St. Charles High School

2025-2026

Student Handbook &

District Code of Conduct

THIS HANDBOOK BELONGS TO:

Name:_____
Address:_____
Phone:_____

DISTRICT ADMINISTRATIVE PERSONNEL

Dr. Jason Sefrit	Superintendent of Schools
Dr. Earl Draper	Assistant Superintendent/Curriculum
Dr. Rodney Lewis	Associate Superintendent/Human Resources
Mrs. Ashley Jones	Executive Director of Special Education and Student Services
Mr. Jeremy Shields	Assistant Superintendent for Business and Technology

BOARD OF EDUCATION

Mrs. Heidi Sikma	President
Mr. Daniel Hewitt	Vice President
Ms. Lori Gibson	Member
Mrs. Tammy McGrellis	Member
Mrs. Karen O'Hearn	Member
Mr. Brian O'Mara	Member
Ms. Ellen Zerr	Member

ADMINISTRATION

Dr. Ted Happel	Principal
Dr. Patricia Closson	Assistant Principal
Mr. Jeff Thorne	Assistant Principal
Mr. Ben Owens	Activities Director

IMPORTANT DATES

August 6	Orientation/ Registration Event
August 19	First Day of School
August 28	Back to School Night
September 1	No School--Labor Day
September 26	Early Release Day
October 3	Homecoming Football Game and Tailgate
October 4	Homecoming Parade
October 4	Homecoming Dance
October 15	Parent Teacher Conference- Evening
October 16	Parent Teacher Conference Day/Evening-No School
November 26-28	Thanksgiving Holiday
December 17-19	First Semester Final Exams
December 19	Early Release Day; End of First Semester
December 22-31	Winter Break
January 1-5, 2026	Winter Break
January 6	First Day back from Winter Break; Second Semester Begins
January 19	No School-Martin Luther King Day
February 13	Early Release Day
February 16	No School - Presidents' Day
February 25	Parent Teacher Conferences-Evening
February 26	Parent Teacher Conferences Afternoon/Evening-Early Release
February 27	No School
March 23-27	Spring Break
April 6	No School
May 20-22	High School Final Exams
May 22	End of Second Semester-Early Release Day
May 30	Graduation

St. Charles High School – 2025-2026 Bell Schedule

TIME	**'A' AND 'B' DAY SCHEDULE WITH ACADEMIC INTERVENTION PERIOD**
6:30-7:15	Morning Detentions (45)
7:15	Warning Bell
7:20 – 8:40	1st or 2nd Block (80)
8:45 – 10:05	3rd or 4th Block (80)
10:10 – 11:00	5th-Academic Intervention Period (AIP) (50)
11:05 – 12:55	6th or 7th Block (80 + Lunch)

Lunch

11:05 – 11:30 (25)	1st Lunch	Class: 11:33 – 12:55 (82)
11:33 – 11:58 (25)	2nd Lunch	Class: 11:05 – 11:33 (28) and 12:01 – 12:55 (54)
12:01 – 12:26 (25)	3rd Lunch	Class: 11:05 – 12:01 (56) and 12:29 – 12:55 (26)
12:29 – 12:55 (26)	4th Lunch	Class: 11:05 – 12:29 (84)

1:00 – 2:20	8th or 9th Block (80)
2:20	End-of-Day Dismissal Bell
2:25 – 3:20	Detentions (55)

TIME	**EARLY RELEASE DAY**
7:15	Warning Bell
7:20 – 8:17	1st or 2nd Block (57)
8:22 – 9:18	3rd or 4th Block (54)
9:23 – 10:19	6th or 7th Block (54)
10:24 – 11:20	8th or 9th Block (54)
11:10	Students (signed up) released to pick up lunch
11:20	End-of-Day Dismissal Bell

TIME	**EARLY RELEASE DAY – WITH AN ASSEMBLY**
7:15	Warning Bell
7:20 – 8:00	1st or 2nd Block (40)
8:05 – 8:45	3rd or 4th Block (40)
8:50 – 9:45	5th AIP-ASSEMBLY (55)
9:50 – 10:30	6th or 7h Block (40)
10:35 – 11:20	8th or 9th Block (45)

TIME	**EARLY OUT WEDNESDAY**
7:15	Warning Bell
7:20-8:40	1st/2nd Block
8:45-10:05	3rd/4th Block
10:10-11:55	6th/7th Block & Lunch
12:00-1:20	8th/9th Block

Lunch Schedule
10:10-10:35: 1st Lunch
10:37-11:02: 2nd Lunch
11:03-11:28: 3rd Lunch
11:30-11:55: 4th Lunch

Dates for Early Out Wednesdays
8/27; 9/10, 9/17; 10/1, 10/8, 10/22, 10/29; 11/5, 11/12, 11/19; 12/3, 12/10; 1/14, 1/28; 2/4; 3/4, 3/11, 3/18; 4/1, 4/15, 4/22, 4/29; 5/6, 5/13

St. Charles R-VI School District

REACH…..TEACH…..EMPOWER

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

BOARD OF EDUCATION

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C.B.M., President

Mr. Daniel Hewitt
C.B.M., Vice-President

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

Ms. Tammy McGrellis
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

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.**

The City of St. Charles School District is a **Positive Behavior Interventions and Support (PBIS)** school district. PBIS is a systematic approach aims 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 Engage, Empower, and Inspire every learner, every day, for 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."**

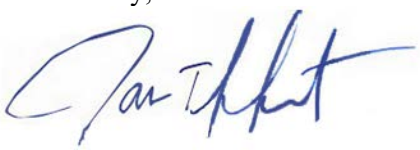
The City of St. Charles School District is committed to providing a safe, diverse, and innovative learning environment for all students. This handbook contains important information about our framework of policies and procedures that will help all of us meet that goal.

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 **Engage, Empower, and Inspire** your child. We are fully dedicated to working together to ensure the best learning environment possible for you and all of our students.

Sincerely,



Jason T. Sefrit, Ed. D.
Superintendent

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I. HISTORY AND MISSION, VISION, GOALS

HISTORY

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

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

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

In the spring of 1964, a $460,000 bond issue was approved by the voters of St. Charles, to provide for a fifteen-room addition to the high school (Section C) and an enlargement of the present cafeteria. These new areas were ready for the 1965-66 school year. In the fall of l968, two sessions were started at Hardin Junior High School. The ninth grade was transferred from senior high school to Hardin Junior High School.

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

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

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

The voters of St. Charles approved a bond issue in 1988 which provided a new band room, renovation of (Success Campus), renovation in both gyms, installation of an all-weather track, and a student parking lot. In 1994 the voters of St. Charles approved a bond issue to begin the renovation. During the renovation, a massive fire destroyed the main building. The outer walls were saved, allowing reconstruction within the historic structure. The rededication of Building A occurred on August 11, 1996, and following that was the rededication of Building B on March 22, 1998, and Building C on August 23, 1998.

SCHOOL FLAG

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

SCHOOL MOTTO

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

SCHOOL FLOWER

The white rose is the school flower.

SCHOOL COLORS

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

LOYALTY SONG

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

FIGHT SONG

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

ST. CHARLES HIGH SCHOOL
MISSION AND VISION 2025-2026

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

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

Vision:

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

Collective Commitment:

Learn:
St. Charles High School Staff is committed to a student-centered environment.
Grow:
St. Charles High School Staff is committed to creating a positive, open climate for students.
Succeed:
St. Charles High School Staff is committed to providing students with the skills to become lifelong learners.

