City of St. Charles School District

Certified/Professional Staff Handbook 2026-2027

STATEMENT OF ACCOUNTABILITY

Please read this handbook carefully and refer to it as needed. It is your responsibility to familiarize yourself with its contents. This handbook is only a summary of our policies. If you have any questions, please direct them to your supervisor or to the Associate Superintendent of Human Resources for clarification. Information in this handbook does not supersede policies, administrative procedures or regulations developed and formally approved by the Board of Education. Any inconsistency or contrary provision shall be controlled by Board Policy. This handbook can be viewed on-line at http://www.stcharlessd.org select Department, Human Resources, Employee Handbook page.

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INTRODUCTION

This Employee Handbook is a general guide to the District's employment policies and practices and includes some of your benefits and responsibilities as an employee. It is informational only, and is not intended to be and should not be construed as a contract. The District reserves the right to review the policies, procedures and benefits and make revisions based on the need for or desirability of change. Thus, any policy, procedure, or benefit outlined in this Handbook may be modified with or without advance notice. District policies are on the district website: **http://www.stcharlessd.org** (click on OUR DISTRICT, then BOARD OF EDUCATION, then BOARD POLICIES).

City of St. Charles School District
Collective Bargaining Agreement
Certified/Professional Staff 2026-2028

Available online at following link

http://www.stcharlessd.org – SCSD Departments– Human Resources – Salary and Benefits – Master Agreements & Negotiations

MISSION

Engage. Empower. Inspire.
Every Learner, Every Day!

VISION

The City of St. Charles School District will be a leader of academic excellence that prepares students to be successful in all aspects of life.

CORE VALUES

We, the City of St. Charles School District community of students, parents, staff, and patrons, value…

- Academic Excellence
- Student Centered
- Integrity
- Diversity
- Community

STRATEGIC PILLARS

- Academic Excellence
- Culture
- Resources

CSIP GOALS

For planning purposes, three overarching goals have been developed. These goals are statements of the key functions of the school district.

1. Academic Excellence Key Objectives:
    - Increasing proportional attendance
    - Student Achievement of a target designation in ELA, Math, Science, and Social Studies
    - Increase graduation rate and improve college and career readiness

2. Culture Key Objectives:
    - Increase Tier 1, 2, and 3 interventions strategies
    - Increase student feelings of safety and value
    - Increase community feelings of involvement

3. Resources Key Objectives:
    - District will determine a sustainable school configuration model
    - Create a comprehensive facilities improvement plan
    - Maintain 100% staffing levels
    - Demonstrate responsible financial stewardship

STAFF CONDUCT
Policy: GBCB

STAFF/STUDENT RELATIONS
Policy: GBH

CHANGE IN PERSONAL DATA

If you move to a different address, change your name, marital status, or receive a new telephone number, please notify the Human Resources Office, in writing within five days.

DEDUCTIONS

The following deductions can be made from the employee's paycheck. This would be determined by the individual's participation, place of residence, and teacher certification.

Social Security (FICA & Medicare)
City Tax
Federal Tax
State Tax
Group Health Insurance
Group Life Insurance
Group Dental Insurance
Group Vision Insurance
Retirement Systems of MO
Sec. #125 Cafeteria Plan
Tax Sheltered Annuity
United Way Fund
Long-Term Disability Insurance
Short-Term Disability Insurance
St. Charles Education Foundation
Care to Learn
Association Dues
UNUM Plans
Flexible Spending Accounts
Health Savings Accounts

It is the responsibility of the employee to notify the Payroll Department in writing of any change that will affect his/her tax deductions. If you wish a certain amount to be withheld each pay period, please state the desired deduction on your W-4 form when you are hired or anytime thereafter by notifying the Payroll Department.

PAYDAY SCHEDULES
Policy: DLA

SCSD Payroll Processing Calendar
2026-2027

Leave, extra time worked, overtime, and dock time will be processed according to this calendar.

