



2026-2027 Student Handbook

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Melissa Husereau
Superintendent

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Director of K-12

Cindy Edwards
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Childhood

EDUCATION OF INDIVIDUALS WITH DISABILITIES

Fourteen school districts in Franklin, Crawford, Gasconade, and Washington counties comprise the Franklin County Special Education Cooperative. These 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 Franklin County Special Education Cooperative Member Districts assure that they 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, 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 Franklin County Special Education Cooperative Member Districts assure that they 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 Franklin County Special Education Cooperative Member Districts assure that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request an amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Franklin County Special Education Cooperative Member Districts have 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 office of the Director of Special Education during regular school hours.

This notice will be provided in native languages as appropriate.

**Poster Prepared by the Franklin County Special Education Cooperative
Christina Harbour Ed.S, K-12 Director & Ms. Cindy Edwards, ECSE Director
1773 W. Springfield, St. Clair, MO 63077
636-629-3571**

PARTICIPATING DISTRICTS

DISTRICT	SUPERINTENDENTS	SPECIAL EDUCATION CONTACT	TELEPHONE
Crawford Co. R-I	Mr. Brian Witt	Mrs. Erin Mades	573-732-3293
Crawford Co R-II	Dr. Scott Davidson	Ms. Karen Timmons	573-677-2512
Franklin Co. R-II	Mrs. Erica Freitag	Ms. Brooklyn Covington	573-237-2414
Gasconade Co R-I	Dr. Geoff Neill	Mrs. Rachel Meyer	573-486-2116
Gasconade Co R-II	Dr. Staci Johnson	Mrs. Tami Bobbitt	573-646-1015
Lonedell	Dr. Monica Hiatt	Mrs. Jamie Busch	636-629-0401
New Haven	Dr. Joshua Hoener	Mrs. Danielle Anderson	573-237-2141
Richwoods	Mr. Lindell Conway	Mrs. Trina Sticklin	573-678-2257
St. Clair	Mrs. Melissa Husereau	Mrs. Jammie Schnellbacher	636-629-3500
Spring Bluff	Mrs. Tina Wnuk	Ms. Joan Hellebusch	573-458-5454
Steelville	Mr. Steven Vetter	Mrs. Christina Cornick	573-775-4914
Strain Japan	Dr. Kathy Vandegriffe	Ms. Britney Block	573-677-1815
Sullivan	Dr. Matt Peregoy	Mrs. Megan Bayless	573-468-5171
Union	Dr. Dan Kania	Mrs. Amy Orscheln	636-584-0157

School Locations

The Co-op School	Anaconda School, St. Clair	(636) 629-3571
St. Clair ECSE	St. Clair Elementary	(636) 629-3500
Bourbon ECSE	Bourbon Elementary	(573) 732-3293
Steelville ECSE	Steelville Center	(573) 775-4215
Cuba ECSE	Cuba Elementary	(573) 885-2534
R-II ECSE	Franklin County R-II School	(573) 237-2414
Owensville ECSE	Owensville Elementary	(573) 764-2411
Gerald ECSE	Gerald Elementary	(573) 764-3321
Hermann	Hermann Superintendent's Office	(573) 486-2116

CO-OP Staff

Administration

Ms. Cindy Edwards	Director of ECSE	(636) 629-3571
Mrs. Christina Harbour	Director of K-12	(636) 629-3571

Shawna Benton	Secretary of Co-op	(636) 629-3571
Valerie Welch	Attendance Secretary	(636) 629-3571
Lindsay Heady	AP/Bookkeeper	(636) 629-3500

