to the Code of Conduct for the discipline procedures for tardies. Note: oversleeping, missing the bus, and automobile breakdown are not reasons for excused tardies.

VISITORS

Social visits by outside students are prohibited. All visitors must have a specific appointment with a staff member or be authorized by the office. Approved visitors must sign-in and wear a visitor sticker. Upon leaving they must sign out. Failure to comply with these rules may result in disciplinary and/or police action.

HEALTH INFORMATION

It is imperative that students and parents communicate any health condition or changes 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 health concerns must be reported to the school nurse. A Health History Form should be updated yearly.

Accidents on the school grounds or in the building 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.

ALLERGIES

SCWest is to provide a safe environment for learning for all of our students. We have students attending our school that have severe, life threatening allergies to peanuts. Peanut restricted hallways and classrooms are required. There is a peanut restricted zone in the cafeteria. Peanut products are allowed in the cafeteria, but **NOT** in the peanut restricted zone. **NO** peanut products are to be sold in the school.

Please notify the nurse of any food allergies that you or your child may have. You will need to complete an allergy action plan w/the nurse. This includes bee sting allergies requiring an epi-pen.

ILLNESS DURING THE DAY

The school nurse will evaluate any student who becomes ill during the school day. A decision will be made by her to release the student from school or have the student return to class. Ill students needing to go home will be released only to a parent or guardian or to a designated person upon verbal permission of the parent or guardian. In case of an emergency a student may be released to those persons indicated on the Emergency Contact sheet submitted at the beginning of each school year by the parent/guardian. If the nurse is unavailable, the student must report to the Main Office for assistance. Students failing to follow this procedure will be reported truant.

IMMUNIZATIONS

MO School Immunization law (19CSR20-28.010) requires students to be immunized against diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, hepatitis B and meningitis. Students may not obtain schedules or attend school without proper immunizations and documentation. Students must present official documentation from a physician, clinic or county health department of the day, month and year of each immunization. Religious and medical exemptions will be allowed. The 2016-2017 School Immunization Requirement Schedule, religious exemption forms (Imm.P.11A) or medical exemption forms (Imm.P.12) must be obtained from the County Health Department.

INHALERS

In order to better assess and assist those students with asthma or any life-threatening respiratory illness, all parents/guardians of an asthmatic student who requires the use of an inhaler during the school day will provide the school with a completed Student Asthma Action form. All inhalers will be labeled and handled as prescription medicine. 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 directive of this Act will be

given to each parent/guardian who requires 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 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. Agree 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.
 - f.

MEDICATIONS

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 medicines must be accompanied with authorized prescriber's written order and signature. A parental signature is also required. Please submit the completed **"PRESCRIPTION MEDICATION FORM FOR GRADES 6-12"** and the medicine to the school nurse. For non-prescription or over-the-counter medicine (with the exception of students at Lewis & Clark and Success campus), a prescriber's order is not required. A parent's written request for administration must be submitted with the dose to be given. Submit a completed **"NON-PRESCRIPTION MEDICATION FORM FOR GRADES 6-12"** along with the medicine to the school nurse. The medicine must be in 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 then a prescriber's order must be submitted. 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 the 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 medication 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, principal, or designee. All medications shall be kept in a locked cabinet in the nurse's office. Prescription medicine should be brought to the clinic by a parent/guardian. Medicine brought to school by a student should be brought to the clinic upon arrival to school.

PASSES TO CLINIC

Students must present a corridor pass issued by their teacher upon arrival to the clinic. Early dismissal passes will be given to those students requiring extra time between classes due to injury. **P.E. excuses are not the responsibility of the school nurse for injuries that occur off campus.** Medication passes will be given to those students who must take their medications at an odd time or for medical conditions that require medicine as specified by the physician. Students must report to their 1st block class before coming to the clinic in the morning. Students should not come during "passing time" without a pass unless it's an emergency.

ACADEMIC INFORMATION

GRADUATION REQUIREMENTS

The School District of the City of St. Charles shall be as follows:

Category	Units of Credit
Communications	4
Social Studies	3
Mathematics	3
Science	3
Fine Arts	1
Practical Arts	1
Physical Education	1
Computer applications	.5
Personal Finance	.5
Health	.5
Electives	10.5
TOTAL	28

Students must pass the Missouri and the U.S. Constitution tests.

CUMULATIVE GRADING

All semester course work will be graded cumulatively over the entire semester. Students and parents can check progress throughout the semester by monitoring grades through the Parent Portal.

HYBRID GRADING SYSTEM

The St. Charles West 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, and 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-teacher/Re-Learn/Re-Assess opportunities.

Further information regarding standard-based grading may be found on the district website at www.stcharlessd.org.

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	0.9

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 9th, 10th and 11th graders depending on their schedule. The EOC test score will be 5% of your child's course grade.

NATIONAL HONOR SOCIETY

Membership into the Daniel Boone Chapter of the National Honor Society is based on scholarship, leadership, service, and character. Students in grades 10, 11, and 12 can be selected for membership at the end of the first semester.

- Students must have a cumulative GPA of 3.4 or higher.
- Students with the required GPA must fill out a Student Activity Form, describing involvement in school activities, community, church, enrichment programs, and employment. Names and phone numbers of coaches, sponsors, and supervisors must be provided, along with the signature of student and parents.
- Faculty Council scores the above forms, using a point system as follows: sophomores (10), juniors (12), and seniors (14).
- Students who meet the above two criteria are then reviewed by the faculty, staff, and administration regarding student character. The forms provide an opportunity to comment on observed behaviors. Faculty Council takes the comments very seriously and uses them to determine membership. The five members of the Faculty Council vote on each individual candidate.
- Candidates are notified of their selection and become official members at an induction ceremony in April.