II. ATTENDANCE

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

ABSENCE PROCEDURE

When a student is going to be absent from school, the student's parents or guardian should notify the school by 9:00 a.m. to inform them of the absence by calling 443-4102.

Parents will receive an automated phone call by 9:30 AM alerting them of an unexcused absence from the School Messenger phone system. This message is to notify you that we have not heard from you regarding your student's absence for that day. Please contact the attendance office the following morning to resolve the unexcused absence.

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

EXCESSIVE ABSENCE PROCEDURE

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

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

TARDIES

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

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

TRUANCY

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

MISSOURI CHILDREN'S DIVISION

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

DISMISSAL FOR VACATION AND/OR HOLIDAYS POLICY

Parents are responsible to help encourage students to come to school. If parents decide to take their student out of school for any reason, they do so underneath the 8 absences policy listed above. A written request, two weeks in advance, must be submitted to Dr. Happel for consideration. Even if these absences are excused, they will still count against the student's overall attendance percentage.

MSHSAA ATTENDANCE GUIDELINES

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

ACTIVITIES/ATHLETICS ATTENDANCE POLICY

TO BE ELIGIBLE TO PRACTICE OR PARTICIPATE IN A CONTEST OR ACTIVITY, THE STUDENT WILL BE IN ATTENDANCE AT SCHOOL ALL DAY. If the student is absent for unavoidable medical or dental appointments, the student must notify the office with a written excuse from the medical or dental office, and have an admit slip signed by a principal. Please notify the office prior to absences whenever possible. Any other reason for absence must be approved by a principal in writing. The signed slip must be presented to the coach or sponsor before practice, or activity. The same policy will apply to concerts, performances, and dances. Students are required to be in attendance on Friday to participate on Saturday.

Attendance at school is a top priority of the activities program at West. Being in class on a regular basis is a necessary requirement for making progress and maintaining grades required for graduation and eligibility. **If a student is tardy to the first class of the day by more than ten minutes, the student is ineligible to participate in activities for the day**. It is this commitment to education that sets our attendance policy.

SCHOOL DANCE and NON-CURRICULAR FIELD TRIP ATTENDANCE POLICY

School attendance continues to be a priority at St. Charles High School and is directly linked to student performance in the classroom. In order to attend any school dance or non-curricular field trip, students should meet this minimum attendance expectation, which is a 90% attendance rate. With regard to dances, students should meet this requirement at the time of ticket purchase. Any exceptions to this expectation must be approved by the Principal and be supported by medical documentation related to specific dates of absence.

LEAVING SCHOOL FOR APPOINTMENTS POLICY

1. General-

If it is necessary for the student to leave the school during regular school hours, permission must be obtained from the attendance office by a note and a phone call from the parent/guardian prior to the student leaving. Principals will notify parents and confer with students who miss 8 or more days of school per year. A medical excuse or verification of the death of a family member will be required for each absence. All absences beyond 8 will be unexcused unless medical verification from a physician is provided and approved by the building principal. The principal will work closely with parents or guardians on all medical-related absences.

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

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

3. Local Funeral-

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

4. Leaving Campus-

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

MAKE-UP WORK POLICY

Excused/Unexcused Absence:

1. Teachers are not required to prepare examinations or tests early for students. Semester exams will not be given before the scheduled exam date except at the teacher's discretion.
2. Taking a test late may give an unfair advantage; therefore teachers may give different tests.
3. Some subjects, such as Computer Applications, Industrial Technology, or those with laboratory experience may have activities that the student will not be able to duplicate if he/she is absent from school.
4. Students with excused & unexcused absences are expected to complete all make-up work. Generally, the student will have two days to make up work for each day of absence up to two weeks. However, if the

assignment has been given with ample notice prior to the absence, the student is expected to be prepared to turn in the completed classwork the day he/she returns.
5. If a student is absent less than three (3) days, they should get their homework assignments from their teachers upon their return to school. If a student is absent three (3) days or more, their assignments can be obtained by calling the school office in the morning. The assignment sheet may be picked up at the end of the day.
6. Students suspended will be allowed to complete for credit. Work must be turned in upon the return date.
7. Students who are suspended out-of-school during the final exam period are expected to take final examinations. Suspended students must arrange a time to take their exams with their principal.

VISITORS

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

III. HEALTH CLINIC PROCEDURES

HEALTH INFORMATION

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

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

ACCIDENTS

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

2025-2026 MISSOURI IMMUNIZATIONS FOR SCHOOL ATTENDANCE

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

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

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

All *9th, 10th, and 11th Grade* students are also required to have **2** Varivax (chickenpox vaccine) or show satisfactory evidence of having the disease. A parent/guardian or MD or DO may sign and place on file with the school a written statement documenting the month and year of previous Varicella (Chickenpox Disease).

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

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

ILLNESS

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

of each school year by the parent/guardian or by direct verbal permission from the parent/guardian to a designated person.

MEDICATION

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

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

The District will *not* administer the *first* dose of an initial prescription. The school district retains the right to reject requests for administering medicine. *The parent will assume responsibility for informing school personnel of any change in the student's health or change in medicine*. It is the right and obligation of the nurse to question medication orders she deems potentially inappropriate and to verify the validity of any medication order. It is also the right of the nurse to refuse to give any medicine that does not meet the criteria established in 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 a medication dosage or medication change must be accompanied by a written order from the prescriber and the medicine must be in an updated labeled prescription bottle.*

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

Below are medications that may be kept in the school clinic and given to your child. **If your child cannot take these or any other medications, please notify your school nurse in writing.**

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

INHALERS

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

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

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

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

PASSES TO THE CLINIC

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

IV. ACADEMIC INFORMATION

GRADUATION REQUIREMENTS

All Students currently enrolled	
Communications	4
Social Studies	3
Mathematics	3
Science	3
Fine Arts	1
Practical Arts	1
Physical Education	1
Computer Applications	½
Personal Finance	½
Health	½
ELECTIVES	10 ½
TOTALS	**28**

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

GRADE REPORT SYSTEM

Hybrid Grading System-All Courses

St. Charles High School uses a hybrid grading system mixed with elements of traditional and standards-based grading. 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-Teach/Re-Learn/Re-Assess opportunities.

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

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

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

GRADING SCALE

A	90% – 100%
B	80% – 89%
C	70% – 79%
D	60% – 69%
F	59% and below

END OF COURSE EXAMS

The End of Course Exams (EOC) are required by 9th, 10th, & 11th graders depending on their schedule. Dates of this exam for the current school year will be provided when they are released by the Department of Elementary and Secondary Education.

HONOR ROLL CRITERIA

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

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

WEIGHTED GRADES

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

CUM LAUDE INFORMATION

Summa Cum laude	Magna Cum laude	Cum Laude
4.25 Cumulative GPA	4.05 Cumulative GPA	3.85 Cumulative GPA

This chart reflects updates to the Cum Laude Honors System due to the implementation of weighted grades. Please note the following:

- A student taking the minimum requirement of qualifying courses earns the same letter grades as in the old criteria; the only change is to alter the numeral GPA to match the new system, which incorporates weighted grades.
- With weighted grades, more students will have the opportunity to qualify for Cum Laude recognition.
- The bar for recognition has not been raised but merely relabeled to reflect weighted grades. The number of Bs a student is allowed in order to meet the Cum Laude Honor System requirements did not change.

