

St. Charles West  
High School



2011 - 2012

Student Handbook  
& Code of Conduct

# St. Charles West High School

3601 Droste Road, St. Charles, MO 63301  
636.443.4200 · Fax 636.443.4201

[www.stcharles.k12.mo.us/scwest](http://www.stcharles.k12.mo.us/scwest)

## 2011-2012 Student Handbook/Code of Conduct

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# Code of Conduct

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City of St. Charles School District  
400 North Sixth Street  
St. Charles, MO 63301  
636-443-4000

**DISTRICT ADMINISTRATIVE PERSONNEL**

|                        |   |
|------------------------|---|
| Mr. Randall D. Charles | Superintendent of Schools                             |
| Dr. Danielle Tormala   | Associate Superintendent – Curriculum and Instruction |
| Dr. Jeff Marion        | Assistant Superintendent – Human Resources            |
| Dr. Rick Radford       | Assistant Superintendent – Business Services          |
| Mr. Charles Brazeale   | Director of Instruction Technology                    |
| Dr. Kay Davis          | Director of Special Education                         |

**BOARD OF EDUCATION**

|                     |                |
|---------------------|----------------|
| Mrs. Linda Schulte  | President      |
| Dr. Donna Towers    | Vice President |
| Mr. Dale Hallemeier | Secretary      |
| Mr. Mike Thorne     | Treasurer      |
| Mr. Tim Bekebrede   | Member         |
| Ms. Lori Gibson     | Member         |
| Dr. Wayne Oetting   | Member         |

**SCWEST ADMINISTRATION**

|                      |                     |
|----------------------|---------------------|
| Dr. Kim Fitterling   | Principal           |
| Dr. Andrew Stewart   | Assistant Principal |
| Mr. Scott Voelkl     | Assistant Principal |
| Mr. Terry Oetting    | Activities Director |
| Mrs. Mary Hanne      | Nurse               |
| Ms. Stacie Gates     | Librarian           |
| Mrs. Tracy Percy     | Counselor           |
| Mrs. Stephanie Moran | Counselor           |
| Ms. Jessie Kulage    | Counselor           |

**II. GENERAL INFORMATION**

**HISTORY**

St. Charles West opened its doors in September 1976 to 300 sophomores and 125 freshmen. During the first year physical education teachers taught in the cafeteria because the gymnasium was not completed until May 1977. Each year a class was added so that 1009 students were enrolled in grades 10-12 in 1978-79. The first graduation was held in the gymnasium in June 1979. With the addition of the ninth grade class in 1981 the school changed from 10-12 high school to a 9-12 high school. In October 2003, ground was broken for the 17 million dollar renovation project. The project created a new practice gym, cafeteria, and library space and rearranges the classrooms from the PODs to a more modern classroom arrangement. Currently there are 760 students enrolled for the 2011-2012 school year.

## **MISSION & BELIEFS**

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

### **St. Charles West Guiding Principles:**

1. Provides a learning environment that challenges student and provides the necessary means to achieve academic success.
2. Develops in students the skills to continue as lifelong learners.
3. Encourages each individual to realize his or her potential.
4. Provides an emotionally and physically safe environment.
5. Embraces diversity in our school community because it mirrors our world and reflects our future.
6. Promotes tolerance, respect, responsibility and accountability for students, staff and families.
7. Encourages a spirited and supportive community that provides everyone with a sense of pride and belonging.
8. Ensures equal access to all learning opportunities through curricular and extra-curricular programs that meet the needs of our diverse learners.
9. Builds and maintains meaningful partnerships connecting school, parents and community.
10. Staff is committed to professional growth that emphasizes increasing student achievement.
11. Community continually strives to improve in all ways.

## **FEDERAL PROGRAMS – COMPLAINT PROCEDURE**

The School District of the City of St. Charles recognizes that situations of concern to parents/guardians may arise in the administration of federal programs (Title I, Title IC, Title IIA, Title III, Title IV and Title V). Such concerns are best resolved through communication with the appropriate staff members and officers of the school district, such as faculty, the principals, the superintendent, or the Board.

Matters not resolved through communication with appropriate personnel should be handled according to the Board Policy for “Public Complaints.” Please contact the office of the Assistant Superintendent of Curriculum and Instruction (636-443-4031) for a copy of this policy.

## **DISTRICT MEETS ALL EPA GUIDELINES FOR ASBESTOS**

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

Additional information may be obtained from Mr. Rick Radford, Assistant Superintendent Business/Building and Grounds, at 636-443-4012.

### III. 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. One of the school district's four goals is to achieve 95 % attendance or only 8 days (32 blocks) absence for each student.

#### ABSENCE PROCEDURE

1. **The parent/guardian will call the school (636-443-4245), to inform the attendance office of the student's absence (before 9:00 a.m.) on the day of the absence OR the parent/guardian will write an excuse note giving the student's name, day, absence, reason for absence, and his/her signature.**
2. Students will turn their excuses in at the attendance office upon their return to school.
3. If there has been no contact between the school and parent/guardian, the student will report to the attendance office before school for an admit slip to attend classes. Students must get an admit slip and be in first hour class before the tardy bell rings.
5. If there has been no contact between parent and attendance office, the student will be unexcused and will need a re-admit slip. Should contact between parent and attendance office occur, the absence will be unexcused. Should extenuating circumstances prevent contact from the parent to the school, the absence will be excused at principal's discretion.
6. Students are expected to ask all teachers for make-up assignments. Students will be given one day of attendance to complete work missed for each day of absence up to two weeks. If a student is absent three days or more, their assignments can be obtained by calling the attendance office in the morning. Assignments may be picked up at the end of the day. All work missed during the last week of any quarter must be made up to be reflected in the student's grade. **Each student is responsible for completing their make-up work. (See Code of Conduct for specific procedures).**
7. If the absence is due to work, travel or for some other reason, the parent/guardian must contact the school principal prior to the absence to make the necessary arrangements for make-up work
8. **Students need to bring a signed note from a parent/guardian if they need to leave school during the day for a doctor's appointment. Attendance will give the students a pass to leave class at the appropriate time.**
9. MSHSAA By-law22.0 states "If a student misses class on the date of a contest without being excused by the principal, he/she shall not be considered eligible on that date." SCWest uses the same policy for concerts performances and dances. Students are required to be in attendance on Friday to participate on Saturday.

#### DISMISSAL FOR VACATION AND/OR HOLIDAY POLICY

A written request, one week in advance, must be approved by the Principal, Dr. Kim Fitterling. Permission will be based on satisfactory attendance and grades.

#### EXCESSIVE ABSENCE PROCEDURE

The school will notify parents and confer with students who miss 10 or more days during the school year. A medical excuse or verification of the death of a family member will be required for absences beyond 10. All absences beyond 10 will be unexcused and no credit given unless medical verification from a physician is provided and approved by the building principal. The principal will work closely with parents/guardians on all medical related absences.

### **LEAVING SCHOOL DURING SCHOOL HOURS**

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

**MSHSAA 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." We will continue with the policy of attendance on Friday to participate on Saturday.**

### **TARDIES**

Planning ahead is an important part of school life. Tardiness to class interferes with the class procedures as well as individual progress. A warning bell rings five minutes before school begins. Students are expected to be in their seats and ready to work when the tardy bell rings. If a student is more than 10 minutes late to class he will be sent to the office. Going to a locker between classes is not considered as an excuse for tardiness. **Students arriving at school after 7:20 will be assigned a tardy. Refer to the Code of Conduct for the discipline procedures for tardies. Note: oversleeping, missing the bus, and automobile breakdown are not reasons for excused tardies.**

### **TRUANCY**

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. Pupils who are truant will not be permitted to make up work missed. Students who are away from campus for three or more periods, without appropriate authorization, are considered truant.

### **VISITORS**

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

## **IV. HEALTH INFORMATION**

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

### **ACCIDENTS**

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

## **ALLERGIES**

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

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

## **ILLNESS DURING THE DAY**

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

## **IMMUNIZATIONS**

MO School Immunization law (19CSR20-28.010) requires students to be immunized against diphtheria, pertussis, tetanus, polio, measles, mumps, rubella and hepatitis B. Students may not obtain schedules or attend school without proper immunizations and documentation. Students must present official documentation from a physician, clinic or county health department of the day, month and year of each immunization. Religious and medical exemptions will be allowed.

The 2011-2012 School Immunization Requirement Schedule, religious exemption forms (Imm.P.11A) or medical exemption forms (Imm.P.12) may be obtained from the school nurse or County Health Department.