HONOR ROLL CRITERIA

To be eligible for the Honor Roll a student must meet the following criteria:

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 an F for the specific grading period.

COLLEGE VISITS

Students should make plans to visit a college campus on their own time. College visits will be limited to one visit junior year 2nd semester and two visits, senior year. **Students will be excused *only* by prior approval of principal after completing the required college visit form. Applications must be completed and turned in before the April 14th deadline, 2019.** Forms can be picked up in the attendance office.

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.
- 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 (SAMS).
- Maintain a record of good citizenship and avoidance of the unlawful use of drugs, alcohol and tobacco.
- Successfully complete their Algebra 1 EOC or subsequent math EOC.

- 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 1st and May 1st of the student's senior year).
- Register for selective service if applicable (Male only. Required within 30 days of 18th birthday).

Students must also:

- ***Have achieved a score of proficient or advanced on the Algebra I end of course exam.***

Students not meeting the Algebra 1 end of course requirement, may regain eligibility by successfully completing a subsequent math EOC or achieving a qualifying score on the mathematics portion of the ACT or the COMPASS test.

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 City of St. Charles School District.

SCHEDULE CHANGE

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

Changes in course selections will not be permitted after the school's master schedule has been entered into the computer due to the:

- Need to teach students to assume responsibility, to develop accountability, and to develop perseverance
- Extensive preparation the faculty and administration must make in hiring teachers, making assignments, balancing classes, preparing facilities, allocating budgets, ordering books, supplies, and equipment
- Efficient use of staff time

The exceptions to this policy are: (1) when a scheduling mistake has been made (enrolled in an advanced course without the prerequisite); (2) when there is a need to balance classes; (3) when classes must be canceled due to insufficient enrollment; or (4) where it is determined by school officials that a circumstance exists whereby the student has little chance to realize success. Students are encouraged to spend ample quality time studying the course descriptions before deciding upon course selections.

Student/Parent requests to withdraw from a class **within the first 10 days must be approved by the teacher and building principal**. After 10 days, any withdrawals will result in an "F" for the course. In an unusual situation (such as prolonged illness) a waiver of the "F" grade (WF) will be considered by the building principal. A WF grade does configure into the cumulative grade point average.

SCHOLARSHIP INFORMATION

Scholarship resources are available on our building website, under the guidance tab. Any specific questions regarding college, scholarships and/or college financial aid and be directed to the guidance office.

STUDENT PARTICIPATION IN STATEWIDE ASSESSMENTS

Any student scoring at the lowest level of proficiency, in any subject, at any grade level under the statewide assessment EOC (End of Course Exams) established by state law is required by state law to retake that assessment in the following year. 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 or regards 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 less than 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 of the district office.

TESTING INFORMATION

Juniors will be taking the PSAT on October 17 and sophomores' will be taking the ASVAB on November 15, 2018. The cost of the PSAT test is \$20, you can sign up in the guidance office. Freshman will take a practice ACT test (during the school day) on October 18, at no cost to the student.

The normal ACT test dates (set by ACT) for the 2018-2019 school year are; Sept. 8, 2018, Oct. 27, 2018, Dec. 8, 2018, Feb 9, 2019, April 13, 2019, June 8, 2019 and July 13, 2019.

COUNSELING

Counselor Assignments

Heather Horstmann	Grade 9-11	L-Z
Jessie Roberts	Grade 9-11	A-K
Stephanie Moran	Grade 12	A-Z

STUDENT INFORMATION

BLOCK SCHEDULING

Students are able to enroll in eight classes due to block scheduling. Classes 1,3,5,7,9 will meet on A day schedule and classes 2,4,5,6,8 will meet on B day schedule. This is known as an A/B eight block schedule. Students will have a 50 minute academic intervention period each day for additional instruction called AIP. Students will need to plan and organize their class and study time.

BELL SCHEDULE

The bell schedule alternates from A/B and C day schedule; (i.e. if the week ends on an A day then Monday is a B day, if week ends on a B day then Monday is an A day. On days when there is no school, the schedule stays the same (i.e. snow day on an A day, the next day will remain a B day.) Some Wednesday, but not all, we dismiss 1 hour earlier for staff professional development. For these Wednesday's, refer to bell schedule C.

A/B Bell Schedule

7:20 – 8:40	Block 1/2
8:40 – 8:45	Passing Time
8:45 - 10:05	Block 3/4
10:05 - 10:10	Passing Time

LUNCH SCHEDULE

during 7 th /6 th Blocks
1 st 11:05 - 11:30
2 nd 11:35 - 12:00
3 rd 12:05 - 12:30

C Bell Schedule (early Out Wednesdays')

7:20-8:40	Block 1/2
8:40 – 8:45	Passing
8:45 - 10:05	Block 3/4
10:05-10:10	Passing

10:10-11:00 Block 5/AIP
11:00 - 11:05 Passing
11:05 – 12:55 Block 7/6
12:55 – 1:00 Passing Time
1:00 - 2:20 Block 9/8

10:10-11:55 Blocks 6/7
1st Lunch 10:34-10:59
2nd Lunch 11:02-11:27
3rd Lunch 11:30-11:55
12:00-1:20 Block 8/9
Staff PLC 1:30-2:30

ANNOUNCEMENTS

Daily announcements are emailed directly to student email accounts, any other announcements will be made throughout the day with approval of the administration. Video announcements will be made once a week (on a Wednesday or Thursday). Announcements are also posted on the building website; www.scwwarriors.org.