A+ PROGRAM

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

- Enter into a written agreement with his or her high school prior to graduation and have attended an A+ school for at least 2 years prior to graduation.
- Graduate from high school with a cumulative grade point average of 2.5 or higher on an unweighted 4.0 scale.
- Successfully complete the Algebra I EOC with a score of proficient or advanced or a higher-level DESE approved End-of-Course exam in mathematics.
- Have at least a 95% attendance record for the four-year period.
- Perform 50 hours of unpaid tutoring or mentoring of younger students through Student as Mentors
- Maintain a record of good citizenship and avoidance of the unlawful use of drugs, alcohol, and tobacco.
- Make a good faith effort to first secure all available federal post-secondary student financial assistance funds that do not require repayment… (The Federal FAFSA application must be submitted and proof of submission must be given to the A+ office between January 1st and May 1st of the student's senior year).

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

STUDENT PARTICIPATION IN GRADUATION

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

STUDENT PARTICIPATION IN STATEWIDE ASSESSMENTS

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

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

ACT TESTING SCHEDULE

September 6, 2025
October 18, 2025
December 13, 2025
February 14, 2026
April 11, 2026
June 13, 2026
July 11, 2026

V. COUNSELING

COUNSELOR ASSIGNMENTS

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

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

COLLEGE INFORMATION NIGHT

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

COLLEGE VISITATION

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

SCHOLARSHIP INFORMATION

Scholarships are also posted on the school's website https://www.stcharlessd.org/Page/656 and SCHS Guidance Facebook page.

SCHEDULE CHANGE

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

COLLEGE FAIRS

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

VI. STUDENT INFORMATION

BLOCK SCHEDULING

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

ANNOUNCEMENTS

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

DRESS CODE

2025-26 City of St. Charles School District High School Dress Code

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

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

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

- Hats or head coverings will be allowed but must be removed if asked by the teacher for the following reasons:
    - During any assessment, quiz, or test
    - If the hat or head covering is inappropriate for the school environment (advertises drugs/alcohol, inhibits the view of other students, etc.)
    - Anything that potentially hides or conceals the student's identity (e.g., hood over face, sunglasses)
    - Medical or Religious exemptions are exempt from these restrictions
- No clothing or jewelry that promotes drug or alcohol usage.
- No clothing or jewelry with sexually explicit or sexually implied meaning
- No clothing that does not sufficiently cover the body such as sagging pants, or backless or halter tops (spaghetti straps allowed, as long as undergarments are worn and straps go over both shoulders)
- No oversized coats or jackets.
- No blankets.
- All students must wear shoes, boots, or other types of footwear.
- 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.

Dress Code Violation Consequences

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

ST. CHARLES HIGH SCHOOL DANCE ATTENDANCE POLICY

School attendance continues to be a priority at St. Charles High School and is directly linked to student performance in the classroom. In order to attend any school dance, students should meet this minimum attendance expectation, which is a 90% attendance rate. With regard to dances, students should meet this requirement at the time of ticket purchase. Any exceptions to this expectation must be approved by the Principal and be supported by medical documentation related to specific dates of absence.

ST. CHARLES HIGH SCHOOL DANCE POLICY

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

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

Dancing Guidelines

- No inappropriate or suggestive dancing will be allowed.
- No simulated sex acts (including, but not limited to genital touching or pelvic thrusting).
- No bending over or squatting down to the floor in a suggestive manner.
- No straddling legs or wrapping legs around another person or object.
- No lap dancing/sitting.

Dress Code Policy for School Dances

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

BACK-TO-SCHOOL NIGHT

Back-to-School night is scheduled for August 28, 2025. If there are changes due to a closure because of COVID-19, families will be notified on the new date. Classroom/teacher visitation will begin at 6:00 PM and end at 7:30 PM. Further information will be in the summer mailing and sent home with students after school starts.

CAFETERIA

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

NO drinks are allowed to be brought in from the outside.

DIRECTORY INFORMATION

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

FEES/FINES

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

HALL PASSES

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

HALL LOCKERS

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

LIBRARY

The library benefits all students at SCHS. You are encouraged to use it for both recreational reading and school assignments. It is necessary to maintain a quiet atmosphere for studying and reading. During class periods students must have a library pass to be admitted to the library. Most books are checked out for a two-week period. It is the student's responsibility to return all materials and pay any fines that may be due.

LOST AND FOUND

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

LOST or STOLEN PROPERTY

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

PARKING

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

COMPUTER USER AGREEMENT

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

- USE OF COMPUTER HARDWARE: I understand that computers are expensive learning tools. I will pay for any damage to the computer, caused by negligent, improper, or malicious intent. The Student Code of Conduct will apply.
- USE OF SOFTWARE: I understand that I have permission to use only the application software as authorized by the instructor. Any unauthorized use of any computer software (network; application; games; operating system; installation or updating of; changing of screen savers or desktop settings; etc.) will cause me to receive consequences.
- USE OF HARD DRIVE: Any misuse of the hard drive or network will result in consequences.

- PASSWORDS: I must always log on to the computer using my own password. My password cannot be given to and/or used by another student. I will close out all files and programs properly and log off the computer as instructed.
- INTERNET; I will not play games, or download software or plug-ins from the Internet.
- FOOD, GUM, or DRINK: I understand that I am not to bring any food, gum, or drink into the computer lab or work area (including water).
- WORKSTATION: I understand that it is important to clean up my work area at the end of each class. I will put all waste paper in the proper container.

ELECTRONIC DEVICES FOR EDUCATIONAL USE

St. Charles High School recognizes the significant impact that technology can have on the educational experience for each student. However, this recognition acknowledges that the use of technology can impact the educational environment both positively and negatively depending on how it is used in the school setting. In fact, the use of electronic devices during the school day may cause 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. Please see the City of St. Charles School District Chromebook Policy Handbook for more information. The handbook can be found at the following web address: https://www.stcharlessd.org/site/handlers/filedownload.ashx?moduleinstanceid=1714&dataid=1819&FileName=SCSD%20Chromebook%20Policy%20Handbook%20final.pdf

CELL PHONES/ELECTRONIC DEVICES

Per Senate Bill 68, there has been a change to the cell phone policy beginning at the start of the 2025-2026 academic year. The new policy prohibits students from using or displaying electronic devices (i.e., cell phones, Smart watches, Airpods, earbuds, and headphones) from the beginning until the end of the school day, including, but not limited to, during instructional time, meal times, breaks, time between classes, and study halls. Disciplinary steps will be taken if a student is not following the electronic device policy (these steps can be found in the Student Code of Conduct).

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. We understand that electronic devices 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.

WORK PERMIT

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

VII. BEHAVIOR EXPECTATIONS

STUDENT CODE OF ETHICS

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

1. Students always display loyal school spirit by acts of good sportsmanship as participants or spectators.
2. A student is honest in all their dealing with others, respecting their right to private property.
3. Students strive to attain high standards of cleanliness of person, thought, speech, and behavior.
4. Students avoid damaging and disfiguring any public or private property.

