

Student Handbook

2023-2024



Jefferson Intermediate School

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

Building Administration

Dr. Amanda Denson
Dr. Jason Joyner
Mrs. Casey Post

Principal
6th Grade Assistant Principal
5th Grade Assistant Principal

Guidance Department

Ms. Sarah Doten
Mrs. Kelly Millan

5th Grade Counselor
6th Grade Counselor

District Administration

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

Superintendent
Associate Superintendent of Human Resources
Assistant Superintendent of Operations
Assistant Superintendent of Curriculum and Instruction
Director of Special Education and Student Services

Board of Education

Dr. Donna Towers, C.B.M
Mrs. Heidi Sikma, C.B.M
Ms. Lori Gibson, C.B.M
Mr. Daniel Hewitt, C.B.M
Mrs. Karen O'Hearn, C.B.
Mr. Brian K. O'Mara, C.B.
Ms. M. Ellen Zerr, C.B.MM

President
Vice President
Member
Member
Member
Member

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CITY OF ST. CHARLES SCHOOL DISTRICT MISSION STATEMENT

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

ATTENDANCE

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

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

SCHOOL HOURS

The academic school day begins at 8:05 a.m. and ends at 3:05 p.m. The school office is open from 7:15 a.m. until 4:15 p.m. Due to a lack of adult supervision; students must not be in the building before 7:45 a.m. or after 3:15 unless prior arrangements were made with a teacher. Repeated occurrences of students arriving or departing outside of the supervised times may result in a referral to the Division of Family Services. If there is a change to a student's dismissal routine, a written or verbal notification from the parent or guardian must be provided to the school attendance secretary. Do not contact the teacher for dismissal changes. The earlier in the day that this information can be provided to the school, the easier this change is for the child and the school.

Students who arrive before 7:45 would need to be signed up for "Y Club" which is the latchkey program operated by the St. Charles County YMCA. Please contact the St. Charles County YMCA for enrollment information.

- Students are to enter the school immediately upon their arrival on campus by foot, bus, or private transportation—they may not loiter outside. Students should walk their bicycles while on campus and should not bring skateboards or scooters to school.
- Bus riders are released at 3:05. Students staying for activities, walking home, or riding with parents are released a few minutes later to allow buses to safely leave campus.
- Students should clear the building and campus within 10 minutes of final dismissal unless they are staying for school activities (clubs, tutoring, detentions, and intramurals).

Normal School Day	Early Release Day
<p>Before School Schedule</p> <ul style="list-style-type: none"> Breakfast (Mobil area) 7:45 AM <p>After School Schedule</p> <ul style="list-style-type: none"> Bus Riders Dismissed 3:05 PM Walkers Dismissed/Parent Pick-Up 3:05 PM After School Activities: Begin 3:10 PM After School Activities: End 4:00 PM 	<p>Before School Schedule</p> <ul style="list-style-type: none"> Breakfast (Mobil area) 7:45 AM <p>After School Schedule</p> <ul style="list-style-type: none"> Bus Riders Dismissed 12:05 PM Walkers Dismissed/Parent Pick-Up 12:05 PM

ABSENCE

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 Notification & Procedures

Parents should call the school before 9:00 a.m. on the day of a student's absence to inform the attendance office of the absence (636-443-4400). An automated call will be generated at approximately 10 am to the parent/guardian of the student who is marked absent. It is the responsibility of the parent to contact the office with the reason for the absence.

Absence Type	Action Taken
5 Unexcused	Letter sent Notice to schedule Diversionary Meeting with DJO
8 Unexcused	Letter sent Communication from school Any further absences MUST be approved by principal or have a doctor's note or they will be counted as unexcused
10 Unexcused	Letter sent 2nd Diversionary Meeting with DJO scheduled *If attendance does not improve, a referral will be made to the 11th Judicial Circuit Court and a hotline report will be made to Children's Division

****Students may have up to 8 excused absences. Any absences after 8 will be considered unexcused unless a doctor's note is provided for the date the student was absent.**

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 for up to two weeks. All work missed during the last week of a marking period should be made up before the last day of the marking period. Each student is responsible for seeing that make-up work is completed.

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

Travel or Other Absences

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

Excessive Absence Procedure

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

Missouri Children's Division

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

Leaving School Early

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

Procedures must adhere to the following rules:

- Students will only be released to the parent, guardian, or designee of the parent or guardian or to other individuals or agencies as permitted by law.
- The district will release a student to either parent directly unless the district has a valid court order otherwise. If district staff have concerns about releasing the student to a parent, the student may be held while additional precautions are taken, including, but not limited to, verifying custody orders,

contacting the other parent, or contacting appropriate authorities.

- Release to a person other than the parent/guardian If a person other than the parent/guardian is to pick up a child during school hours, the parent must notify the school office.
- Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian.
- When asked to do so, a person requesting the release of a student must present proper identification prior to the release of the student.
- When students need to leave school early (medical, dental, or personal reasons), they must bring a note signed by their parent/guardian indicating the time, date, and reason to the main office before the school day begins. The student will be given an Early Dismissal Pass to take to his/her teacher so that the student can be sent to wait in the office at the time of the parent/guardian's arrival. Before leaving the building, students should turn in the Early Dismissal Pass and the parent must sign the student out in the main office. Because schools are very busy at the end of the day, parents should not expect that they can drop in at that time and pick up their child without prior arrangements.

Supervision

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

INCLEMENT WEATHER/EMERGENCY SCHOOL CLOSINGS

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

KMOX– 1120 AM

KSDK – Channel 5

KEZK – www.kezk.com

FOX2 – Channel 2 Y98 – www.y98.com

KMOV – Channel 4 WIL – 92.3 FM

One of these announcements will be made:

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

Parents will also be notified of school closings and other important matters through the ***School's Student Information System***. It is important, therefore, that parents make updates to current phone numbers through the parent portal on the district website.

