

School District of the City of St. Charles

2024-2025 Student Handbook

Success Campus



School District of the City of St. Charles
400 N. 6th Street
St. Charles, Missouri 63303

**SAINT CHARLES SCHOOL DISTRICT
SUCCESS CAMPUS
2024-2025 STUDENT HANDBOOK**

TABLE OF CONTENTS

	Page
Message from the Superintendent.....	4
School District Information.....	5
General Information.....	6
Philosophy.....	6
Goals of the YES Program.....	6
Enrollment.....	6
Attendance.....	7
Leaving School During School Hours.....	7
Tardies.....	7
Student Information	
Schedule.....	8
Program Structure.....	8
Courses.....	8
Halls.....	9
Transportation.....	9
Extracurricular Eligibility Standards.....	9
Emergency Information	
Procedures for Emergency Evacuation.....	10
SafeDefend System.....	10
Intruder Emergencies.....	10
Health Information	
Accidents.....	11
Illness During the Day.....	11
Inhalers.....	11
Medications.....	11
Academic Information	
Graduation Requirements.....	12
Classification Requirements.....	12
Grade Report System.....	12
Grading Scale.....	13
Progress Reports.....	13
Behavioral Expectations	
Sexual Harassment.....	14
Affection.....	14
Smoke-Free School.....	14
Electronic Devices Policy.....	14
Lost or Stolen Property.....	15
Appropriate Dress.....	15
Computer Use.....	16
Closed Campus.....	16
Outside Drinks/Snacks.....	16
Student Discipline.....	16

Code of Conduct.....	17
Discipline Procedures And Definitions.....	18
Corporal Punishment.....	18
Attendance.....	19
Aggression.....	20
Academic Infractions.....	22
Bus Infractions.....	23
Other Infractions.....	23
Electronic Devices And Accessories.....	24
Tobacco, Vaping, Over-The-Counter Medications, Etc.....	27
Alcohol, Drugs, Narcotics, & Controlled Substances.....	27
Guns & Weapons Possession.....	29
Felony Exclusion.....	30
School Search Policy.....	30
Police Action And The School.....	32
In-School Suspension.....	32
Out-Of-School Suspension.....	33
The Re-Entry School (RES).....	33
Notices And Policies.....	34
Ferpa.....	34
Student Records.....	35
Annual Notification Of Rights (PPRA).....	37
Every Student Succeeds Act 2015.....	38
Electronic Communication Policy.....	39
Notice Of Non-Discrimination.....	40
Special Education/Early Childhood - Public Notices.....	41
District And Statewide Assessment Program.....	41
Notification Of Human Sexuality Curriculum.....	41
Rights Of Homeless Children.....	42
Programs For English Language Learners (ELL).....	42
Migrant Services.....	42
Programs For The Disadvantaged.....	43
Free And Reduced Lunch Eligibility Guidelines.....	43
Mo Healthnet For Kids Program.....	43
Emergency Medications.....	43
Asbestos Notification.....	43
School Cancellation Or Early Dismissal Notification.....	43
u l i i r y A e s s	43
Earthquake Safety For Missouri Schools.....	44



The City of St. Charles R-VI School District

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

Dear Parents and Students:

Schools are successful when they help children grow academically, socially, and emotionally. For this to happen it is important that we have a **safe environment** that is supportive and conducive for growth. By setting forth clear social and behavioral expectations and directly teaching students about those expectations, it is our goal to continue to have a **positive atmosphere for optimal learning**.

ADMINISTRATION

Dr. Jason T. Sefrit
Superintendent

Dr. Rodney Lewis
Associate Superintendent
of Human Resources

Dr. Earl Draper
Assistant Superintendent
Curriculum & Instruction

Mr. Jeremy Shields
Assistant Superintendent
of Operations

Mrs. Ashley Jones
Assistant Superintendent of
Special Services

The City of St. Charles School District is a **Positive Behavior Interventions and Support (PBIS)** school district. PBIS is a systematic approach aimed at establishing positive student culture. It is designed to benefit all students across all environments in school to help create a safe and effective learning environment. SCSD is committed to Reach, Teach, and Empower optimal student behaviors. At all times, staff and students are expected to: "**Be Safe, Be Respectful, and Be Responsible as a Learner and a Leader.**"

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

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

The handbooks can be viewed online on the district's [website](#). Additional copies of the handbook are available by contacting your school's office. If you have any questions or concerns regarding any information contained in this handbook, please do not hesitate to contact your child's principal, myself, or any appropriate district administrator.

I wish you and your child a positive, safe, successful, and learning-filled school year. Thank you for allowing us the opportunity to Reach, Teach, and Empower your child. We are fully dedicated to working together to ensure the best learning environment possible for you and all of our students.

Sincerely,

Superintendent

BOARD OF EDUCATION

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

Mrs. Heidi Sikma
C.B.M., Vice-President

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

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

Mrs. Karen O'Hearn
C.B.M., Member

Mr. Brian K. O'Mara
C.B.M., Member

Ms. M. Ellen Zerr
C.B.M., Member

SCHOOL DISTRICT OF THE CITY OF SAINT CHARLES INFORMATION

DISTRICT ADMINISTRATIVE PERSONNEL

Dr. Jason Sefrit	Superintendent of Schools
Dr. Earl Draper	Assistant Superintendent – Curriculum & Instruction
Dr. Rodney Lewis	Associate Superintendent – Human Resources
Mr. Jeremy Shields	Assistant Superintendent – Operations
Mrs. Ashley Jones	Executive Director of Special Education & Student Services

BOARD OF EDUCATION

Lori Gibson	Donna Towers
Daniel Hewitt	Heidi Sikma
Karen O’Hearn	Ellen Zerr
Brian O’Mara	

SUCCESS CAMPUS STAFF

Brett Kobernus	Principal
Sharon Stewart	Principal’s Secretary
Theresa Gaeng	Social Worker
Aimee Fox	Counselor
Brendan Kearns	Language Arts Teacher
Paul Wright	Language Arts Teacher
Poigai Pandian	Math Teacher
Justin Ash	Math Teacher
Cheryl LaLonde	Social Studies Teacher/Y.I.N. Liaison
Sandy Looney	Science Teacher
Pamela Meyer	Business/Electives Teacher
Tanya Sanchez	Missouri Options Teacher
Judy Selvaggio	STEP Program/RES Teacher

Telephone Number: 636-443-4889

Hours: 7:20 a.m. – 2:20 p.m.