Start Date	End Date	Payroll Date
7/5/2026	7/18/2026	8/5/2026
07/19/2026	08/01/2026	8/20/2026
8/2/2026	08/22/2026	9/5/2026
8/23/2026	9/5/2026	9/20/2026
9/6/2026	9/19/2026	10/5/2026
9/20/2026	10/3/2026	10/20/2026
10/4/2026	10/17/2026	11/5/2026
10/18/2026	10/31/2026	11/20/2026
11/1/2026	11/14/2026	12/5/2026
11/15/2026	11/28/2026	12/20/2026
11/29/2026	12/12/2026	01/05/2027
12/13/2026	1/2/2027	1/20/2027
1/3/2027	1/23/2027	2/5/2027
1/24/2027	2/6/2027	2/20/2027
2/7/2027	2/20/2027	03/05/2027
2/21/2027	3/7/2027	3/20/2027
3/8/2027	3/20/2027	4/5/2027
3/21/2027	4/3/2027	4/20/2027
4/4/2027	4/17/2027	5/5/2027
4/18/2027	5/1/2027	5/20/2027
5/2/2027	5/15/2027	6/5/2027
5/16/2027	5/29/2027	6/20/2027
5/30/2027	6/19/2027	7/5/2027
6/20/2027	7/3/2027	7/20/2027
7/4/2027	7/17/2027	8/5/2027

Start Date	End Date	Payroll Date
8/1/2026	8/15/2026	08/05/2026
8/16/2026	8/31/2026	8/20/2026

SCSD pays employees who receive equalized pay in 24 payments each fiscal year. Those equalized payments are prepaid for current time worked (see example above). If an employee leaves the district, their equalized pay will be adjusted.

EXTRA-ALLOWANCE PAYMENTS

If you have a year-long extra-allowance position, you will receive equalized payments over 23 pay checks throughout the year. For seasonal activity sponsors, however, we are no longer offering the 23-24 pay option. This change allows the district to minimize pre-payment of services as much as possible. As a result, we have limited payment options for seasonal stipends to a maximum of 10 payments. This prevents payment to individuals for services not yet provided and more closely aligns payment with the dates of actual service. Seasonal coaches/sponsors choosing 10 equalized payments will be paid in the following months:

Fall Season	August - January
Winter Season	November - March
Spring Season	January – May

RENEWAL OF PROFESSIONAL STAFF MEMBERS

Policy: GCPF

CERTIFICATION

All teachers in the City of St. Charles School District must obtain and at all time maintain a valid certificate of license to teach in the public schools in the District and the State of Missouri. The City of St. Charles School District expects all teachers to be appropriately certified in each grade/subject area he/she is teaching.

Please make sure you are aware of the expiration date for your certificate. Contact the Human Resources office for assistance in completing your upgrades to the CCPC or for any requests for renewals or extensions. Additional information regarding certificate and certificate upgrades and renewals may be found by contacting the Office for Teacher Certification with the Department of Elementary and Secondary Education via phone or through their website.
The URL for the DESE website providing you links to the following information is:

http://dese.mo.gov/educator-quality/certification/teacher

TO LOG INTO YOUR ONLINE EDUCATOR PROFILE

To access your certification account (online profile) you must first log into **DESE Web Applications** with a userID and password, and then choose the Educator Certification System link located on the User Applications page. Your certification account (online profile) provides access to each of the following:

- Update your certificate
- Apply for or upgrade a certificate
- Print out a certificate
- View a certificate or pending application
- View assessment scores
- Check for the receipt of transcripts
- Check fingerprint/background status

Please Note: If you have not logged in to your certification account (online profile) in over 12 months, then you will need to register for a new user id and password in order to restore your access. You will need to follow steps 1 & 2 of the **Educator Certification System Help Guide** to complete this process.

SUPERVISION OF PROFESSIONAL STAFF

Policy: GCM

EVALUATION OF PROFESSIONAL STAFF

Policy: GCN

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

Policy: GCI

STAFF CONCERNS/BUILDING CLIMATE

Building Climate Representatives will be selected by the principal and SCEA building representative. The principal will meet with Building Climate Representatives once a month to discuss building level concerns/issues. Select staff members will be trained in Interest-Based Bargaining to facilitate problem-solving at the building level. In addition, each building will assess school climate annually.