Parents may also check school closings on the district website www.stcharlessd.org.

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

BICYCLE STUDENTS & SKATEBOARDS

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

BUS TRANSPORTATION

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

Only students that live more than one mile from school qualify for bus transportation and are allowed to ride

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

ACADEMIC

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

Assessment Program

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

Homework

Homework is an extension of classroom learning activities that prepares students for further learning. It is designed to supplement class work and to give the student the opportunity to practice the skills he/she has learned in class and extend learning. Homework can be in many forms: reading a book for a book report, working on questions for social studies or math, or even watching a TV program and writing a critique. The school and the home must share in the responsibility for the education of children. Parents work with their children to ensure that homework is done contributes to children's success.

Homework Requests

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

GRADE REPORTING SYSTEM

Standards-Based Report Cards

A standards-based report card reports student progress toward meeting the content and performance standards that are set forth by the state of Missouri. Benchmarks are used to determine if the student is making progress toward meeting the standards. Teachers will be assessing students through common benchmark assessments on a regular basis. The report card also provides information on your child's work habits using the same grading scale. The report card reflects what your child knows and is able to do regarding grade-level proficiency.

Utilizing a standards-based system will give parents more accurate information on students' progress toward standards. Students will be held to high expectations, and the goal for all students is to be proficient in all of the standards by the end of the school year. To report this information to parents, we will be using the following grading scale:

- 4 = advanced (your child has exceeded the standard)
- 3 = proficient (your child has met the grade-level standard)
- 2 = basic (your child is approaching the standard)
- 1 = below basic (your child has not met the standard)
- LND = Level Not Determined (even with teacher help your child is not able to meet the standard)

- NA = Not Assessed (no assessments have been given for that standard)

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

Grade Reports

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

	<u>Progress Report</u>	<u>Report Card</u>
1 st Semester	Oct 25 - 26	January
2 nd Semester	Mar 4 - 5	June

PARENT CONFERENCES

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

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

- **Fall conferences** will be on the evening of October 25 and all day and the evening of October 26.
- **Spring conferences** will be on the evening of March 4 and the afternoon and evening of March 5.

PARENT GRADE REVIEW (Parent Portal)

Parents may regularly check their child's progress in each class by using the Parent Access Center available on Jefferson's website at any time of day. Grade information on this site is continually updated as teachers enter grades. Parents will be provided with Please read introductory comments to this site to better understand how grades and attendance are reported.

PHYSICAL EDUCATION

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

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

PE Excuse: If for any reason a student cannot take part in full physical education activities, a note must be brought from a parent or guardian (which is honored for two class periods) or from a doctor (if more than two days) stating the reason that the student cannot participate. **This note should be brought to the nurse in the morning before school.** The nurse will give a copy to the PE teacher. Two parent notes are acceptable each quarter and the student is excused for two class periods.

TEXTBOOKS

Any textbooks issued during the school year are the property of the school district. Reasonable wear is expected as a result of daily use. Unreasonable damage to textbooks will result in fines. It is the responsibility of each student to keep books in good condition. If a textbook is damaged (in the judgment of the teacher and principal), the student will have to pay for the damages incurred. If a textbook is lost, it is to be paid for according to the replacement costs of the book.

VIRTUAL INSTRUCTION

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

BEHAVIOR

We expect all students at Jefferson to behave in a responsible way and to treat others with courtesy and respect. The Code of Conduct for our students further outlines the behavior necessary for the maintenance of a healthy school climate and the consequences of not doing so. These rules and standards apply to student conduct on school premises, at school functions of any kind, off school premises that directly affect the school, on school buses, and involving any school property. For a complete explanation of disciplinary policies and procedures refer to the Code of Conduct.

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

RESPECT FOR OTHERS

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

STUDENT DRESS

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

- **Students must wear appropriate school wear at all times.** Pajamas, pajama pants, sleepwear, onesies, and slippers are not appropriate for school.
- Clothing must cover the front, middle, and back of the student (backless tops, halter or crop tops, bare midriiffs, muscle shirts, tank tops, and spaghetti straps, etc. as well as other clothing that does not cover the body are unacceptable at school).
 - ****Tops that fail to cover midriiffs when arms are raised over the head will be considered a violation of the dress code****
 - Clothing (top or bottoms) that fails to cover the body due to design, alterations, holes, tears, cuts, or age will be considered a violation of the dress code.
 - Hoodies and shirts with hoods are allowed, but students' heads must stay uncovered.
- Footwear must be worn (other than slippers) at all times.
- Caps, hats, wigs, and other head coverings may not be worn or carried during the school day (this includes durags/wave caps, beanies, & bandanas)
- Personal bags (belts, slings, clutch, etc.) should be kept in lockers at all times.
- Coats, jackets, and overcoats are to be put into lockers at the beginning of the school day. (If lockers are not being used, students will keep them with them.)
- Clothing that promotes violence, the illegal or commercial use of drugs, alcohol, or tobacco/nicotine products, or that includes sexually suggestive language or language insulting to others is not permitted. ****Gang-related clothing may not be worn at school.****
- Anything that is disruptive or interrupts the operation of the school shall not be permitted. Parents will be notified and a change of clothing will be requested.

COMPUTER AND INTERNET USE

Inappropriate use of the internet and/or computer hardware and software may result in discipline and/or the loss of computer privileges. This loss of privileges could affect the child's grade. The entire Internet Policy and student contract form can be found at the end of this handbook. Students must sign a form indicating their agreement to follow the Internet policy and parents must notify the school in writing if they do not wish their child to use the Internet.

HEALTH

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

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

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

ANAPHYLAXIS (Life-Threatening Allergic Reactions)

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

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

IMMUNIZATION

State Statute 210.003 states that "no child shall be permitted to enroll in or attend any public school unless the child has been adequately immunized." Only a medical exemption signed by an M.D., D.O., or religious exemption will be accepted in lieu of an updated immunization. Students without proper immunizations and/or proof of the same will NOT be allowed to attend school and/or obtain a schedule of classes. Proof of immunization for homeless students will follow the timeline established by the State.

