2026 - 2027

MURRAY STUDENT HANDBOOK

1044 High School Drive
St. Clair, MO 63077
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www.stcmo.org

Mrs. Melissa Husereau
Superintendent

Mrs. Misti Rutledge
Principal

Mrs. Samantha Todisman
Assistant Principal

Table of Contents

St. Clair School District Directory
Arrival and Dismissal
Attendance and Absences
Assessments
Board Policies
Care of School Property
Cell Phone Usage
Change in Student Information
Chromebook Usage
Classroom Parties, Treats, and Other Activities
Closings
    Telephone
    Television
Communication
    Report Cards
    Internet
    ParentLink
Courage to Report/School Violence
Curriculum (Human Sexuality)
Discipline
Discrimination
Dress Code
Early Release
Earthquake Safety
Emergency Information
Meals
Medical
    Communicable Diseases
    Coronavirus
    Head Lice
    Immunizations
    Insurance
    Medication
No Drug Policy
Personal Items
Publications
Recording Devices
Records/Confidentiality
Searches
Special Education
Suicide Awareness and Prevention
Transportation
Trauma-Informed Schools Initiative
Virtual Instruction
Visitors/Volunteers
Weather Guidelines

St. Clair R-XIII School District
2026-2027

August '26

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Parent-Teacher Conferences 4:00-7:00

- Tuesday, October 20 – Elementary & Edgar Murray
- Thursday, October 22 – Junior High & High School
- Tuesday, October 27 – All Buildings

Important Dates

- Aug 13-14: New Teacher Training
- Aug 17-19: Staff PD Days
- Aug 20: Teacher Work Day
- Aug 20: Open House - All Buildings 4:00-6:00
- Aug 21: Non-Contract Day for Teachers
- Aug 24: First Day of School
- Sept 2: Staff PD - 12:00 Dismissal
- Sept 7: Labor Day - No School
- Oct 7: Staff PD - 12:00 Dismissal
- Oct 20: Elem & Murray Conferences
- Oct 22: Jr High & High School Conferences
- Oct 27: All Building Conferences
- Oct 30: Staff PD Day - No School
- Nov 4: Staff PD - 12:00 Dismissal
- Nov 23-27: Thanksgiving Break - No School
- Nov 30: Classes Resume
- Dec 2: Staff PD - 12:00 Dismissal
- Dec 18: 12:00 Dismissal - End Semester 1
- Dec 21-Jan 1: Christmas Break - No School
- Jan 4 : Teacher PD/Work Day - No School
- Jan 5: Classes Resume
- Jan 18: MLK Jr Day - No School
- Feb 3: Staff PD - 12:00 Dismissal
- Feb 15: Presidents Day - No School
- Mar 3: Staff PD - 12:00 Dismissal
- Mar 22-29: Spring Break - No School
- Mar 30: Classes Resume
- April 7: Staff PD - 12:00 Dismissal
- May 27: Last Day - 12:00 Dismissal
- May 27: Graduation
- May 28: Teacher Work Day
- May 31: Memorial Day
- June 1-30: Summer School 22 days
- June 30: Last Day - 12:00 Dismissal

173 Student Days
181 Teacher Contract Days

2026-2027 School Board Members:

Mrs. Tracey Roberts, President
Mr. Craig Kindel, Vice President
Mrs. Heather VanNess, Treasurer
Mr. Blake Goodman, Member
Mr. Roy Kramme, Member
Mr. Paul Gross, Member
Mr. Don Moore Jr., Member
Mrs. Christine Roemer, Administrative Assistant to Superintendent/BOE

District Mission: "Inspire and Empower Every Student"

District Vision: "Committed to Excellence"

The St. Clair R-XIII School District Believes:

- Education is a lifelong process.
- All Students will learn to be prepared to compete and excel in a global society.
- An educational environment accepts cultural diversity.
- Educational programs encourage individual thinking, goal setting, and problem solving skills.
- Each individual is unique and must have the opportunity to learn to the extent of his/her ability.
- Effective learning is a shared responsibility of parents, students, staff and community.
- The recruitment and retention of high quality staff is essential to ensure student learning.
- An individual's physical, mental, emotional, and spiritual well-being is essential to develop strong ethical and moral values to be successful.
- Learning best occurs in a safe and caring environment.
- Each individual is responsible for his or her actions and has the right to be treated with dignity and respect.
- An appreciation of our democratic heritage must be passed onto future generations.

All district staff email addresses are first initial last name@stcmo.org

Misti Rutledge - Principal
629-3500 ext. 2001
mrutledge@stcmo.org

Samantha Todisman - Assistant Principal
629-3500 ext. 2009
stodisman@stcmo.org

NOTICE OF NONDISCRIMINATION

Students, parents of elementary and secondary school students, employees, applicants for admission and employment, sources of referral of applicants for admission and employment with St. Clair R-XIII School District are hereby notified that this institution does not discriminate on the basis of sex or handicap in admission, access to, treatment, or employment in its programs and activities.

Any person having inquiries concerning St. Clair R-XIII School District's compliance with the regulations implementing Title IX or Section 504 is directed to contact the appropriate coordinator listed below. The coordinators have been designated to coordinate St. Clair R- XIII School District's efforts to comply with the regulations implementing Title IX and Section 504.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding St. Clair R-XIII School District's compliance with the regulations implementing Title IX or Section 504.

Title IX Coordinator: Mrs. Kasi Meyer; 636-629-3500 ext. 1005
Section 504 Coordinator: Ms. Jammie Schnellbacher; 636-629-3500 ext. 5009

Arrival and Dismissal

School hours at Edgar Murray Elementary are **8:00 a.m. to 3:00 p.m., Monday through Friday**. Student supervision begins at **7:30 a.m.** Students should not arrive before that time.

Students arriving before 8:00 a.m. should enter through the plaza doors if arriving by bus or by walking, or through the playground doors if arriving by private vehicle. Students should report directly to their classroom, where breakfast is served until 8:00 a.m.

Parent Pick-Up

Students who are picked up by a parent are dismissed at **2:45 p.m.** through the playground doors. Parents should remain in their vehicles in the designated pick-up lanes until directed by staff. Students will be escorted to their vehicle.

A **parent pick-up card** matching the card displayed in the vehicle is required. Pick-up cards are available in the school office. Parents or other authorized individuals without a pick-up card must report to the office, present a valid photo ID, and sign the student out. Anyone picking up a student must be listed on the student's emergency contacts or be authorized by the parent or guardian. ** Parent pick-up concludes at **3:20 p.m.** and all students must be picked up by that time. **

Walkers & Bus Riders

Walkers will meet at the outside cafeteria doors and must present their walker card to the supervising staff member before leaving campus.