PROFESSIONAL STAFF MEETINGS
Policy: GCKB

PROFESSIONAL STAFF TIME SCHEDULES
Policy: GCJ

PROFESSIONAL STAFF COMPENSATION
Policy: GCBA

Important notes from Policy GCBA:
Professional Staff Salary Schedule
The following rules apply to the district professional staff salary schedule unless determined otherwise by the Board:

1. The Board will make every effort to adopt salary schedules prior to the statutory deadline for issuing teacher and administrator contracts, but salary schedules and other compensation must be determined along with the district budget no later than June 30. Any Board-adopted salary schedule will remain in effect and continue to operate until the Board takes action to change or eliminate the salary schedule.
2. The Board may freeze the operation of the salary schedule when warranted by the financial condition of the district or for other relevant reasons, as determined by the Board. Once a salary schedule is frozen, employees will not advance on the salary schedule until the Board votes to authorize movement on the salary schedule. If the salary schedule is frozen for more than one year before the Board authorizes movement, employees will advance to the next step for which they were eligible at the time the schedule was frozen unless the Board determines that it is financially feasible to allow employees to move through all steps missed while the schedule was frozen. Alternatively, the Board may adopt a new salary schedule that accurately reflects the salary associated with the appropriate years of service.
3. An employee may not advance more than one step vertically and one column horizontally per year on the salary schedule unless such movement is allowed by the Board-adopted rules and is uniformly applicable to that particular salary schedule or is otherwise approved by the Board.
4. An employee cannot progress on the salary schedule after entering into a contract for a school year unless such movement is specifically authorized in the contract.
5. Credit on the salary schedule may be granted for undergraduate credit earned after the bachelor's degree or master's degree, district workshops, curriculum work, some foreign travel, and other in-service offerings. Applications must be submitted to the assistant superintendent for curriculum and instruction for approval. Continuing Education Unit (CEU) applications that are denied may be appealed to the CEU committee, composed of three teachers and three administrators. The degree attained as well as graduate college hours toward a master's degree or beyond shall determine the column placement on the salary schedule.

Contract modifications for graduate credit (CEUs) and/or a master's or higher degree shall be granted at the beginning of the fall semester only. **Verifications of credit (official transcript) for contract modification form must be received by the office of the Associate Superintendent of Human Resources on or before November 1.**
Teachers acquiring sufficient graduate credit or college credit from an accredited institution and previously approved by the assistant superintendent-curriculum or after attaining a master's degree may advance to the appropriate columns on the salary schedule. Teachers receiving 30 hours of graduate credit beyond the master's degree may advance to the MA+30 column on the salary schedule.

Education courses and other professional development may not be used to advance on a salary schedule unless the employee had prior administrative approval to take the course or participate in the professional development and count it for advancement on the salary schedule.

6. The district may recognize up to six years (placement on the seventh step) of similar, previous experience of an employee when placing that employee on the salary schedule. The Board delegates to the superintendent or designee the authority to set guidelines on which previous experiences qualify. In addition, the district may recognize military service or work experience that the district considers beneficial to the position. The maximum steps granted on the salary schedule for military service shall be two years. The maximum placement for retired teachers is Step 7. Employees are responsible for fully apprising the district of their relevant background experiences when first employed in the position. Once the employee is initially placed on the salary schedule, the district is under no obligation to review the placement.

Employee Responsibility

Employees are responsible for verifying that their salary schedule placement, compensation rate and paychecks are accurate. Employees are required to notify the district within 30 days of receiving an inaccurate payment, and failure to do so could lead to discipline, forfeiture of amounts owed or deductions for excess pay received, as allowed by law.