## **INHALERS**

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

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

1. The physician and parent must complete a Student Asthma Action form/provide a written medical history as requested on the self-administration permission form.
2. The student must
  - a. Demonstrate correct use of inhaler.
  - b. Know proper timing for inhaler use.
  - c. Understand that he/she will not share his/her inhaler with other students.

- d. Keep the inhaler in his/her belongings he/she keeps with him/her.
- e. Agree to come directly to the Clinic if the student continues to have difficulty with breathing, wheezing, or is experiencing chest tightness after using the inhaler.

### **MEDICATIONS**

The dispensing of medication by the nurse, principal, or designee shall be restricted to **necessary** medicines that **cannot** be given on an alternative schedule. All prescription medicines must be accompanied with authorized prescriber's written order and signature. A parental signature is also required. Please submit the completed **"PRESCRIPTION MEDICATION FORM FOR GRADES 6-12"** and the medicine to the school nurse. For non-prescription or over-the-counter medicine (with the exception of students at Lewis & Clark and Success campus), a prescriber's order is not required. A parent's written request for administration must be submitted with the dose to be given. Submit a completed **"NON-PRESCRIPTION MEDICATION FORM FOR GRADES 6-12"** along with the medicine to the school nurse. The medicine must be in the original container with the label and seal intact. All non-prescription medicine doses must be the same as specific directions outlined on the manufacturer's label. If the dose is in excess of the manufacturer's label then a prescriber's order must be submitted. The district will not administer the first dose of an initial prescription. The school district retains the right to reject requests for administering medicine. The parent will assume responsibility for informing school personnel of any change in the student's health or change in medicine. It is the right and the obligation of the nurse to question medication orders she deems potentially inappropriate and to verify the validity of any medication order. It is also the right of the nurse to refuse to give any medicine that does not meet the criteria established in Board Policy for giving medicines. **THE DISTRICT MAY REFUSE TO ADMINISTER MEDICATIONS IN AN AMOUNT EXCEEDING THE RECOMMENDED DOSAGE LISTED IN THE PHYSICIAN'S DESK REFERENCE (PDR) OR OTHER RECOGNIZED MEDICAL OR PHARMACEUTICAL TEST.** Any changes to medication must be accompanied by a written order from the prescriber and the medicine must be in an updated labeled prescription bottle. Administration of medicine to a pupil when the above conditions have been met shall be limited to the school nurse, principal, or designee. All medications shall be kept in a locked cabinet in the nurse's office. Prescription medicine should be brought to the clinic by a parent/guardian. Medicine brought to school by a student should be brought to the clinic upon arrival to school.

### **PASSES**

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

**V. ACADEMIC INFORMATION**

**GRADUATION REQUIREMENTS**

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

Graduation Requirements for 2010-2015

|                       |       |
|-----------------------|-------|
| Communication Arts    | 4     |
| Social Studies        | 3     |
| Mathematics           | 3     |
| Science               | 3     |
| Fine Arts             | 1     |
| Practical Arts        | 1     |
| Physical Education    | 1     |
| Computer Applications | 1/2   |
| Personal Finance      | 1/2   |
| Health                | 1/2   |
| Electives             | 8 1/2 |
| Total                 | 26    |

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

**CLASSIFICATION REQUIREMENT**

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

UNITS OF CREDIT

|            |          |
|------------|----------|
| Ninth      | 0-5      |
| Tenth      | 6-11     |
| Eleventh   | 12-17    |
| Twelfth    | 18 an up |
| Graduation | 26       |

It is very important that students stay at grade level in order to graduate on time.

**GRADE REPORT SYSTEM**

Grade cards are distributed four times during the school year approximately ten days after the end of the quarter. Fourth quarter grades are mailed and this report contains information for all year. Completed course grades are placed on the permanent record. Class rank and grade point average are based on semester grades according to the following scale:

| <u>GRADE SYMBOL</u> | <u>GRADE POINT</u> |
|---------------------|--------------------|
| A                   | 4.0                |
| B                   | 3.0                |
| C                   | 2.0                |
| D                   | 1.0                |
| F                   | 0.0                |

An (I) indicates an incomplete grade and that the student has not completed the required work. If the work is not completed the (I) becomes a failing grade for the grading period. The following grading scale is used consistently by all teachers.

### GRADING SCALE

|              |              |
|--------------|--------------|
| 96-100.....A | 73-7.....C   |
| 90-95.....A- | 70-72.....C- |
| 87-89.....B+ | 67-69.....D+ |
| 83-86.....B  | 63-66.....D  |
| 80-82.....B- | 60-62.....D- |
| 77-79.....C+ | 0-59.....F   |

Final exams are given at the end of the first and second semesters in each class. Final exams count for 10-20 percent of the final semester grade. **Students, who have outstanding fee and fines, must meet with the principal prior to taking final exams in order to determine how and when these financial responsibilities will be paid.**

### PROGRESS REPORTS

Progress reports are designed to inform students and their parents of a failing or near failing grade. This report is generated once per quarter. This report can be picked up at parent teacher conferences or it will be mailed home. Parents are encouraged to contact the teacher for a conference by calling the school for an appointment or feel free to contact them via e-mail as well.

#### PROGRESS REPORTS AVAILABLE ON-LINE (HAC – Home Access Center)

*(Approximate Dates)*

September 21, 2011

November 2, 2011

February 15, 2012

April 4, 2012

#### CUM LAUDE INFORMATION FOR INCOMING FRESHMAN

Cum Laude recognitions are as follows:

| Summa Cum laude   | Magna Cum laude   | Cum Laude  |
|---|---|--|
| 3.9 GPA with 10 semesters of AP/College Level/4 <sup>th</sup> year of Foreign Language (10 semesters = 5 full year classes) | 3.9 GPA with 4 semesters of AP/College Level/4 <sup>th</sup> year of Foreign Language (2 full year classes) | 3.7 GPA with <i>no</i> AP/College Level/4 <sup>th</sup> year of Foreign Language                         |
|   | 3.7 GPA with 8 semesters of AP/College Level/4 <sup>th</sup> year of Foreign Language (4 full year classes) | 3.5 GPA with 6 semesters of AP/College Level/4 <sup>th</sup> year foreign Language (3 full year classes) |

## **NATIONAL HONOR SOCIETY**

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

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

## **HONOR ROLL CRITERIA**

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

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

## **CERTIFICATE OF ACHIEVEMENT**

To be eligible for a Certificate of Achievement, a student must complete 8 full semesters at the high school level as a full-time student. A special attempt will be made to expose certificate students to as many graduation requirement areas as possible. Students who are placed in the Certificate of Achievement program must make a sincere effort to accomplish the goals of the classes for which they are scheduled. Any student who continues to fail classes because of lack of effort and/or attendance, after being placed in the Certificate of Achievement program, may be removed from the program.

## A+ PROGRAM

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

- Enter into a written agreement with his or her high school prior to graduation and have attended an A+ school for at least three consecutive years.
- Graduate from high school with a cumulative grade point average of 2.5 or higher.
- Have a least a 95% attendance record for the four-year period.
- Perform 50 hours of unpaid tutoring or mentoring of younger students through Student as Mentors (SAMS).
- Maintain a record of good citizenship and avoidance of the unlawful use of drugs, alcohol and tobacco.
- Make a good faith effort to first secure all available federal post secondary student financial assistance funds that do not require re-payment... (The Federal FAFSA application must be submitted and proof of submission must be given to the A+ office between January 1<sup>st</sup> and May 1<sup>st</sup> of the student's senior year).
- Register for selective service if applicable (Male only. Required within 30 days of 18<sup>th</sup> birthday).

## COLLEGE VISITATION

Students should make plans to visit a college campus on their own time. College visits will be limited to one visit junior year 2<sup>nd</sup> semester and two visits, senior year. **Students will be excused only by prior approval of principal after completing the required college visit form. Applications must be completed and turned in before the April 13th deadline, 2012.** Forms can be picked up in the attendance office.

## PARTICIPATION IN GRADUATION

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

## SCHEDULE CHANGE

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

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

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

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

Student/Parents requests to withdraw from a class **within the first four weeks must be approved by the teacher and building principal**. After four weeks, any withdrawals will result in an “F” for the course. In an unusual situation (such as prolonged illness) a waiver of the “F” grade (WF) will be considered by the building principal. A WF grade does not configure into the cumulative grade point average.