5. A student is respectful, well-mannered, and courteous to all.
6. Students refrain from actions that would reflect negatively upon the school.
7. Students respect the rights of others, disregarding race, creed, color, or gender.
8. Students will comply with district policies and procedures in each school building.
9. Students will be prompt and attend school regularly.
10. Students will meet classroom standards of behavior and performance.
11. Students will cooperate with all transportation guidelines and drivers.
12. Students will adhere to all behavior guidelines when on school property; this is a 24-7 policy: before & after school, field trips, events, practices, etc.

DRUG-DETECTING DOG USE IN COOPERATION WITH LAW ENFORCEMENT AGENCIES

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

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

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

AFFECTION

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

DETENTION/SATURDAY CAMPUS INFORMATION

Detentions will be held Monday, Tuesday, & Thursday after school at 2:25-3:20 p.m. or Wednesday & Friday before school at 6:30-7:15 a.m., students will have five days from the date assigned to serve detentions.
SATURDAY CAMPUS begins promptly at 8:00 a.m. – 12:00 p.m.

FIELD TRIPS/TRIPS

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

SEXUAL HARASSMENT

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

VII. RENAISSANCE

RENAISSANCE

St. Charles High School is proud to be the first Missouri high school to begin a Renaissance Program for the purpose of recognizing and rewarding students for academic excellence. Originally begun years ago in Conway, South Carolina, today there are more than 10,000 schools across the nation that have implemented Renaissance Programs.

A steering committee consisting of students representing each class has been established to participate in three main components of Renaissance: incentives, school image, and assemblies. These students are involved not only in activities relevant to student recognition but also in the recognition of staff members and supporting members of the business community.

RENAISSANCE ASSEMBLIES/AWARDS

Two assemblies are held each year (one each semester) to recognize students with a 3.0-semester average, with no Ds or Fs, and no unexcused absences or major discipline. Awards consist of

GPA of 4.0
T-Shirt

GPA of 3.0 and Above
1st Sem. Renaissance T-shirt
2nd Sem. SCHS Renaissance Boxer Shorts
3rd Sem. Academic Letter
4th Sem. Sweatshirt
5th Sem. Pajama Pants
6th Sem. Windbreaker
7th Sem. "Evening with the Stars" Medallions

EVENING WITH THE STARS

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

IX. STUDENT ACTIVITIES

STUCO SPONSORED EVENTS

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

ACTIVITIES

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

EXTRA-CURRICULAR ELIGIBILITY STANDARDS

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

1. A student in Grades 9-12 has earned, the preceding semester of attendance, a minimum of 3.5 units of credit or has earned credit in 80% of the maximum allowable classes in which a student can be enrolled in the semester,

whichever is greater, and shall currently be enrolled in and regularly attending courses that offer 3.5 units of credit a student must be enrolled.
2. Must have earned 3.5 units of credit the preceding semester. 1st-semester 9th grade must have been promoted from 8th grade. Under certain restrictions, a student may earn **1** credit during summer school.
3. Must attend all practices and contests unless excused by the coach or sponsor.
4. Must not be a smoker or user of alcohol or drugs.
5. Must not wear school uniforms at any time except while participating in practice or school contests.
6. Must make yourself familiar with the training rules and the requirements for lettering for the activity in which you are participating.
7. Must have no outstanding fines for academic material or athletic equipment.
8. Note – A maximum of one summer school credit can be used to establish or maintain academic eligibility for activities only if that credit is placed on the school transcript and counts toward meeting graduation/promotion requirements.
9. Any student who falsifies records will be subject to dismissal from the activities in which they are involved.
10. If an athlete quits or is dismissed from an athletic team, he/she may not participate on another team during the same season unless both coaches agree.
11. Must attend school on the day of the activity. If the activity is on Saturday, he/she must be in attendance on Friday. If a student spends the day in the nurse's office or is absent for part of the day, he/she will not be eligible to participate unless excused by the principal.

PHYSICALS

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

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

CLUBS AND ORGANIZATIONS

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

Black Student Union
SPONSOR: Ben McElwee
A club dedicated to improving the school and bringing cultural awareness to all students.

Chess Club
SPONSOR: Patrick Gebhard
Chess Club will meet once a week to learn and discuss chess strategy and to practice gameplay. Basic knowledge is preferred (how pieces move), but beginners are welcome.

Creative Writing Club
SPONSOR: Kayla Gilmore
A creative space for those who enjoy writing at any level and want to make friends who do too. We publish our works on our website and in our digital publication, Blue & White Ink.

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

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

DECA (An Association of Marketing Students)
SPONSOR: Judy Simmons
DECA is a national organization whose program of leadership and personal development is designed for any student currently enrolled in marketing classes.

FBLA (Future Business Leaders of America)
SPONSOR: Wendy Kirchhofer
FBLA is a national organization whose program of leadership and personal development is designed for any student currently or previously enrolled in a business course.

FCA (Fellowship of Christian Athletes)
SPONSOR: Sadie Kosciuk
FCA meets to discuss how to be a Christian Athlete and the challenges we may face. We play games and have student-led discussions about how to make Christian decisions as an athlete.

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

French Club
SPONSOR: Anna Schrader
French Club is a group of students who get together to celebrate French and Francophone cultural traditions. We learn about their food and celebrations.

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

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

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

LGBT Alliance
SPONSOR: Laura Lopez-Reese
The LGBTQ + Alliance club is open to any LGBTQ members and allies. We focus on and discuss issues within the LGBTQ community, practice acceptance, and provide a safe environment for members. We also have volunteering opportunities to raise money for our club and to help sponsor other clubs/organizations. There is a confidentiality agreement so members' identities are protected.

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

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

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

Renaissance-(Renaissance Academic Organization)
SPONSORS: Melissa Kohr & Mike Freeman
Renaissance recognizes and rewards student achievement throughout the school year. Scholastic recognition occurs by semester. All student recognition culminates with an all-school assembly at the end of 3rd quarter.

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

Student Council
SPONSORS: Skye Reichert and Taylor Beye
Student Council (StuCo) is an organization centered on student leadership and advocacy. StuCo is known for planning and executing events such as the Homecoming festivities, the Winter Formal dance, Turkey Court, blood drives, and more. StuCo members hold positions of leadership within their classes and overall student government, providing an environment where students can develop their skills and enhance community relations. Meetings occur weekly and enrollment is open year-round!

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

Athletics	Mr. Ben Owens
Building & Grounds	Mr. Jeff Thorne
Parking	Mr. Jeff Thorne
Checking Out of School	Attendance Office
College & Career Planning	Guidance Office
Discipline	Dr. Patricia Closson Mr. Jeff Thorne
Job Information	Mrs. Judith Simmons
Lockers	Mrs. Barton
Lost and Found	Main Office
Lunch Program	Main Office
Personal Problems	Guidance Office
Renaissance	Mr. Mike Freeman/ Mrs. Melissa Kohr
School Newspaper	Mrs. Lauren Hippe
School Yearbook	Mrs. Brittany O'Keefe
Student Council	Mrs. Skye Reichert/ Ms. Taylor Beye
Textbooks	Main Office
A+ Program	Mr. Jeff Thorne

X. Emergency Information

PROCEDURES FOR EMERGENCY EVACUATIONS

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

EMERGENCY SITUATION PLANS

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

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

Intruder left building- P.A. Announcement: The intruder has left the building. All clear.