APPROPRIATE DRESS

The Board believes that a person's dress affects his behavior as well as that of others around him. The Board expects students to be neat, clean and of good taste so that each student may share in fostering a positive and healthy atmosphere within the school. The safety of the student shall not be jeopardized by his or her attire or grooming. **Clothing that displays sexually explicit language, profanity, alcohol or drug advertisement and/or messages will not be allowed to be worn in school. Hats and head gear will not be worn in the school building.** This standard of dress and appearance is in effect at all school sponsored activities. Students will therefore adhere to the following guidelines:

- ❖ All students must wear shoes, boots, or other type of footwear.
- ❖ Clothing that will cause disruptive or undue attention to an individual shall not be worn. This includes tobacco and alcohol related T-shirts, sexually explicit or sexually implied T-shirts or dress apparel and oversized clothing such as sagging pants, backless or halter tops, clothing that does not sufficiently cover the body (spaghetti straps allowed, as long as undergarments are worn and straps go over both shoulders), or other inflammatory apparel that is inconsistent with the school's mission or disruptive to the educational process.
- ❖ Hats, caps, and other head coverings (at the discretion of the principal) will not be worn or carried in the building during school hours.
- ❖ Large coats, overcoats and blankets will not be worn or carried in the building during school hours. Upon arrival to school students must place their coats in their lockers. It is recommended that students keep a sweatshirt in their locker in the event they become cold. Sweatshirt hoods are not allowed to be worn on heads during school hours.
- ❖ 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 violations:

Penalties:

If students are not properly dressed, the student will be asked to make the appropriate adjustments. Hats or head coverings may be confiscated. In an extreme dress code violation situation, parents may be called and the dress will be corrected before the student returns to class. If parents and student refuse to correct the dress code violation, the student will be sent home for the day and the absence will be unexcused. If a problem persists, an out-of-school suspension will result at the discretion of a principal.

CAFETERIA

The cafeteria is operated for the convenience of students. All eating is to be done in the commons or amphitheater (weather permitting). No food is allowed in the hallways, front atrium or computer labs. Food in classrooms is up to the teacher's discretion. Students are responsible for cleaning up after eating. Any drinks brought into the building must have a lid.

CLOSED CAMPUS

St. Charles West operates a closed campus. Students must stay in the building or assigned area from the time they arrive until they are dismissed. No loitering is allowed on the parking lot. Students must remain in the commons or designated area during lunch. Any student who has authorization to leave school before dismissal must check out through the attendance office.

COMPUTER USE

***USE OF COMPUTER HARDWARE:** Students will understand that computers are expensive learning tools. Students will be responsible for any damage to the computer, caused by negligent, improper or malicious intent. The student code of conduct will apply.

***USE OF SOFTWARE:** Students 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 them to receive consequences.

***FLASH DRIVE w/Programs:** Students are not allowed to bring in Flash Drives from outside the classroom without instructor permission. If Flash Drives are used with programs they need to be approved by the instructor.

***USE OF HARD DRIVE:** Any misuse of the hard drive or network will result in consequences.

***PASSWORDS:** Students must always log-on to the computer using their own password. This password cannot be given to and/or used by another student. Students will close out all files and programs properly and log-off the computer as instructed.

***FOOD, GUM, or DRINK:** Students will not bring any food, gum, or drink into the computer labs or work area (including water).

***WORKSTATION:** Students will cleanup their work area at the end of each class. Students will put all waste paper in the proper container.

Student Use of Internet, Applications, Web 2.0 Tools

a. Students are required to use various applications throughout the school day. These could include various websites, browser extensions, and Web 2.0 tools. Some of these require student accounts and logins, while others do not. The District is committed to complying with Federal laws governing student safety and privacy while online. These Federal laws include the Children's Online Privacy Protection Act (COPPA), and the Family Educational Rights and Privacy Act (FERPA).

b. In order for the District to provide your student with the most effective web-based tools for learning, we need to abide by Federal COPPA Regulations that require parental permission. Our District utilizes several computer and web-based apps and services operated not by the District, but by third parties. These parties include: Google Apps for Education, and other similar educational programs and apps which are listed on our website:

<https://www.stcharlessd.org/domain/46>

c. In order for students to use these programs and services, basic personal identifying information, including student's name, user name, and email address must be provided to the website operator. In many of these cases, access to these websites and resources is provided through a teacher account, and is monitored by the teacher using the resource.

d. Under COPPA, these websites must notify parents and obtain parental consent before collecting personal information from children under the age of 13. However, the law permits schools, such as the City of St. Charles

School District, to consent to the collection of personal information on behalf of all its students, thereby eliminating the need for individual parental consent given directly to each website provider.

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

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:

Student's name; parent's name; grade level; participation in school-based activities and sports; weight and height of members of athletic teams; verification of enrollment; 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.

ELECTRONIC DEVICES FOR EDUCATIONAL USE

St. Charles West 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 Chrome book 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, Chrome book, 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

Students at St. Charles West 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.***

FEES/FINES

Fees and fines may be paid in the finance office before school, during lunch, or after school. Students should have all obligations cleared prior to the end of the school year and before being allowed to purchase dance tickets, attend the senior 6 Flags trip, and to walk in the graduation ceremony.