MILEAGE REIMBURSEMENT

Staff members assigned to more than one school building are eligible for mileage reimbursement. It is your responsibility to maintain a travel log and complete necessary paperwork as directed by your building principal, Human Resources, and/or designated administrator. Staff members must use the approved mileage chart when reporting mileage. The mileage rate is approved by the board and is no more than the IRS rate. If you have any questions, please contact your direct supervisor or Human Resources.

Special Education staff complete mileage reports through the office of the Assistant Superintendent of Special Services.

PROFESSIONAL STAFF SUBSTITUTE PROCUREMENT

Absences will be reported through the FRONTLINE ABSENCE MANAGEMENT system and vacancies filled accordingly. Please see your building administration for instructions regarding this process.

PROFESSIONAL EMPLOYEES SUBSTITUTING

Professional employees who substitute for another employee shall be paid at the existing hourly/daily incremental substitute pay rate established by the Board.

The building principal will direct a teacher who has volunteered and is available to cover a class for another teacher. The hourly/daily incremental substitute pay rate will be posted annually in the building. In the event of an emergency when no other substitute is available, the principal may designate a staff member to supervise a class during planning time.

PERSONNEL RECORDS

Policy: GBL

DIVISION OF FAMILY SERVICES

In the event that a complaint is filed with the Missouri Division of Family Services or other similar agency alleging that an employee of the District has engaged in abuse or neglect as defined by the Missouri Child Abuse Act, the District will implement such measures as are required and permitted by law and Board policy to safeguard the interests of District students, while also permitting the employee an opportunity to respond to the complaint. The District acknowledges that resolving such complaints involves a careful balancing of the rights of employees and students, together with the District's obligations under state and federal law.

COMPLAINTS AND GRIEVANCES

Policy AC
Policy GBM-1

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION

Policy: AC

The St. Charles R-VI School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination, harassment and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The St. Charles R-VI School District is an equal opportunity employer.

STAFF ABSENCES AND TARDINESS

Policy: GBCBC

PROFESSIONAL STAFF SHORT-TERM LEAVES

Policy: GCBDA

This policy covers the types of leave, appropriate use of leave banks, and payout information for unused leave upon separation from employment.

WORKERS' COMPENSATION

Policy: GBEA

An employee must report all injuries immediately to his or her immediate supervisor by completing the district's incident report form. If the nature of the injury or illness is such that the employee cannot immediately submit the completed incident form, the employee's supervisor will assist the employee in completing the form as soon as possible, but no later than 30 days after the injury or illness. Employees who fail to report a work-related injury within 30 days of such injury or illness may jeopardize their ability to receive compensation and other benefits pursuant to law and this policy.

Upon receiving a report of an injury or illness, the supervisor will immediately forward the report to the superintendent or designee. The superintendent or designee will promptly forward a copy of the report to the district's workers' compensation insurance carrier and will be responsible for keeping the carrier informed of the employee's status.

FAMILY AND MEDICAL LEAVE ACT

Policy: GBBDA

PROFESSIONAL STAFF LONG-TERM LEAVES AND ABSENCES

Policy: GCBDB

PROFESSIONAL STAFF FRINGE BENEFITS
Policy: GCBC

INSURANCE
If employment terminates following the last day of the school year and before the commencement of the ensuring school year, certificated/professional employees will receive Board-paid medical insurance accordance with the current insurance carrier. Please contact the benefit specialist for specific information.

EMPLOYEE REFERENCES
Policy: GBLB

RESIGNATION OF PROFESSIONAL STAFF MEMBERS
Policy: GCPB

RETIREMENT STATEMENT
The district recommends each employee carefully review his or her PSRS/PEERS retirement statement each year to determine the accuracy of the report.