Active Shooter Procedures

- **Safe Defend-**Safe Defend is a system purchased by the school district to provide additional measures to assist in the event of an active shooter. This system has activation modules located around the building and only can be activated by a school employee. Once activated, the system has an alarm, which will sound as well as safes with supplies located in specific areas.
    - If the system is activated, evaluate your situation to determine if you should run, hide, or fight.
    - If you are located in a class and determined to hide, lock and barricade the door.
    - If you are in a position in which you must fight, use the items from the safe to assist you.
- **During the Incident: What You Can Expect**
    - Noise, confusion, screaming, alarms, etc.
    - Victims hiding, confused, and frightened – not responding to law enforcement or your directions.
    - Carnage.
    - Fire and sprinkler operations.
    - Be alert for improvised explosive devices (IED)
- **During the Incident: Your Response**
    - **Your actions will influence others!**
        - Stay Calm.
        - Assure others that you and the police are working to protect them.
    - **Run**
        - If you are able to exit the building safely, gather any of those around you and immediately leave the building.
    - **Hide**
        - Secure the immediate area – whether classroom, bathroom, or office.
        - If safe, allow others to seek refuge with you.
        - Lock the door. This may require advanced planning to ensure the ability to lock the door – key and type of lock.
        - Block the door using whatever is available – desks, file cabinets, books, other furniture…
        - Find anything you can use to defend yourself if necessary
        - If the shooter enters your room and leaves, lock/barricade the door behind him.
        - Close blinds.
        - Block windows.
        - Turn off radios and computer monitors, if necessary.
        - Silence cell phones.
        - Signs can be placed in interior doors and windows, but remember the shooter can see the signs.

- **Fight**
    - Prepare to defend yourself.
    - Gather anything you can use to defend yourself against the shooter.
- **During the incident: Should you open that door?**
    - The shooter will not stop until his objectives have been met unless engaged by law enforcement.
    - Consider the risk exposure created by opening the door.
    - Attempts to rescue people should only be made if that can be done without further endangering the persons inside a secured area.
    - The shooter may bang on the door and yell for help to entice you to open the door.
    - Remember the safety of the masses versus the safety of a few.
    - If there is any doubt about the safety of the individuals inside the room, the area needs to remain secure.
- **During the Incident: Caught in the Open!: Cover, Concealment, and Evasion**
    - If you find yourself in an open area, immediately seek protection.
    - Put something between you and the shooter.
    - Is escape your best option? Do you know where the shooter is? Is escape immediately available?
    - If in doubt, find a safe area and secure it the best way you can.
- **During the Incident: What to Report**
    - **Your specific location**
        - Building name.
        - Office/classroom number.
        - Number of people at your specific location.
        - Injuries.
        - Number of people injured.
        - Types of injuries.
        - Dispatchers may provide instructions on how to care for injured until medical assistance can be provided.

    Assailant(s)
        - Specific location.
        - Number of assailant(s).
        - Race and gender.
        - Clothing color and style.
        - Physical features – height, weight, facial hair, glasses.
        - Type of weapons (rifle/shotgun, handgun).
        - Backpack.
        - Do you recognize the shooter? What's his name?
        - Have you heard explosions separate from gunshots?
- **Law Enforcement Response: Initial Deployment**
    - Law enforcement will immediately respond to the area.
    - It is important for you to convey to others that help is on the way. Remain inside the secure area.
    - Law enforcement's goal is to locate, contain, and stop the shooter.
    - The safest place for you to be is inside a secure room.
    - The shooter will not flee when law enforcement enters the building, instead, he will have new targets to shoot.
    - Remember the shooter's mindset is <u>not</u> escape. His goal is to kill and injure.
- **Law Enforcement Response: SRO and D.A.R.E. Officers**
    - Immediate contact/engagement.
    - Containment if possible.
    - Secure an entry point.
    - Establish communication with responding officers.
- **Once the Incident is Static:**

    Static/Stabilized Situation
        - Exists when the situation is not evolving or in motion, and the suspect actions appear to be contained or eliminated.
        - Your Actions.
        - Law Enforcement Actions.
- **Once the Incident is Stabilized: Law Enforcement Response**
    - Injured persons
    - Remember, initial responding officers will not treat the injured or begin evacuation until the threat is neutralized.

    - You may need to explain this to others in an attempt to calm them.
    - Once the shooter is contained and the incident is stabilized, officers will begin treatment and evacuation
- **Evacuation**
    - Safety corridors will be established. This may be time-consuming.
    - Remain in secure areas until instructed otherwise.
    - You may be instructed to keep your hands on your head.
    - You may be searched.
    - You will be escorted out of the building by law enforcement personnel.
- **Types of Evacuations**
    - **Unescorted**
        - May occur prior to police arrival depending on circumstances
        - Rally points should be different than those for fire drills as they may be compromised
        - Move to a safe distance behind cover
    - **Escorted**
        - Will occur only once the police have control of the building
        - Police accompany evacuees to a safe area
        - When in doubt, have teachers and students secure themselves in a classroom until a police escort can be provided.
- **Procedure for Escorted Evacuation**
    - Stay in your secured classroom.
    - Police will contact each room individually via intercom, phone (landline or cell) or by other means and instructions for subsequent contact.
    - Upon contact at the door, police will verbally identify and pass official identification into the room, the teacher or contact person will then repeat this procedure prior to opening the door.
    - Police will accompany evacuees to a safe area.
- **Summary**
    - **Active Shooter**
        - A suspect or assailant whose activity is immediately causing death and serious injury.
    - **Active Intruder**
        - A subject actively trespassing on the property.
    - **Preventative**
        - Use diligence in everyday matters, do not rationalize suspicions away, be aware of behavior, situations, and conflicts which could serve as a catalyst for these incidents.
        - Work together to develop realistic school safety plans in response to various threats.
    - **Your Responsibilities during the Incident**
        - Seek secure area
        - Calm, reassure, and quiet others
        - Report the incident
        - Treat injured
    - **Law enforcement response**
        - Objective is to neutralize the threat
        - Evacuation

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

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

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

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

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

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

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

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

Be prepared to change evacuation routes depending on potential hazards.

Report to the Stadium for Staging.

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

Take action- see details below for specific situations regarding locations. After ground shaking ceases, evacuate the building using the assigned evacuation route.

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

Take action at the first indication of ground shaking.

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

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

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

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

*Stay out from underneath the hoisted wrestling mats.

In the Cafeteria: Take cover under the tables.

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

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

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

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

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

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

Evacuation should take place only after the ground shaking ceases
Should an "after-shock" occur during the evacuation, look for a safe place and assume the "Duck and Tuck" position.

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

*Do not evacuate at the sound of the Fire Alarm.

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

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

1. Places: The distribution of such items may take place in a location approved by the principal of the school.
2. Time: Twenty-five minutes prior to the first tardy bell in the morning until the first tardy bell and from the closing bell at the end of the school day until twenty-five minutes after the closing bell.
3. Approval: The approval must be obtained the previous day or earlier from the principal or assistant principal. (For materials not readily classifiable or approvable more than one school day should be allowed.) The approved articles will bear the official stamp of the school, "Approved for Distribution or Posting".
4. Littering: All distributed items, that are dropped in the immediate area, must be removed by persons distributing the material. Waste baskets will be provided.
5. Unacceptable Items: Hate literature that attacks ethnic, religious, or racial groups; other irresponsible publications aimed at encouraging hostility and violence; pornography, obscenity, and materials unsuitable for distribution in the schools are unacceptable as well as:
    a. Materials judged libelous to specific individuals in or out of school
    b. Materials designed for commercial purposes - to advertise or promote a product or service for sale or rent
    c. Materials, which are designed to solicit funds unless approved by the superintendent or his assistant.
    d. Materials the principal is convinced would materially disrupt class work or involve substantial disorder or invasion of the rights of others.
6. Acceptable Materials: All materials not prescribed in "Unacceptable items". HS 25
7. Appeal: Persons denied approval may appeal the decision in accordance with the district's grievance procedure.
8. Penalty: Disciplinary action, depending on the severity, may range from detentions to out-of-school suspension.