FLOWERS AND GIFTS

Students are not to receive balloons, flowers and/or gifts during school hours. If delivered they will remain in the attendance office until the end of the school day.

HALLWAYS

Students should be in the halls only at the beginning and close of school and while changing classes unless they have a hall pass. Students are to remain in the commons area for lunch. Students are expected to be courteous at all times. **There should be no running, shouting, or horseplay.**

LIBRARY

The library is for the benefit of everyone. Students are encouraged to use it for both recreational reading and school assignments. It is necessary to maintain a **quiet** atmosphere for studying and reading. Those who cause a disturbance will be asked to leave. Repeat offenders will lose their library privilege. During class periods students must have a library pass to be admitted to the library. All books are checked out for a two week period. There is a fine levied on all overdue books. The fines are 5 cents per book per day. The fine on reference books and flash drives is 50 cents per item per day. At the end of each grading period all fines must be paid and all overdue books returned in order for students to receive their report cards. All financial obligations must be paid before final exams are taken.

LOCKERS

Students are issued a locker with a combination lock. Kicking doors, hammering on door, or otherwise damaging lockers will not be tolerated. Students are expected to use only the locker assigned to them and are not to share lockers. Locker assignments are made by the principal's office. **Locker trouble should be reported to the main or guidance office. Valuables should be kept in your locker.**

Physical education lockers are not provided with locks; therefore, students are encouraged to purchase a combination lock for their gym locker. Only combination locks will be permitted and the combination will be recorded by the physical education teacher.

Principals or their designated person are authorized to search student lockers.

LOST AND FOUND

Students must assume responsibility for loss or damage to any property belonging to them. The school will endeavor to protect all personal property, but is not responsible for personal items. Found articles should be taken to the office. **Students should write their name on all books and put identification marks on their personal belongings.** Articles not claimed within a reasonable time are discarded/donated.

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/PARKING PASSES

All students who drive to school must obtain a parking permit from the Finance office and park in the student parking area. The cost of a parking permit is fifty (\$50) dollars. Cars parked illegally may be towed away at the owner's expense. Courteous and respectful driving habits must be followed for the safety of all individuals. Those who do not comply with safety rules while on or near school property will be denied the privilege of using the school parking lot. **Principals or their designated person are authorized to coordinate with law enforcement agencies in the use of dogs trained in the detection of drugs.**

TEXTBOOKS

Textbooks are assigned to every student on a loan basis. Students are responsible for the care of their books and will be assessed for the cost of any damages to textbooks. Students will pay for the lost books at the replacement cost. Most textbooks average \$75.00 each to replace.

WORK PERMITS

Upon approval of Work Permit students 14 or 15 years of age are able to be employed. Once the student has a job, sections A and B need to be filled out and returned to the principal's secretary in the main office. Work permits are available on the building website.

BEHAVIOR EXPECTATIONS

STUDENT CODE OF ETHICS

Students at SCWest should:

1. Always display loyal school spirit by acts of good sportsmanship as participants or spectators.
2. Be honest in all dealing with others, respecting their rights to private property.
3. Strive to attain high standards of cleanliness of person, speech, and behavior.
4. Avoid damaging and disfiguring any public or private property.
5. Be respectful, well-mannered, and courteous to all.
6. Realize that the concern for others is the key to true happiness.
7. Refrain from actions that would reflect negatively upon the school.
8. Students respect the rights of others, disregarding race, creed, or color.

POLICIES AND PROCEDURES FOR STUDENT SPEECH AND SCHOOL SPONSORED PUBLICATIONS

Students have a right to express their thoughts and opinions at reasonable times and places. This right is guaranteed by the United States Constitution. School is an appropriate place for debate, discussion and expression of ideas. However, certain kinds of speech, whether spoken, written, or symbolic may be prohibited at schools in accordance with standards of responsible journalism and in consideration of the welfare and rights of the entire school community. Understanding the meaning of the First Amendment's protection of free speech is an important responsibility that students must accept in their learning process.

ZERO TOLERANCE

The administration and staff of The City of St. Charles School District believes 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, zero tolerance for fighting or physical assaults (attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury) will be implemented when involved on school grounds. Police may be called and students may be taken into custody. Parents will be notified of the incident and will need to pick up their child at the police station. **Disciplinary action will be taken with all incidents.**

SCHOOL RESOURCE OFFICER (SRO) (636)443-4290

The school resource officer (SRO) is a certified law enforcement officer who is assigned full-time to a school. The schools' SRO receives 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.

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 City of St. Charles 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 lot. 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

Students are expected to have positive relationships at school; however, inappropriate displays of affection will not be allowed. Teachers will monitor inappropriate student displays of affection by warning first-time offenders and by sending habitual offenders to the office.

BUS BEHAVIOR

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

Students are asked and expected to:

1. Follow adult directions
2. Stay seated – no seat-hopping
3. Keep hands and feet and other objects to yourself
4. Be respectful
5. Use appropriate language
6. No eating or drinking on buses

It is expected that students follow school rules while on the bus and at bus stops. Misconduct on the bus, or at bus stops, may result in disciplinary action per the Code of Conduct.

DETENTION/SATURDAY CAMPUS

Detentions are held Monday and Tuesday from 2:25 p.m. to 3:25 p.m.

Detentions on Wednesday's are before school from 6:15a.m.-7:15a.m.