MEDICATION AT SCHOOL

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

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

Non-prescription medications (pain relievers, lotions, etc.) must be in their original container, and accompanied by written orders from the child's parent/guardian asking that the medicine be given, stating the name of the child, dosage, schedule of administration, and reason for administration. Medication forms are available online. The forms and medication must be presented to the clinic at the same time. All medication shall be kept in a locked cabinet in the clinic. The possession of or use of properly prescribed medications, or the possession, use, or distribution of over-the-counter medications without the written consent of a physician and parent and appropriate district-required documentation. Students are not allowed to carry medications on

their person during school hours, except as may be permitted by Board Policy. No medication, with the exception of an inhaler, can be sent home with a student. All medication forms are available at www.sites.google.com/a/stcharlessd.org/jefferson/ under Medications at School.

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

SCREENINGS

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

SPECIAL HEALTH PROBLEMS

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

SUNSCREEN

Students are encouraged to wear protective clothing (hats, sunglasses, long sleeves), sunscreen, and lip balm, between the hours of 10 AM-2 PM, especially from August through October and March-May when outside.

BREAKFAST/LUNCH PROGRAM

Breakfast is served daily at our mobile kiosk located in the Main & 4th hallway from 7:45 am - 8:00 am. Students attending schools that receive free or reduced lunches are also eligible for free or reduced breakfast. More information will be provided regarding this program at the beginning of the school year.

LUNCHROOM

Students may bring lunch or purchase it from the cafeteria. Parents may arrange a prepaid account through Chartwells—students' PIN numbers remain the same from school to school.

- Parents who wish to eat lunch with their child can do so in the front foyer. They will need to sign in at the front office and wear a visitor's badge while they are in the building.

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

COUNSELING AND GUIDANCE

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

- Curriculum _ classroom and group lessons, parent workshops
- Individual Planning _ individual guidance, behavior management, academic interventions, test interpretation
- Responsive Services _ individual counseling, referrals, crisis counseling, parent conferences
- System Support _ coordination of group testing, reports to outside agencies, team meetings, staff meetings, workshops

The school counselor	Sees students individually, gains understanding through observation, conducts counseling groups, works with parents and teachers, provides orientation and follow-up for new students, conducts classroom lessons, and teaches leadership and communication.
A student may see the counselor to	Discuss personal concerns, aid in self-expression, improve relationships with others, learn to make decisions, learn about personal interests and abilities, acquire job and career information, and discuss academic concerns.
How does a student see the counselor	Students should ask their teacher for a pass to see the counselor.
A parent may contact a counselor about	Academic concerns, behavior concerns, social adjustment, career planning, and referral to agencies. The counseling office number is 636-443-4407.

STUDENT PROPERTY

LOCKERS

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

PERSONAL PROPERTY

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

Electronic Devices

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

DEFINITION: Electronic devices include, but are not limited to laptop computers, electronic tablets, cell phones, Bluetooth devices, smart watches, earbuds, speakers, CD players, radios, video or audio recorders, and walkie-talkies. Personal electronic devices are those owned by the student as well as any devices that are in the student's possession and are not owned by the school district.

RESTRICTIONS: Students must have personal electronic devices (see definition above) turned off and securely stored during school hours, unless the electronic device is an integral part of the curriculum/instruction as predetermined by the classroom teacher. During school hours students are not allowed to use personal electronic devices to listen to music, communicate with others, access the Internet, view/take pictures or videos, or play video games. Personal cameras, smartphones, and other devices that take pictures or video are not to be used to take pictures or video at any time during the school day, on the bus, or at school activities.

EXCEPTIONS: Electronic devices owned and provided by the District may be used by students for instructional purposes approved by the classroom teacher or administrator.

Additionally, when approved by the building principal, students will be allowed to bring personal electronic devices to school for instructional use during the school day in the designated classrooms. Each building administrator, under the direction of the superintendent or designee, shall determine the appropriate areas of the school where students may use personal electronic devices and the extent to which such devices will be incorporated into the classroom curriculum.

Teachers and administrators may pre-approve and allow students to use personal electronic devices to view and read text or for purposes directly related to specific classroom assignments. Teachers and administrators may not allow students to use personal electronic devices to listen to music, communicate with others, access the Internet, view/take pictures or videos, or play video games.

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

GIFTS AND PERSONAL DELIVERIES TO SCHOOL

The school is not able to accommodate gifts such as flowers, balloons, or large stuffed animals for students. Please keep these types of items at home because your student will not have a space in their classroom or locker to store them. They will also not be allowed on the bus.

FOOD AND BEVERAGES

Due to allergies **approved** food and beverages should be consumed only in the cafeteria or by teacher permission in the classroom. Parents wishing to send in celebratory treats may purchase them through Chartwells - No outside treats will be allowed in the classrooms due to allergies. Gum is not permitted at Jefferson, in "gum-free" zones; although some teachers may grant permission during their class only. Teachers reserve the right to establish their own classroom rules on gum and candy. Careless disposal of gum in drinking fountains, on furniture and floors presents sanitation and cleaning problems, and costly repair, and could be considered vandalism.

LOST AND FOUND

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

LOST/STOLEN PROPERTY

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

SAFETY

Emergency Drills

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

expected to treat all emergency alarms seriously.

Visitors

For the safety of our students, all visitors must report to the main office first and present a valid form of Identification. Visitors are not allowed access and can be turned away unless they are authorized by the office and have a specific purpose for being at the school. Visitors will be signed "in" to start their visit and signed "out" when they are finished.