GENERAL INFORMATION

Mission statement: The Mission of the Success Campus, is to provide an alternative setting designed to assist students in earning credits through the use of differentiated instruction that will lead them toward graduation and encourage responsible citizenship and lifelong learners.

Vision statement: The Success Campus will build strong relationships with students to help them meet their goal of earning a high school diploma.

PHILOSOPHY

The City of St. Charles School District will REACH, TEACH, and EMPOWER all students by providing a challenging, diverse, and innovative education. The YES Program, in partnership with the sending school counselor and parents, strives to provide a successful school experience where students can learn and earn the required credits for graduation while enhancing their social and interpersonal communication skills.

GOALS

We believe that the main purpose of the YES Program is to provide students with an opportunity to experience daily success in their educational experience and earn credits toward graduation. While the students are enrolled in the program, they will:

- Earn credits toward their high school diploma.
- Learn appropriate communication skills and social skills necessary to succeed in life.
- Receive individual and small group instruction designed to meet the learning style of each student.

ENROLLMENT

Students enroll at the Success Campus through an application process. Prospective students complete an application and participate in an interview process. Counselor, principal, and teacher recommendations are reviewed. Students needing a non-traditional school environment with social and emotional support will be given top priority.

ATTENDANCE

The first step in being successful in school is showing up each morning. Attendance is the cornerstone of success in our building. When a student is absent from school a parent or guardian must call in and send a note excusing the absence. Given the importance of attendance, we ask that students try to schedule appointments outside of school hours or during breaks. Students with excessive absences will be reviewed at the semester and may be removed from the program.

LEAVING SCHOOL DURING SCHOOL HOURS

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

TARDIES

Students are expected to be in the building by 7:20 a.m. Students arriving after our start time will be assigned a tardy. Excessive tardies may result in disciplinary action. Students riding the bus are exempt from tardies.

STUDENT INFORMATION

Bell Schedule

AM Schedule:

7:00 – 7:20 AM

7:20 – 8:27 AM

8:27 – 9:24 AM

9:24 – 10:21 AM

Breakfast

2nd Block

3rd Block

4th Block

10:21 - 10:59 AM

10:59 - 11:29 AM

FLEX TIME

LUNCH

PM Schedule:

11:29 – 12:26 PM

12:26 - 1:23 PM

1:23 - 2:20 PM

7th Block

8th Block

9th Block

AM High will go back at 10:15. AM SCWest will be picked up at 10:40

****PM students will be arriving between 11:21 - 11:26****

PROGRAM STRUCTURE

The Success Campus does not follow the block schedule model of traditional high schools. Students will attend daily quarter classes. A flex-time hour is built into the full-day schedule for students to receive academic interventions and/or participate in other activities such as social/emotional programming or college/career planning.

COURSES

MATH	*Pre-Algebra	1.0	S1 – S2
	Algebra I	1.0	S1 – S2
	Geometry	1.0	S1 – S2
	Intermediate Algebra	1.0	S1 – S2
	Algebra 2	1.0	S1 – S2
	*Only available with approval from a counselor and Success Campus principal		

ENGLISH	English I	1.0	S1 – S2
	English 2	1.0	S1 – S2
	English 3	1.0	S1 – S2
	English 4	1.0	S1 – S2
	CCR 9 th & 10 th grade	1.0	S1 – S2
	CCR 11 th & 12 th grade	1.0	S1 – S2
	Creative Writing	1.0	S1 - S2
	ACT Prep	0.5	
SOCIAL STUDIES			
	Government	1.0	S1 – S2
	World Civilization	1.0	S1 – S2
	U.S. History	1.0	S1 – S2
	Sociology	0.5	
	Cultural Geography	0.5	
	U. S. Constitution TEST		
	MO Constitution TEST		
	Civics TEST		
SCIENCE			
	Biology 1	1.0	S1 – S2
	Physical Science	1.0	S1 – S2
	Applied Science	1.0	S1 – S2
	Psychology	0.5	S1 - S2
BUSINESS			
	Introduction to Business	0.5	
	Business Apps	0.5	
	Career Education	0.5	
	Coop Internship	1.0	
	Personal Finance	0.5	
	Intro to Technology	0.5	
	Sports Marketing	0.5	
	Photography	0.5	
FACS			
	Child Development	0.5	
	Human Relations	0.5	
PHYSICAL EDUCATION			
	Health	0.5	
	Fitness Walking	0.5	
	Team Sports	0.5	

The District has purchased and approved Edmentum as an online learning platform. Edmentum classes may be assigned to students as needed.

HALLS

Because of the various student programs housed at the Success Campus, students have a strict break schedule. Students are expected to take their restroom breaks during these hourly breaks. Students are only allowed in the hallways outside of these breaks in an emergency situation with permission from their teacher.

TRANSPORTATION

Bus transportation will be provided to students to and from the Success Campus. The building does not have a parking lot. Given the extremely limited availability of parking, students are strongly encouraged to ride the bus. If students do drive, they must find parking along the street (avoiding any resident parking pass-required areas). The Success Campus is not responsible for any tickets and/or towing fees from students parking in illegal areas.

EXTRACURRICULAR ELIGIBILITY STANDARDS

Students enrolled at the Success Campus who are full-time students are eligible to participate in extracurricular activities according to the sending school guidelines (MSHAA).

EMERGENCY INFORMATION

PROCEDURES FOR EMERGENCY EVACUATIONS

Assigned evacuation routes and exits are posted in each room. These routes and exits should be used when exiting the building. During an emergency, stay with your teacher, maintain orderly lines, and move quickly and quietly to your assigned station. Students are expected to follow their teacher and/or designated adult's instructions. Students are to remain quiet during emergency situations at all times so information can be heard clearly by all. During an evaluation, no one is to return to the building until instructed to do so. Students wanting to leave campus during an emergency must get permission from the principal and should check out appropriately. Students who are uncooperative during an emergency situation may receive disciplinary consequences after the event.

SAFEDEFEND SYSTEM

The City of St. Charles School District utilizes the SafeDefend System for intruder alerts. Alarm boxes located throughout the building allow staff members to quickly activate an alarm in an unsafe intruder situation. The system automatically notifies emergency personnel, school district administrators, and all Success staff members as to the location of the danger. Boxes also contain safety items for staff members to access during a lockdown, such as first aid kits and pepper spray. Students tampering with the SafeDefend boxes will receive consequences in accordance with the Code of Conduct.