STUDENT INVOLVEMENT IN DECISION-MAKING

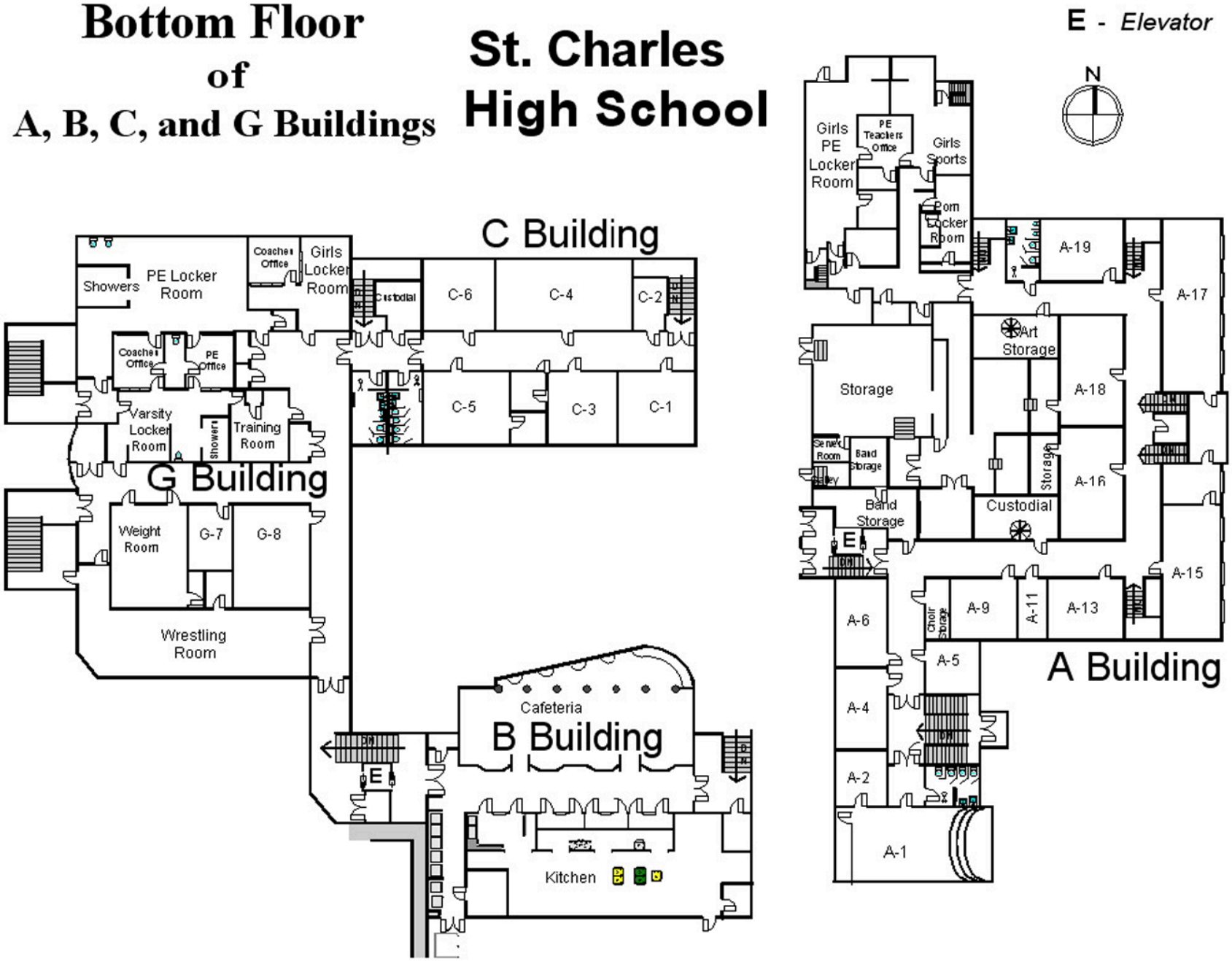
Student council representatives will be entitled to make recommendations and urge acceptance of their proposals through all levels of administration of the school system. The student council will be encouraged to develop substantive proposals regarding matters of student concern or interest in relation to policies and regulations. The building principal, upon request of the president of the student council, will arrange for a meeting to discuss such proposals with designated representatives from the student council and the student council sponsor. Such proposals should be in written form and as clear and concise as possible. Proposals concerning regulations at the building level in which the principal concurs will be left to his discretion to follow reasonable procedures for implementation. However, all proposals concerning policy or matters having district-wide implications will be presented to the superintendent, and, if he concurs, to the Board for its consideration. If the principal's decision is in opposition to the proposals, the student council will have the right to appeal the decision to the superintendent. The appeal may be made if the original request was denied, or if the principal feels the original request should be resolved at a higher level. The superintendent will arrange for a meeting to discuss the proposal(s) with designated representatives from the student council, the sponsor of the student council, and the building principal.