District 504 Coordinator

Jammie Schnellbacher 636-629-3500

Title IX Coordinator

Kasi Meyer 636-629-3500

**Franklin County Special Education Cooperative
2026-2027**

August 13	New Teacher Training
August 14	New Teacher Training
August 17	All Staff PD
August 18	All Staff PD
August 19	All Staff PD
August 20	All Staff Work Day / Open House 4:00 - 6:00pm
August 21	Non-Contract Day for Teachers
August 24	First Day of School
September 02	12:00 Dismissal- Staff PD Day
September 07	No School – Labor Day
October 07	12:00 Dismissal- Staff PD Day
October 20	P/T Conference - Coop 4:00 - 7:00 PM
October 27	P/T Conference - Coop 4:00 - 7:00 PM
October 30	All Staff PD Day - NO SCHOOL
November 04	12:00 Dismissal- Staff PD Day
November 23-27	No School – Thanksgiving Break
November 30	Classes Resume
December 02	12:00 Dismissal- Staff PD Day
December 18	Half-day, Students release at 12:00, End of first Semester
December 21 - 01	No School – Winter Break
January 04	All Staff PD/Work Day – NO SCHOOL
January 05	Classes Resume
January 18	No School – Martin Luther King Holiday
February 03	Dismiss @12:00 / Staff PD
February 15	No School - Presidents Day
March 03	12:00 Dismissal- Staff PD Day
March 22 - 29	No School Spring Break
March 30	Classes Resume
April 07	12:00 Dismissal- Staff PD Day
May 27	Last Day of school, students release at 12:00, Staff PD
May 27	St. Clair Graduation
May 28	Staff Work day Quarter Ends/ Semester Ends
May 31	Memorial Day
June 1-30	Summer School

173 Student Days
 181 Teacher Contract Days
 Semester 1 = 83 Days
 Semester 2 = 90 Days

Mission Statement

It is the mission of the Franklin County Special Education Cooperative:

To provide learning opportunities for students to become independent and self-confident individuals to succeed in becoming lifelong learners within the community.

The Co-op Student Pledge

I will be safe
I will be respectful
I will make good choices

Our Promise to the Students

We will keep you safe
You can trust us
We believe in you

The St. Clair R-XIII School District serves as the fiscal agent for the Franklin County Special Education Cooperative; therefore, all policies and regulations are aligned with those of the district.

Admissions

To be admitted to a Franklin County Special Education Cooperative program, the child must be enrolled in a Co-op member district. All placement decisions are made at IEP meetings and are team decisions.

IEP

IEP's will be written cooperatively by the IEP team, including the Co-op member district representative and the Co-op teacher.

Re-evaluations ECSE

The home school district is responsible for initiating reevaluations at the kindergarten transition meeting.

Re-evaluations K-12

The Co-op teachers are responsible for initiating reevaluations at least every three years. The re-evaluation will be conducted cooperatively with the Co-op member district representative.

Procedural Safeguards

To obtain a copy of the IDEA procedural safeguards, including appeal procedures, please contact the classroom teacher or the Co-op office.

Attendance and Absences Per [District Policy 2310](#) and [Board Regulation 2310](#)

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.

How to Report an Absence – ECSE

Parents are to call your child's teacher and leave a message when they will be absent. Since we are concerned with the safety of the children, we may contact parents at home or work if the absence is not reported.

How to Report an Absence – K-12

Parents are to call the school at 629-3571 ext. 101 by 9:00 a.m. if their child will be absent. Since we are concerned with the safety of the children, we may contact parents at home or work if the absence is not reported. Upon returning to school after an absence, students are to bring a note indicating the reason for the absence if not previously contacted.

An Excused absence will be classified using the following criteria:

- Personal illness of student
- Death in family or of friends
- Professional appointments that could not be scheduled outside of the regular school day.
- Religious observances.
- Other absences designated as excused by the principal before the date(s) of the absence.

Unexcused absence examples:

- Needed at home
- Car trouble
- Hunting/Fishing
- Hair appointments

In all cases, the judgment of the school administrator shall determine the school's position in relation to the student's absence.

Dismissal Precautions

The school district is legally responsible for the safety of its students during the school day. Procedures are established to validate requests for early dismissal, to assure that students are released only for proper reasons, and only to authorized person(s). Staff members shall not excuse any student from school prior to the end of the school day, or into any person's custody without the direct prior approval and knowledge of the building principal, or a designee.