INTRUDER EMERGENCIES

If an individual becomes threatening or unsafe to our students and/or staff members, the SafeDefend System will be activated. If the SafeDefend alarm sounds, students and staff are expected to immediately lock down in place and assess the situation. The district follows the "run, hide, fight" model. If it is reasonably safe to exit the building, staff, and students will exit and gather at the Mobil on Elm Street. Parents will be notified of the emergency situation as soon as possible.

HEALTH INFORMATION

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

ACCIDENTS

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

ILLNESS DURING THE DAY

Any student who becomes ill during the school day will be assessed and evaluated by school staff. A decision will be made by a faculty member as to the release of the student from school or maintaining the student in the class. The student may only be released to those persons reported to the district as guardians or emergency contacts during enrollment or by direct verbal permission from the parent/guardian to a designated person. Students failing to follow this procedure will be reported truant.

INHALERS

In order to better assess and assist those students with asthma or any life-threatening respiratory illness, all parents/guardians of the asthmatic students who require the use of an inhaler during the school days will provide their school with a complete Student Asthma Action form or information as stated on the Action Form. All inhalers will be labeled and handled as prescription medicine. Students with asthma or any life-threatening respiratory illness may carry with them self-administration metered-dose inhalers containing “rescue” medication in grades six through twelve. Possession and self-administration of these prescription medications must comply with the Missouri Safe Schools Act, 1996. The directive of this Act will be given to each parent/guardian who requires permission for his/her son or daughter to carry and self-administer such medication, as enumerated in the guidelines of this policy. **The following criteria must be met for self-administration of a metered-dose inhaler at school:**

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

MEDICATIONS

The dispensing of medication by the nurse, principal, or designee shall be restricted to **necessary** medicines that **cannot** be given on an alternative schedule. All prescription medications must be accompanied by the authorized prescriber’s written order and signature. A parental signature is also required. Please submit the completed **PRESCRIPTION MEDICATION FORM FOR GRADES 6-12**” and the medicine to the school nurse. For non-prescription or over-the-counter medication, (with the exception of students at Lewis and Clark), a prescription order is not required. A parent’s written request for administration must be submitted with the dose to be given. Submit a **“NON-PRESCRIPTION MEDICATION FORM FOR GRADES 6-12”**

along with the medicine to the school nurse. The medicine must be in the original container with the label and seal intact. All non-prescription medicine doses must be the same as specific directions outlined on the manufacturer's label. If the dose is in excess of the manufacturer's label, then a prescriber's order must be submitted. The district will not administer a first dose of an initial prescription. The school district retains the right to reject requests for administering medicine. The parent will assume responsibility for informing school personnel of any change in the student's health or change in medicine. It is the right and obligation of the nurse to question medication orders she deems potentially inappropriate and to verify the validity of any medication order. It is also the right of the nurse to refuse to give any medicine that does not meet the criteria established in the Board Policy for giving medicines. **THE DISTRICT MAY REFUSE TO ADMINISTER MEDICATIONS IN AN AMOUNT EXCEEDING THE RECOMMENDED DOSAGE LISTED IN THE PHYSICIAN'S DESK REFERENCE (PDR) OR OTHER RECOGNIZED MEDICAL OR PHARMACEUTICAL TEXT.** Any changes to medication must be accompanied by a written order from the doctor, and the medicine must be in an updated labeled prescription bottle. Administration of medicine to a pupil when the above conditions have been met shall be limited to the school nurse, principal, or designee. All medications shall be kept in a locked cabinet in the nurse's office.

ACADEMIC INFORMATION

GRADUATION REQUIREMENTS

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

Graduation Requirements

Communication Arts	4
Social Studies	3
Mathematics	3
Science	3
Fine Arts	1
Practical Arts	1
Physical Education	1
Computer Applications	½
Personal Finance	½
Health	½
Electives	10½
Total	28

Students must pass the Missouri Constitution Test, U.S. Constitution Test, and Civics Test.

CLASSIFICATION REQUIREMENTS

Grade classification is determined in August preceding the current school year and is updated at semester for students who meet the necessary units of credit for reclassification.

<u>Grade</u>	<u>Units of Credit</u>
Ninth	0 - 6
Tenth	7 - 13
Eleventh	14 - 20
Twelfth	21 and up
Graduation	28

GRADE REPORT SYSTEM

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

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

are separate from an academic grade.

Grade cards can be accessed at any time during the school year online through the grade book Parent Portal. Passwords to use Parent Portal can be obtained from the school guidance office.

The Success Campus is considered a program, not a separate high school. Therefore, Success Campus grades are submitted to the student's home school at semester and are reported on their traditional high school report card and transcript.

Grades are assigned based on the following grading scale:

A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	0% - 59%

PROGRESS REPORTS

Since students are working at their own pace at the Success Campus, traditional progress reports are not utilized. However, teachers are expected to contact parents any time there is a concern regarding a student's progress in their class. Parents are highly encouraged to attend the parent/teacher conferences held in the fall and spring. Additionally, parents are always welcome to contact us and make an appointment to meet and discuss their child's progress.

BEHAVIORAL EXPECTATIONS

SEXUAL HARASSMENT

Every employee needs to recognize that any account of sexual harassment needs to be reported and investigated. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature. This may take place between student and student, staff and staff, and staff and student. Regarding student-to-student harassment refer to the Student Code of Conduct. It is important that the school environment be free of intimidation and hostility. Students need to immediately report to the building administration alleged sexual harassment that they have been made aware of between students, or students and staff.

AFFECTION

Students are expected to have positive relationships at school; however, inappropriate displays of affection will not be allowed. Staff will monitor inappropriate student displays of affection by warning first-time offenders. Repeat offenders may be referred to the office for discipline.

SMOKE-FREE SCHOOL

To promote the health and safety of all students and staff and to promote the cleanliness of district property, the district prohibits all students, employees, and patrons from smoking or using tobacco products in all district facilities and district grounds at all times. E-cigarettes are considered tobacco products and are not allowed.