Detentions Thursday afternoon are 2 hours long; from 2:25 p.m. to 4:25 p.m. (you can serve 1 or 2 detentions).

Saturday Campus is held on Saturdays from 8:00 a.m. to 12:00 p.m. Students need to arrive on time before 8:00a.m.

FIELD TRIPS/TRIPS

School bus transportation will be provided for music, athletic, and many other 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.

SEXUAL HARASSMENT

A student may experience sexual harassment in the manner of unwanted sexual behavior, such as touching, verbal comments, sexual name calling, spreading sexual rumors, jokes, pictures, leers, overly personal conversation, cornering or blocking a student's movement, etc. **If a student believes that he/she is being sexually harassed, then the student should bring this to the attention of a teacher, counselor, or principal.**

SMOKE FREE SCHOOL

We ask that adults not smoke or vape in the building or on school grounds at any time – we ask the same of the students.

1. It is unhealthy.
2. It is inconsiderate and offensive to others who use the school.
3. It is a violation of the student code of conduct.

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 representative 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/her 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.

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

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

STUDENT ACTIVITIES

2018 – 2019 STUDENT COUNCIL OFFICERS

President	Kyle Roberts
Vice President	Morgan Hancock
Secretary	Kayla Fleming
Treasurer	Victoria Buehrle
Assemblies Committee Co-Leaders	Brock Bonin & Lauren Biles
Club Coordinator	Justin Clark
Community Service	Connor Doherty
Publicity Co-chairs	Jack Pellow and Mariah Bonner

SPORTS ACTIVITIES

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Football	Boys Basketball	Baseball
Boys Soccer	Girls Basketball	Girls Soccer
Softball	Wrestling	Boys Track
Volleyball	Girls Swimming	Girls Track
Cross Country		Golf
Tennis (Girls)		Tennis (Boys)

EXTRA CURRICULAR ELIGIBILITY STANDARDS

Any student who represents SCWest by participating on an athletic team or a group that performs in public (band, choir, drama, cheerleaders, dance and drill 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. Must be enrolled in courses offering 3.5 units of credit.
2. Must have earned 3.5 units of credit the preceding semester. First semester 9th graders must have been promoted from the 8th grade and have a valid physical exam. 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 towards meeting graduation/promotion requirements.
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 equipment at any time except while participating in practice or school contests.
6. Must be familiar with the training rules and the requirements of lettering for the activity in which participating.
7. Must have no outstanding fines for academic material or athletic equipment.
8. Any student who falsifies records will be subject to dismissal from the activities in which they are involved.
9. 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.
10. 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 through a medical doctor's note.**

PHYSICALS

All students wishing to participate in sports are required to have a current physical examination form on file with the athletic director before they will be allowed to practice or participate. We recommend that a student see their family physician for a complete physical. Be sure to give your physical form to the coach on the **first** day of practice.

For further information contact the athletic office at 443-4200 ext. 6. The Activities Directors office is located in front north/west corner of the building in the lower level.

DANCES

St. Charles West sponsors two dances: a Homecoming dance and Junior/Senior Prom. Students are required to purchase a ticket prior to the dance. No tickets are sold at the door. In order to purchase ticket students must be clear of fees/fines. Students who would like to bring a guest must fill out a guest application prior to purchasing a ticket. All students are required to be in the dance 30 minutes after the dance starts. In case of special circumstances, students may make prior arrangements with a building administrator to arrive after the door closes. All students entering the dance will be searched for any possible contraband. Dress code for Homecoming is semi-formal to formal and the Jr./Sr. Prom is formal. The student council sponsored court for eligible students, must be nominated and voted on by peers and must have no major discipline from the previous semester. The freshman court selection in the fall is based on major discipline for the fall semester only.

CLUBS AND ORGANIZATIONS

All students are encouraged to become active in the various extra-curricular clubs that are offered. The following clubs are available to all interested students.

Title	SPONSOR
All of us Club	Kelpe/Pagel
Art Club	Bildner
Author's Club	Gates
Band	Meyer
Breakfast Club	Perkinson
Cheerleading (V)	Stancil
Cheerleading (JV)	Wiley
Choir/Orchestra	Scott
Color Guard	Meyer
Dance & Drill	Foster/Shelburg
DECA	C. Martin
Drama (SCWest Players)	Saubers
FBLA	McLaughlin
FCA	Jackson

Title	SPONSOR
FCCLA	Payne
Game Enthusiasts	Gates
Key Club	Weil
National Honors Society	Gengler/Perkins
Newspaper	Weil
Prom (Junior Class)	Shelburg
Renaissance	Hockmeyer/Weil
SAMS (Students as Mentors)	Spies
Science Club	Mueller
Sister Cities Exchange	Swift
Student Council (STUCO)	Gates/Leu
The Tribe	Holland
Winter Guard	Meyer
Yearbook	Bildner

RENAISSANCE

Renaissance is an incentive program nationally recognized to continuously improve the quality of student and staff leadership, student academic performance, student citizenship, and quality education at St. Charles West High School. The Renaissance program offers a variety of rewards and incentives for outstanding student academic performance and improvement, student citizenship, as well as exemplary citizenship and attendance. The program is supported by community organizations, SCW Parents Organization, and other various contributors. All criteria set is per each semester.