In keeping with these precautions, the following procedures will be adhered to:

- Parents are not allowed to go to the classrooms to pick up their children.
- Parents must sign the student out at the office when leaving early.
- The building principal or designee shall not excuse a student before the end of the school day without a request for early dismissal by the student's parent or guardian. Students are counted absent for being late and for leaving school early.
- Children of single-parent families will be released only upon the request of the custodial parent; the parent whom the court holds directly responsible for the child, and who is identified as such in school records.

Additional precautions may be taken by the school administration, appropriate to the age of the student. Parents shall provide documentation concerning parental rights, including divorce decrees and restraining orders if any.

Board Policies

Board policies can be found on our website: <https://www.stcmo.org/district-information> **Board policies and regulations overrule the FCSEC handbook.**

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 Director, who is the person designated to receive reports. The Director shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The Director 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. Superintendent may reduce length for elementary students based on the facts of each case.

Please visit our district's Parent's Guide to Bullying by clicking the following link:

<https://drive.google.com/open?id=0B8BaP46cym2YUGhZRVNXZUhHdWdQWkVKd2JnaUowYTQyQVk4>

Care of School Property by Students

Students are expected to take reasonable care of school property. Students shall pay for books, school supplies, school equipment or other school property lost or damaged beyond ordinary wear and tear. Payment shall be assessed by the director in accordance with the price of the book or other article lost or damaged. 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 18 are responsible for vandalism, loss or damage caused by their children, up to an amount of \$2,000. Proceedings against the unemancipated minor 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 legal authorities or filed in small claims court.

Character Education

One of our goals as a district is to support our children in becoming a caring community member and a responsible citizen. One of the ways we are doing this is through Character Education. We aim to support parents at home and the surrounding churches in their effort to promote a caring and flourishing community.

Child Abuse and Neglect

It is a felony for school officials to fail to report suspected child abuse to the proper authorities. Our school will report suspected child neglect as well.

Code of Conduct

All students attending school will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District's discipline code set forth in Regulation 2610. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to discipline the student, to deter future misconduct, and to provide a safe and positive environment in which students can learn. Students who engage in significant acts of misconduct off campus which materially and adversely impact the educational environment of district students to the extent allowed by law will be subject to discipline up to and including expulsion. See St. Clair Board Policy 2610.

The safety of students during their transportation to and from school is a responsibility which they and their parents/guardians share with the bus drivers and school officials. Therefore, the rules of student conduct will be issued to all students at the beginning of the school year, and to new students upon enrollment. See St. Clair Board Policy [P2652](#).

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.

Communication

Parents are encouraged to communicate regularly with the teachers. Your child's teacher will provide you with planning times, voice mailbox number, and email address. Notes are always welcome. Parent/Teacher conferences are scheduled at the end of the first quarter.

Confidentiality of Records

Educational records will be maintained in accordance with the law. Students who receive services under P.L. 105-17 shall have a special services record which meets provisions of the district's compliance plan.

DISCIPLINE - [District Policy](#)

The school-wide behavior plan of The Co-op School has been developed to promote a positive, proactive approach to behavior management, which emphasizes school-wide rules, as well as the St. Clair School District's Code of Conduct.

Each teacher is responsible for disciplining the student in the classroom. The teacher may

accomplish this through verbal warnings, time out in another classroom or designated area, positive practice or denial of special privileges. Examples of behaviors that are to be addressed by the teacher include:

- Failure to move quietly in the building, not walking in line, running in the building, failure to use direct routes.
- Disrespect to students or adults, including but not limited to, words, tone of voice, facial expressions and written expressions
- Religious, racial or sexual harassment.
- Failure to follow the oral or written direction of a person in authority.
- Classroom disruptions, including but not limited to excessive talking out, throwing objects, disturbing others, or any other actions which interrupt with the educational process.
- Failure to follow playground and lunchroom rules.