ELECTRONIC DEVICES POLICY

In an effort to maintain a positive learning environment that is safe and free from distractions, cell phones and personal electronic devices (headphones, watches, etc.) may not be used during class. During class time, all students are required to keep their mobile phones and personal electronic devices stored and out of sight. This includes during Academic Intervention Period (AIP). These items must remain turned off or on silent mode to avoid disruptions to the learning environment. Smartwatches may be worn as timepieces. If used inappropriately or it becomes a distraction, it will fall under the electronic device policy.

Parents who need to reach their children during class time for any urgent matters should contact the school office directly. This will ensure that communication is handled promptly and without disrupting the classroom environment. Alternatively, parents may wait until passing periods or lunchtime to contact their students via cell phone.

Students are only permitted to use their mobile phones and personal electronic devices during passing periods and lunchtime. It is expected that students will use their devices responsibly and in accordance with the code of conduct. Failure to adhere to this policy will result in disciplinary action as outlined in the student code of conduct. We understand that cell phones play an important role in many students' lives. However, we believe that prioritizing focused learning in the classroom is essential for their academic success and social well-being.

LOST OR STOLEN PROPERTY

The District has policies prohibiting the theft of property belonging to the District or to others who are present on school property or at school activities, whether such activities are on or away from school property. The District also provides consequences under the Student Code of Conduct and through referral to law enforcement, as appropriate, for students and other persons who engage in such prohibited conduct. However, the District is NOT responsible in any manner for the theft or loss of property belonging to students, staff, parents, or others while they are on school property or at school activities, whether on or away from school

property. Accordingly, the District shall have no legal or financial obligation to reimburse or otherwise compensate persons whose personal property is lost or stolen while they are present on school property or at school activities, whether on or away from school property. For purposes of this provision, school property shall include school buses and other forms of transportation operated by or on behalf of the District.

APPROPRIATE DRESS

Students are expected to present themselves in a professional manner within our building, including wearing clothing that is appropriate, clean, and neat. **Clothing that displays sexually explicit language, profanity, alcohol or drug advertisement, and/or inappropriate messages will not be allowed to be worn in school.** This standard of dress and appearance is in effect at all school-sponsored activities. Students will therefore adhere to the following guidelines:

- All students must wear shoes, boots, or other types of footwear.
- Clothing that will cause disruptive or undue attention to an individual shall not be worn. This includes tobacco and alcohol-related T-shirts, sexually explicit or sexually implied T-shirts or dress apparel, and oversized clothing such as sagging pants, backless or halter tops, clothing that does not sufficiently cover the body (spaghetti straps allowed as long as undergarments are worn and straps go over both shoulders), or other inflammatory apparel that is inconsistent with the school's mission or disruptive to the educational process.
- Additional dress regulations may be imposed upon students participating in certain extra-curricular activities.
- Class activities that present a concern for student safety may require the student to adjust his/her hair and or clothing during the class period in the interest of maintaining safety standards.

If a student is not properly dressed, the student may be asked to fix the offense (put on alternative clothing, turn the item inside out, cover up with a jacket, call a parent to bring up an alternative, etc.). If the parents and student refuse to correct the dress code violation, the student will be sent home for the day and the absence will be unexcused.

COMPUTER USE

Students are expected to comply with the following computer usage guidelines on any electronic device owned by the school district.

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

***USE OF SOFTWARE:** Students have permission to use only the application software as authorized by the instructor. Any unauthorized use of any computer software (network; application; games; operating system; installation or updating of; changing of screen savers or desktop settings; etc.) will cause them to receive consequences.

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

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

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

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

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

Each student will receive a Chromebook through their home school. Students are required to comply with the Chromebook Usage Agreement given to students when they are assigned their Chromebook.

CLOSED CAMPUS

Students are to remain at the Success Campus during school hours as outlined by each program.

OUTSIDE DRINKS/SNACKS

Students are allowed to bring in outside drinks and snacks, with limitations. To deter students from bringing in alcoholic beverages, drinks must be in a sealed container when brought into the building and opened in front of the teacher for their first class. Students bringing in unsealed containers (fountain drinks, opened drinks, etc.) will be asked to finish them before heading to class. A student refrigerator is also provided for students to store their drinks until dismissal. Unsealed containers will not be allowed in the classrooms. Students may bring in a bottle/cup for fountain water but must fill it up in front of a staff member.

Students should keep the building neat and clean by throwing away all bottles, wrappers, and other snack-related trash.

DISCIPLINE

Success Campus is a student-centered school. Staff members at the Success Campus build strong relationships with our students to avoid any major discipline issues and class disruptions. Our staff strives to make decisions with the best interests of the student(s) in mind. Our building has adopted a PBIS (Positive Behavior and Intervention Support) model.

Success Campus students are expected to follow the High School Code of Conduct. The safety of all students is our top priority. However, in behavior issues where safety is not a concern, the building principal and staff may implement intervention strategies before turning to the student code of conduct.

Intervention strategies may include (but are not limited to):

- Positive reinforcement or rewards
- Student/teacher discussion or conference
- Teacher communication with the parent
- Change in student placement (change seating, move to hall for the class period, etc.)
- Loss of classroom privileges
- Student/principal discussion or conference
- Cool down in the principal's office
- Student contract
- Counseling
- Cool down day (student sent home for the day with parent/guardian permission)

When these interventions are ineffective and the behavior continues and/or escalates, the student will receive consequences in accordance with the Student Code of Conduct.

City of St. Charles School District
HIGH SCHOOL CODE OF CONDUCT
2024-2025

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

Student Discipline

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

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

Discipline Procedures and Definitions

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

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

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

Corporal Punishment

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

(Board Policy JGA) Critical

Attendance

TARDIES (Less than 10 minutes)

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

Warning assigned from the teacher for 1st tardy	1 detention assigned per tardy by teacher for 2 nd - 5 th tardies	Office referral for 6+ tardies; Saturday Campus up to OSS
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SKIPPING CLASSES (More than 10 minutes)

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

2 detentions per block missed	1 Saturday Campus up to 2 days ISS	2 days up to 10 days ISS/OSS
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LATE TO SCHOOL (More than 10 min)

Arriving late to school over 10 minutes unexcused will result in students not being able to participate in after-school activities for the day in which they were late.

Warning	2 detentions per block missed	1 Saturday Campus up to 2 days ISS
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LEAVING BUILDING WITHOUT PERMISSION (Less than three periods)

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

1 Saturday Campus up to 2 days ISS	Saturday Campus up to 5 days ISS	2 ISS up to 10 days ISS/OSS
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TRUANCY (Full Day)

Any student who is absent from school without the consent and/or knowledge of his/her parent(s) and/or guardian will be considered truant. Students who are away from campus for a full day, without appropriate authorization, are considered truant.