PROMOTION, ACCELERATION, AND RETENTION

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

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

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

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

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

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

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

STUDENT COMPLAINTS AND GRIEVANCES

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

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

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

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

TECHNOLOGY USAGE

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

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

DEFINITIONS

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

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

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

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

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

AUTHORIZED USERS

The district's technology resources may be used by authorized students, employees, School Board

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

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

USER PRIVACY

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

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

TECHNOLOGY ADMINISTRATION

The Board directs the superintendent or designee to create procedures governing technology usage and to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources. Administrators of computer resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms, or users at any time without prior notice. Authorized district personnel may install or remove new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time.

CONTENT FILTERING AND MONITORING

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

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

CLOSED FORUM

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

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

RECORDS RETENTION

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

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

VIOLATIONS OF TECHNOLOGY USAGE POLICIES AND PROCEDURES

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

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

DAMAGES

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

NO WARRANTY/NO ENDORSEMENT

The district makes no warranties of any kind, whether expressed or implied, for the services, products, or access it provides. The district's technology resources are available on an "as is, as available" basis. The district is not responsible for loss of data, delays, non-deliveries, non-deliveries, or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

Adopted: 05/12/2005

Revised: 07/10/2008

St. Charles School District

Intermediate School

Code of Conduct

2023-2024

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.

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.

OUR PHILOSOPHY

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

We Believe That:

Our students:

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

Our parents:

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

Our staff:

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

DISCIPLINE PROCEDURES AND DEFINITIONS

Behaviors outlined in the following sections are grouped into two classifications (MAJORS & MINORS) based on their severity and then organized into three categories (RESPECTFUL, RESPONSIBLE, SAFE) based on the school's PBS Matrix. Within each category, behaviors are listed and defined to provide clarity. For major infractions, the description will be accompanied by three boxes illustrating the consequences for the first, second, and repeated offenses. A progressive disciplinary strategy will be used to motivate and discourage repeated, unwanted actions. Consequences and expectations for minor infractions will be listed at the beginning of that section. The following pages outline specific behaviors and consequences if a violation occurs, resulting in a minor classroom or major office referral. Teachers have the authority to assign consequences before giving a major 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 the approval of the superintendent and/or Board of Education.

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

RESTORATIVE PRACTICES

When behaviors that do not meet expectations occur, this strategy promotes positive relationships between all staff members and students. This practice aims to develop, restore, and preserve vital and healthy relationships among the people who make up this school community. We hope that by offering opportunities and ongoing support, students will recognize the thread that unites us and that, in contrast to the traditional discipline of the past, we can transform a less favorable situation into a positive, valuable alternative learning experience.

PBIS (POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS)

Schoolwide Positive Behavior Support (SW-PBS) is a framework for creating safe and orderly learning environments in schools while improving the social-emotional outcomes for students. It is a proactive approach that relies on research-based practices, including developing clear behavioral expectations, teaching these expectations, acknowledging appropriate behavior, consistently correcting inappropriate behavior, and using behavioral data to systematically solve problems.



Jefferson Expectations



	All Settings	Hallways	Cafeteria	Restrooms	Breezeway	Bus	Technology
SAFE	<ul style="list-style-type: none"> Keep all hands, feet, and other objects to yourself (KAHFOOTY) Ask permission to leave an area and use the correct pass Report if someone is hurt or could be hurt Hoods and hats should remain off 	<ul style="list-style-type: none"> Walk at all times Walk on the right side of the hallway Walk directly to your destination without detours or dawdling 	<ul style="list-style-type: none"> Walk to get in line Stay seated with your feet on the floor Only eat the food you brought or bought Sit at your assigned spot 	<ul style="list-style-type: none"> Four people in the bathroom at a time Use designated restrooms 	<ul style="list-style-type: none"> Use outdoor area equipment for intended purposes Stay in approved areas 	<ul style="list-style-type: none"> Remain in your assigned seat until the bus stops Keep items out of the aisle including hands and feet Get on and off the bus at your assigned stop 	<ul style="list-style-type: none"> Keep all passwords and login information private Report damaged or malfunctioning computer equipment immediately
RESPECTFUL	<ul style="list-style-type: none"> Use kind words and actions Follow adult directions the first time given Be honest Use expected voice level 	<ul style="list-style-type: none"> Hands, feet, objects should remain off of the walls <p><u>VOICE LEVEL 0-1</u></p>	<ul style="list-style-type: none"> If you need something raise your hand Use please and thank you When an adult is speaking use expected voice level <p><u>VOICE LEVEL 0-2</u></p>	<ul style="list-style-type: none"> Respect others' privacy Keep walls, floors, and facilities clean Ensure all paper towels are thrown away in the trash can Use supplies as intended <p><u>VOICE LEVEL 0-2</u></p>	<ul style="list-style-type: none"> Line up immediately when an adult blows the whistle Enter the building in a line at a level 0-1 voice <p><u>VOICE LEVEL 0-3</u></p>	<ul style="list-style-type: none"> Be appropriate with your language, conversations, and phone usage (no video and audio recordings or photos) <p><u>VOICE LEVEL 0-2</u></p>	<ul style="list-style-type: none"> Cell phones should remain in student backpacks, which should be stored in their lockers Chromebooks, headphones, and earbuds should remain put away unless you are told it is an appropriate time for them to be used
RESPONSIBLE	<ul style="list-style-type: none"> Keep track of your belongings Arrive on time Stay on-task Clean up after yourself and others 	<ul style="list-style-type: none"> Display hall pass around your neck and return with it to your classroom 	<ul style="list-style-type: none"> Report spills immediately Remember your lunch pin Keep your lunch area clean 	<ul style="list-style-type: none"> Wash hands with the appropriate amount of soap and water Report vandalism and/or problems to adults Return promptly to class 	<ul style="list-style-type: none"> Report any problems 	<ul style="list-style-type: none"> Report any vandalism or problems Follow all bus rules according to your bus driver. 	<ul style="list-style-type: none"> Bring your chromebook to school fully charged each morning Chromebooks and chargers should be stored in their case when not in use Chromebooks should be handled with care at all times

Jefferson Intermediate School

MINOR Behavior Rubric

Staff-Managed

DISCIPLINARY RECOURSE

Before committing to formal disciplinary procedures and measures, Principals and teachers will explore and utilize all realistic methods and means of assisting pupils with challenges and problems. In each individual case, including those involving students with special needs, sound professional judgment shall be used in determining whether formal disciplinary proceedings are necessary in each individual case.