### **SCHOLARSHIP INFORMATION**

The following information should help in applying for scholarships and other forms of financial aid:

1. Read through the Scholarships and Awards booklet and make note of scholarship deadlines.
2. Read each counselor Contact published by the guidance office. Scholarship information is published when received. Counselor Contacts are posted in each classroom.
3. Contact the counselor regarding questions about scholarships

### **STUDENT PARTICIPATION IN STATEWIDE ASSESSMENTS**

Any student scoring at the lowest level of proficiency, in any subject, at any grade level under the statewide assessment MAP established by state law is required by state law to retake that assessment in the following year. The district must evaluate student progress after the initial assessment and report the progress in the aggregate at the building level as part of the annual report issued to patrons of the district. The district is required to report only the scores of students meeting the district’s attendance policy, and no report shall disclose student achievement data in such a manner that would personally identify any student. The district may establish a system or regards and punishments designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment established by law. **This policy shall be provided at the beginning of the school year to each student and the parent, guardian or other person responsible for every student less than 18 years of age. The policy will also be kept in the district office and the office of each school and will be available for viewing by the public during business hours of the district office.**

### **SUMMER SCHOOL**

Summer school (*when offered*) is designed to enable students to earn credit for required courses. Enrollment in summer classes must have the approval of a guidance counselor.

### TEST SCHEDULE FOR 2011-2012

The **PLAN** test is given to all sophomores on October 12. The PLAN is a pre-ACT test covering English, mathematics, reading and science reasoning. The test provides students with an early indication of their education progress. An interest inventory and study power assessment provides important career information. There is a registration fee. The **PSAT**, Preliminary Scholastic Aptitude Test, will be given October 14, sophomores take this test as part of the nomination process for the Missouri Scholar's Academy and as preparation for entering the national merit scholarship competition.

| <b>ACT TEST DATES</b> | <b>PLAN</b>   | <b>PSAT</b>   |
|-----------------------|---------------|---------------|
| Sept. 10, 2011        | Oct. 12, 2011 | Oct. 12, 2011 |
| Oct. 22, 2011         |               |               |
| Dec. 10, 2011         |               |               |
| Jan. 11, 2012         |               |               |
| April 14, 2012        |               |               |
| June 9, 2012          |               |               |

### VI. COUNSELING

443-4200 Ext. 5 FAX 636-443-4286

#### Counselor Assignments 2011-2012

|                  |     |
|------------------|-----|
| Jessie Kulage    | A-G |
| Percy, Tracy     | H-N |
| Moran, Stephanie | O-Z |

## VII. STUDENT INFORMATION

### BLOCK SCHEDULING

Students are able to enroll in eight classes due to block scheduling. This schedule includes eight classes or 7 plus an Academic lab. Classes 1,3,5,7 will meet on A day schedule and classes 2, 4, 6, 8 will meet on B day schedule. This is known as an A/B eight block schedule. Students will have a 50 minute intervention time each day for additional instruction. The purpose of the PLUS period is to help students better understand previously introduced material through reviewing, remediation, and enrichment activities or through activities which otherwise support the curriculum and learning. Students will need to plan and organize their class and study time. **The use of a Daily Planner should become part of every student's routine.**

### BELL SCHEDULE

The bell schedule alternates from A day to B days; (i.e. if the weekends on an A day then Monday is a B day, if weekends on a B day then Monday is an A day. On days when there is no school, the schedule stays the same (i.e. snow day on an A day, the next day will remain a B day.)

#### 7:15 Warning Bell

7:20 – 8:40 (Block 1<sup>st</sup>/2<sup>nd</sup>)  
8:40 – 8:45 (Passing Time)  
8:45 - 10:05 (Block 3<sup>rd</sup>/4<sup>th</sup>)  
10:05 - 10:10 (Passing Time)  
10:10 - 11:00 (Plus Time)  
11:00 - 11:05 (Passing)  
11:05 – 12:55 (Block 5<sup>th</sup>/6<sup>th</sup>)  
12:55 – 1:00 (Passing Time)  
1:00 - 2:20 (Block 7<sup>th</sup>/8<sup>th</sup>)

2:25 After school programs begin

2:25 – 3:25 After School Detentions (Mon.-Thurs.)

#### LUNCH SCHEDULE (during 5<sup>th</sup>/6<sup>th</sup> Blocks)

A (1<sup>st</sup>) 11:05 - 11:30  
B (2<sup>nd</sup>) 11:35 - 12:00  
C (3<sup>rd</sup>) 12:05 - 12:30

### ANNOUNCEMENTS

A weekly bulletin is provided by the activities office. Daily announcements will be read at 10:55 a.m. via the intercom system on A days. Video announcements will be made on B days at approximately 10:50-11:00 a.m. All other announcements must be urgent messages and have approval of the administration.

### APPROPRIATE DRESS

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

- ❖ All students must wear shoes, boots, or other type of footwear.
- ❖ Clothing that will cause disruptive or undue attention to an individual shall not be worn. This includes tobacco and alcohol related T-shirts, sexually explicit or sexually implied T-shirts or dress apparel and oversized clothing such as sagging pants, backless or halter tops, clothing that does not sufficiently cover the body (spaghetti straps allowed, as long as undergarments are worn and straps go over both shoulders), or other inflammatory apparel that is inconsistent with the school's mission or disruptive to the educational process.
- ❖ Hats, caps, and other head coverings (at the discretion of the principal) will not be worn or carried in the building during school hours.
- ❖ Coats, jackets, overcoats will not be worn or carried in the building during school hours.
- ❖ Book bags, backpacks, gym bags, carryalls, etc. will not be permitted in the hallways or classrooms. Students should store these items in their lockers. A drawstring bag provided by the school will be acceptable. If a student carries an oversize purse they will need to choose between the purse *or* the drawstring bag.
- ❖ Additional dress regulations may be imposed upon students participating in certain extra-curricular activities.
- ❖ Class activities which present a concern for student safety may require the student to adjust his/her hair and/or clothing during the class period in the interest of maintaining safety standards.

**Dress code violations:**

**Penalties:**

If students are not properly dressed, parents will be called and dress will be corrected before student returns to class.

If parents and student refuse to correct dress code violation, student will be sent home for the day and absence will be unexcused.

If a problem persists, an out-of-school suspension will result at the discretion of a principal.

**BACK PACKS/COATS**

Students are not permitted to carry backpacks or wear coats in the building. Upon arrival to school students must place back packs and coats in their lockers. It is recommended that students keep a sweatshirt in their locker in the event they become cold. Sweatshirt hoods are not allowed to be worn on heads during school hours. A drawstring bag may be used (approximately 14"x 16").

**CAFETERIA**

The cafeteria is operated for the convenience of students. All eating is to be done in the commons. No food is allowed in the corridors, front atrium. Food in classrooms is up to the teacher's discretion. Students are responsible for cleaning up after eating.

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

**CLOSED CAMPUS**

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

## COMPUTER USE

\*USE OF COMPUTER HARDWARE: I understand that the 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.

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

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

\*PASSWORDS: 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.

\*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 cleanup my work area at the end of each class. I will put all waste paper in the proper container.

## DIRECTORY INFORMATION

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

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

## FEES/FINES

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

## FLOWERS AND GIFTS

Students are not to receive balloons, flowers and/or gifts during school hours.

## HALLWAYS

Students should be in the halls only at the beginning and close of school and while changing classes unless they have a hall pass. No students are to be in the West Wing and the front atrium Broadway hallways at lunch. **Students are expected to be courteous at all times.** There should be no running, shouting, or horseplay.

### **LIBRARY**

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

### **LOCKERS**

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

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

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

### **LOST AND FOUND**

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

### **PARKING/PARKING PASSES**

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

### **CELL PHONE/TELEPHONE**

Students are not to use cell phones during school hours (7:05-2:20). Refer to the Code of Conduct for cell phone policy. There is phone(s) available for student use in the attendance and main offices' with staff permission. In the event a student receives a call he/she will be called out of class only in the case of an emergency. Parents/guardians are not to call a student at school unless the message is of the **utmost** importance. Most phone calls for students will be handled between classes, during lunch time, or after school.

## TEXTBOOKS

Textbooks are assigned to every student on a loan basis. Students are responsible for the care of their books and will be assessed for the cost of any damages to textbooks. Students will pay for the lost books at the replacement cost. Most textbooks average \$70.00 each to replace.