Students riding first-load buses or transferring to the Junior High or High School are dismissed once buses have arrived and are parked, typically around 3:05 p.m.

Students must provide a signed note from a parent or guardian to ride a different bus, get off at a different bus stop, or leave school with someone other than their usual transportation. For unexpected transportation changes, parents should contact the school office **before 2:00 p.m.** so staff can notify the student. Telephone requests will only be accepted if the caller can be positively identified as the student's parent or guardian.

Students may not use the school phone to make after-school plans with friends.

Assessments

Each fall, 3rd-grade students will take a dyslexia screener. Each spring, all students will participate in the Missouri Assessment Program (MAP). The MAP is designed to measure how well students acquire the skills and knowledge described in the Missouri Learning Standards (MLS). The assessments yield information on academic achievement at the student, class, school, district, and state levels.

Attendance and Absences

The Board of Education has established the following rules and regulations regarding attendance, absences and excuses for students. These rules and regulations are intended to comply with Missouri Compulsory Attendance Law (167.031 RSMo.) which establishes compulsory attendance for all children between the ages of seven and seventeen unless their education is provided by other acceptable means or otherwise excusable under the law. **(Policy #2310)**

Excusable Absences In case of absence, it is the responsibility of the parent/guardian to notify the school. If the school is not notified on the day of absence, a note from the parent/guardian will be required on the first day of the student's return to school. The absence will be recorded as unexcused if a note or telephone call is not received.

Excusable absences include, but are not limited to:

1. Illness of the student (Doctor's statement may be required to support such absences).
2. Days of religious observance.
3. Death in the family (Each District shall define degree of relatedness required to excuse absence).
4. Family emergencies which necessitate absence from school. The school must be notified in advance when such absences are foreseen. (Each District shall define the degree of emergency required to excuse absence).

**The following procedures should be followed by students who are absent so as to prevent academic difficulties:*

1. The student shall obtain assignments from appropriate staff members. Assignments shall be obtained in advance if the absence is foreseen.
2. All assigned work shall be submitted upon returning to school.
3. All classroom work (to include tests) shall be completed as indicated by the individual classroom teacher.

A student who complies with a subpoena to testify in a criminal proceeding, attends a criminal proceeding, or who participates in the preparation for a criminal proceeding will not be disciplined for violation of the District's attendance policy. Similarly, such student's parents/guardians will not be in violation of the state's truancy schedule §167.061.

Unexcused Absences Attendance patterns for all students will be monitored. Absences which are not clearly excusable will be investigated by the principal and/or staff, and appropriate action will be taken:

Disciplinary Option:

1. After a student has been absent for three (3) consecutive days, it is the building principal's responsibility to contact the parent/guardian by telephone or letter in order to inquire about the reason for the student's absence.
2. If the principal is unable to contact the parent/guardian within three (3) days or the parent/guardian does not give a reasonable explanation for the absence within three (3) days, the building principal shall send a registered letter to the parent/guardian requesting a conference within a week.
3. If the parent/guardian does not contact the principal within a week of receipt of the registered letter, the building principal will make a referral to the proper legal authorities.
4. The building principal shall also notify the office of the Superintendent in writing of the excessive absence and continue to update the Superintendent on the situation.

Academic Option:

A student is expected to make up work as a result of class periods missed. It shall be the student's responsibility to meet with the teacher and receive the necessary instructions and assignments.

Any exceptions to the items cited above shall be approved by the Board of Education.

Each principal may have written policies which further detail procedures for making up work, reporting absence, etc.

Excessive Absences - Elementary Students
A student shall be allowed twenty (20) unexcused days per school year. Excessive absences, excused or unexcused, have a detrimental effect upon academic progress and may be one factor considered in promotion/retention decisions.

Board Policies

St. Clair R-XIII School District's Board policies are available on the district website, and in the event of any discrepancy, the officially adopted Board policies and regulations take precedence over the Edgar Murray Elementary Handbook.

Care of School Property

Students are expected to take pride in their school by taking care of all school property. Students shall pay for school supplies, school equipment, or other school property lost or damaged by that student. Payment shall be assessed by the principal or a designated person, depending on the current value of any lost or damaged item. Any student who carelessly or intentionally defaces or damages school property shall be required to pay for all damages and may be subject to additional disciplinary action. According to state law, parents or guardians of juveniles under the age of eighteen (18) are responsible for vandalism, loss, or damage of property caused by their children, up to an amount of $2,000.00. Proceedings against unemancipated minors may be initiated for any balance not paid by the parent or guardian. In default of payment, the case shall be reported to the proper local authorities or filed in small claims court.

Cell Phone Usage

Per District Policy 2656, **all faculty are directed to enforce the "No Cell Phone" policy. In order to provide consistency and clarity, please enforce the rule as follows:**

1. Cell phones should not be seen or heard during class time. Cell phones can be used in the morning prior to the first bell/hour, at the end of the school day (last bell), and on the school bus.
    a. Cell phones are not to be used in place of "broken Chromebook" or for other similar reasons. Students have used this reason as a workaround that allows them to access cell phones during class.
    b. Students have also claimed that websites necessary for class have been blocked, and want to use their cell phones for those sites. This is not acceptable. If there are sites necessary for a class that are blocked, please contact IT personnel to make arrangements to use the sites.
    c. "Free Time" at any point during the class period to look at cell phones is not acceptable.
    d. Students who finish work early should be guided to do other educational activities (check the ICU list, complete other homework, read a book. Etc.)
    e. Certain students may be allowed limited access to cell phones at other times during the school day as necessary and documented in an IEP, 504 plan, health plan, or other approved school documentation.

2. Earbuds/headphones should not be used during times of active instruction or group work unless there is a specific assignment that requires students to individually listen or watch certain media on their Chromebook.
    a. With teacher permission, students may be allowed to listen to music using earbuds that are connected to their Chromebooks.

3. Students who ask to leave the classroom for any reason (use the restroom, get a drink of water, etc.,) will be required to leave their cell phone on the teacher's desk until they return to class. Unless that student has been requested to meet with a staff member, counselor, another teacher, or administrator then that student will take their cell phone with them in case that student does not return to class before the class ends. Students who truly need to leave for a moment should be willing to accept this condition.

4. If a disciplinary investigation reveals that students are posting to social media, otherwise using cell phones during class, those students should be disciplined for violating the Cell phone / electronic device rule.

5. Building administrators often visit classrooms, and they have been directed to specifically look for students using cell phones during class time. They will confiscate the device where students are using cell phones during class. Repeated instances will be addressed as part of faculty/staff evaluations (failure to supervise).

6. Building administrators are also directed to work with faculty to develop additional procedures as needed to address other scenarios in which cell phones distract from learning.

    Please note… We sincerely hope the Cell phone / electronic device policy addresses the cell phone issue effectively. However, it should be understood that if the problem persists, the St. Clair R-XIII School Board has already given its support for additional (and more aggressive) measures.