The school administrator may assign consequences such as time out, in-school suspension or out-of-school suspension, restitution or restoration, or parent/guardian conference with the principal and teacher. The teacher and the school administrator will consider the following mitigating circumstances when taking disciplinary action:

- The seriousness of the offense.
- Past behavior of the student
- The student's pattern of misconduct
- The student's degree of cooperation.
- The student's attitude.

The discipline procedures at the Co-op School are meant to maintain good discipline and to meet the requirements of the Safe Schools Act Policies.

Faculty and administrators are mandatory reporters for any offense that might be considered a Safe Schools Act violation, as defined in section 565.070 of the Missouri statutes and may be seen in the St. Clair R-13 School District Regulations and Policies.

THESE PROCEDURES ARE INTENDED TO SUPPLEMENT AND NOT REPLACE THE SAFE SCHOOLS ACT POLICIES.

Students may lose the privilege of attending a field trip, community trips, or assemblies due to poor conduct. Loss of these extra events/privileges will be determined by the teacher and/or the director. The student will be placed in a classroom which is monitored by a teacher and the student works on their regular homework or class work. Anytime a student is referred to the office, whether it is the first, second, or third offense, a written notice will be sent to the parent for signature and return. The signature does not mean you agree with the action, it just means that you received the information. Acts resulting in out-of-school suspension or expulsion will be accompanied by a written notice to the parent and a phone call to the parent.

Bus Rules

Transportation is provided by the Co-op member district. Students who ride the bus are expected to follow all bus rules. Bus rules may vary depending on the school district providing the

transportation. The following rules and regulations regarding transportation of students have been adopted by the St. Clair R-XIII School District.

- Students who ride the bus are expected to follow all bus rules.
- Students must obey the bus driver's instructions promptly.
- Students must be at their bus stop on time.
- Students are to remain in their seats at all times. The driver may assign seats if necessary.
- Students are to avoid unnecessary conversation with the driver while the bus is in motion.
- Please instruct your child that loud talking, laughing, and unnecessary confusion while on the bus diverts the driver's attention and may result in a serious accident.
- Students should maintain classroom conduct while on the bus.
- Disrespectful and profane language is not allowed.
- Students may not possess or use any kind of tobacco while on the bus or at school.
- All body parts are to remain inside the bus at all times.
- Eating and drinking are not allowed on the bus.
- Students should not throw anything on the floor or out the window. It is essential that students help maintain a safe, clean, and orderly bus.
- Students are to refrain from pushing, shoving, etc. on the bus or at the bus stop.
- Students are not to sit in the driver's seat or in any way to interfere with the driver.
- The emergency door is to be used for emergencies only. Students should not tamper with the door at any time.
- If the bus has mechanical trouble or is delayed on the road, students are to remain seated at all times.

District Discipline Policy

Alcohol: (Safe Schools Act Violation)

- Possession of or presence under the influence of alcohol regardless of whether the student is on school premises.
 - (1) First Offense: Principal/Student/Parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension. Report forwarded to appropriate legal authorities.
 - (2) 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
 - (1) First Offense: 1-180 day out-of-school suspension or expulsion. Hearing with the superintendent. Report forwarded to local police. Restitution if appropriate.
 - (2) 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.
 - (1) First Offense: Principal/Student/Parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension. Report forwarded to appropriate legal authorities.

- (2) Subsequent Offenses: 10 Day Out-of-School Suspension to expulsion. Report forwarded to appropriate legal authorities.

Bullying: (Refer to Policy 2655)

- Intentional intimidation or infliction of physical, emotional, or mental harm. (See Policy 2655)
 - (1) First Offense: Principal/Student/Parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
 - (2) Subsequent Offenses: 180 Days Out-of-School Suspension to expulsion. Superintendent may reduce length for elementary students based on facts of each case.