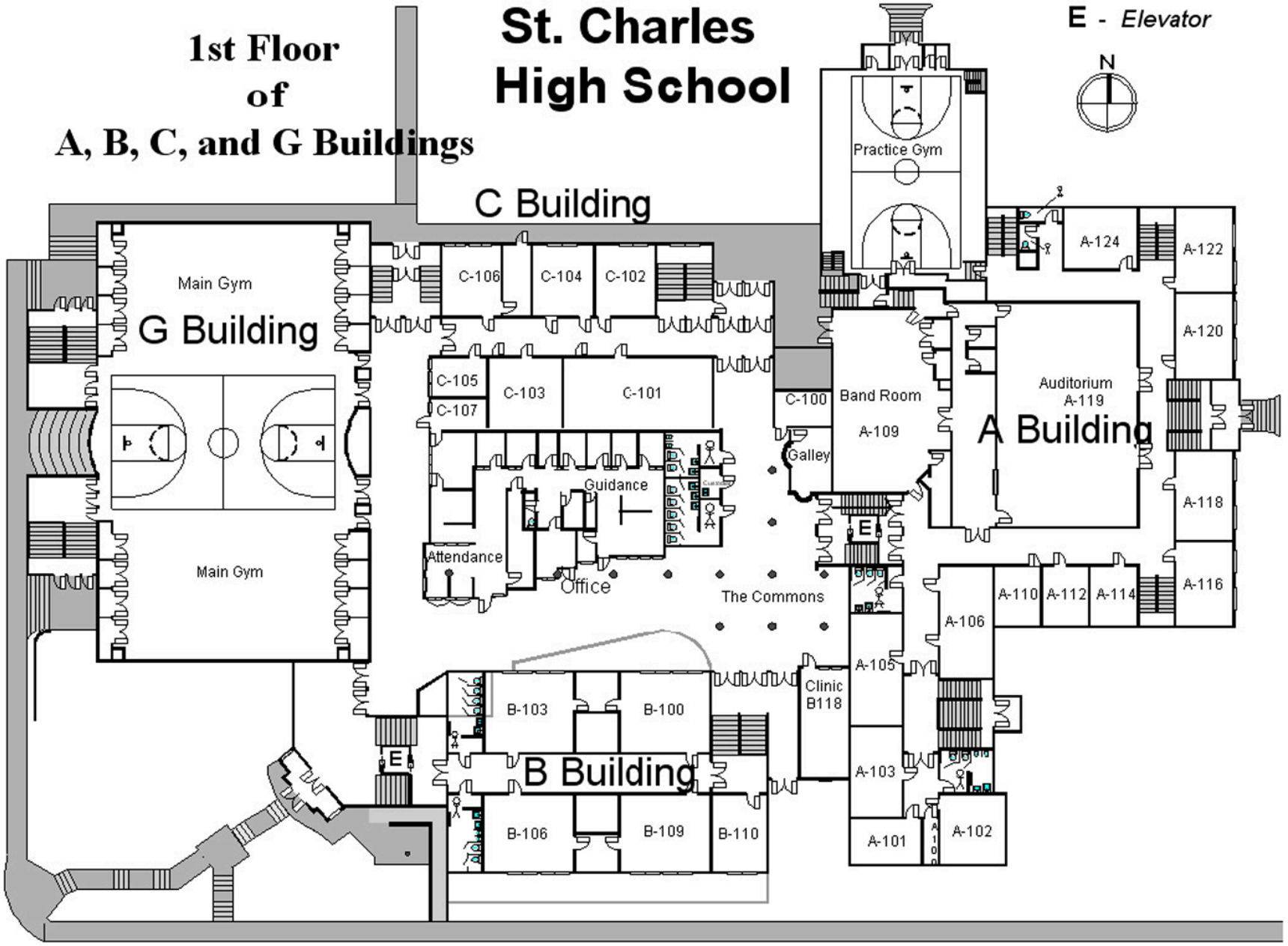
FEDERAL PROGRAMS-COMPLAINT PROCEDURE

The School District of the City of St. Charles recognizes that situations of concern to parents/guardians may arise in the administration of Federal Programs (Title I, Title IC, Title IIA, Title III, Title IV, and Title V). Such concerns are best resolved through communication with the appropriate staff members and officers of the school district, such as faculty, the principals, the superintendent, or the Board. Matters not resolved through communication with appropriate personnel should be handled according to the Board Policy for "Public Complaints". Please contact the office of the Assistant Superintendent of Curriculum and Instruction (443-4029) for a copy of this policy.

Bottom Floor of A, B, C, and G Buildings

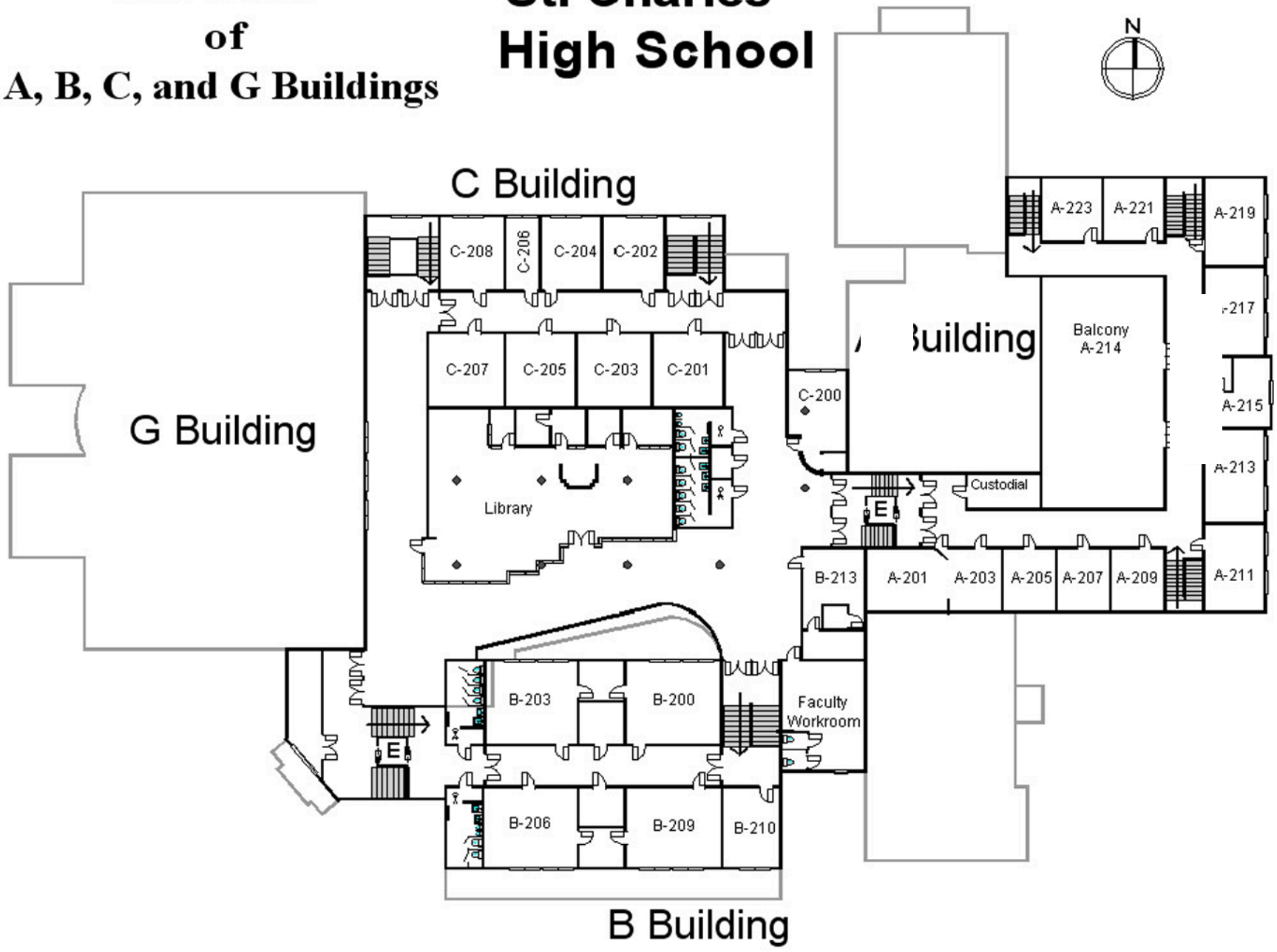
St. Charles High School




1st Floor
of
A, B, C, and G Buildings
St. Charles
High School
E - Elevator
N
C Building
Practice Gym
Main Gym
G Building
C-106
C-104
C-102
C-105
C-107
C-103
C-101
C-100
Band Room
A-109
Galley
Guidance
Attendance
Office
The Commons
Auditorium
A-119
A Building
A-124
A-122
A-120
A-118
A-116
A-110
A-112
A-114
A-106
A-105
A-103
A-101
A-102
Clinic
B118
Main Gym
E
B-103
B-100
B Building
B-106
B-109
B-110

2nd Floor of A, B, C, and G Buildings

St. Charles High School



City of St. Charles School District
HIGH SCHOOL CODE OF CONDUCT
2025-2026

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.

St. Charles High School Behavior Flowchart

Observe Problem Behavior

Is the behavior a minor or major offense?