- 95% attendance (defined as; 4 school days or 20 blocks)
- No major discipline violations (ie; Saturday Campus, ISS or OSS)
- No more than 4 tardies

3.5-4.0 GPA = Gold Card

3.0-3.49 GPA = Silver Card

ACADEMIC PEP ASSEMBLY

The Renaissance Academic Pep Assembly is held annually in May, to highlight the academic achievements of the students and staff.

NIGHT OF EXCELLENCE

Staff members nominate one student based on the staff member's own criteria. The criteria could include but is not limited to attendance, behavior, effort, grades, responsibility, knowledge of subject area, and character. The student is recognized at a special ceremony.

EMERGENCY INFORMATION

EMERGENCY PROTOCOLS

(Updated February 2018)

- Evacuation
- Lock Down(s)
- Intruder
- Active Shooter
- Tornado
- Earthquake
- Petroleum Pipeline
- Radioactive Fallout

2018 Safety Committee

Scott Voelkl; Donna Huster; Stacie Gates; Angela Hockmeyer; Lori Van Houten, chair

EMERGENCY EVACUATION

FIRE, BOMB THREAT, AFTER EARTHQUAKE

Emergency Evacuation of the Building

- Fire alarm will sound or an announcement will be made to evacuate the building.
- Exit the room quickly and quietly, and leave the building through the nearest door (marked on evacuation plans posted by room doors).
- Close room door as you exit, **but do not lock**, and close any doors you may find open on the way out, but do not delay exit to do so.
- Steer students to the back of the parking lot, away from potential projectile glass.
- Teachers will quickly take roll and send the names of missing (not absent for the day) students to the designated command group location.
- Stand as far from the building as possible (avoid potential for projectile glass).
- One of two instructions will follow the emergency evacuation:
 1. An all clear (back to classes as usual) OR
 2. A secondary evacuation to the softball fields (which are farther away and move students out of harm's way should the building collapse or explode).

During Lunch:

Students should leave through the nearest exit and find their lunch hour teacher once outside the building.

Between Classes:

Students leave through nearest exit and find their **previous** block teacher--where they just were--or a reporting station.

SECONDARY EVACUATION

THREAT OF EXPLOSION, BUILDING COLLAPSE, OR AFTER EARTHQUAKE

After regular fire drill evacuation attendance is given to command post, walk to softball field

- When designated, walk from fire alarm attendance location to the back of the softball fields and wait quietly for further instruction. Exit via the **sidewalks on Droste Road**. (Avoid projectiles).
- Once on the field stay with your class, *well away from the building*, maintain quiet, hold up your colored teacher name sign. Teachers hold NAME SIGN UP, so group can be easily found.
- NURSE: The nurse's station is by the driveway of the softball field, toward Droste Rd. (still far away from the building but near the road so that ambulances may drive up).
- ADMINISTRATION: The administrative team will meet in the center of the softball field together, with attendance personnel.
- TEACHERS: should focus on keeping students comfortable and calm and assist those in need. Remain alert in case the need arises to assume duties of other teachers who have been asked to re-enter the building or assist wounded students.

SOFT LOCKDOWN

AWARE OF SITUATION IN THE NEIGHBORHOOD

- External doors locked: no leaving and no entry.
- Interior building life goes on as normal.

HARD LOCKDOWN

LOCKER SEARCHES, A THREAT IN THE AREA

- An announcement will be made over the intercom:
 "We have a HARD LOCKDOWN situation that warrants the need for students to remain in the building" or
 "We have a HARD LOCKDOWN situation that warrants a need for students to remain in the locked classroom".
- Exterior doors locked, no leaving and no entry.
- Teacher will maintain attention to email.
- Students and teachers will either continue with normal daily procedures inside the building, or lock doors and remain in classrooms.
- Students will not be allowed to travel to other buildings for class or leave the building for other business.
- There will be an announcement when the situation is clear.

INTRUDER

THREATENING PRESENCE INSIDE THE BUILDING

An announcement will be made over the intercom:

"We have an INTRUDER situation in the building. I repeat an intruder in the building. Please lock down."

- Teacher will immediately sweep the hall outside their room and bring any students in, whether or not they belong in that classroom.
- Lock door, and **do not answer it for any reason**.
- Direct students to the place in your room with least visibility from door or window.
- Turn off the lights.
- Close curtains when possible.
- Maintain silence, and be sure no one uses a cellular phone.
- Teachers: be cautious to use the phone or computer only in a position not visible from door or window.

Intruder Alert During Lunch or Passing Period

Evacuate the lunch area as quickly as possible: the kitchen doors shut and lock, and there is plenty of room back there. If this plan is not viable on a given day, students should head to the nearest classroom or exit (and hide themselves from interior view).

ACTIVE SHOOTER EVENT

In an active shooting event, follow the Run, Hide, Fight guidelines:

RUN-best option if path is clear

- If there is an escape path, attempt to evacuate the building
- Evacuate whether others agree to or not
- Leave your belongings behind
- Help others escape if possible
- Prevent others from entering the area
- Call 911

HIDE-if path is not clear

- Lock and or blockade door, turn off lights
- Silence all cell phones, ringer and vibrate
- Hide out of view of shooter behind larger objects that will provide protection if shots are fired
- Remain very quiet

FIGHT – If Run and Hide are not options

- Attempt to incapacitate the shooter
- Act with physical aggression
- Improvise weapons
- Commit to your actions

When Law Enforcement Arrives; first responders will focus on disarming shooter

- Remain calm and follow instructions
- Keep hands visible at all times
- Avoid pointing or yelling
- Know that help for injured is on its way

Content of this safety procedure from “Run, Hide, Fight: Surviving an Active Shooter Event” by the Department of Homeland Security, Regional Catastrophic Planning initiative.