7. Any cell phone violation that a parent or an administrator believes the violation has been an illegal act then the cell phone must be turned over to a law enforcement official for their review but does not remove any disciplinary actions by the administrator/school.

8. School staff will be encouraged to increase all communications with the parent and the student, not just the student. If an event such as the date and time of the event changes during school hours, a PA announcement needs to also be made to notify the students of any changes.

The administration does have the right to search a phone if probable cause deems it necessary.

1st Offense	Cell phone will be confiscated and held in the office until the end of the day for the student to retrieve.
2nd Offense	Cell phone will be confiscated and must be retrieved by a parent/guardian from the office.
3rd & Subsequent	Cell phone will be dropped off in the office at the beginning of each school day to be retrieved by the student at the end of the school day.

Change in Student Information

Parents/guardians must notify the school office immediately of any changes to their address, phone numbers, emergency contacts, or custody arrangements during the school year. Keeping this information current ensures the school can reach you if needed during the school day.

Child Abuse/Neglect

Should an adult suspect child abuse or neglect, it is the responsibility of the observer to contact the Children's Division. The toll free number is 1-800-392-3738.

Chromebook Usage

Students are responsible Edgar Murray students will keep their Chromebooks at school. Non-compliance with the St. Clair R-XIII Acceptable Use Policy or other related policies will result in disciplinary action as outlined by the discipline code. District Policy for Chromebook usage.
STC District Chromebook Expectations and ***Edgar Murray Chromebook Pledge/Consequences***.

Classroom Parties and Treats

Students will have two parties each year. One of the parties will be in December and the other in February. The times of the parties will vary and parents will be notified of the exact time of the parties by the classroom teacher. Treats may be sent to acknowledge a child's birthday with prior approval from the teacher. To protect the health and safety of all students and in consideration for possible allergies, treats sent for class parties are to be commercially prepared and prepackaged. To minimize disruptions to instruction and student arrival and dismissal, floral and gift deliveries for students will not be accepted at school.

Closings

Unscheduled school closings will be announced through the following:

Telephone - Our district provides emergency broadcasts and parental outreach for K-12 students.

Television - Channel 2 - Channel 4 - Channel 5 - Channel 30

Facebook - Edgar Murray Elementary

Communication

Report Cards

Parents are encouraged to communicate regularly with their child's teacher. Regular communication between home and school helps ensure your child's academic and social success at school. A scheduled day for conferences is set at the end of the first quarter, but a conference may take place throughout the year upon parent request. Appointments may be set before/after school or during the teacher's planning time. Grading reports will be sent by email each Wednesday and report cards are issued at middle and end of each quarter. The traditional grading system shown below is used to determine students' quarterly grades.

Grading Scale

100 – 95	A
94 – 90	A-
89 – 87	B+

86 – 83	B
82 – 80	B-
79 – 77	C+
76 – 73	C
72 – 70	C-
69 – 67	D+
66 – 63	D
62 – 60	D-
59 – 0	F

Internet
The St. Clair R-XIII School District is dedicated to making your student's information accessible to you. We feel parental involvement is a key element to successful learning. Visit our website at www.stcmo.org to learn about and access our district-wide information and the school activities and events calendar.

Lumen
You will have access to your child's information including grades, attendance, and lunch account balance through Lumen. The information is uploaded from the school district's student information system.

Courage2Report/School Violence
Courage2report is a way to report school violence anonymously. Reports may include assault, sexual offense, weapons, human trafficking, planned school attack, school shooting, planned suicide, and terrorism threat. Reports are accepted by parents, school personnel, students, concerned citizens, and confidential reporters.

Discipline
The discipline procedures at Edgar Murray Elementary are meant to maintain good discipline and to meet the requirements of the Safe Schools Act Policies, while upholding regulation 2610. ***THESE PROCEDURES ARE INTENDED TO SUPPLEMENT AND NOT REPLACE THE SAFE SCHOOLS ACT POLICIES***.

MINOR CONSEQUENCES
Minors consist of classroom-managed behaviors. Please note: The list below does not encompass every scenario that may be defined as a minor.

- **Academic Dishonesty -** Cheating, copying, and/or plagiarism with or without the knowledge of the person whose work is being copied. Providing completed work to another student to look at, copy, or submit as their own. Forging signatures.
- **Disruptive Behavior -** Conduct that has the intentional effect of disturbing education or the safe transportation of a student..
- **Electronic Devices -** Attempting, regardless of success, to: gain unauthorized access to a technology system or informations; use district technology to connect to other systems, copy district files without authorization; interfere with the ability of others to utilize district technology; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device. The act of using electronic devices to record or display confidential events involving faculty, staff, or other students. This would include the filming or displaying of situations including but not limited to acts of violence, disruptions to school environment, staff without permission or other acts prohibited by the school disciplinary code. Abuse of Internet/Technology usage includes, but is not limited to: sending or receiving personal messages; and obtaining, downloading, viewing, or otherwise gaining access to materials which may be deemed unlawful, harmful, abusive, obscene, pornographic, or otherwise objectionable under current district policy or legal definitions.
- **Horseplay -** Examples of horseplay include but are not limited to running, jumping, throwing objects, and yelling.
- **Inappropriate Conduct -** Conduct which has the intentional effect of disturbing the education or the safety of other students.
- **Inappropriate Dress -** Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarments may be exposed. No apparel or grooming which presents a safety concern is permitted. No apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, or advocating illegal activities is permitted. Further, no clothing or personal grooming that disrupts, or can be forecasted to disrupt, the educational environment is permitted.
- **Insubordination/Disrespect -** Defiance of authority. Uncivil Behavior: Rude, impolite, discourteous behavior that displays a lack of regard for others.
- **Internet/Technology Violation -** Conduct which does not follow the internet/technology expectations set forth by the school/district.
- **Lack of Academic Effort -** A student who does not work to his/her academic capacity.
- **Skipping Class -** Any intentional, unjustified, unauthorized, or illegal absence from compulsory education.

- **Inappropriate/Unacceptable Items**
    - Toys, cards, electronic items, laser pointers, and or nuisance items.
    - Possession or use of a pocket knife, lighters, matches, improper reading material, or other items determined by staff to be unacceptable at school but *does not qualify as a safe school act violation* will be confiscated and returned to parent, guardian, or proper authorities.

3 of the SAME Minor = 1 Major

Minor Consequences

1st Offense	Warning, student/teacher conference, document in Lumen.
2nd Offense	Warning, parent contact, document in Lumen, lunch detention, loss of recess
3rd Offense	Principal/Student/Parent conference, detention, or 1-180 days ISS/OSS.