1 Saturday Campus up to 2 days ISS	1 Saturday Campus up to 4 days ISS	4 days up to 10 days ISS/OSS & referral to Family Court/ Children's Division
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Aggression

ASSAULT

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

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

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

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

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

Any words, actions, or gestures displayed disparagingly toward a staff member. This includes such as but not limited to posturing, harassment, as well as disrespectful and/or threatening remarks/actions made via electronic communications. A violation in this area is cause for automatic removal from the A+ program.

Saturday Campus up to 10 days OSS with recommendation for additional days possible	Up to 10 days OSS with a recommendation for additional days possible	10 days OSS with recommendation for up to 180 days OSS
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DISRESPECT/THREATENING REMARKS/ACTIONS TOWARD STUDENTS

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

Saturday Campus up to 10 days OSS	Up to 10 days OSS with recommendation for additional days possible	10 days OSS with recommendation for up to 180 days OSS
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FIGHTING

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

5-10 days OSS; follow reporting requirements to law enforcement	10 days OSS with recommendation for additional days possible; follow reporting requirements to law enforcement	10 days OSS & recommendation for additional days possible; follow reporting requirements to law enforcement
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INAPPROPRIATE PHYSICAL CONTACT

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

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

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

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

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

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

A student, while on school grounds, 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 or pornography. A violation in this area is cause for automatic removal from the A+ program.

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

ACADEMIC DISHONESTY-SUMMATIVE ASSESSMENTS/FINAL EXAMS

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

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

Referral to office-2 Days ISS redo assessment.	Referral to office-3 to 5 Days ISS redo assessment.	Referral to office-2 Days OSS redo assessment.
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ACADEMIC DISHONESTY-FORMATIVE ASSESSMENTS

Academic dishonesty-Formative Assessments include cheating on formative assessments, copying homework, copying lab reports, computer programs, sharing answers, allowing someone else to do your work, using cheat sheets, etc. This includes unauthorized use of generative artificial intelligence (AI), such as large language models (chatbots). All work should reflect individual student work unless otherwise allowed by the instructor. Students will be held accountable for completing the original assignment.

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

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

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

Not telling facts, forged signatures, and forged excuses.

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

Not following directives given by a staff member.

Saturday Campus up to 2 days OSS	1 day ISS up to 4 days OSS	1-10 days OSS with recommendation for additional days possible
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Other Infractions

BUS INFRACTIONS

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

School Bus Rules of Conduct

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

Discipline according to the Code of Conduct plus possible loss of bus privileges. May be referred to the Director of Transportation	Discipline according to the Code of Conduct plus possible loss of bus privileges. May be referred to the Director of Transportation.	Discipline according to the Code of Conduct plus possible loss of bus privileges
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DRESS CODE VIOLATION

See the Student Handbook for detailed information on appropriate dress. Students who have repeated dress code violations may receive consequences for not following directions.

Student conference and may be removed from class until corrected	Parent contact and may be removed from class until corrected.	Detention up to 10 days OSS
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DETENTION VIOLATIONS

Failure to serve assigned detentions.

1 Saturday Campus	2 Saturday Campus up to 2 days ISS	2 days ISS up to 2 days OSS
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SATURDAY CAMPUS VIOLATIONS

Not attending assigned Saturday Campus class as instructed by an administrator.

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

Taking of items that are not the property of oneself and are the property of others. A violation in this area is cause for automatic removal from the A+ program.

Major: Value over \$50

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

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

Intentionally causing damage to school property or other person’s possessions. A violation in this area is cause for automatic removal from the A+ program.

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

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

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

Disrupting school by falsifying an emergency situation, such as pulling a fire alarm, making a bomb threat, calling 911, etc. A violation in this area is cause for automatic removal from the A+ program.

10 days OSS with recommendation for additional days possible; Follow reporting requirements to law enforcement	10 days OSS with recommendation for additional days & possible expulsion; Follow reporting requirements to law enforcement	10 days OSS with recommendation for additional days & possible expulsion; Follow reporting requirements to law enforcement
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Electronic Devices & Accessories

ELECTRONIC DEVICES FOR EDUCATIONAL USE

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

ONE-TO-ONE

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

CELL PHONES/ELECTRONIC DEVICES/ACCESSORIES

In an effort to maintain a positive learning environment that is safe and free from distractions, cell phones and personal electronic devices (headphones, watches, etc.) may not be used during class. During class time, all students are required to keep their mobile phones and personal electronic devices stored and out of sight. This includes during Academic Intervention Period (AIP). These items must remain turned off or on silent mode to avoid disruptions to the learning environment. Smart watches may be worn as a timepiece. If used inappropriately or it becomes a distraction, it will fall under the electronic device policy.

Parents who need to reach their children during class time for any urgent matters should contact the school office directly. This will ensure that communication is handled promptly and without disrupting the classroom environment. Alternatively, parents may wait until passing periods or lunchtime to contact their students via cell phone.

Students are only permitted to use their mobile phones and personal electronic devices during passing periods and lunchtime. It is expected that students will use their devices responsibly and in accordance with the code of conduct. Failure to adhere to this policy will result in disciplinary action as outlined in the student code of conduct. We understand that cell phones play an important role in many students' lives. However, we believe that prioritizing focused learning in the classroom is essential for their academic success and social well-being.

1st Offense: Turn into Office until end of day. Student can pick up at the end of day.	2nd Offense: Turn into Office until end of day. Student can pick up at the end of day. 2 Detentions	3rd Offense: Turn into Office until end of day. Student can pick up at the end of day. Student to turn in phone at the beginning of each day for 10 days. Saturday Campus.	4th Offense: Turn into Office until end of day. Student can pick up at the end of day. Student to turn in phone at the beginning of each day for 30 days. 2 Days of ISS.	5th Offense: Turn into Office until end of day. Student can pick up at the end of day. Student to turn in phone at the beginning of each day for the remainder of the semester. 4 Days of ISS
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****Refusal to follow teacher directives resulting in administration being called to the room for electronic device issues per this policy will result in one day of ISS for classroom disruption and insubordination.***

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

COMPUTER MISUSE

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

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

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

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

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

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

Detention up to 10 days OSS with possible recommendation for additional days	10 days OSS with possible recommendation for up to 180 days	10 days OSS with recommendation for up to 180 days or expulsion
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Tobacco & Vaping/Over-the-Counter Medications/Inhalants & Chemicals

UNAUTHORIZED POSSESSION OF PROPERLY PRESCRIBED/OVER-THE-COUNTER MEDICATIONS

The possession of or use of properly prescribed medications, or the possession, use, or distribution of over-the-counter medications without the written consent of a physician and parent and appropriate district-required documentation. (Distribution of prescribed medication is considered "Distribution of a Controlled Substance.") All medications are to be given to the school nurse and must be in the original container with the following: A violation in this area is cause for automatic removal from the A+ program.