## 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.

## VIII. BEHAVIOR EXPECTATIONS

### STUDENT CODE OF ETHICS

Students at SCWest should:

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

### POLICIES AND PROCEDURES FOR STUDENT SPEECH AND SCHOOL SPONSORED PUBLICATIONS

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

### ZERO TOLERANCE

**The administration and staff of The City of St. Charles School District believes that in order for teaching and learning to occur, a safe environment is necessary. In addition, the administration and staff believe that all children deserve an environment that is conducive to optimal teaching and learning.** Therefore, zero tolerance for fighting or physical assaults (attempting to cause injury to another person; intentionally placing a person (in reasonable apprehension of imminent physical injury) will be implemented when involved on school grounds. Police may be called and students may be taken into custody. Parents will be notified of the incident and will need to pick up their child at the police station. **Disciplinary action will be taken with all incidents.**

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

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

**DRUG-DETECTING DOG USE  
IN COOPERATION WITH LAW ENFORCEMENT AGENCIES**

The Board of Education recognizes its share of responsibility for the health, welfare and safety of the students who attend The City of St. Charles School District. Therefore, the use or possession of illegal drugs or controlled substances is prohibited on any school property. School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such are subject to periodic inspection without notice. Similarly, students are permitted to park on school premises as a matter of privilege, not of right, and the school retains the authority to conduct routine patrols of the student parking lot. The Board of Education has directed the school administration to cooperate fully with law enforcement agencies in their efforts to decrease community drug problems, and to take the necessary and lawful steps to prevent any person from coming on to school property in possession of or under the influence of illegal drugs or controlled substances. In light of these policies, and in order to further safety and promote discipline in the district by deterring and policing misconduct relating to tobacco, weapons and other contraband on school property, the Board authorizes the use of drug-detection dogs in cooperation with law enforcement authorities. The district authorizes the use of trained drug detection dogs recognizing that such use is legally sound and does not violate students' constitutional rights. The Board's policy authorizing the use of drug-detecting dogs in cooperation with law enforcement authorities shall be noted in the locker, desk, and student parking provisions of the student handbook. The Board designates, to coordinate with law enforcement agencies, the use of dogs trained in the detection of drugs, and to ensure that Board policy is complied with during any search arising out of the use of the drug-detecting dogs.

**AFFECTION**

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

**BUS BEHAVIOR**

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

Students are asked and expected to:

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

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

**DETENTION / SATURDAY CAMPUS**

Detentions are held Monday through Thursday from 2:25 p.m. to 3:25 p.m.

Detentions for Friday morning are from 6:15 a.m. to 7:15 a.m.

Saturday Campus is held on Saturdays from 8:00 a.m. to 12:00 p.m.

### **ELECTRONIC DEVICES**

Penalties will be enforced per Code of Conduct for the unauthorized use/display/wearing of cell phones, pagers, cameras, I-Pods, CD players, cassette players, radios, or other electronic devices by students.

### **FIELD TRIPS/TRIPS**

School bus transportation will be provided for music, athletic, and many other school activities. Students who participate in these activities will go on the bus and return on the bus except with the permission of the principal.

### **SEXUAL HARASSMENT**

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

### **SMOKE FREE SCHOOL**

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

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

### **STUDENT INVOLVEMENT IN DECISION MAKING**

Student council representatives will be entitled to make recommendations and urge acceptance of their proposals through all levels of administration of the school system.

The student council will be encouraged to develop substantive proposals regarding matters of student concern or interest in relation to policies and regulations.

The building principal, upon request of the president of the student council, will arrange for a meeting to discuss such proposals with designated representative from the student council and the student council sponsor. Such proposals should be in written form and as clear and concise as possible. Proposals concerning regulations at the building level in which the principal concurs will be left to his discretion to follow reasonable procedures for implementation. However, all proposals concerning policy or matters having district-wide implications will be presented to the superintendent, and, if he concurs, to the Board for its consideration.

If the principal's decision is in opposition to the proposals, the student council will have the right to appeal the decision to the superintendent. The appeal may be made if the original request was denied, or if the principal feels the original request should be resolved at a higher level.

The superintendent will arrange for a meeting to discuss the proposal(s) with designated representatives from the student council, the sponsor of the student council, and the building principal.

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

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

**IX. STUDENT ACTIVITIES**

**2011-2012**

**STUDENT COUNCIL OFFICERS**

|                                |                            |
|--------------------------------|----------------------------|
| President                      | Emily Brown                |
| Vice President                 | Katy Zeisler               |
| Daily Secretary                | Brooke Prigge              |
| Point Secretary                | Maranda Smith              |
| Treasurer                      | KC Rowe                    |
| Club Coordinator               | Amy Brown                  |
| Historian                      | Ciara Reeder               |
| Community Service Advisor      | Sarah L. Heifner           |
| Assembly Coordinator           | Kaitlyn Wright             |
| Assistant Assembly Coordinator | Abby Lauer/Shannon McNamee |

**SPORTS ACTIVITIES**

**FALL**

Football  
 Boy's Soccer  
 Softball  
 Volleyball  
 Cross Country

**WINTER**

Boy's Basketball  
 Girl's Basketball  
 Wrestling  
 Girls Swimming

**SPRING**

Baseball  
 Girl's Soccer  
 Boy's Track  
 Girl's Track  
 Golf  
 Tennis

**EXTRA CURRICULAR ELIGIBILITY STANDARDS**

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

1. Must be enrolled in courses offering 3.5 units of credit.
2. Must have earned 3.5 units of credit the preceding semester. First semester 9<sup>th</sup> graders must have been promoted from the 8<sup>th</sup> grade and have a valid physical exam. NOTE: A maximum of one summer school credit can be used to establish or maintain academic eligibility for activities only if that credit is placed on the school transcript and counts towards meeting graduation/promotion requirements.
3. Must attend all practices and contests unless excused by the coach or sponsor.
4. Must not be a smoker, user of alcohol or drugs.
5. Must not wear school equipment at any time except while participating in practice or school contests.
6. Must be familiar with the training rules and the requirements of lettering for the activity in which participating.
7. Must have no outstanding fines for academic material or athletic equipment.
8. Any student who falsifies records will be subject to dismissal from the activities in which they are involved.

9. If an athlete quits or is dismissed from an athletic team, he/she may not participate on another team during the same season unless both coaches agree.
10. Must attend school on the day of the activity. If the activity is on Saturday, he/she must be in attendance on Friday. **If a student spends the day in the nurse's office or is absent for part of the day, he/she will not be eligible to participate unless excused by the principal through a medical doctor's note.**

### PHYSICALS

All students wishing to participate in sports are required to have a current (February 1, 2011) physical examination form on file with the athletic director before they will be allowed to practice or participate. We recommend that a student see their family physician for a complete physical. Be sure to give your physical form to the coach on the first day of practice.

**For further information contact the athletic office at 443-4200 Ext. 8.** Activities Directors Office (Located in Lower Level of gym in North Hall).

### DANCES

St. Charles West sponsors three dances: Homecoming, Winter formal, Jr./Sr. Prom. Students are required to purchase a ticket prior to the dance. No tickets are sold at the door. In order to purchase a ticket students must be clear of fees/fines. Students who would like to bring a guest must fill out a guest application prior to purchasing a ticket. All students are required to be in the dance 45 minutes after the dance starts. In case of special circumstances, students may make prior arrangements with a building administrator to arrive after the door closes. All students entering the dance will be searched for any possible contraband. Dress code for Homecoming and Winter formal are semi-formal to formal and the Jr./Sr. Prom is formal. The student council sponsored court for eligible students, must be nominated and voted on by peers and must have no major discipline from the previous semester. The freshman court selection in the fall is based on major discipline for the fall semester only.