Classroom teachers may use the following for minors:

- SAFE SEAT is used when a student does not need to be removed from the classroom, but does need to be moved away from distractions and/or needs a seat with closer proximity to the teacher.
- THINK SHEET is used in the classroom and/or in the buddy room when a student needs to reflect on their behaviors and how they can change them in the future.
- BUDDY ROOM is used when a student needs to be removed from the classroom and allows the opportunity to speak to another adult about their behavior/choices and how they can make future changes.
- OPPORTUNITY ROOM is a space for proactive/reactive behavior breaks to assist students with processing through situations to learn better coping skills in the school environment.

MAJOR CONSEQUENCES - Majors consist of office-managed behaviors. The following list contains suggested consequences and will be at the discretion of administration and/or school board, per discipline policy.

1st Offense	Student calls parent with administrator Natural consequence that fits the offense with teacher-administrator collaboration (Removal of privileges, Loss of recess, etc.) Other consequences can include: ISS, OSS, after school detention, involvement of School Resource Officer and/or law enforcement.
2nd Offense	Administrator contacts parent Face-to-Face meeting with parent and student to set up a plan. Natural consequence that fits the offense with teacher- administrator collaboration (Removal of privileges, Loss of recess, etc.) Other consequences can include: ISS, OSS, after school detention, involvement of School Resource Officer and/or law enforcement.
3rd Offense	Administrator contacts parent Face-to-Face meeting with parent, administration, teacher(s), and student to review/revise the plan. Natural consequence that fits the offense with teacher-administrator collaboration (Removal of privileges, Loss of recess, etc.) Other consequences can include: ISS, OSS, after school detention, involvement of School Resource Officer and/or law enforcement.

- **Alcohol: (Safe Schools Act Violation)**

Possession of or presence under the influence of alcohol regardless of whether the student is on school premises.

First Offense: Principal/Student/Parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension. Report forwarded to appropriate legal authorities.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion. Report forwarded to appropriate legal authorities.

- **Arson: (Safe Schools Act Violation)**

Intentionally causing or attempting to cause a fire or explosion.

First Offense: 1-180 day out-of-school suspension or expulsion. Hearing with superintendent. Report forwarded to local police. Restitution if appropriate.
Subsequent Offenses: Expulsion. Restitution if appropriate.

- **Assault: (Safe Schools Act Violation)**

Assault of a student or staff member - Use of physical force with the intent to do bodily harm.

First Offense: Principal/Student/Parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension. Report forwarded to appropriate legal authorities.
Subsequent Offenses: 10 day out-of-school suspension to expulsion. Report forwarded to appropriate legal authorities.

- **Bullying : (Refer to District Policy 2655)**

Bullying is intimidation, unwanted aggressive behavior, or harassment (either repetitive or substantially likely to be repeated) and causes a reasonable student to fear for his or her physical safety or property; or substantially interferes with the educational performance or opportunities, or benefits of any student; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Bullying of students is prohibited on school property, at any school function, or on a school bus.

Cyberbullying is bullying through, for instance, a message, text, sound, or image by means of an electronic device that originates on a school's campus or at a district activity if the electronic communication was made using the school's technological resources; if there is a sufficient nexus to the educational environment; or if the electronic communication was made on the school's campus or at a district activity using the student's own personal technological resources. The school district may discipline any student for such cyberbullying to the greatest extent allowed by law.

A bullying report form is available and can be picked up from the school's office. (See Policy 2655) Completed forms are to be given to the school administration.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building assistant principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building assistant principal, who is the person designated to receive reports. The assistant principal shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The assistant principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidents, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

1st Offense	Principal/Student/Parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

2nd & Subsequent Offenses	180 days out-of-school suspension to expulsion. The superintendent may reduce length for elementary students based on the facts of each case.

- **Chromebook**

1st Offense	Documented as a minor offense Student conference with teacher with reminder of expectations The teacher will contact the parent/guardian with the student.
2nd Offense	Loss of Chromebook use for 1 day Student conference with administrator with reminder of expectations Administrator contacts the parent/guardian with the student
3rd Offense & Subsequent Offenses	Loss of Chromebook use for 3 days Student conference with administrator with reminder of expectations Administrator contacts parent/guardian with the student Chromebook use only under direct supervision for a time period determined by the administrator once 4 or more violations have occurred.

Murray Librarian will conduct Chromebook responsibility mini-lessons before graduating students from their loss of Chromebook usage/supervision restriction in order to educate them on successfully using technology responsibly.

The only exception once a student has lost their Chromebook use is when teachers are administering testing requiring technology and they will gain supervised Chromebook use only.

- **Bus Misconduct**

Bus riders are expected to follow all of the bus rules approved by the St. Clair R-VIII School Board of Education. Misconduct may be classified as either minor or major offenses at the discretion of the principal and in accordance with policy 2652.

- Minor: Out of assigned seat, littering, excessive noise, food or drink consumption.
- Major: Vandalism, smoking, fighting, any Safe School Violation, throwing things out the window, or at the driver.

Minor Offenses

1st Offense	Warning, detention, and/or up to 1 days bus suspension
2nd Offense	Detention or 1-5 days bus suspension
3rd & Subsequent Offenses	5-10 days bus suspension

Major Offenses

1st Offense	1-5 days bus suspension and/or regular discipline policy
2nd Offense	May result in removal from the bus for a minimum of 5 - 10 days and regular discipline policy.
3rd & & Subsequent Offenses	May result in removal from the bus for a minimum of 20 - 180 days and regular discipline policy.

- **Corporal punishment** - (See policy 2670)

Corporal punishment should be used only after other methods have failed and when there is reason to believe it will be helpful in maintaining discipline or in the development of the student's character and power of self-control.

No student will be administered corporal punishment without prior notification to and written permission of the student's parents/guardians.

All instances of corporal punishment shall be witnessed by at least one other adult member of the school staff and will only be administered by a principal or other District administrator. The use of reasonable force for a District employee to protect persons or property is not abuse within the meaning of Chapter 210, RSMo.

- **Drugs/Controlled Substance:** ***(Safe Schools Act Violation)***

Possession or under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property. Per policies 2640 and 2641, the district is a drug-free school.

1st Offense	Principal/Student/Parent conference, detention, or 1-180 days in-school and/or out-of-school suspension. Report forwarded to appropriate legal authorities.
2nd & Subsequent Offenses	Detention, in-school suspension, or 1-180 days out-of-school suspension. Report forwarded to appropriate legal authorities.

Sale of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off school property

1st Offense	Principal/Student/Parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension. Report forwarded to appropriate legal authorities.
2nd & Subsequent Offenses	Detention, in-school suspension, or 1-180 days out-of-school suspension. Report forwarded to appropriate legal authorities.

Possession of a prescription medication without a valid prescription on school property.