Available at:

www.READYHOUSTONTX.gov

TORNADO

- An announcement will be made to proceed to your tornado safety location.
- Teachers lead students quickly and quietly to a designated safe area.
- Near the safe area, hallway monitors may direct overflow to alternative locations; please be flexible.
- In the safe area, students should be seated with hands clasped behind their heads. **The number one tornado injury is from flying debris.**
- In the safe area, teachers will take roll and report only problems such as injuries or missing students to an administrative secretary or administrator at your location.
- Back in classrooms, teachers will take attendance and report any absences or problems.

Safety Locations

Rooms A101-A108, Library, computer lab A and B, Library classroom, music classrooms report to **J rooms** (Triumph Academy) by way of Warrior Walk, using the very back stairs down (the stairs past the band room). When Triumph Academy area is full, overflow goes into boys locker room. (*purple on map*)

Rooms B101-B105, B112-B113, B126-B127, C100-C102 report to boys locker room by way of Commons to right gym steps. (*yellow on map*)

Rooms B106-B111, B114-B125, H108-H110, and **Guidance** report to girl's locker room by way of commons, down art hallway using back stairwell. (*green on map*)

C103-C117 report to girls locker room through commons, via main gym stairwell on left. (*pink on map*)

H111-H118: Use H117, H118, SPED office and hallways away from windows and possible flying debris. (*blue on map*)

PE can report to boys locker room, overflow can also use girls' if necessary.

Clinic shelter in place interior room, away from windows and flying debris. (*blue on map*)

Chartwells' staff: shelter in place interior room, away from windows and flying debris. (*blue on map*)

J105-J107: Go an interior space away from windows and possible flying debris.

J129, J130, J131: Go an interior space away from windows and possible flying debris.
First in, please walk all the way to the back of the locker room(s).

TORNADO SHELTER IN PLACE

A tornado approaching too quickly to evacuate to safety locations.
If possible, get to a closet or bathroom; duck and cover.

EARTHQUAKE

If Indoors:

Take cover under a desk, table, or strong doorway.

Don't try to evacuate while earth is shaking.

Move away from windows, shelves, and heavy objects.

If unable to get to a safe area, move to an INTERIOR wall.

Turn away from windows, kneel alongside interior wall, and cover your head with elbows clasped behind neck.

Once shaking stops, evacuate the building using the Emergency Evacuation procedure.

- *Earthquakes tend to make knees buckle during movement, so watch for others possibly stumbling?*

If Outdoors:

Move to an open space.

Stay away from telephone and power lines.

Move away from buildings.

Lie or kneel down to prevent falls.

After an Earthquake:

Evacuate the building (and report attendance).

Once attendance is turned in, follow secondary evacuation plan to softball fields. Do not light fires or smoke; do not touch power lines.

An administrator will check the Petroleum Pipeline.

SPECIAL EVACUATION: PETROLEUM LIQUID PIPELINES**Evacuation Procedure**

An announcement will advise that a pipeline evacuation is in order.

Exit the building only through the front of the school.*

("Front" includes the main door, Senior Hall by the library, the event entrance, and the auxiliary gym).

Once outside, take attendance and report in to the nearest office personnel "command station".

Depending on the severity of the leak and wind conditions, students will likely be moved to a location further from the pipeline.

Office personnel will **call 911** to report the emergency and the oil pipeline emergency number: **1-800-858-5253**.

Additional Information

*It is important not to exit near the business, science, or food/daycare rooms (rooms that have their own exit) because these are within 1,000 feet of the petroleum liquid pipe. The fumes will make people quite ill—the vapors are heavier than air and will collect in low areas. In addition, if the pipeline is compromised, it may be "highly flammable" and "easily ignited by heat or sparks." **Vapors may form an explosive mixture with air.**

LOCATION: The 22" pipeline is located 115 feet southeast of our building, near the science corner (rooms C100-101 and B 127 and B113). It runs through Monroe's playground, past us, and up through the backyards of the houses across Droste Rd.

Signs of a Petroleum Pipeline Leak

- Pooling of liquid on the ground
- Odor like petroleum liquids or gas
- A sheen on the surface of water
- An area of dead vegetation

SHELTER IN PLACE: RADIOACTIVE SMOKE-PLUME FALLOUT**BREACH OF THE WESTLAKE LANDFILL SUPERFUND SITE**

An announcement will be made directing those in the building to shelter in place due to a radiation fallout event.

Administration:

- close and lock all doors and windows and provide for visitors in the building
- immediately disable heating/cooling unit fans
- maintain communication (notification should come through the emergency weather service radio)

Teachers:

- direct students to best location: interior rooms without windows, or the basement level.
- block any air flow under doorways with jackets or found items.
- once in secure location, encourage students to communicate with their families. The following information will help reduce panic:
“Shelter in place orders rarely last more than a few hours. The safest place for all citizens to be right now is inside, away from windows. The safest thing for all of us to do right now is remain here until the fallout clears.”

Additional Information

Radioactive material settles on the outside of buildings, so it is important to stay in interior rooms.

Those who come in from outside:

- Take off outer layer of clothing--put clothing in plastic and place out of reach.
- Blow your nose.
- Gently wipe your eyelashes.
- Take a shower with soap and shampoo, but do not scrub the skin. No shower: rinse at sink or wipe lightly with a wet cloth.