### CLUBS AND ORGANIZATIONS 2011-2012

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

|                          |             |                            |                  |
|--------------------------|-------------|----------------------------|------------------|
| Anime Club               | Reisinger   | National Honor Society     | Barton           |
| Art Club                 | Miller      | Newspaper                  | Guittar          |
| Ballroom Dancing         | Guittar     | Peer Facilitators          | Bowlin           |
| Band                     | Meyer       | PeeWee Putters             | Holland          |
| Breakfast Club           | Percy       | Philosophy Club            | Van Houten       |
| Cheerleading (V)         | Panhorst    | Prom                       | Payne            |
| Cheerleading (JV)        | McEwen      | Renaissance                | Moran/Van Houten |
| Choir/Orchestra          | Scott       | SAMS (Students as Mentors) | Spies            |
| Circle of Friends        | Kelpe       | Science Club               | Mueller          |
| Color Guard              | Loughridge  | Sister Cities Exchange     | O'Dell           |
| Color Guard              | Seagraves   | Speech Team                | Spies/Hockmeyer  |
| Dance & Drill (V)        | TBA         | Step Club                  | Hogue            |
| DECA                     | Martin      | SCW Players                | Bowlin           |
| Drama                    | Bowlin      | STUCO                      | Perkins          |
| FCA                      | Shields     | Winter Drumline            | Meyer            |
| FCCLA                    | Hogue       | Winter Guard               | Meyer            |
| Foreign Language/Culture | Delaney     | Yearbook                   | Bildner          |
| Key Club                 | Cox/Milburn |                            |                  |

## **RENAISSANCE**

Renaissance is an incentive program nationally recognized to continuously improve the quality of student and staff leadership, student academic performance, student citizenship, and quality education at SCWest. The Renaissance program offers a variety of rewards and incentives for outstanding student academic performance and improvement, student citizenship, as well as exemplary citizenship and attendance. The program is supported by community organizations, SCW Parent Organization, and other contributors.

### **ACADEMIC PEP ASSEMBLY**

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

### **NIGHT OF EXCELLENCE**

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

### **INCENTIVES AND REWARDS-ACADEMIC YEAR**

- Scholar-Athlete award-Student athletes.
- Gold Card winners must have a GPA of 3.5-4.0 and no more than 4 absences and 4 tardies.
- Silver Card winners must have a GPA of 3.0-3.49 and no more than 4 absences and 4 tardies.
- Scholar-Performer award-Band, Drama and Speech team member's earnings Gold Cards.
- 4.0 Awards-Students earning 4.0 G.P.A.
- Top 10% medals-students in top 10% of Academic class.
- Senior Awards-Graduation Medals
- Wall of Fame Medals-Top students in each department earns medal and picture in Wall of Fame.

## X. EMERGENCY INFORMATION

### **Emergency Evacuation of the Building** (fire drill, bomb threat, or after earthquake)

- Fire alarm will sound or an announcement will be made to evacuate the building.
- Exit the room quickly and quietly, and leave the building through the nearest door (marked on evacuation plans posted by room doors).
- Close room door as you exit, and close any doors you may find open on the way out.
- Quickly take roll and send the names of missing (not absent for the day) students to your designated command group location (see “Fire Drill Attendance Locations” below for yours). Missing students include those out on hall passes, sent to the nurse, and to the library.
- Keep safety lanes clear of people, and have students stand as far from the building as feasible (projectile glass).
- One of two instructions will follow the emergency evacuation:
  1. an all clear (back to classes as usual)
  2. a Secondary Evacuation to the softball fields (which are farther away and move students out of harm’s way should the building collapse or explode).

### **Fire alarm during lunch:**

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

### **Fire alarm between classes:**

Students leave through nearest exit and find their last hour teacher.

### **Secondary Evacuation** (threat of explosion, building collapse, or after earthquake)

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

- When designated, walk from fire alarm location to the back of the softball fields and wait quietly for further instruction. Those exiting the front should use sidewalks on Droste Road. (Attendance will have already been given to your command post in the fire alarm Emergency Evacuation described above).
- Once on the field stay with your students, *well away from the building*, in your command post groups, maintain quiet, and wait for further instruction.
- NURSE: The nurse’s station is by the driveway of the softball field, toward Droste Rd. (still far away from the building but near the road so that ambulances may drive up).
- ADMINISTRATION: The administrative team will meet in the center of the softball field together, with attendance personnel.
- TEACHERS: should focus on keeping students comfortable and calm and assist those in need. Remain alert in case the need arises to assume duties of other teachers asked to re-enter the building or assist wounded students.

**Lockdown** (locker searches, a standoff situation in the neighborhood):

An announcement will be made over the intercom: *“We have a situation in the building that warrants the need for all students and staff to stay in their rooms.”*

- Please lock your door and close or lower curtains.
- Students in hallway will return quickly to their classrooms.
- Proceed with normal classroom activity—but write no hall passes for any reason.
- Have e-mail open and check periodically for information.
- There will be an announcement when the situation is clear.

**Intruder** (an emergency—a threatening presence in the building):

An announcement will be made over the intercom: *“We have an intruder situation in the building. I repeat, an intruder in the building. Please lock down.”*

- Immediately sweep the hall outside your room and bring any students in, whether or not they are your own.
- Lock your door, and do not answer it for any reason.
- Direct students to the place in your room with least visibility from door or window.
- Turn off the lights in your room.
- Close curtains when possible.
- Maintain silence, and be sure no one uses a cellular phone.
- Do not use the phone or computer (unless someone needs assistance), as you will be visible in your room if you do so.

**Intruder Alert During Lunch or Passing Period:**

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

## **TORNADO**

An announcement will be made to proceed to your tornado safety location.

The teacher will lead students quickly and quietly to a designated safe area.

Near the safe area, hallway monitors may direct overflow to alternative locations; please be flexible.

In the safe area, students should be seated with hands clasped behind their heads. The number one tornado injury is from flying debris.

In the safe area, teachers please take roll and report only problems such as injuries or missing students to an administrative secretary or administrator at your location.

Back in classrooms, teachers please take attendance and report any absences or problems.

### Safety Locations:

A 101-105  
B 112 and 113  
B 125-127  
C 100-102  
H 100-103

Report to **J rooms** (Adult Ed) by way of Warrior Walk, using the very back stairs down (the stairs past the band room). First in, please walk all the way to the back.

A106-108  
B101-111  
B 117-120  
Library  
Computer labs  
Nurse  
Guidance

Report to **Boy's Locker Room**, by way of commons to right gym steps

B 114-116  
B 122-124  
C 103-116

Report to **Girl's Locker Room** by way of Commons—use left gym steps

H 100-103

**Stay put.** H103 can move into the office area for extra safety.

H 108-118

Use **H118 and SPED Office** and hallways.

### EARTHQUAKE

#### IF INDOORS:

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

Don't try to evacuate while earth is shaking.

Move away from doors, windows, shelves, and heavy objects.

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

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

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

#### IF OUTDOORS:

Move to an open space.

Stay away from telephone and power lines.

Move away from buildings.

Lie or kneel down.

#### AFTER AN EARTHQUAKE:

Evacuate the building (and report attendance).

Once attendance is turned in, follow secondary evacuation plan to softball fields.

Do not light fires or smoke; do not touch power lines.

# XI. St. Charles School District High School Code of Conduct 2011-12

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

## **Student Discipline:**

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

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

## Discipline Procedures and Definitions

Behaviors are outlined in categories. Within each category, behaviors are listed alphabetically and are grouped according to nature/severity of the infraction. Below each description will be 3 boxes representing from left to right the consequence for the 1<sup>st</sup> offense, 2<sup>nd</sup> 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 detention prior to giving an office referral. Behaviors not specifically addressed, or chronic behavior may be referred for additional disciplinary action. These shall be classified as Conduct Prejudicial to Good Order, or as otherwise appropriate. Administrators may deviate from stated maximum penalties when circumstances warrant with approval of the superintendent and/or Board of Education.