STAFF MANAGES minor behavior

Redirect Behavior/ Verbal Warning

Find an appropriate time to reteach the appropriate behavior to meet expectations

OR

Offer a replacement behavior

If behavior continues, provide a consequence (see below).

- One-on-one conference with student (not front of other students)
- Restorative consequence
- Call home
- Loss of classroom privileges
- After school detentions

OFFICE MANAGES major behavior

Student conference with administration for reflection/reteach/ rehearse new behavior

Parent Communication

Consequences will be given following the Code of Conduct.

Discipline resolved in SIS within 24 hours

OR

Referral marked as under review and reasoning communicate to teacher

MINOR
(Teacher Managed)

- **Attendance/Leaving Without Permission**
  - Tardy to class
  - Leaving classroom or area
- **Inappropriate Physical Contact**
  - Horseplay, pushing, non-aggressive but disruptive
- **Disrespect/Inappropriate Communications**
  - Language, non-directed at others
  - Disruptive Speech/Conduct
  - Not Following Directions
  - Dress Code Violation
  - Talking back, arguing
  - Refusal to comply
  - Name calling, Eye rolling, Laughing at other students/staff, etc.
- **Electronic Devices**
  - Computer misuse
- **Dishonesty**
  - Academic dishonesty (Formative Assessments)
  - Lying

MAJOR
(Office Referral)

- **Attendance/Leaving Without Permission**
  - Skipping Class/Late to School
  - Leaving building or campus
- **Inappropriate Physical Contact**
  - Fighting/Assault
  - Riotous Behavior
  - Reckless Behavior
  - Sexual Harass./Misconduct
- **Disrespect/Inappropriate Communications**
  - Verbal Abuse
  - Harassment/Hazing/ Discriminatory Conduct
  - Language directed at others
  - Threats/Intimidation
  - Bullying
  - Falsifying Emergencies
  - Unauthorized Video/Audio
- **Electronic Devices**
  - Device Violation
  - Computer Vandalism
  - Computer Misuse
- **Dishonesty**
  - Academic dishonesty (Summative Assessments)
  - Theft/Stealing
  - Failure To Complete Assigned Discipline
- **CODE OF CONDUCT VIOLATIONS**
  - Unauthorized Possession/Use of Medications
  - Tobacco/Vaping/Drugs/ Inhalants/Alcohol
  - Arson/Fireworks/ Weapons
  - Unauthorized Entry
  - Trespassing
  - Vandalism

PLEASE NOTE:

- Everyday starts with a clean slate for relationship building. Consequences will build on repeated behaviors.
- Take concrete action to correct behavior (i.e. individual practice, removal from activity, seat change, etc.)
- A student may be referred to the office for major behavior if no improvement is made despite the use of various strategies for a repeated minor behavior.
- After parents have been contacted and classroom consequence(s) have been implemented, continue to document as a minor behavior but at that point you can select Admin Action Needed on the referral form if you feel a more serious consequence from an administrator is warranted.

Safety of all students is our top priority. However, for minor behaviors that occur in the classroom, teachers will implement interventions through the Positive Behavioral Interventions and Supports flowchart. 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.

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

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 2nd - 5th tardies	Office referral for 6+ tardies; Saturday Campus up to OSS

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

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

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

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

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

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

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

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

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

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

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

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 to10 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

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

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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Per Senate Bill 68, there has been a change to the cell phone policy beginning at the beginning of the 2025-2026. The new policy prohibits students from using or displaying these devices from the beginning until the end of the school day, including, but not limited to, during instructional time, meal times, breaks, time between classes, and study halls. The following steps will be taken if a student is not following the electronic device policy.

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

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

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

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

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

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

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.

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

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. Any instance where drugs change possession from one individual to another will be handled as distribution. 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.

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

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

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, tasers 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.

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

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

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.

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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 programs[1] that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)[1]

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

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

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

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

(Board Policy AC: critical)

Special Education/Early Childhood Special Education (Public Notice)

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

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

The St. Charles School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement, or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request 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.

Volunteers

Thank you for your interest in volunteering with the St. Charles School District! You can view our current board policy regarding volunteers here.

Building principals are responsible for ensuring that volunteers working with students have approved background checks on file.

Volunteers who will be left alone with a child and/or supervise an overnight trip must have a complete *fingerprint background check through MACHS. Volunteers needing such a search must complete this google form for instructions. The volunteer is responsible for the cost of the search, which is approximately $45.00, all of which goes to MACHS and not St. Charles School District.

https://forms.gle/qH21Ap3DTBm4FbA39

*Fingerprint background checks are much more comprehensive and accurate than "name searches". The background check required provides the most comprehensive information, including open and closed records in Missouri, Sex Offender Registry information, and National Criminal Record databases. MACHS FBI fingerprint background checks are mandated by Missouri Statute 168.133.

MACHS FBI Volunteer Background Checks should be completed every five years.

Visitors

Parents/Guardians wishing to visit the classroom to observe specific academic instruction will contact the school office, providing 24-hour notice and state the purpose of the visit (identify what you wish to accomplish by the visit). The building principal will decide on the approval of the visit based on the purpose of the request. This process is for the protection of all students and the instructional program. Many children in the classroom setting receive special services (ELL, Special Education, Title, Speech, etc.) during the school day due to their individual academic needs, and this information is extremely confidential. Due to FERPA (Federal Law), requests will be closely scrutinized to ensure the safety and confidentiality of our student population, along with their individual programming needs.

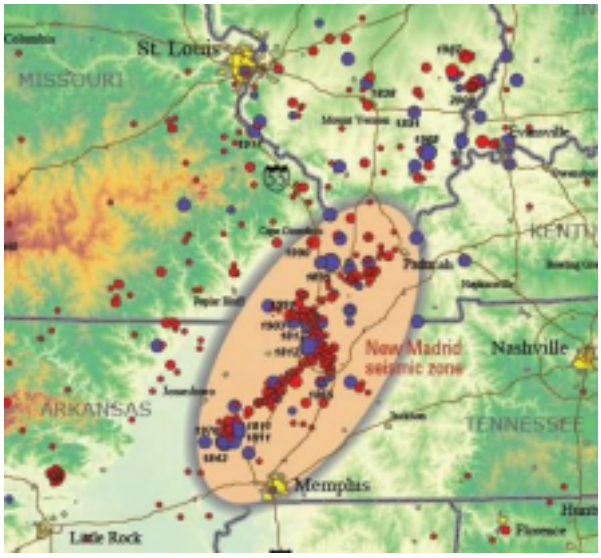
Visitor/Volunteer Background Guidelines		
Visitors: Individuals who are gaining admittance to the school to be in attendance for an assembly, school event, eat lunch with their child or visiting a class party. Visitors are to check in with a school's front office staff upon which they will be background checked by the school's Raptor Visitor Management system which is a free service.	Not responsible for supervision of children. Staff present. Visitors should never be alone with students.	Raptor Visitor Management System-must submit ID such as a driver's license.
Volunteers: Individuals who may be periodically left alone with students or have access to student records. Volunteers may chaperone students on field trips, tutor, coach, etc.	Working with students- possibility of being alone with students.	MACHS FBI Background check

*Revised 4/5/2024

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 Statues, 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!

Missouri State Emergency Management Agency PO Box 116, Jefferson City, Missouri 65102
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