1st Offense	Principal/Student/Parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
2nd & Subsequent Offenses	1-180 day out-of-school suspension, expulsion.

- **Fighting:** ***(Safe Schools Act Violation)***

Mutual combat in which both parties have contributed to the conflict either verbally or by physical contact.
Instigating a fight – Encouraging others to fight / Attempting to engage another in fighting.

1st Offense	Principal/Student/Parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
2nd & Subsequent Offenses	Detention, in-school suspension, or 1-180 days out-of-school suspension

- **Possession of Firearms/Weapons:** **(Refer to Policy and Regulation 2620)**

1st Offense	Principal/Student/Parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension. Report forwarded to appropriate legal authorities.
2nd & Subsequent Offenses	1-180 days out-of-school suspension, expulsion. Report forwarded to appropriate legal authorities.

- **Harassment:** **(Refer to Policy 2130 – Harassment)**

Intentional intimidation, aggressive behavior, or the unfair treatment of others based on characteristics such as race, color, sex, national origin, ethnicity, disability, age, or sexual orientation (or perceived sexual orientation). Sexual harassment includes unwanted touching, sexually suggestive gestures, comments, or other inappropriate conduct.

1st Offense	Principal/Student/Parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
2nd & Subsequent Offenses	Detention, in-school suspension, or 1-180 days out-of-school suspension.

- **Hazing**

Any humiliating or dangerous activity expected of a student to belong to a group, regardless of their willingness to participate. Hazing is prohibited by the district.

1st Offense	Principal/Student/Parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
2nd & Subsequent Offenses	Detention, in-school suspension, or 1-180 days out-of-school suspension.

- **Inciting Fight**

Contributing to a fight whether written, verbal, or physical.

1st Offense	Principal/Student/Parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
2nd & Subsequent Offenses	Detention, in-school suspension, or 1-180 days out-of-school suspension.

- **ISS Violation**

1st Offense	Principal/Student/Parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
2nd & Subsequent Offenses	Detention, in-school suspension, or 1-180 days out-of-school suspension.

Obscene Language (Peer or Staff)

Inappropriate speech towards or about staff or students. .

1st Offense	Principal/Student/Parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
2nd & Subsequent Offenses	Detention, in-school suspension, or 1-180 days out-of-school suspension

Out of Assigned Area

1st Offense	Principal/Student/Parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
2nd & Subsequent Offenses	Detention, in-school suspension, or 1-180 days out-of-school suspension.

Physical Contact to Staff

1st Offense	Principal/Student/Parent conference, in-school suspension, or 1-180 days out-of-school suspension.
2nd & Subsequent Offenses	Detention, in-school suspension, or 1-180 days out-of-school suspension.

Physical Contact to Student

1st Offense	Principal/Student/Parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
2nd & Subsequent Offenses	Detention, in-school suspension, or 1-180 days out-of-school suspension.

Public Display of Affection

Consensual kissing, fondling or embracing.

1st Offense	Principal/Student/Parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
2nd & Subsequent Offenses	Detention, in-school suspension, or 1-180 days out-of-school suspension. Report forwarded to appropriate legal authorities.

Sexual Misconduct

A person commits sexual misconduct if such person:

* Exposes his/her genitals under circumstances in which he/she knows that his/her conduct is likely to cause alarm.
* Has sexual contact in the presence of a third person(s) under circumstances in which he/she knows that such conduct is likely to cause alarm.
* Captures and/or shares photos or video of sexually explicit material.

1st Offense	Principal/Student/Parent conference, in-school suspension, or 1-180 days out-of-school suspension.
2nd & Subsequent Offenses	Detention, in-school suspension, or 1-180 days out-of-school suspension.

Theft

Physical removal of an object that is capable of being stolen without the consent of the owner and with the intention of depriving the owner of it permanently.

1st Offense	Principal/Student/Parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
2nd & Subsequent Offenses	Detention, in-school suspension, or 1-180 days out-of-school suspension.

Threats

A statement (verbal or non-verbal) of an intention to inflict pain, injury, damage, or other hostile action on someone in retribution for something done or not done.

1st Offense	Principal/Student/Parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension. Threat Assessment Completed.
2nd & Subsequent Offenses	Detention, in-school suspension, or 1-180 days out-of-school suspension. Threat Assessment Completed.

Tobacco/Vape

The Board of Education believes that smoking and the use of any tobacco product is detrimental to the health and well-being of staff and students. Therefore the Board prohibits the use, sale, transfer and possession of tobacco products at school and at school activities.

1st Offense	Parent notification, confiscation, detention, minimum of 2 days of in-school suspension, and notification to law enforcement.
2nd Offense	Parent notification, confiscation, detention, minimum of 5 days of in-school and/or out-of-school suspension, and notification to law enforcement.
3rd & Subsequent Offenses	Parent notification, confiscation, detention, ISS & OSS progression, and notification to law enforcement.

Vandalism/Property Damage

Willful damage or attempt to cause damage to any property, real or personal, (on or off school property), belonging to the school, staff, or students valued under $150, including labor and materials.

1st Offense	Restitution and/or Principal/Student/Parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension. Report may be forwarded to appropriate legal authorities.
2nd & Subsequent Offenses	Restitution and/or Detention, in-school suspension, or 1-180 days out-of-school suspension. Report may be forwarded to appropriate legal authorities.

Damage valued over $150, including labor and materials:

1st Offense	Restitution and/or Principal/Student/Parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension. Report forwarded to appropriate legal authorities.
2nd & Subsequent Offenses	Restitution and/or Detention, in-school suspension, or 1-180 days out-of-school suspension. Report forwarded to appropriate legal authorities.

Verbal Abuse

Obscene or Vulgar Language – Language that depicts sexual acts, human waste, and blasphemous language.

Disruptive or Demeaning Language or Conduct - Use of hate language to demean other persons due to the race, gender, disability, natural origin or religious beliefs. This provision also includes conduct, verbal, written or symbolic speech that materially and substantially disrupts class, school activities, transportation, or school functions.

1st Offense	Principal/Student/Parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension. Report forwarded to appropriate legal authorities.
2nd & Subsequent Offenses	Detention, in-school suspension, or 1-180 days out-of-school suspension. Report forwarded to appropriate legal authorities.

Discrimination

Notice that the district does not discriminate on the basis of race, color, religion, sex, national origin, ancestry or disability. The district does not discriminate in its programs, services, activities, facilities, or with regard to employment. Under the Boy Scouts Act, which became effective on January 8, 2002, no such public school, LEA or SEA that provides an opportunity for one or more outside youth or community groups to meet on school premises or in school facilities before or after school hours shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society. For reporting allegations of discrimination or harassment, Kasi Meyer (kmeyer@stcmo.org) is the Title IX Compliance Coordinator and Jammie Schnellbacher (jschnellbacher@stcmo.org) is the 504 Compliance Coordinator. The designee will continuously publicize the district's policies prohibiting discrimination, harassment and retaliation and disseminate information on how to report.