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

### Corporal Punishment

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

(Board Policy JGA) Critical

## 1. Attendance

### TARDIES (Less than 10 minutes)

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

|  |  |  |
|--|--|--|
| Warning assigned from teacher<br>1 tardy | 1 detention assigned per tardy<br>by teacher for 2 <sup>nd</sup> - 5 <sup>th</sup> tardies | Office referral for 6+<br>tardies; SCC 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 SCC up to 2 days ISS | 2 days ISS up to 10 days ISS/OSS |
|-------------------------------|------------------------|----------------------------------|

**LEAVING BUILDING WITHOUT PERMISSION (Less than three periods)**

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

|                        |                      |                             |
|------------------------|----------------------|-----------------------------|
| 1 SCC up to 2 days ISS | SCC up to 5 days ISS | 2 ISS up to 10 days ISS/OSS |
|------------------------|----------------------|-----------------------------|

**TRUANCY (Three periods or more)**

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. Pupils who are truant will not be permitted to make up work missed. Students who are away from campus for three or more periods, without appropriate authorization, are considered truant.

|                        |                        |  |
|------------------------|------------------------|--|
| 1 SCC up to 2 days ISS | 1 SCC up to 4 days ISS | 4 days ISS up to 10 days ISS/OSS & referral to Family Court/ Children’s Division |
|------------------------|------------------------|--|

**2. Aggression**

**ASSAULT**

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

|  |  |   |
|--|--|---|
| 10 days OSS with possible recommendation for up to 180 days, depending upon severity; Follow reporting requirements to law enforcement | 10 days OSS with recommendation for an additional 80 up to 180 days or expulsion; Follow reporting requirements to law enforcement | 10 days OSS with recommendation for expulsion; Follow reporting requirements to law enforcement |
|--|--|---|

**BULLYING/HARASSMENT**

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/harassment (cyberbullying).

|  |   |   |
|--|---|---|
| 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 in a disparaging manner toward a staff member. This includes harassment, as well as disrespectful and/or threatening remarks/actions made via electronic communications.

|  |  |  |
|--|--|--|
| SCC up to 10 days OSS with recommendation for additional days possible | 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 TO STUDENTS**

Any words, actions, or gestures displayed in a disparaging manner towards another student or any form of harassment; may include words, actions, or gestures communicated or displayed via electronic communications.

|                       |  |  |
|-----------------------|--|--|
| SCC up to 10 days OSS | Up to 10 days OSS with recommendation for additional days possible | 10 days OSS with recommendation for up to 180 days OSS |
|-----------------------|--|--|

**FIGHTING**

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

|  |  |  |
|--|--|--|
| 2-6 days OSS; follow reporting requirements to law enforcement | 10 days OSS with recommendation for additional days possible; follow reporting requirements to law enforcement | 10 days OSS with recommendation for additional days possible; follow reporting requirements to law enforcement |
|--|--|--|

**GANG ACTIVITY**

Any student wearing gang related clothing, i.e. (colors, emblems, sagging pants, baggy clothing, jackets, etc.) or, students flashing gang related signs or writing graffiti is prohibited on or around school grounds/activities.

|                                      |   |  |
|--------------------------------------|---|--|
| Student conference up to 10 days OSS | 4 days ISS up to 10 days OSS with recommendation for additional days possible | 10 days OSS with recommendation up to 180 days OSS |
|--------------------------------------|---|--|

**SCUFFLING**

Horseplay, unintentional fighting

|                           |                            |   |
|---------------------------|----------------------------|---|
| Detention up to 1 day OSS | 1 day OSS up to 4 days OSS | 10 days OSS & possible recommendation for additional days |
|---------------------------|----------------------------|---|

**SEXUAL HARASSMENT**

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

|   |  |  |
|---|--|--|
| SCC Up to 10 days OSS; Follow reporting requirements to law enforcement | 5 days OSS up to 10 days OSS & recommendation for additional days possible; Follow reporting requirements to law enforcement | 10 days OSS & with recommendation for additional days & possible expulsion; Follow reporting requirements to law enforcement |
|---|--|--|

**SEXUAL MISCONDUCT/SEXUAL ASSAULT**

A student, while on school grounds, school buses or while attending a school sponsored activity, shall not forcibly and/or intentionally touch another person's sex organs or any other body part in a way which constitutes sexual contact whether or not such touching occurs through clothing. Nor shall a student knowingly expose the sex organs or body parts under circumstances in which such conduct is likely to be offensive or otherwise inappropriate. Students engaging in these acts will be reported to law enforcement officials. Students shall not knowingly enter or cause others to enter an area reserved for a person of the opposite sex. Students shall not be in physical or electronic possession of sexually explicit material or pornography.

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

### 3. Academic

#### **ACADEMIC DISHONESTY**

Academic dishonesty includes copying of homework, cheating on tests/final exams, plagiarizing written reports, copying lab reports, computer programs, sharing answers, allowing someone else to do your work, using cheat sheets, etc. All work should reflect individual student work. Violations may result in the loss of credit for the course.

|  |  |   |
|--|--|---|
| Possible loss of credit at teacher discretion; referral to office and 2 detentions up to ISS | Possible loss of credit at administrator discretion; referral to office and SCC up to 5 days ISS | Zero on work; 2 – 10 days OSS with possible loss of credit for the course |
|--|--|---|

#### **COMPUTER MISUSE/ COMPUTER VANDALISM**

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

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

|   |  |   |
|---|--|---|
| Privileges suspended 30 days & 1 detention up to 10 days OSS; with possible recommendation for additional days depending on severity; pay for damages | Privileges suspended 90 days and 2 days up to 10 days OSS; with possible recommendation for additional days depending on severity; pay for damages | Privileges suspended 180 days & 10 days OSS with recommendation for up to 180 days OSS; pay for damages |
|---|--|---|

#### **DISRUPTIVE SPEECH/CONDUCT – CLASS DISRUPTION**

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

|                      |   |   |
|----------------------|---|---|
| SCC up to 2 days ISS | 2 days ISS up to 5 days OSS based upon severity | 1 to 10 days OSS with recommendation for additional days possible depending upon severity |
|----------------------|---|---|

#### **LYING (Including Forgery)**

Not telling facts, forged signatures, forged excuses.

|                          |                            |  |
|--------------------------|----------------------------|--|
| SCC up to 2 days ISS/SCC | 1 day ISS up to 4 days OSS | 1 day ISS up to 10 days OSS with recommendation for additional days possible |
|--------------------------|----------------------------|--|

**NOT FOLLOWING DIRECTIONS**

Not following directives given by a staff member.

|                      |                            |  |
|----------------------|----------------------------|--|
| SCC up to 2 days OSS | 1 day ISS up to 4 days OSS | 1-10 days OSS with recommendation for additional days possible |
|----------------------|----------------------------|--|

**4. Other Infractions**

**BUS INFRACTIONS**

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

School Rules of Conduct

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

|  |  |  |
|--|--|--|
| Discipline according to Code of Conduct plus possible loss of bus privileges . May be referred to Director of Transportation | Discipline according to Code of Conduct plus possible loss of bus privileges. May be referred to Director of Transportation. | Discipline according to Code of Conduct plus possible loss of bus privileges |
|--|--|--|

**DETENTION VIOLATIONS**

Failure to serve assigned detentions.

|       |                        |                             |
|-------|------------------------|-----------------------------|
| 1 SCC | 2 SCC up to 2 days ISS | 2 days ISS up to 2 days OSS |
|-------|------------------------|-----------------------------|

**FALSIFYING EMERGENCIES**

Disrupting school by falsifying an emergency situation, such as pulling a fire alarm, making a bomb threat, calling 911, etc.

|  |  |  |
|--|--|--|
| 10 days OSS with recommendation for additional days possible; Follow reporting requirements to law enforcement | 10 days OSS with recommendation for additional days & possible expulsion; Follow reporting requirements to law enforcement | 10 days OSS with recommendation for additional days & possible expulsion; Follow reporting requirements to law enforcement |
|--|--|--|

**ELECTRONIC DEVICES**

DEFINITION: Electronic devices include, but are not limited to laptop computers, netbooks, electronic tablets, electronic readers, PDA's, cell phones, pagers, iPods, CD players, radios, video recorders, and walkie-talkies. Personal electronic devices are those owned by the student as well as any devices that are in the student's possession and are not owned by the school district.

RESTRICTIONS: Students must have personal electronic devices turned off and securely stored during school hours (7:00 AM – 2:20 PM) unless the electronic device is an integral part of the curriculum/instruction as predetermined by the classroom teacher. During school hours, students are not allowed to use personal electronic devices to listen to music, communicate with others, access the Internet, view/take pictures or video, or to play video games. Personal cameras, camera phones and other devices that take pictures or video are not to be used to take pictures or video at anytime during the school day, on the bus, or at school activities.

EXCEPTIONS: Electronic devices owned and provided by the District may be used by students for purposes approved by the classroom teacher or administrator. Teachers and administrators may pre-approve and allow students to use personal electronic devices to view and read text or for purposes directly related to specific classroom assignments. Teachers and administrators may not allow students to use personal electronic devices to listen to music, communicate with others, access the Internet, view/take pictures or video, or to play video games.