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

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

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

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

Certain chemicals, such as white-out, airplane glue, aerosol cans, etc. which, if abused or distributed are detrimental to the health, well-being, and educational growth of students. A violation in this area is cause for automatic removal from the A+ program.

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

Possession or use of tobacco in any form is prohibited in school buildings, on school grounds, at school activities, and on school buses. The term "use" is defined as smoking, chewing, or maintaining tobacco in one's mouth. Any form of tobacco will be confiscated from students who possess it. Lighters, matches and cigarette-related items will be confiscated from pupils who possess them. This policy applies to vaping or vaping-like substances as well. A violation in this area is cause for automatic removal from the A+ program.

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

Bringing tobacco, tobacco-related items, vaping, and/or vaping-related items onto school grounds or to a school activity with the purpose of selling or distributing the item to another individual. A violation in this area is cause for automatic removal from the A+ program.

4 days ISS – 2 days OSS	2 – 5 days OSS	5-10 days of OSS with possible recommendation for additional days
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Alcohol/Drugs/Narcotics/Controlled Substance

The Board of Education strictly prohibits the possession of drug paraphernalia as well as the possession, transfer, manufacture, use of, and arrival at school and/or at school activities while under the influence of alcohol/illegal drugs/prescription drugs not prescribed to the student, or multiple doses of any type of prescription drugs/narcotics/controlled substances, synthetic substances, or counterfeit substances (look-alike substances) on school grounds, school activities, school buses or school property. This includes marijuana and marijuana-infused products as defined under schedules I, II, III, or IV of the Controlled Substances Act, any substance intended to create a false negative on a drug test, and any substance prohibited on district property by law or policy. Any violations of this policy may result in police action and disciplinary action.

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

Administrators may use situational, physical, or behavioral indicators to determine if students are under the influence of prohibited substances.

Please note: Recently in Missouri, the use of medical and recreational marijuana has been approved. However, marijuana is still illegal under federal law. The City of St. Charles School District prohibits students from being under the influence or in possession of any drug, narcotic, or controlled substance on district property, transportation, or district events. Because marijuana is still illegal under federal law, the prohibition applies even to those who are legally authorized to use marijuana. Thank you for helping us to keep our schools drug-free. A violation in this area is cause for automatic removal from the A+ program.

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

**Students participating in the STEP program the second or third time will most likely be required to complete a more comprehensive treatment plan with Preferred Family Healthcare which could include after-school sessions, day treatment, or inpatient treatment. Preferred Family Healthcare will make treatment plan recommendations based on their intake with the student and his/her family.*

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

STEP

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

- Complete intake paperwork for Preferred Family Healthcare and STEP program
- Complete 10 school days in the STEP classroom program
- After the 10 days, students will return to their regular classes
- Participate in the treatment plan as recommended by Preferred Family Healthcare for 90 days after the initial referral
- Participate in regular alcohol and drug screenings through Preferred Family Healthcare for 90 days after the initial referral
- At any time during participation in STEP, the Preferred Family Healthcare team can recommend a more extensive treatment plan if the student’s usage warrants additional treatment
- If at any point during the student’s 90 days, he/she decides to no longer participate in the program or becomes uncooperative, the student will receive 10 days of OSS and will be referred to a disciplinary hearing where additional days will be considered

After the 90 days, if the student produces a clean alcohol and drug screening they will be considered as successfully completing the program and will no longer be required to receive services.

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

The sale, purchase, transfer, manufacture, or distribution of any unauthorized prescription drug, alcohol, illegal drug, or controlled substance (including marijuana and marijuana-infused products) as defined under schedules I, II, II, or IV of the Controlled Substances Act, unauthorized inhalants, counterfeit substance, imitation controlled substances, any substance intended to create a false negative on a drug test, any substance prohibited on district property by law or policy, or drug-related paraphernalia. Follow reporting requirements for law enforcement. At the discipline hearing, the situation will be evaluated and a determination will be made as to whether or not the student is appropriate for the STEP program. A violation in this area is cause for automatic removal from the A+ program.

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

Arson - Intentionally starting a fire or causing a fire/explosion. A violation in this area is cause for automatic removal from the A+ program.

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

The use, possession, and distribution of fireworks, smoke bombs, and any other similar items such as propellants that 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. A violation in this area is cause for automatic removal from the A+ program.

10 days with recommendation up to 180 days OSS; notification to police, and possible expulsion	10 days with recommendation up to 180 days OSS; notification to police, and possible expulsion
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Guns/Weapons Possession

Any instrument or device, including those defined in 18 U.S.C.921 and 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person. This includes but is not limited to blackjack, concealable firearms, explosive weapons, firearms, firearm silencers, gas guns, BB-guns, starter pistols, use of mace/pepper spray, switchblades, knives (any lengths), knuckles, machine guns, rifle, shotgun, spring gun, air guns, or any other items used to inflict injury. For school safety, any look-alike weapon will be addressed as though it was a real weapon.

The Gun Free Schools Act, a firearm as defined in Section 921 of Title 18 of the U.S. Code includes

- A weapon that 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 propellants, 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 school safety, any device that looks like a real weapon will be treated as a weapon. A violation in this area is cause for automatic removal from the A+ program.

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

10 days OSS up to 180 days OSS and possible expulsion; Safe Schools violations not less than 1 year OSS; Notification to police	10 days OSS with recommendation for expulsion and notification to police.
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Threatening Remarks Involving The Use Of A Weapon

Any words, actions, or gestures displayed in a disparaging or threatening manner towards another student, mentioning the use of a weapon. This includes remarks made via electronic communications. A violation in this area is cause for automatic removal from the A+ program.