DRUG FREE WORKPLACE
Policy: GBEBA

USE OF TOBACCO AND VAPING PRODUCTS
Policy AH

SEXUAL HARASSMENT UNDER TITLE IX
Policy: ACA

SCHOOL VOLUNTEERS
Policy: IICC
Volunteer Information

CRIMINAL BACKGROUND CHECKS
Policy: GBEBC

COMMUNICABLE DISEASES & UNIVERSAL PRECAUTIONS
Policy: EBB
Bloodborne Pathogens SCSD

STAFF USE OF COMMUNICATION DEVICES
Policy: GBCC

LACTATION SUPPORT
Policy: EBBC

TECHNOLOGY USAGE
Policy: EHB
SCSD Technology Training

FACULTY AND STAFF COMPUTER USAGE GUIDELINES
The District Technology Office of the St. Charles City School District has established the following guidelines for regulating the use of district-owned computing systems and facilities. The following guidelines apply to all district employees.

Using Your PC
It is important to remember that the St. Charles City School District owns the PCs and servers used here. As such, the district reserves the right to monitor the use and content of all PCs, networking equipment, and files stored on its systems. Safeguard your privacy by using the equipment here only for legitimate district purposes.
Installing Software
No employee may-without the specific consent and cooperation of the Technology Office-download and/or install ANY software package onto district computers. This includes, but is not limited to, screen savers, games, educational software, and other third-party programs. For both operational and legal reasons, it is crucial that the District Technology Office manage what software is installed on district-owned Macs and PCs.
Purchasing Computer Equipment and Software
Without exception, the District Technology Office must pre-approve all computer equipment and software purchases. This is essential so that the department can arrange for proper integration of new equipment into our network. Most importantly, it ensures proper software licensing, which is a top priority of the district.
Email, Messaging, and the Internet
Email, messaging, and the internet is to be used only for normal district communication. Using your email account or the Internet to transmit or receive pornographic or inappropriate materials is an extremely serious violation and will result in disciplinary consequences.

REPRODUCTION OF COPYRIGHTED MATERIALS
Policy: EGAAA

SUPERVISION OF STUDENTS
Policy: JHFA

SECLUSION AND RESTRAINT
Policy: JGGA

REPORTING AND INVESTIGATING CHILD ABUSE/NEGLECT
Policy: JHG

PROMOTION, ACCELERATION AND RETENTION OF STUDENTS
Policy: IKE

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA SCSD

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
    - School officials with legitimate educational interest;
    - Other schools to which a student is transferring;
    - Specified officials for audit or evaluation purposes;
    - Appropriate parties in connection with financial aid to a student;
    - Organizations conducting certain studies for or on behalf of the school;
    - Accrediting organizations;
    - To comply with a judicial order or lawfully issued subpoena;
    - Appropriate officials in cases of health and safety emergencies; and
    - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.
Or you may contact:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

SEARCHES OF STUDENTS
Policy: JFG

PUBLIC SOLICITATIONS/ADVERTISING IN DISTRICT FACILITIES
Policy: KI
Current Practice: https://www.stcharlessd.org/scsd-departments/communications

POLITICAL CAMPAIGNS
Policy: DCB

MANDATORY EMPLOYEE TRAINING
All employees must complete mandatory training on a yearly basis. The Associate Superintendent of Human Resources will facilitate and inform employees of required training. Verification of completion is required. The district currently utilizes Vector for this training.

EMPLOYEE RESOURCES
Visit the website http://www.stcharlessd.org (*Employees-Employees Resources)* for links and other helpful information for district employees. This site features links to salary schedules, bargaining agreements, benefits, insurance, DESE and much more.

EXTRA-ALLOWANCE STIPENDS
Extra-Allowance stipend amounts are determined using a "Determining Factors" analysis.

If an employee would like to request additional extra-allowance positions be added or have a current stipend reviewed for a potential increase, the form/process below should be utilized. Please contact the HR office for a form. For high school extra-allowance positions, please make sure you have directed questions and or concerns to the Activities Director prior to submitting a request for review.

Review of Existing Extra-Allowance Stipend Position

Due December 15th

Note: Any approved changes to be effective for the following school year/budget year.