Under special circumstances, student use of personal electronic devices will be allowed as described in his/her Individualized Educational Plan (IEP) or 504 Plan.

|                                       |  |   |
|---------------------------------------|--|---|
| Device confiscated returned to parent | Device confiscated returned to parent & 1 day up to 4 days ISS | Device confiscated & 1 day up to 5 days OSS |
|---------------------------------------|--|---|

**UNAUTHORIZED VIDEO OR AUDIO RECORDING**

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

|  |   |   |
|--|---|---|
| Detention up to 10 days OSS with possible recommendation for additional days | 10 days OSS with possible recommendation for up to 180 days | 10 days ISS with recommendation for up to 180 days or expulsion |
|--|---|---|

**DRESS CODE VIOLATION** – See Student Handbook for detailed information on appropriate dress.

|   |  |                             |
|---|--|-----------------------------|
| Student conference & removed from class until corrected | Parent contact & removed from class until corrected. | Detention up to 10 days OSS |
|---|--|-----------------------------|

**UNAUTHORIZED POSSESSION OF PROPERLY PRESCRIBED MEDICATIONS**

The possession of or use of properly prescribed medications , or the possession, use, or distribution of over the counter medications without the written consent of a physician and parent and appropriate district required documentation. (Distribution of prescribed medication is considered “Distribution of a Controlled Substance”.) All medications are to be given to the school nurse and must be in the original container with the following:

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

Medications will be dispensed by the school nurse/health clerk in the clinic. Students are not allowed to carry medications on their person during school hours, except as may be permitted by Board Policy. (See Student Handbook for details regarding District policy for prescribed medications. Board Policy JHCD)

|                            |                             |   |
|----------------------------|-----------------------------|---|
| Detention up to 2 days OSS | 2 days OSS up to 4 days OSS | 4 days up to 10 days OSS with possible recommendation for additional days |
|----------------------------|-----------------------------|---|

**INHALANTS (MISUSE)**

Certain chemicals, such as white out, airplane glue, aerosol cans, etc. which, if abused, are detrimental to the health, well-being, and educational growth of students.

|  |   |  |
|--|---|--|
| Detention up to 10 days OSS with possible recommendation for additional days | 3 days OSS up to 10 days OSS with possible recommendation for additional days | 10 days OSS with possible recommendation for additional days |
|--|---|--|

**SATURDAY CAMPUS VIOLATIONS**

Not attending assigned SCC class as instructed by 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.

|   |   |   |
|---|---|---|
| 2 days ISS up to 10 days OSS with possible recommendation for additional days depending on severity; restitution of stolen item; Follow reporting requirements to law enforcement | 10 days OSS with possible recommendation for additional days ; 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 |
|---|---|---|

**TOBACCO/TOBACCO RELATED ITEMS**

Possession or use of tobacco in any form is prohibited in school buildings, school activities, 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.

|                                  |                              |  |
|----------------------------------|------------------------------|--|
| 2 days ISS/OSS to 4 days ISS/OSS | 4 days OSS up to 10 days OSS | 10 days OSS with recommendation for additional days. |
|----------------------------------|------------------------------|--|

**5. Actions Against Persons or Property**

**ALCOHOL/DRUGS/NARCOTICS/CONTROLLED SUBSTANCE**

The Board of Education strictly prohibits the possession, use, and the arrival at school and/or at school activities having recently consumed alcohol/illegal drugs/prescription drugs not prescribed to the student, or multiple doses of any type of prescription drugs/narcotics/controlled substances, synthetic substances, or counterfeit substances (look-alike substances) on school grounds, school activities, school buses or school property. Any violations of this policy may result in police action and disciplinary action.

|  |  |  |
|--|--|--|
| 10 days OSS with recommendation for up to 80 additional days OSS | 10 days OSS with recommendation of 80 up to 180 days OSS | 10 days OSS with recommendation of 80 up to 180 days OSS; possible expulsion |
|--|--|--|

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

These consequences apply to controlled substances as well as counterfeit substances and prescription drugs; Follow reporting requirements for law enforcement

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

**ARSON**

Arson - Intentionally starting a fire or causing a fire/explosion.

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

**FIREWORKS**

The use, possession, and distribution of fireworks, smoke bombs, and any other similar items such as propellants that is detrimental to the health and safety of the students and/or the organization. Students engaging in these acts in or around the school campus will be subject to disciplinary action and/or referred to law enforcement.

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

**GUNS/ WEAPONS-POSSESSION:**

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

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

- A weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosion
- the frame or receiver of any weapon described above
- any fire arm muffler or silencer
- any explosive incendiary, or poison gas
- Bomb
- Grenade
- Rocket having a propellant charge of more than four ounces
- Missile having an explosive or incendiary charge of more than one-quarter ounce
- Mine, or similar device

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

|  |   |
|--|---|
| 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 USE OF A WEAPON**

Any words, actions, or gestures displayed in a disparaging or threatening manner towards another student, mentioning the use of a weapon. This includes remarks made via electronic communications.

|   |  |
|---|--|
| 10 days OSS with possible recommendation for up to 180 days OSS; follow reporting requirements to law enforcement | 10 days OSS with recommendation up to 180 days with possible expulsion; follow reporting requirements to law enforcement |
|---|--|

**VANDALISM**

Intentionally causing damage to school property or other person’s possessions.

|   |   |  |
|---|---|--|
| Detention up to 10 days OSS with possible recommendation for additional days; pay for damages | 10 days OSS with recommendation for additional days possible; pay for damages | 10 days OSS with recommendation for additional days up to 180; pay for damages |
|---|---|--|

**FELONY EXCLUSION**

Students who have been charged, convicted, or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law. This means that if a student has been charged with, convicted of, or pled guilty to a felony in adult court, the student may be suspended. This provision does not apply to juvenile court proceedings. However, there are other mandatory exclusions under the Safe Schools Act that do include juvenile court actions.

(Board Policy JG)

## SCHOOL SEARCH POLICY

### Searches and Seizures by School Personnel

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles under the circumstances outlined in the guidelines below and in accordance with the law and may seize any illegal, unauthorized or contraband materials discovered in the search. In the event the law provides greater leeway for the district than this policy, the law shall prevail. Police and search dogs may also be utilized on school grounds and surroundings without notice.

***School Property*** -- School lockers, desks and other such property are owned by the school, and are subject to search at any time by school officials. Students are responsible for whatever is contained in their desks and in the lockers issued to them at school.

***Students or Personal Property*** -- Students or student property may be searched based on reasonable suspicion of a violation of district rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. Personal searches, and searches of student property, shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, and not in front of other students. Students shall not be required to undress, although they may be asked to empty pockets, or remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

***Automobiles*** -- Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

***Students Refusal of a Search*** -- Law enforcement officials shall be contacted if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such articles. Law enforcement officials may be contacted in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted.

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

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

***Interview with Police or Juvenile Officers/Other Law Enforcement Officials*** -- The School District of the City of St. Charles has jurisdiction over students during the school day and hours of approved extracurricular activities. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or designee will ask to be present and will request that the interview be conducted in private.

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

### **Removal of Students from School by Law Enforcement Officials**

Before a student at school is arrested or taken into custody by law enforcement or other legally authorized person, the principal will make a reasonable effort to verify the official's identity. The school principal will attempt to notify the student's parent/guardian that the student is being removed from school, unless directed otherwise by the law enforcement official.

### **The School Resource Officer (SRO)**

The school resource officer (SRO) is a certified law enforcement officer who is assigned full-time to a school or schools. SROs receive many hours of specialized training. The concept of the SRO is very similar to the "officer on foot patrol" who knows the public he or she services on a first name basis and is sensitive to their particular needs. The SRO wears many hats; he or she is a friend, advisor, educator, positive role model, and someone to turn to in time of need.

As an educator, the SRO will visit classrooms and make presentations that concern student safety, traffic laws, general law, and crime prevention. SROs also work with individual teachers to create special programs tailored to specific units of study. The SRO may work with school administrators and students in the process of investigating suspected criminal violations that involve the school. In acting as a counselor, the SRO is available for conferences with students, parents and staff regarding law related issues or problems. The SRO is trained in all aspects of emergency situations to be able to help the students and staff in any way they can. As you can see, the SRO is a very important asset to our Schools and the St. Charles Police Department.

### **Certain Violations Strictly Enforced**

The administration and staff of the St. Charles City School District believe that in order for teaching and learning to occur, a safe environment is necessary. In addition, the administration and staff believe that all children deserve an environment that is conducive to optimal teaching and learning. Therefore, the prohibitions against fighting or physical assaults (attempting to cause injury to another person, intentionally placing a person in reasonable apprehension of imminent physical injury) will be strictly enforced.