All Minor referrals detailed below will follow the same progression of the discipline process

1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE	5TH OFFENSES (Or More)
Student/Teacher Conference & Note Home	Student/Teacher Conference, Parent Phone Call, & Note Home	Student/Teacher Conference, Parent Phone Call, & Note Home	Parent Phone Call Home *Office Referral	Parent Phone Call Home *Office Referral
			*Office assigned After School Detention	*Office assigned After School Detention

1. Respectful

<p>PROFANITY/INAPPROPRIATE COMMUNICATIONS Low-intensity harmful language. Offensive language, either written or spoken, that is not directed at someone.</p>
<p>DEFIANCE /INSUBORDINATION/NON-COMPLIANCE/NOT FOLLOWING DIRECTIONS Disobedience or refusal to follow directions; Brief or low-intensity failure to follow directions or talking back - including work refusal, not transitioning, or not following directions.</p>
<p>DISRESPECT - STAFF OR STUDENT Speech or behavior that expresses a disrespectful or dismissive message to adults or students. These messages range from blatant rudeness to lower-intensity actions like ignoring. Regardless, the conduct demonstrates a lack of respect and gives the impression that someone or something is not valuable or important.</p>
<p>DISRUPTIVE SPEECH/CONDUCT- CLASS DISRUPTION Intentional acts or conduct in the classroom, school building, or upon school grounds that disrupts the educational process (i.e., talking, making noises, getting out of the seat without permission, sleeping in class, not following class instruction, laughing loudly, dropping books, or other items, horseplay or roughhousing, etc.).</p>
<p>DRESS CODE VIOLATION See the Student Handbook for detailed information on appropriate dress.</p>

2. Responsible

ELECTRONIC DEVICES

Student engages in non-serious, but inappropriate use of cell phones and other electronic devices (see electronic devices policy).

ACADEMIC DISHONESTY

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

COMPUTER MISUSE

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

LYING (INCLUDING FORGERY)

Not telling facts, forged signatures, and forged excuses.

3. Safe

LEAVING AREA WITHOUT PERMISSION - AREA

Leaving or not showing up to the assigned area, without obtaining prior approval of the teachers and/or administrators.

TARDY

Arriving to class after the tardy bell.

MINOR PHYSICAL ACTS

Any minor physical contact that is inappropriate, or disruptive to the school environment. Including, but not limited to, displays of affection (hugging, kissing) and other minor physical acts (poking, pinching, tripping, throwing, or flicking small items -paper, erasers, etc.).

Jefferson Intermediate School

MAJOR Behavior Rubric

Staff-Managed

DISCIPLINARY RECOURSE

Before committing to formal disciplinary procedures and measures, Principals and teachers will explore and utilize all realistic methods and means of assisting pupils with challenges and problems. In each individual case, including those involving students with special needs, sound professional judgment shall be used in determining whether formal disciplinary proceedings are necessary in each individual case.

1. Respectful

<p>VERBAL ABUSE Offensive language, behavior, or gesture directed toward any school district employee, volunteer, or student.</p>	1 day ISS	3 days ISS	5 days ISS up to 5 days OSS
<p>THEFT A student is involved by being in possession of, having passed on, or being responsible for removing someone else's property.</p>	1 day ISS with possible for additional days, depending on severity; restitution of stolen item; and notification to SRO	3 days ISS with possible for additional days, depending on severity; restitution of stolen item; and notification to SRO	5 days ISS up to 10 days OSS with possible additional days, depending on severity; restitution of stolen item; and notification to SRO
<p>VANDALISM/ PROPERTY DAMAGE Student participates in an activity that results in damage, destruction or disfigurement to school property or other person's possessions.</p>	1 day ISS with possible for additional days, depending on severity; restitution of stolen item; and notification to SRO	3 days ISS with possible for additional days, depending on severity; restitution of stolen item; and notification to SRO	5 days ISS up to 10 days OSS and recommendation for additional days; restitution of stolen item, and notification to police
<p>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.</p>	2 ISS days with possible additional days, depending on severity and situation.	1 day OSS with possible additional days, depending on severity and situation.	3-10 days OSS with possible additional days, depending on severity and situation; notification to SRO

<p>SEXUAL MISCONDUCT/SEXUAL ASSAULT A student, while on school grounds, on 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 that 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.</p>	<p>2 to 10 days OSS with possible recommendation for additional days and notification to SRO</p>	<p>10 days OSS and with possible recommendation for additional days and/or expulsion and notification to SRO</p>	<p>10 days OSS and with recommendation for additional days and/or expulsion and notification to SRO</p>
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2. Responsible