Title I Complaint Procedure

Missouri Department of Elementary & Secondary Education
Every Student Succeeds Act (ESSA)
COMPLAINT PROCEDURES
https://dese.mo.gov/media/pdf/essa-complaint-procedures

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents
General Information 1. What is a complaint under ESSA 2. Who may file a complaint? 3. How can a complaint be filed?
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?

Complaints filed with the Department

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

Appeals

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

1. What is a complaint under ESSA?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

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

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

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

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

The following activities will occur in the investigation:

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

8. How are complaints related to equitable services to private school children handled differently?

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?
The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?
The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

Dress Code

The Board of Education expects student dress and grooming to be neat, clean and in keeping with community standards, so that each student may share in promoting a positive, healthy and safe atmosphere within the School District. This expectation includes the school day and school sponsored extracurricular activities.

Students shall observe modes of dress and standards of personal grooming that are in conformity with the educational environment and necessary to maintain an orderly and safe atmosphere for all students. Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarments may be exposed. No apparel or grooming which presents a safety concern is permitted. No apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, or advocating illegal activities is permitted. Further, no clothing or personal grooming that disrupts, or can be forecasted to disrupt, the educational environment is permitted.

The following list are **some** of the items that are not allowed:

1. Hats, caps, hoods, bandanas, and other headwear are prohibited in the building.
2. Bare bellies, midriffs, backs, and buttocks while seated or standing, see-through garments, white undergarment type T-shirts, halter tops, low-cut blouses and pants, pajamas, blankets, and spaghetti straps are prohibited.
3. Bras, briefs, boxers, and other undergarments should not be visible. 3" straps are required on sleeveless shirts.
4. Shorts and skirts are allowed but must be appropriate as interpreted by staff and administration.
5. Bad (Obscene, profane, and/or suggestive) language, provocative pictures, or the promotion of inappropriate behavior on clothing or jewelry is prohibited.
6. Pants, shorts, or other articles of clothing worn on the lower half of the body must be worn at the waist line. Sagging pants will not be allowed.
7. Students are not allowed to wear chain accessories (chains that hang down from their billfolds, chains that are normally used for dogs, or heavy metal beaded type chains). These items may violate the Safe Schools Act.
8. Apparel that has advertisement of alcohol, tobacco, drug products, or disruptive to the school and learning environment, are prohibited.

Should school personnel view attire as inappropriate or distracting to the learning environment outside of the rules listed above, the student may be asked to change. Should the student not comply with the request, the student may be sent home or placed in another location other than the classroom until the situation is resolved.

For more information, you may visit our district website under the tab "district information" and view **Policy #2651**.

Early Release

If it is necessary for a student to have early dismissal, the following procedures are followed to ensure that students are released only to authorized person(s):

- Staff members shall not excuse any student from school prior to the end of the school day without written parent permission and verification of identification.
- Parents must sign the student out at the office when leaving early. Office personnel will call the student from the classroom.
- Telephone requests for early dismissal will be honored if the caller can be positively identified as the student's parent/guardian.

- When a student is ill or involved in an accident and parents cannot be reached at home, the student may be released to the emergency contacts listed on the student's emergency card.

Earthquake Safety

Unlike some natural hazards, earthquakes strike suddenly and without warning. Due to the proximity of the St. Clair R-13 schools to the New Madrid Fault, the school recognizes the possibility of an earthquake occurring in the area. Edgar Murray Elementary conducts earthquake drills periodically to help students practice emergency procedures. During an earthquake, students and staff will use the **"Cover and Hold"** position, move away from windows and other hazards when possible, and remain in place until it is safe to evacuate. If evacuation is necessary, students will be escorted to the designated assembly area on the **playground south of the building**, where attendance will be taken and students will remain under staff supervision until further instructions are provided.

Emergency Information

Each student must have on file an up-to-date emergency card indicating how to contact the parents and at least two other adults who are available in case of an emergency. If there is a change in the emergency information during the school year, please send this information to the school office. indicating that it is unlisted. All student information is held in the strictest confidence.

Meal Prices/Account Balances

Families are encouraged to complete a **Free and Reduced-Price Meal Application**, which is available at enrollment, at the beginning of each school year, and in each school office. Eligibility is determined annually according to DESE guidelines.

Parents/guardians are responsible for maintaining a positive meal account balance. Account balance reminders are sent weekly, and notifications are provided by email, text, and phone when an account becomes negative. Payments may be made at any school office or online through Lumen. Families needing assistance with large meal balances may contact **Leah Creasy** at the Central Office to establish a payment plan.

Nutritious breakfasts and lunches are available at the Murray School. Students may buy additional milk. Breakfast is served in the classroom until 8 a.m.

	Elementary/ Murray
Breakfast	$1.45
Breakfast (Reduced)	$.30
Lunch	$2.65
Lunch (Reduced)	$.40
Extra Milk	$.50

Medical

Student Physical Examinations: In accordance with Board Policy 2880, the district may require a student to provide a physician's examination or medical certification to verify fitness for school attendance or participation in certain activities, or to confirm the absence of a contagious or infectious disease. Failure to provide required documentation may result in exclusion from school or specific activities, and the cost of any required examination is the responsibility of the parent/guardian unless otherwise required by law. Further information is in the Health Services Handbook.

Communicable Diseases

A student shall not attend classes or other school-sponsored activities, if the student (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the Board of Education or its designee has determined, based upon medical evidence, that the student:

1. no longer has the disease.
2. is not in the contagious or infectious stage of an acute disease.
3. has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

School officials may require any child suspected of having a contagious or infectious disease to be examined by a physician and may exclude the child from school, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school environment.

A student who has a chronic infectious disease, and who is permitted to attend school, may be required to do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. A student who has a chronic infectious disease and who is not permitted to attend school or participate in school activities will be provided instruction in an alternative educational setting in accordance with District policy.

Students with acute or chronic contagious or infectious diseases and their families have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

The District will implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication PACH-16, "Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and Day Care Operators," a copy of which shall be on file in the office of the Supervisor of Health Services and in the office of each school nurse.

Head Lice - (Refer to policy 2830)

Students with live head lice will be excluded from school only until appropriate treatment has been completed (generally 24 hours), while students with **nits only** will not be excluded but will be monitored by the school nurse. Parents/guardians will be notified of any infestation, provided with treatment information, and students must be cleared by the school nurse before returning if they were excluded for live lice.

Immunizations

In accordance with Missouri law, all students must be up to date on required immunizations or have a valid medical or religious exemption on file with the school nurse. Students who do not meet these requirements will be excluded from school until proof of compliance is provided. The district maintains an individual health record, including each student's immunization history.