## POLICE ACTION AND THE SCHOOL

In event of police action against a student the following actions will be taken:

1. The district will make a reasonable effort to contact the parent or legal guardian of the student prior to the interview and/or to releasing the student to the law enforcement officer, unless directed otherwise by the officer. The District will also request that the law enforcement officer delay the interview and/or arrest until the parent or legal guardian can be present. However, the District does not have the authority to prohibit a law enforcement officer from questioning a student or taking a student into custody, or to interfere with the investigation of a potential crime. If an interview is conducted without the presence of the parents, the District will request that an administrator or other representative of the District be present during the interview. However, the District has no authority to require that such person be present as a condition of permitting the interview to occur.
  2. The District cannot ensure that parents will be present, as it is not legally required to have parents present when District officials (including the SRO) question a student.
  3. The District cannot ensure that it will be present during all interviews conducted by the police and should not pledge to protect the student's interests, especially when those interests may be (and usually are) directly adverse to those of the District and District personnel.
  4. In the event that a student is found to be in possession of any controlled substance (alcohol, drugs, look alike drugs, synthetic drugs, etc.) or weapons\*, a principal will immediately inform the police of such and will turn over such item(s) to the police for an investigation by a law enforcement agency.
  5. District administrators will report acts of school violence to the Superintendent's Office. Acts of school violence are defined as exertion of physical force by a student with the intent to do serious bodily harm to another person while on school property, including a school bus, or while involved in school activities. Acts of school violence may be reported to legal authorities, to teachers and other school district employees with a need to know. Administrators will report felonious behavior (first and second degree murder, kidnapping, first and second degree assault, forcible rape, forcible sodomy, first and second degree burglary, robbery, distribution of drugs to a minor, first degree arson, voluntary manslaughter, involuntary manslaughter, sexual assault, felonious restraint, property damage, and possession of a weapon under the weapon provision of Chapter 571 of Missouri Revised Statutes to appropriate law enforcement agencies.
  6. A principal will report to the superintendent and appropriate law enforcement agencies when any person is believed to have committed an act, which if committed by an adult, would be assault or sexual assault while on school property, school bus, or during school activities. The principal is also required to report to the superintendent and law enforcement agencies if a student is found to be in possession of a weapon or a controlled substance.
  7. A teacher will report to the principal any acts of assault, or possession of a weapon or a controlled substance.
- \* Any one of various objects used or intended to be used for fighting or creating violence.

## **STUDENT SUSPENSION**

### **In-School Suspension**

#### **Administrative Procedures**

The following guidelines will be observed:

1. Students will be assigned to a special class where they will be adequately supervised at all times. The in-school suspension teacher will see that each student has textbooks and class work assignments from his or her regular teachers.
2. A principal will notify the parents by telephone if their child has been placed in in-school suspension and will follow up this verbal notification in writing. Reasons for the in-school suspension will be given, and a conference may be scheduled prior to the student's readmission to regular class.
3. Additional conferences with the school counselor and/or principal (s) may be scheduled at the discretion of a principal.
4. Students may not participate in extra-curricular activities while they are under in-school suspension, but they will receive credit for work completed during the suspension period.
5. Copies of specific building regulations concerning procedures in the in-school suspension room will be given to the student when he enters the in-school suspension room.
6. Any disruptions in the in-school suspension room may result in additional disciplinary action.
7. Students must earn their way back into the regular classroom by following all in-school suspension rules and completing all assignments given to them to the satisfaction of the supervising teacher.
8. At the discretion of the building principal and whenever possible, the student will begin their ISS assignment at the beginning of the following school day.

### **Out-of-School Suspension**

#### **Administrative Procedures**

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

1. Notice. A principal, his designee, or superintendent at the time of contemplated action will give the student or parent/guardian notice of the contemplated action. Such notice may be oral or in writing.
2. Student's Response. The student will be given an opportunity to admit or deny the accusation, and to give his version of the events.  
Suspensions beyond ten (10) school days will require a suspension hearing. The hearing will be set by the Assistant Superintendent of Student Services, and will be held at the Administration Center. The hearings will be informal and will involve the Assistant Superintendent, 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. Re-admittance Conference - Students suspended for more than ten days will be readmitted only after a re-admittance conference has been held. Those involved in the conference will include the administrator, teacher, parent, student, and appropriate district personnel. The conference will be held to review the reason for suspension and remedial actions such as development of a behavior contract needed to prevent future occurrences.

## Notices and Policies

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

A complete list of St. Charles' board policies and procedures may be found on its Web site: <http://policy.msbanet.org/stcharles/>. For more information, call our District office at 636-443-4000.



### *Annual Notification of FERPA Rights and Designation of Directory Information*

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

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

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

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

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

1. the student's name
2. the parents' names
3. photograph or other likeness
4. most recent previous school attended
5. art work or course work displayed by the district
6. grade level
7. verification of enrollment
8. participation in officially recognized activities and sports
9. weight and height of members of athletic teams
10. honors and awards received

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

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

In the event a notification of refusal is not filed, the District assumes that neither a parent of a student or an eligible student objects to the release of the directory information designated.

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

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

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

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

## ***Annual Notification of Rights under the Protection of Pupil Rights Amendment Act (PPRA)***

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

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

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

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

any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

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

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

## ***Information under the No Child Left Behind (NCLB) Act of 2001***

1. Parents have the right to request to know the professional qualifications of their child's instructor.
2. Parents must be given timely notification if their child is being taught for four or more weeks by a teacher who is not properly certified.
3. Parents must be given a variety of data concerning disaggregated test scores and teacher certification through the District's Annual Report.

## ***No Child Left Behind (NCLB) Complaint Resolution Procedures***

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Elementary and Secondary (DESE) personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with any activity, program, or project operated under the general supervision of DESE may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted. The written, signed complaint must be filed and the resolution pursued in accordance with local district policy. The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the District. Such concerns are best resolved through communication with the appropriate staff members and officers of the District, such as the faculty, the principals, the Superintendent, or the Board. For a complaint under this section, the following procedure should be followed:

1. Complaints concerning individual students should first be addressed to the teacher.
2. Unresolved complaints from (1), or complaints concerning individual schools, should be directed to the principal of the school.
3. Unresolved complaints from (2), or complaints concerning individual schools, should be directed to the Associate Superintendent for Curriculum and Instruction.

4. In the event the Associate Superintendent of Curriculum and Instruction is unavailable, or the complaint is not settled satisfactorily by the Associate Superintendent of Curriculum and Instruction, reports should instead be directed to the Superintendent.
5. If the complaint is not settled satisfactorily by the Superintendent, it may be brought to the Board of Education. The complaint must be submitted to the secretary to the Board in writing. The complaint will be brought to the attention of the Board, and, if necessary, a hearing will be scheduled to resolve the complaint. The decision of the Board of Education shall be final.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Elementary and Secondary Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, DESE may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of DESE may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by DESE itself. Anyone wishing more information about this procedure or how complaints are resolved may contact local district or DESE personnel.

## ***Notice of Non-Discrimination***

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

### **Students Title IX**

#### **Assistant Superintendent of Human Resources**

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

### **Students- Americans With Disabilities Act/504**

#### **Director of Special Education**

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

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

### **Superintendent of Schools**

#### **St. Charles R-VI School District**

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

(Board Policy AC: critical)

## ***Special Education/Early Childhood Special Education*** (Public Notice)

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

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

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

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

(Board Policy JHDA: Critical)

## ***District and Statewide Assessment Program***

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

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

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

### **Statewide Assessments**

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

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

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

### **National Assessment of Education Progress**

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

(Board Policy IL: critical)

## ***Notification of Human Sexuality Curriculum***

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

(Board Policy IGAEB: critical)

## ***Rights of Homeless Children***

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

1. Homeless children and youth have equal access to the same free, appropriate public education as provided to other children and youth.
2. Residency requirements, practices or policies that may act as a barrier to enrollment will be revised to ensure that homeless children and youth are afforded the same free, appropriate public education as provided to other children and youth.
3. Homelessness alone should not be sufficient reason to separate students from the mainstream school environment.

4. Homeless children and youth should have access to the education and other services that such children and youth need to ensure that such children and youth have an opportunity to meet the same challenging state student performance standards to which all students are held.

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

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

(Board Policy IGBCA: Critical)

## ***Programs for English Language Learners (ELL) and Migrant Students***

### **English Language Learners**

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

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

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

(Board Policy IGBH: critical)

## ***Migrant Services (Title IC)***

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

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

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

(Board Policy IGBCB)

## ***Programs for the Disadvantaged***

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

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

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

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

(Board Policy IGBC)

## ***Asbestos Notification***

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