<p>FAILURE TO SERVE OR COMPLETE AN ASSIGNED DISCIPLINE PROGRAM</p> <ul style="list-style-type: none"> • Failure to serve and complete - Lunch Detention = After School Detention • Failure to serve and complete - After School Detention = 1 day ISS • Failure to serve and complete - ISS = 1 day ISS 			
<p>COMPUTER VANDALISM Computer vandalism includes reconfiguring hardware, and software, installing programs/software, downloading programs, adding/deleting programs, blatant neglect, and/or stealing hardware or parts.</p>	<p>2 days ISS; pay for damages & possible suspension of computer privileges</p>	<p>4 days ISS; pay for damages & suspension of computer privileges</p>	<p>2 - 5 days OSS; pay for damages & suspension of computer privileges</p>
<p>TRESPASSING Unauthorized entry onto any school grounds, facility, restricted area, or school property/school vehicle without proper authority. This includes unauthorized entry onto school grounds during a suspension period or entry at a school where the student is not registered.</p>	<p>2 days ISS with possible additional days, depending on severity and situation; pay for damages and notification to SRO</p>	<p>3 days OSS up to 10 days OSS with possible additional days, depending on severity and situation; pay for damages and notification to SRO</p>	<p>5 days OSS up to 10 days OSS with possible additional days, depending on severity and situation; pay for damages and notification to SRO</p>
<p>UNAUTHORIZED VIDEO, PICTURE, OR AUDIO RECORDING/RECORD Making any video, picture, or audio recording/record without proper authorization from a district staff member.</p>	<p>1 ISS with possible additional days, depending on severity and situation.</p>	<p>3 ISS with possible additional days, depending on severity and situation.</p>	<p>2 days OSS with possible additional days, depending on severity and situation.</p>

3. Safe

<p>LEAVING AREA OR BUILDING WITHOUT PERMISSION Leave the school campus during the school day without the permission of the building administrator. More than three periods will be considered truancy.</p>	<p>1 ISS with possible additional days, depending on severity and situation.</p>	<p>3 ISS with possible additional days, depending on severity and situation.</p>	<p>5 ISS up to 5 days OSS; with possible additional days, depending on severity and situation.</p>
<p>RECKLESS BEHAVIOR Behavior that results, or could potentially result, in physical endangerment of self, others, and/or school property. This includes horseplay, pushing/shoving unsafe hallway behavior, unsafe classroom behavior, out-of-control behavior, throwing items, and acting with little to no regard for others' safety or belongings.</p>	<p>1 ISS with possible additional days, depending on severity and situation.</p>	<p>3 ISS with possible additional days, depending on severity and situation.</p>	<p>5 ISS up to 5 days OSS; with possible additional days, depending on severity and situation.</p>
<p>HARASSMENT/HAZING/DISCRIMINATORY CONDUCT To purposely annoy, impede, or otherwise negatively interfere with another student, including the wearing or possession of items depicting or implying hatred of or prejudice toward another individual on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, genetic information or any other characteristic protected by law. Examples of harassing or discriminating conduct include epithets, slurs, negative stereotyping or insulting or degrading words or actions, written text messages, social media, or pictures that show hostility toward a particular individual or group. **Infractions within this category can be elevated into bullying behavior**</p>	<p>1 ISS with possible additional days, depending on severity and situation.</p>	<p>3 ISS with possible additional days, depending on severity and situation.</p>	<p>5 ISS up to 5 days OSS; with possible additional days, depending on severity and situation.</p>
<p>PHYSICAL CONTACT - AGGRESSION To strike or hit another, but not mutual combat. Students engage in actions that involve contact where injury may occur (slapping, hitting, punching, kicking, necking, manhandling, hair pulling, scratching, biting, and spitting).</p>	<p>1 ISS with possible additional days, depending on severity and situation.</p>	<p>3 ISS with possible additional days, depending on severity and situation.</p>	<p>5 ISS up to 5 days OSS; with possible additional days, depending on severity and situation.</p>
<p>THREATENING BEHAVIOR/INTIMIDATION Behavior or actions designed to intentionally or knowingly scare someone or make them feel uncomfortable through the means of fear of bodily or mental harm, damage to property, fear of social suffering, or other hostile action on someone in retribution for something done or not done.</p>	<p>1 ISS with possible additional days, depending on the severity and situation.</p>	<p>3 ISS with possible additional days, depending on the severity and situation.</p>	<p>5 ISS up to 5 days OSS; with possible additional days, depending on severity and situation.</p>
<p>BULLYING Bullying occurs when words and/or actions are repeatedly directed toward an individual or group</p>	<p>3 days ISS with possible additional days,</p>	<p>3 days OSS; with possible additional days,</p>	<p>5 OSS with possible for additional days,</p>

which is intended to intimidate, degrade, humiliate, or belittle their dignity. Bullying includes but is not limited to, references made or actions taken toward others based on age, sex, race, ethnic origin, religion, physical appearance, and/or mannerisms. This includes electronic forms of bullying/harassment (cyberbullying).	depending on severity and situation; follow reporting requirements to law enforcement	depending on severity and situation; follow reporting requirements to law enforcement	depending on severity and situation; follow reporting requirements to law enforcement
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, or encouraging the fight other than the original participants may be considered 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 a staff member.	3 days OSS; possible notification to SRO	5 days OSS; possible notification to SRO	8 days OSS with possible additional days, depending on severity and situation; possible notification to SRO
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.	5 days OSS with possible recommendation for additional days depending on severity; possible notification to SRO	5 days OSS possible recommendation for additional days depending on severity; possible notification to SRO	5 to 10 days OSS with possible recommendation for up to 180 days or expulsion; possible notification to SRO
RIOTOUS BEHAVIOR Riotous behavior is defined as more than two persons fighting, arguing, 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 also be considered a participant. Students who refuse to disperse and continue watching a fight will be subject to disciplinary consequences.	2 ISS with possible additional days, depending on severity and situation.	4 days ISS; with possible additional days, depending on severity and situation.	2-5 days OSS with possible recommendation for additional days; possible notification to SRO
FALSIFYING EMERGENCIES Disrupting school by falsifying an emergency situation, such as pulling a fire alarm, making a bomb threat, calling 911, or setting off the SafeDefend emergency system. *Tampering with emergency systems see "not following directions" for consequences.	5 days OSS with possible recommendation for additional days depending on severity; possible notification to SRO	5 to 10 days OSS with possible recommendation for up to 180 days or expulsion; possible notification to SRO	5 to 10 days OSS with possible recommendation for up to 180 days or expulsion; possible notification to SRO
UNAUTHORIZED POSSESSION/USE OF MEDICATIONS	1 ISS with possible	3 ISS with possible	5 ISS up to 5 days OSS; with possible