10 days OSS with possible recommendation for up to 180 days OSS; follow reporting requirements to law enforcement	10 days OSS with recommendation up to 180 days with possible expulsion; follow reporting requirements to law enforcement
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Possession Of Mace/Pepper Spray

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

3 days OSS	10 days OSS with recommendation for additional days possible	10 days OSS with recommendation for additional days possible
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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 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 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 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 includes all substances or materials, the presence of which is prohibited by school policy or state or federal law, including but not limited to, controlled substances, imitation controlled substances, drugs, drug paraphernalia, alcohol or alcoholic beverages, abusable glue or aerosol paint, guns, knives, weapons or incendiary devices.

INTERVIEW WITH POLICE OR JUVENILE OFFICERS/OTHER LAW ENFORCEMENT OFFICIALS

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

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

REMOVAL OF STUDENTS FROM SCHOOL BY LAW ENFORCEMENT OFFICIALS

Before a student at school is arrested or taken into custody by law enforcement or other legally authorized 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 are Strictly Enforced

The administration and staff of the St. Charles City School District believe that 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 releasing the student to the law enforcement officer unless directed otherwise by the officer. The District will also request that the law enforcement officer delay the interview and/or arrest until the parent or legal guardian can be present. However, the District does not have the authority to prohibit a law enforcement officer from questioning a student, taking a student into custody, or to interfere with the investigation of a potential crime. If an interview is conducted without the presence of the parents, the District will request that an administrator or other representative of the District be present during the interview. However, the District has no authority to require that such 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. If 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 on a need-to-know basis. 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 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.
9. If a virtual student is placed in ISS the student's discipline will be notated on their record and the student is still required to zoom into the classes.

OUT-OF-SCHOOL SUSPENSION

Administrative Procedures

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

1. Notice. A principal, his designee, or superintendent at the time of contemplated action will give the student or parent/guardian notice of the contemplated action. Such notice may be oral or in writing.
2. Student's Response. The student will be given an opportunity to admit or deny the accusation and to give his version of the events.
Suspensions beyond ten (10) school days will require a suspension hearing. The hearing will be set by the Superintendent. The hearings will be informal and will involve the hearing officer, the building principal, the student and parent, and other school personnel (if needed). The purpose of the hearing will be to determine if the recommendation for additional days will be enforced and if additional disciplinary measures should be imposed.
3. Out-of-school suspension greater than 10 days may be appealed to the Board of Education in accordance with Board Policy.
4. Students under suspension/expulsion are not allowed to be on or around any school campus in the district without the prior written consent of the Superintendent.
5. Students under suspension are not allowed to participate in or attend any extra-curricular activities sponsored by the school until they have attended classes on the first day after the suspension. Such activities include basketball games, football games, dances, wrestling matches, concerts, club meetings, and other school-sponsored activities.
6. Students suspended ten days or less out of school may be allowed to complete work for credit. Work must be turned in upon return date.
7. Students suspended 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.
8. Re-admittance Conference - Students suspended for more than ten days will be readmitted only after a re-admittance conference has been held. Those involved in the conference will include the administrator, teacher, parent, student, and appropriate district personnel. The conference will be held to review the reason for suspension and remedial actions such as the development of a behavior contract needed to prevent future occurrences.
9. Any virtual student who is removed from school for an out-of-school suspension should access their classroom work through the designated teacher's Google Classroom and not resume zooming into the class until their suspension days have been met.

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

THE RE-ENTRY SCHOOL (RES)

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

Notices and Policies

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

A complete list of St. Charles' board policies and procedures may be found on its website: www.stcharlessd.org/Page/73.

For more information, call our District office at 636-443-4000 or refer to our District website at www.stcharlessd.org.

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

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



Annual Notification of FERPA Rights and Designation of Directory Information

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

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

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

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

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

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

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

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

In the event a notification of refusal is not filed, the District assumes that neither a parent of a student nor an eligible student objects to the release of the directory information designated.

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

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

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

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

Student Records

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

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

HEALTH INFORMATION

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

DIRECTORY INFORMATION

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

STUDENTS IN KINDERGARTEN THROUGH HIGH SCHOOL AND VOCATIONAL SCHOOL

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

PARENTS AND ELIGIBLE STUDENT ACCESS

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

legally revoked. The rights of the parent transfer to the student once the student turns 18, or attends an institution of postsecondary education, in accordance with law.

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

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

LAW ENFORCEMENT ACCESS

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

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

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

CHILDREN'S DIVISION ACCESS

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

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

Adopted: 10/14/1993

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

Cross Refs: BBFA, Board Member Conflict of Interest and Financial Disclosure
EFB, Free and Reduced-Cost Food Services
EHB, Technology Usage
GBCB, Staff Conduct
IGBA, Programs for Students with Disabilities
IGDB, Student Publications
IIAC, Instructional Media Centers/School Libraries
IL, Assessment Program
KB, Public Information Program
KBA, Public's Right to Know
KDA, Custodial and Noncustodial Parents
KI, Public Solicitations/Advertising in District Facilities
KNAJ, Relations with Law Enforcement Authorities

Legal Refs: §§ 167.020, .022, .115, .122, .123, 210.115, .865, 452.375, .376, 610.010 - .028, RSMo.
Americans with Disabilities Act, 42 U.S.C. §§ 12101 - 12213
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g
Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h
Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 - 1487
No Child Left Behind Act of 2001, 20 U.S.C. §§ 6301 - 7941
The Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794

St. Charles School District, St. Charles, Missouri

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

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

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

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

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

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

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

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

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

Missouri Department of Elementary and Secondary Education

Every Student Succeeds Act of 2015 (ESSA)

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

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

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

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

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

COMPLAINT PROCEDURES

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

Table of Contents

General Information

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

Complaints filed with the Department

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

Complaints filed with LEA

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

Appeals

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

1) What is a complaint?

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

2) Who may file a complaint?

Any individual or organization may file a complaint.

3) How can a complaint be filed?

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

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

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

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

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

6) How can a complaint be filed with the Department?

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

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

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

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

The following activities will occur in the investigation:

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

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

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

9) How will appeals to the Department be investigated?