Check the appropriate category:

☐ Request for additional coaches/sponsors for existing extra-allowance program (e.g. additional assistant coach)

☐ Request for "point" increase for existing stipend based on established criteria

1. Applicant's Name: School:

   Grade Level:

2. Rationale for review: Please describe why you believe a review is necessary. Please include relevant information related to the "Determining Factors" (attached). What has changed related to the program/position to justify your request? Feel free to attach additional pages/data if necessary. Data to be considered:
   - End of year participation data
   - Consistent trends over time (multiple years)

3. If requesting a "point" increase for an existing stipend, how many points do you feel would be appropriate based on the "determining factors"?

4. Please include any other information that you feel would be helpful to appropriately consider your request.

A four person committee will review your request and render a decision by February.
Committee recommendations are not final until approved by the Board of Education.

<u>Committee members will include:</u>
Associate Superintendent, Human Resources
Previous Extra-Allowance Committee Representative (school level) appointed by Asst. Supt.-HR
High School Activities Director
Representative appointed by the President of the majority association

Continuing Education Units (CEUs) - Effective July 1, 2009

- Continuing Education Units – Credit on the salary schedule may be granted for undergraduate credit earned after the bachelor's degree or master's degree, district workshops, curriculum work, some foreign travel, and other in-service offerings. Applications must be submitted to the Associate Superintendent for Curriculum & Instruction. CEU applications that are denied may be appealed to the CEU committee composed of three (3) teachers and three (3) administrators.
- CEU request forms should be submitted as soon as possible after the completion of the professional development or submitted by the end of the school year in which the CEU activity occurred.
- CEUs will not be granted for activities completed during the teacher's contracted day, activities for which the teacher is being compensated by the District, or for conferences/workshops in which the District pays for the registration and/or travel expenses.

The City of St. Charles School District Building-to-Building Mileage Grid

Mileage from Map Quest-Shortest Distance

Updated June 30, 2020

	In-District - Acct 6343																Acct 6343	
	Benton	ECC	Blackhurst	Coverdell	Harris	Lincoln	Monroe	Null	HMS	JIS	SCHS	SCW	L&C	Success	Juvenile Justice	Trans/ Maint.	Lowe's	Office Depot
Benton 400 N. 6th St.	X	1.6	0.9	1.6	4.8	0.6	3.8	2.4	1.0	3.7	0.5	3.5	3.3	0.4	2.1	4.4	2.7	5.1
ECC 1323 Boone's Lick Rd.	1.6	X	2.1	3.1	4.5	0.9	3.7	2.6	2.5	3.5	2.0	3.5	2.8	2.0	1.7	3.8	2.5	4.9
Blackhurst 2000 Elm St.	0.9	2.1	X	1.4	4.6	1.2	2.9	1.6	0.8	3.3	0.7	2.7	2.9	0.6	2.8	4.2	2.5	4.9
Coverdell 2475 W. Randolph St.	1.6	3.1	1.4	X	5.4	2.2	3.3	1.9	1.5	3.9	1.4	3.2	3.3	1.5	3.6	5.0	3.3	5.7
Harris 2800 Old Muegge Rd.	4.8	4.5	4.6	5.4	X	5.0	3.2	3.8	5.0	3.0	4.9	3.2	2.6	3.2	2.6	1.2	2.6	5.0
Lincoln 625 N. 6th St.	0.6	0.9	1.2	2.2	5.0	X	3.6	2.6	1.6	3.4	1.1	3.4	3.0	1.0	1.6	4.4	2.4	4.8
Monroe 2670 Zumbehl Rd.	3.8	3.7	2.9	3.3	3.2	3.6	X	2.0	3.6	0.4	3.9	0.4	0.5	3.7	4.4	2.3	1.0	3.3
Null 435 Yale Blvd.	2.4	2.6	1.6	1.9	3.8	2.6	2.0	X	2.0	2.2	2.3	1.6	1.7	2.2	4.2	3.4	1.8	4.1
Hardin 1950 Elm St.	1.0	2.5	0.8	1.5	5.0	1.6	3.6	2.0	X	3.4	0.6	2.8	3.2	0.6	2.8	4.3	2.6	5.3
Jefferson 2660 Zumbehl Rd.	3.7	3.5	3.3	3.9	3.0	3.4	0.4	2.2	3.4	X	3.6	0.4	0.8	3.6	4.7	2.7	1.4	3.4
St. Charles High 725 Kingshighway	0.5	2.0	0.7	1.4	4.9	1.1	3.9	2.3	0.6	3.6	X	3.4	3.4	0.2	2.7	4.5	2.8	5.4
St. Charles West 3601 Droste Rd.	3.5	3.5	2.7	3.2	3.2	3.4	0.4	1.6	2.8	0.4	3.4	X	0.6	3.3	4.5	2.5	1.2	3.2
Lewis & Clark 2400 Zumbehl Rd.	3.3	2.8	2.9	3.3	2.6	3.0	0.5	1.7	3.2	0.8	3.4	0.6	X	3.2	3.9	1.9	0.6	2.9
Success Campus 1600 Waverly St.	0.4	2.0	0.6	1.5	3.2	1.0	3.7	2.2	0.6	3.6	0.2	3.3	3.2	X	2.6	4.3	2.6	5.0
JJ Center 1700 S. River Rd.	2.1	1.7	2.8	3.6	2.6	1.6	4.4	4.2	2.8	4.7	2.7	4.5	3.9	2.6	X	5.1	3.2	5.3
Trans/Maint. 3800 W. Clay	4.4	3.8	4.2	5.0	1.2	4.4	2.3	3.4	4.3	2.7	4.5	2.5	1.9	4.3	5.1	X	2.0	0.9
Lowe's 2900 W. Clay	2.7	2.5	2.5	3.3	2.6	2.4	1.0	1.8	2.6	1.4	2.8	1.2	0.6	2.6	3.2	2.0	X	2.6
Office Depot 4045 Veterans Mem.	5.1	4.9	4.9	5.7	5.0	4.8	3.0	4.1	5.3	3.4	5.4	3.2	2.9	5.0	5.3	0.9	2.6	X