<p>The possession of or use of properly prescribed medications, or the possession, use, or distribution of over-the-counter medications without the written consent of a physician and parent and appropriate district-required documentation. (See Student Handbook for detailed information on medication at school.)</p>	<p>additional days, depending on severity and situation.</p>	<p>additional days, depending on severity and situation.</p>	<p>additional days, depending on severity and situation.</p>
<p>TOBACCO AND RELATED PRODUCTS Possession or use of tobacco in any form is prohibited in school buildings, school activities, and school buses. The term "use" is defined as smoking, chewing, or maintaining tobacco in one's mouth. Any form of tobacco will be confiscated from students who possess it. Lighters, matches and cigarette-related items will be confiscated from pupils who possess them. This policy applies to electronic cigarettes and/or other simulated smoking products.</p>	<p>1 ISS with possible additional days, depending on severity and situation.</p>	<p>3 ISS with possible additional days, depending on severity and situation.</p>	<p>5 ISS up to 5 days OSS; with possible additional days, depending on severity and situation.</p>
<p>INHALANTS (MISUSE) Certain chemicals, such as whiteout, airplane glue, aerosol cans, etc. which, if abused, are detrimental to the health, well-being, and educational growth of students.</p>	<p>1 ISS with possible additional days, depending on severity and situation.</p>	<p>3 ISS with possible additional days, depending on severity and situation.</p>	<p>5 ISS up to 5 days OSS; with possible additional days, depending on severity and situation.</p>
<p>ARSON Arson - Intentionally starting a fire or causing a fire/explosion.</p>	<p>10 days OSS with recommendation for up to 180 days OSS and possible expulsion; notification to police/SRO</p>	<p>10 days OSS with recommendation for up to 180 days OSS and possible expulsion; notification to police/SRO</p>	<p>10 days OSS with recommendation for expulsion; notification to police/SRO</p>
<p>FIREWORKS The use, possession, and distribution of fireworks, smoke bombs, and any other similar items such as propellants are detrimental to the health and safety of the students and/or the organization. Students engaging in these acts in or around the school campus will be subject to disciplinary action and/or referred to law enforcement.</p>	<p>1 ISS with possible additional days, depending on severity and situation.</p>	<p>3 ISS with possible additional days, depending on severity and situation.</p>	<p>5 ISS up to 5 days OSS; with possible additional days, depending on severity and situation.</p>

Transportation

It is a PBS expectation that students always use district transportation services in a respectful, responsible, and safe manner. Violations of these expectations will result in minor or major referrals, disciplinary action in accordance with the Code of Conduct, and the loss or suspension of transportation privileges. The BUS DRIVER & MONITORS have been given full authority over the students who choose to use the district transportation services. This authority allows them to establish and enforce rules and regulations, assign and change seating locations, and do what is necessary to foster appropriate student behavior and the safest riding experience possible.

Minor - Problem behavior, minor safety issues, or disrespectful choices that violate the bus expectations and rules. (Eating on the bus, disobedience, failure to clear the aisle, failure to sit in assigned seat, littering, failure to remain seated, improper loading/unloading/crossing or willful exiting the bus at the wrong stop, etc.)

1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE	5TH OFFENSES (Or More)
Bus Referral Student/Teacher Conference	Bus Referral Student Conference Parent Phone Calls,	Bus Referral Student Conference Parent Phone Call, & Final warning	Bus Referral Student Conference Parent Phone Call,	Parent Phone Call Home *Office Referral
			1-day bus suspension	2 days bus suspension

Major - Behavior that distracts the driver from their main duty of safely transporting students or any other major violations. (Throwing objects inside the bus, Throwing objects/spitting out the window, Throwing objects at the bus driver, any major violation of the school CoC.)

Discipline according to the Code of Conduct & 3 days bus suspension	Discipline according to the Code of Conduct & 5 days bus suspension	Discipline according to the Code of Conduct & 7 - 10 days bus suspension
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****Major referral involving any Safe School Violations, Fighting, Assault, etc. will incur additional consequences****

Alcohol/Drugs/Narcotics/Controlled Substance

<p><u>DISTRIBUTION OF OR INTENT TO DISTRIBUTE CONTROLLED SUBSTANCES, COUNTERFEIT SUBSTANCES, OR PRESCRIPTION DRUGS</u> These consequences apply to controlled substances as well as counterfeit substances and prescription drugs; Follow reporting requirements for law enforcement.</p>	<p>10 days OSS with recommendation for up to 180 days OSS and possible expulsion; notification to police/SRO</p>	<p>10 days OSS with recommendation for up to 180 days OSS and possible expulsion; notification to police/SRO</p>	<p>10 days OSS with recommendation for up to 180 days OSS and possible expulsion; notification to police/SRO</p>
<p><u>POSSESSION of ALCOHOL/DRUGS/NARCOTICS/CONTROLLED SUBSTANCE</u> The Board of Education strictly prohibits the possession, use of, and arrival at school and/or at school activities, having recently consumed, alcohol/illegal drugs/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.</p>	<p>up to 10 days OSS [*referral to Preferred Family Health for ongoing assessment(s) and counseling for up to 90 days]</p>	<p>10 days OSS with recommendation for up to 20 additional days OSS [*referral to Preferred Family Health for ongoing assessment(s) and counseling for up to 90 days]</p>	<p>10 days OSS with recommendation of 20+ additional days OSS [*referral to Preferred Family Health for ongoing assessment(s) and counseling for up to 90 days]</p>

*Students must complete assessments (drug tests, etc.) and treatment plans as prescribed by Preferred Family Health.