Insurance

For each school year, the department of social services shall provide all public school districts in this state with written information regarding eligibility criteria and application procedures for the state children's health insurance program (SCHIP) authorized in sections 208.631 to 208.657, to be distributed by the child-care providers or school districts to parents and guardians at the time of enrollment of their children in child care or school, as applicable. The department of elementary and secondary education shall add an attachment to the application for the free and reduced lunch program for a parent or guardian to check a box indicating yes or no whether each child in the family has health care insurance. If any such child does not have healthcare insurance, and the parent or guardian's household income does not exceed the highest income level under 42 U.S.C. Section 1397CC, as amended, the school district shall provide a notice to such parent or guardian that the uninsured child may qualify for health insurance under SCHIP.

Medication

Regulation 2870 outlines the approved administration of medication to students during the school day including:
Prescription & Over-the-Counter Medications: Prescription and over-the-counter (OTC) medications may be administered at school only with the required parent/guardian authorization, any necessary healthcare provider documentation, and the medication in its original labeled container.

Medication Storage & Administration: All medications must be delivered to the health office by a parent/guardian or designated adult, stored securely, and administered by the school nurse or trained school personnel, who may withhold medication if administration is determined to be unsafe.
Emergency Medications: The school maintains emergency medications, including epinephrine auto-injectors and asthma rescue medications, for use by the school nurse or trained staff during life-threatening emergencies in accordance with district policy.
Self-Carry Emergency Medications: Students with qualifying medical conditions, such as asthma or severe allergies, may carry and self-administer prescribed emergency medications with the required physician and parent/guardian authorization.
Parent/Guardian Administration: Parents/guardians may come to school to administer medication to their child if district medication requirements are not met or if they choose to do so.
CPR & AEDs: The district provides CPR instruction for high school students, maintains Automated External Defibrillators (AEDs), and provides required training for their emergency use.

No Drug Policy

The Board of Education commits itself to maintaining a drug-free school. This commitment includes enforcing a policy of no alcohol/drug/tobacco use on the school grounds at all times. The health and safety of the school environment is a high priority. Adults who smoke on school property will be asked to leave.

Personal Items

Please label all personal belongings to help recover lost items, as the school is not responsible for lost or misplaced property. Students should not bring toys, trading items, or other non-school-related objects that may disrupt learning unless specifically permitted by a teacher. Prohibited items may be confiscated and released only to a parent/guardian. Students may not buy, sell,

or trade personal belongings at school.

Publications

The Board of Education encourages student production and distribution of publications which can provide opportunities for practical journalistic experience and for the written expression of differing opinions. The Board of Education recognizes that freedom of speech and press bring corresponding responsibilities, therefore, in its inherent authority based on Missouri Public School Law, it designates the school principal as the Board's representative. The principal, through appointment of a faculty advisor, shall provide guidance to students in appropriate methods for preparing and producing publications.

The building principal/designee may delay or stop distribution of any materials proposed for printing or that have been printed which may be reasonably forecast to cause substantial and material disruption or obstruction of any lawful mission, process, or function of the school. Policy 2910

Recording Devices

District Policy 2420 on audio visual recording devices.

Records/Confidentiality

Educational records are maintained in accordance with the law. The protection of the confidentiality of any personally identifiable data, information, and records is collected and maintained by the district in accordance with the provision of section 438 of the General Education Provisions Act. (Family Education Rights and Privacy Act) Parents are guaranteed the right to inspect any information that is collected and access to such collected information. Parents who wish to see their child's records may call the school office to schedule a time for such a review. Please recognize that directory information is information contained in an education record of a student that is generally not considered harmful or an invasion of privacy if released. Directory information may be disclosed to outside organizations without a parent’s consent unless the parent chooses to opt out by notifying the school office. Policy 2400

EDGAR MURRAY CODE OF CONDUCT DEFINITIONS

Safe Schools Act Violations and/or Major Violations

Assault – Staff
Attempting to cause injury or slanderous actions toward a staff member; intentionally placing another in reasonable apprehension of imminent physical injury.

Assault – Student
Attempting to cause injury to another, intentionally placing another in reasonable apprehension of imminent physical injury.

Bullying / Stalking
Threatening or intimidating (intentional or unintentional) another person in any manner. (Covered in detail in the Student Handbook, Board Policy #2655.)

Drugs / Substance Distribution
Sale or distribution of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs, or drug-related paraphernalia.

Drugs / Substance – Possession (Including Discussion)
Possession or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs, or drug-related paraphernalia. This includes drug use discussions, passing notes, letters, etc.

Extortion
Threatening or intimidating any person for the purpose of obtaining money or anything of value.

False Alarm
It is against federal law to tamper with emergency equipment, activate false alarms, make false emergency reports to 911, or make threatening calls.

Falsifying Permanent Records
Tampering with permanent academic records by computer or written forms.

Fighting
Mutual combat in which both parties have contributed to the conflict, either verbally or through physical contact.

Fireworks / Smoke Bombs
Includes any form of fireworks or materials used in making fireworks.

Harassment
Initiations, intentional intimidation, harassment, teasing, frightening, coercion, tormenting, humiliation, sexting, etc., directed toward any student or group of students by another student, gang, supremacy group, or other individual. (Board Policy #2130.)

Pornographic Material
Possession and/or distribution of pornographic material, including printed materials and visual images transmitted or stored through books, magazines, or electronic devices.

Sexual Harassment / Sexual Misconduct
Use of verbal, written, symbolic, visual, or physical conduct that is sexually harassing and interferes with an individual's feeling of safety or security. This also includes sexual activity occurring on school property or during any school-sponsored activity.

Threat to Staff
Verbal, written, symbolic language, or gestures directed toward or about a staff member that are threatening in nature.

Threats
Verbal, written, or symbolic statements or actions indicating a student's intent to commit a harmful act against another person.

Vandalism / Property Damage
Willful damage or attempted damage to school, staff, or student property.

Weapons (Firearms)
Possession or use of firearms as defined in Section 921 of Title 18 of the United States Code.

Weapons (Other Than Firearms)
Possession or use of any object that could be used, has been used, or is threatened to be used to inflict physical harm, including objects designed to imitate a weapon.

Non-Safe School Act Violations

Academic Dishonesty / Cheating
Any communication, written or verbal, containing falsified information (including plagiarism), or allowing another student to copy academic work. Teachers will identify acceptable practices within their course syllabi.

Bus Conduct
Students are expected to follow all transportation expectations outlined in the Student Code of Conduct. Unsafe behaviors include excessive noise, extending body parts outside the bus, littering, cursing, and similar conduct. Major violations such as fighting, assault, and Safe Schools Act violations will result in severe discipline.