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

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

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

Electronic Communication

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

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

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

CONSEQUENCES

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

(Board Policy GBH)

Notice of Non-Discrimination

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

**Students Title IX
Assistant Superintendent of Human Resources**
St. Charles R-VI School District
400 North Sixth Street
St. Charles, MO 63301
Phone: 636-443-4005

**Students- Americans with Disabilities Act/504
Director of Special Education**
St. Charles R-VI School District
400 North Sixth Street
St. Charles, MO 63301
Phone: 636-443-4086

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

**Superintendent of Schools
St. Charles R-VI School District**
400 North Sixth Street
St. Charles, MO 63301
Phone: 636-443-4033

(Board Policy AC: critical)

Special Education/Early Childhood Special Education (Public Notice)

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

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

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

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

(Board Policy JHDA: Critical)

District and Statewide Assessment Program

The district will use assessments to indicate the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the Superintendent or Designee to create procedures governing assessments consistent with law and Board policy. In cooperation with the administrative and instructional staff, the Board will annually review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.

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

STATEWIDE ASSESSMENTS

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

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

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

NATIONAL ASSESSMENT OF EDUCATION PROGRESS

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

Notification of Human Sexuality Curriculum

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

(Board Policy IGAEB: critical)

Rights of Homeless Children

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

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

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

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

(Board Policy IGBCA: Critical)

Programs for English Language Learners (ELL) and Migrant Students

ENGLISH LANGUAGE LEARNERS

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

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

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

(Board Policy IGBH: critical)

Migrant Services (Title IC)

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

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

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

(Board Policy IGBCB)

Programs for the Disadvantaged

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

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

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

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

(Board Policy IGBC)

Free and Reduced Lunch Eligibility Guides

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

MO HealthNet for Kids Program

The Federal Children's Health Insurance Program (CHIP), part of the MO HealthNet for Kids program, is a health insurance program for uninsured children of low-income families who do not have access to affordable health insurance. To apply please visit <https://mydssapp.mo.gov/CitizenPortal/application.do>.

Emergency Medications

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

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

Asbestos Notification

The city of St. Charles School District has implemented an asbestos management plan to be in compliance with the U.S. Environmental Protection Agency (EPA). The results disclosed the presence of asbestos in some locations in the school district's buildings. These areas are currently being maintained to ensure all students and employees of the school district are provided with a safe and ASBESTOS-free environment. The inspections and the findings of these inspections are on file and available for public review at the facilities maintenance office at 3800 West Clay, St. Charles, MO 63301 during normal working school hours (Monday-Friday 6:30 am-3:00 pm). The Director of Facilities is available to answer any questions you may have about asbestos in our buildings.

School Cancellation or Early Dismissal Notification

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

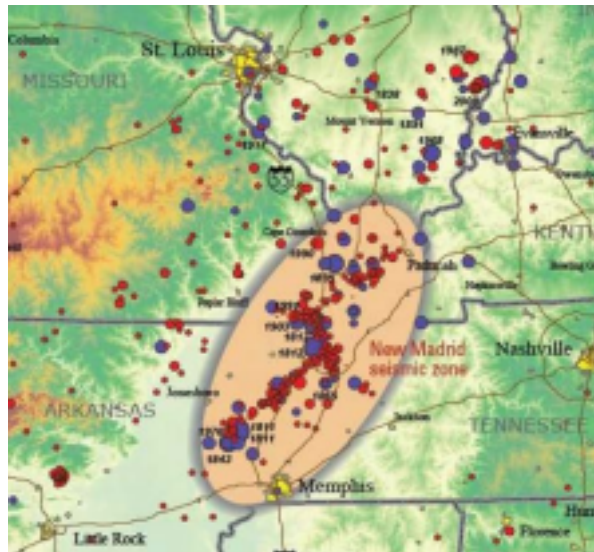
Public Library Access

The City of St. Charles School District has a partnership with the St. Charles City-County Library District. All students will be assigned a public library account for use while a student is in our district. This provides students with additional reading and research materials. Parents may choose to opt out of this program by completing the form at <https://rb.gy/fv0ii6>.

Earthquakes in Missouri

The highest earthquake risk in the United States outside the West Coast is in the **New Madrid Seismic Zone**, centered in southeast Missouri's Bootheel. Damaging earthquakes are not as frequent as in California, but when they do occur, the destruction covers more than 20 times the area due to the nature of geologic materials in the region. A major earthquake could mean catastrophic damage in the St. Louis and southeast regions of the state, and significant damage throughout Missouri.

The New Madrid Seismic Zone averages more than 200 earthquakes per year. Most can't be felt, but a few can cause measurable damage.



Experts say there's a **25 to 40 percent chance for a major earthquake** in a fifty-year period. The result could be major damage from St. Louis to Memphis. The last major earthquake in the New Madrid Seismic Zone was centered in southeast Missouri, near the town of Charleston, in 1895, so we're overdue for a major earthquake.

The Great New Madrid Earthquakes of 1811-12 were the largest in U.S. history west of the Rocky Mountains. The massive quakes destroyed homes, created lakes, and briefly caused the Mississippi River to run backward. Shaking was felt as far away as the east coast!

Prepared in accordance with Missouri Revised Statutes, Chapter 160, Section 160.455

Missouri State Emergency Management
Agency PO Box 116, Jefferson City, Missouri 65102
Phone: 573/526-9100 Fax: 573/634-7966
E-mail: mosema@sema.dps.mo.gov



Save This Page!

To help your family survive an earthquake, know what to do BEFORE, DURING, and AFTER a major quake strikes.

BEFORE:

- ✓ Put together an emergency kit – flashlight, first aid kit, radio, drinking water, blankets
- ✓ Develop a family communication plan – identify a relative living at least 100 miles away; every one can call to “check-in” to tell family you’re safe
- ✓ Make sure all heavy or breakable items are on lower shelves
- ✓ Know how to turn off utilities

DURING:



- ✓ DROP to the ground.
- ✓ COVER your head with your hands and arms. Crawl under a sturdy table or desk if there’s one nearby.
- ✓ HOLD ON until the shaking stops.
- ✓ If you’re driving, pull off the road, away from buildings and utility poles, and stay in your car.
- ✓ If you’re outside, drop to the ground, away from large objects, and cover your face and head with your arms.

AFTER:

- ✓ Find your family; check for injuries
- ✓ If necessary, call 911 for help
- ✓ If you smell gas or hear a hissing sound, go outside – shut off the gas valve
- ✓ Be careful to avoid live power lines and broken glass
- ✓ Listen to news for latest emergency information
- ✓ Be ready for aftershocks!

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