- Once the student can provide documentation that an assessment has been completed and a treatment plan developed, he/she may serve the remainder of his/her suspension at the Re-Entry School.
- If an assessment is failed, the student will be referred for a disciplinary hearing to consider additional consequences.
- The student will be allowed to return to school at the completion of the 20-day suspension if the Re-Entry School administrator verifies acceptable behavior and completion of a negative drug assessment.
- If at the conclusion of the 20-day suspension, the student cannot produce a negative drug test, he or she will be referred to a disciplinary hearing for consideration of additional consequences. The student will remain at the Re-Entry School pending the outcome of the hearing.
- The student upon his/her return to school following the suspension will be subject to periodic drug testing until 90 days from the date of his/her original suspension. A positive test result will result in a disciplinary hearing for consideration of additional consequences.

GUNS/WEAPONS – POSSESSION OF GUNS/WEAPONS

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

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

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

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

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

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

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

Date Adopted: 10/14/1993

Last Revised: 5/13/2004

St. Charles R-VI

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

State Reference	Description
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§160.261, RSMo.	<u>State Statute</u>
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§571.010, RSMo.	<u>State Statute</u>
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§571.030, RSMo.	<u>State Statute</u>
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Federal Reference	Description
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18 U.S.C. § 921	<u>Federal Statute</u>
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20 U.S.C. § 1400-1417	<u>Individuals with Disabilities Education Act</u>
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Policy Reference	Description
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ECA	<u>BUILDING AND GROUNDS SECURITY</u>
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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 firearms, explosive weapons, firearms, firearm silencers, gas guns, BB-guns, starter pistols, use of mace/pepper spray, 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:

- the weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosion
- the frame or receiver of any weapon described above
- any firearm muffler or silencer
- any explosive incendiary, or poison gas
- 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 a similar device

Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled. For the purpose of school safety, any device that looks like a real weapon will be treated as a weapon.

OFFENSE	FIRST OFFENSE	SECOND OFFENSE	REPEATED OFFENSES
<u>POSSESSION OF GUNS/WEAPONS</u>	10 days OSS with recommendation for up to 180 days OSS and possible expulsion; at least one school year for Safe School Violations; and notification to police	10 days OSS with recommendation for up to 180 days OSS and possible expulsion; at least one school year for Safe School Violations; and notification to police	
<u>POSSESSION OF MACE/PEPPER SPRAY</u> Possession of mace/pepper spray in any form is prohibited in school buildings, on school grounds, at school activities, and on school buses. Any form of mace/pepper spray will be confiscated from students who possess it.	3 days OSS	10 days OSS with possible recommendation for additional days	10 days OSS with possible recommendation for additional days

<p><u>THREATENING REMARKS INVOLVING THE USE OF A WEAPON</u> Any words, actions, or gestures displayed in a disparaging or threatening manner toward another student, mentioning the use of a weapon. This includes remarks made via electronic communications.</p>	3 days OSS and recommendation for additional days possible; notification to SRO	5 days OSS with recommendation for up to 180 days and possible expulsion; notification to SRO	10 days OSS with recommendation for up to 180 days and possible expulsion; notification to SRO
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**Administration will have the discretion if a student is using an object for self harm to seek additional resources to help the student. If these alternatives are refused or not followed through, it will result in a 10 day suspension with a hearing.*

FELONY EXCLUSION

Students who have been charged, convicted, or pled guilty in a court of general jurisdiction for the commission of a felony may be suspended in accordance with the 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.

Student's Refusal of a Search

Law enforcement officials shall be contacted if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods, or evidence of a crime

beneath his or her clothing and the student refuses to surrender such articles. Law enforcement officials may be contacted in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted.

Seizure of Illegal Materials

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

Illegal or Unauthorized Materials

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

Interview with Police or Juvenile Officers/Other Law Enforcement Officials

The School District of the City of St. Charles has jurisdiction over students during the school day and hours of approved extracurricular activities. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or designee will ask to be present and will request that the interview be conducted in private.

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

Removal of Students from School by Law Enforcement Officials

Before a student at school is arrested or taken into custody by law enforcement or other legally authorized people, 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 the 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 release 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 interfering 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 a 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 the 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, teachers, and other school district employees with 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 classwork 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 on 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 their 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 extracurricular activities while they are under in-school suspension, but they will receive credit for work completed during the suspension period.
5. Copies of specific building regulations concerning procedures in the in-school suspension room will be given to the student when he enters the in-school suspension room.
6. Any disruptions in the in-school suspension room may result in additional disciplinary action.
7. Students must earn their way back into the regular classroom by following all in-school suspension rules and completing all assignments given to them to the satisfaction of the supervising teacher.
8. At the discretion of the building principal and whenever possible, the student will begin their ISS assignment at the beginning of the following school day.

Out-of-School Suspension

Administrative Procedures

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

1. Notice. A principal, his/her designee, or superintendent at the time of contemplated action will give the student or parent/guardian notice of the contemplated action. Such notice may be oral or in writing.
2. Student's Response. The student will be given an opportunity to admit or deny the accusation, and to give his/her version of the events.
3. Suspensions beyond ten (10) school days will require a suspension hearing. The hearing will be set by the Superintendent. The hearings will be informal and will involve the hearing officer, the building principal, the student and parent, and other school personnel (if needed). The purpose of the hearing will be to determine if the recommendation for additional days will be enforced and if additional disciplinary measures should be imposed.
4. Out-of-school suspension greater than 10 days may be appealed to the Board of Education in accordance with Board Policy.
5. Students under suspension/expulsion are not allowed to be on or around any school campus in the district without the prior written consent of the Superintendent.
6. Students under suspension are not allowed to participate in or attend any extra-curricular activities sponsored by the school until they have attended classes on the first day after the suspension. Such activities include basketball games, football games, dances, wrestling matches, concerts, club meetings, and other school-sponsored activities.
7. Students suspended for an act of violence or drug-related activity are prohibited from being within 1,000 feet of the school. 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.
8. Students suspended from 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.
9. 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 the development of a behavior contract needed to prevent future occurrences.

The Re-Entry School (RES)

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