Toxins of concern:

- barium sulfate cake residue
- leached barium sulfate
- contaminated soil

Background

The immediate concern for a shelter in place scenario is that the subsurface smouldering event at Bridgeton Landfill (no longer operative) will reach the contaminated material, releasing it in a smoke plume to fallout over the surrounding areas.

Signs of a Petroleum Pipeline Leak are:

- **Pooling of liquid on the ground**
- **Odor like petroleum liquids or gas**
- **A sheen on the surface of water**
- **An area of dead vegetation**

City of St. Charles School District

High School Code of Conduct

2018-19

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.

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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 1st offense, 2nd offense, and Repeated offense (see illustration below)

FIRST OFFENSE	SECOND OFFENSE	REPEATED OFFENSE
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The following pages outline specific behaviors and consequences if a violation occurs and results in an office referral. Teachers have the authority to assign detention 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 nd - 5 th 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; 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 sheats, 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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COMPUTER MISUSE/ COMPUTER VANDALISM

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

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

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

Privileges suspended 30 days & 1 detention up to 10 days OSS; with possible recommendation for additional days depending on severity; pay for damages	Privileges suspended 90 days and 2 days up to 10 days OSS; with possible recommendation for additional days depending on severity; 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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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, 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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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.***

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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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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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/OSS to 4 days ISS/OSS	4 days OSS up to 10 days OSS	10 days OSS with recommendation for additional days.
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5. Actions Against Persons or Property

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. Any violations of this policy may result in police action and disciplinary action.

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

First Offense	Second Offense*	Repeated Offense*
Participation in STEP <u>or</u> 10 days OSS with recommendation for up to 20 additional days OSS	Participation in STEP with possible referral for additional services <u>or</u> 10 days OSS with recommendation up to 80 days OSS If the student is still currently participating in the STEP program and has a second offense, he/she will receive 10 days OSS with a hearing recommendation.	Participation in STEP with possible referral for additional services <u>or</u> 10 days OSS with recommendation of 90 up to 180 days OSS If the student is still currently participating in the STEP program and has a repeated offense, he/she will receive 10 days OSS with a hearing recommendation.

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

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

STEP

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

- Complete intake paperwork for Preferred Family Healthcare and STEP program.
- Complete 10 school days in the STEP classroom program
- After the 10 days, students will return to their regular classes.
- Participate the treatment plan as recommended by Preferred Family Healthcare for 90 days after the initial referral.
- Participate in regular alcohol and drug screenings through Preferred Family Healthcare for 90 days after the initial referral.
- At any time during participation in STEP, the Preferred Family Healthcare team can recommend a more extensive treatment plan if the student’s usage warrants additional treatment.

- If at any point during the student’s 90 days, he/she decides to no longer participate in the program or becomes uncooperative, the student will receive 10 days of OSS and will be referred to a disciplinary hearing where additional days will be considered.

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

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

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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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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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: <http://policy.msbanet.org/stcharles/>. For more information, call our District office at 636-443-4000.



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**:

1. the student's name
2. photograph or other likeness

3. age
4. dates of attendance
5. grade level
6. enrollment status
7. participation in officially recognized activities and sports
8. weight and height of members of athletic teams
9. 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.)

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

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

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

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

• *Receive notice and an opportunity to opt a student out of—*

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

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

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

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

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

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

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

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

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

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

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

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

General Information

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

Complaints filed with LEA

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

Complaints filed with the Department

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

Appeals

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

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

Revised 4/17

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

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

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

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

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

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

Dear Parent or Guardian:

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

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

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

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

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

Notice of Non-Discrimination

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

Students Title IX

Assistant Superintendant of Human Resources

St. Charles R-VI School District
400 North Sixth Street
St. Charles, MO 63301
Phone: 636-443-4005

Students- Americans With Disabilities Act/504

Director of Special Education

St. Charles R-VI School District
400 North Sixth Street
St. Charles, MO 63301
Phone: 636-443-4086

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

Superintendent of Schools

St. Charles R-VI School District

400 North Sixth Street
St. Charles, MO 63301
Phone: 636-443-4033

(Board Policy AC: critical)

Special Education/Early Childhood Special Education

(Public Notice)

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

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

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

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

(Board Policy JHDA: Critical)

District and Statewide Assessment Program

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

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

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

Statewide Assessments

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

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

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

National Assessment of Education Progress

If chosen, the district will participate in the National Assessment of Educational Progress (NAEP) as required by law.

(Board Policy IL: critical)

Notification of Human Sexuality Curriculum

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

(Board Policy IGAEB: critical)

Rights of Homeless Children

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

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

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

1. Continuing the child's education in the school of origin:
 - a. For the remainder of the academic year; or
 - b. In any case in which a family becomes homeless between academic years, for the following academic year; or:
2. 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)

Asbestos Notification

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

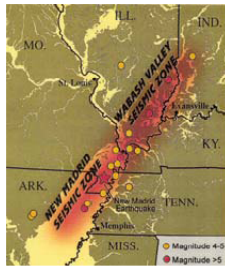


Earthquake Safety For Missouri's Schools

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

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

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



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

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

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

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

Prepare a Home Earthquake Plan

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

Eliminate Hazards

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



Prepare a Disaster Supplies Kit for Home and Car

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

Know What to Do When the Shaking BEGINS

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

Know What to Do AFTER the Shaking Stops

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

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

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