~ATTENTION EMPLOYEES~

Work Related Injury Procedure

In the event of a work-related injury, please follow these procedures:

1. When a work-related injury occurs, immediately report it to your supervisor (buildings should report to their principal) and fill out an Employee Accident Report.
   - For Custodians working day hours, report the injury to your principal (immediate supervisor) as well as the nurse at your building.
   - If your supervisor is not available and you are maintenance or custodial staff, please contact the maintenance office to report your injury (636-443-4872).
     - For custodians working evening hours, your emergency contact is 636-634-8262. If not urgent, report the injury to your supervisor the next day at work.

~During our clinic hours we will send work-related injuries to the District's clinic~

Bridge Health Center 2424 Zumbehl Road, St. Charles, MO 63301 636-443-4202

Monday	7:00 a.m. – 12:00 p.m.
Tuesday	7:00 a.m. – 5:00 p.m.
Wednesday	7:00 a.m. – 12:00 p.m.
Thursday	Noon – 5:00 p.m.
Friday	7:00 a.m. – 12:00 p.m.

Outside the clinic hours we send work-related injuries to:
Concentra Urgent Care
1794 Zumbehl Road
St. Charles, MO 63303
636-947-1666

Make sure your school nurse/secretary gives you a **completed M.U.S.I.C. Workers Compensation Treatment Request** to take with you. Also, fill out the **Employee Accident Report** and leave with your supervisor or nurse. Please contact the Executive Assistant to the Assistant Superintendent of Operation at 636-443-4006 when you are sent for care.

For serious work injuries that need immediate attention (day or night) go to St. Joseph's Hospital Emergency Room, 300 1st Capitol Dr., St. Charles, MO 636-947-5000. In severe circumstances dial 911.

2. Please turn in paperwork you acquire from any visit for a work related injury to your supervisor which will be forwarded to the Business Office.
3. Any questions about work related injuries? Contact the Business office at 636-443-4006 or 636-443-4028.

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

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Board of Education Meetings are held the
2nd Thursday of every month beginning at 6:30 pm