Disruption
Conduct or speech, whether verbal, written, or symbolic, that substantially disrupts classroom instruction, school activities, or school functions.

Phone/Electronic Device Misuse
Electronic devices may not be used during the school day (7:45 a.m.–3:15 p.m.). Recording or broadcasting questionable material or school behavior may be considered bullying and/or harassment.

Excessive Referrals
Students receiving ten (10) or more discipline referrals during the current school year may be considered excessively insubordinate to school rules.

Horseplay
Includes pushing, chasing, slapping, pinching, hallway disruption, moving desks, and similar unsafe behavior.

Improper Use/Care of School/Other Students' Facilities or Materials
The marking, scratching, tearing, damaging, or abuse of school facilities, materials, furniture, equipment, or supplies.

Inappropriate Conduct / Disrespect
Words or actions, whether verbal, written, or symbolic, intended to harass, intimidate, threaten, defame, or disrespect another individual or group.

Inappropriate Dress
Failure to comply with the expectations outlined in the Student Handbook dress code.

Inciting a Fight
Contributing to a fight verbally, physically, electronically, or through social media.

Insubordination
Refusal to follow a reasonable request or directive from a staff member, including failure to complete assignments, submit work, or come to class prepared.

ISS Violation
Students removed from In-School Suspension (ISS) for failure to comply with ISS expectations will receive Out-of-School Suspension (OSS) for the remainder of the assigned suspension.

Obscene Language (Peer)
Use of vulgar or obscene language, whether verbal, written, or symbolic, directed toward or around peers.

Obscene Language Directed at Staff
Use of vulgar or obscene language directed toward a faculty or staff member, whether intentional or unintentional.

Out of Assigned Areas
Remaining in unauthorized locations during the school day without permission. Examples include stairwells, upper gym areas, parking lots during school hours, and areas behind school buildings.

Public Display of Affection
Physical contact or behaviors that are considered private or inappropriate in the school setting.

Search / Investigation Refusal
Refusal to cooperate during a lawful school search or investigation.

Technology Violation
Improper use of district technology or intentional disruption of district computer systems, including unauthorized access, inappropriate content, abusive messaging, or misuse of accounts.

Theft
Taking or possessing another person's property without permission.

Tobacco / Nicotine
Use or possession of tobacco products, vaping devices, nicotine products, lighters, wrappers, chew, or related paraphernalia.

Tobacco / Nicotine Distribution
Sale or distribution of tobacco, nicotine products, or related paraphernalia.

Searches By School Personnel

School desks and cubbies are District property and may be inspected by school officials when there is reasonable suspicion that they contain items prohibited by school policy or law. Students and their belongings may also be searched when reasonable suspicion exists. Searches will be conducted respectfully and, when possible, in the presence of an adult witness. Law enforcement may be contacted when a search involves illegal items, weapons, controlled substances, or other violations of law.

Discipline of Students With Disabilities

Removal for 10 or Fewer School Days

A student with a disability who violates the District's discipline policy may be removed from their current educational placement for **up to 10 consecutive school days** in the same manner as students without disabilities. Educational services are generally not required during these removals unless they are provided to students without disabilities under similar circumstances.

Removal Beyond 10 Cumulative School Days

When a student with a disability has been removed for **more than 10 cumulative school days** in a school year, educational services will be provided beginning on the **11th day** of removal. If the removals constitute a **change of placement**, the District will notify the parent/guardian, provide a copy of the **IDEA Procedural Safeguards**, and convene the student's IEP team as required by law.

The IEP team will conduct or review a Functional Behavior Assessment (if appropriate), develop or revise a Behavior Intervention Plan as needed, and determine whether the student's behavior was a manifestation of the student's disability. If the behavior is determined **not** to be a manifestation of the disability, the student may be disciplined in the same manner as a student without a disability; however, the District will continue to provide a **Free Appropriate Public Education (FAPE)** as required by the IEP.

Suicide Prevention and Awareness - Call/text 988 for the Suicide and Crisis Lifeline

The district will address suicide awareness and prevention through the following policy components:

1. Crisis response team
2. Crisis response procedures
3. Procedures for parent involvement.
4. Community resources available to students, parents, patrons and employees.
5. Responding to suicidal behavior or death by suicide in the school community.
6. Suicide prevention and response protocol education for staff and students.
7. Publication of policy **POLICY 2785**

Transportation - (board policy 5661)

Students may be transported in authorized vehicles other than school buses when approved by the District. The number of students transported will not exceed the number of available seat belts and will comply with Board of Education policies and regulations.

Trauma-Informed Schools Initiative - DESE Trauma Informed School Initiative

Virtual Instruction

For information on virtual instruction or the Missouri Course Access Program (MOCAP), please visit the district website.

Visitors/Volunteers

For the safety of our students and staff, all visitors, including parents, must enter through the office entrance, report to the office, and sign in before going anywhere in the building, even if a staff member is expecting you.

Per District Policy 1430, conferences with staff members should be scheduled in advance to avoid disrupting instruction. Individuals who enter the school without permission or who create significant disruptions to the learning environment may be considered trespassers and are subject to arrest and prosecution.

Per District Policy 1431, all visitors are expected to model respectful behavior. A verbally aggressive behavior may result in restricted access to school property and activities for up to one year, as determined by the Superintendent. Physical or violent behavior may result in a Board of Education ban from school property and activities, referral to law enforcement, and the filing of civil and/or criminal charges for failure to comply with access restrictions.

Anyone wishing to volunteer or chaperone a field trip must complete a **Family Care Safety Registry** background screening. Forms are available in the school office or on the district website and must be submitted to the Murray or Central Office along with a copy of the applicant's Social Security card. A **one-time fee** applies for the initial background check. In future years, volunteers need only submit a new **Volunteer Registration Form** to maintain their approval.

Weather Guidelines - The Weather Channel

WINTER

32 degrees to 90 degrees—no restrictions for recess

20 degrees to 32 degrees—children can stay out 10-15 minutes (Administrator/Teacher discretion)

11 degrees to 19 degrees—children outside no more than 5 minutes (Administrator/Teacher discretion)

10 degrees or below—children should not go outside

****USE WINDCHILL READING** ("Feels Like" temperature)**

SUMMER

Up to 90 degrees—children can stay out for unlimited amounts of time

90-100 degrees—children can stay out with plenty of water *(Make sure students hydrate before and after going outside. Be aware of students who are impacted by the heat and take them inside if struggling.)

100 degrees or above—children should not go out

****USE HEAT INDEX READING ("Feels Like" temperature)**

EXTREME WEATHER EVENT

In the event of extreme weather conditions, the school will be placed on an immediate lockdown in which no one will be permitted into or out of the building until the lockdown has been lifted. – District board policy supersedes the handbook.