Bus Misconduct:

- (1) First Offense: Principal/Student/Parent conference, 1-180 days bus suspension, detention, in-school suspension, or 1-180 days out-of-school suspension.
- (2) Subsequent: 1-180 days bus suspension, detention, in-school suspension, or 1-180 days out-of-school suspension.

Defiance of Authority:

- Refusal to obey directions or defiance of staff authority
 - (1) First Offense: Principal/Student/Parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
 - (2) Subsequent Offenses: Detention, in-school suspension, or 1-180 days out-of-school suspension.

Disruptive Behavior:

- Conduct that has the intentional effect of disturbing education or the safe transportation of a student.
 - (1) First Offense: Principal/Student/Parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
 - (2) Subsequent Offenses: Detention, in-school suspension, or 1-180 days out-of-school suspension.

Drugs/Controlled Substance: (Safe Schools Act Violation)

- Possession or Presence 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
 - (1) First Offense: Principal/Student/Parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension. Report forwarded to appropriate legal authorities
 - (2) 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
 - (1) First Offense: Principal/Student/Parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension. Report forwarded to appropriate legal authorities
 - (2) 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 for such medication on school premises or on a school bus.
 - (1) First Offense: Principal/Student/Parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
 - (2) Subsequent Offenses: 1-180 day out-of-school suspension, expulsion
- Distribution of a prescription medication to any individual who does not have a valid prescription for such a medication on school premises or on a school bus.
 - (1) First Offense: Principal/Student/Parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension. Report forwarded to appropriate legal authorities
 - (2) Subsequent Offenses: 1-180 days out-of-school suspension, expulsion. Report forwarded to appropriate legal authorities

Cheating:

- 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.
 - (1) First Offense: Principal/Student/Parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
 - (2) Subsequent Offense: Detention, in-school suspension, or 1-180 days out-of-school suspension.

Extortion:

- Verbal threats or physical conduct designed to obtain money or other valuables.
 - (1) First Offense: Principal/Student/Parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
 - (2) Subsequent Offense: Detention, in-school suspension, or 1-180 days out-of-school suspension.

Fighting: (Safe Schools Act Violation)

- (Fighting) - Mutual combat in which both parties have contributed to the conflict either verbally or by physical contact
 - (1) First Offense: Principal/Student/Parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
 - (2) Subsequent Offenses: Detention, in-school suspension, or 1-180 days out-of-school suspension.
- (Instigating a fight) – Encouraging others to fight / Attempting to engage another in fighting
 - (1) First Offense: Principal/Student/Parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
 - (2) Subsequent Offenses: Detention, in-school suspension, or 1-180 days out-of-school suspension.

Firearms and Weapons: (Refer to Policy and Regulation 2620 – Firearms and Weapons in School)

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

- (2) Subsequent Offenses: 1-180 days out-of-school suspension, expulsion. Report forwarded to appropriate legal authorities

Harassment: (Refer to Policy 2130 – Harassment)

- (3) First Offense: Principal/Student/Parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
- (4) Subsequent Offenses: 1-180 days out-of-school suspension.

Improper Display of Affection:

- Consensual kissing, fondling or embracing.
 - (1) First Offense: Principal/Student/Parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
 - (2) Subsequent Offenses: Detention, in-school suspension, or 1-180 days out-of-school suspension. Report forwarded to appropriate legal authorities

Inappropriate Sexual Conduct: (Refer to Policy and Regulation 2130 – Harassment)

- Any harassment pertaining to an individual's race, color, sex, national origin, ethnicity, disability, sexual orientation or perceived sexual orientation.
 - (1) First Offense: Principal/Student/Parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
 - (2) Subsequent Offenses: Detention, in-school suspension, or 1-180 days out-of-school suspension

Inappropriate / Unacceptable 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 the parent, guardian, or proper authorities.
 - (3) First Offense: Principal/Student/Parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
 - (4) Inappropriate/unacceptable items will be confiscated and returned only to parent, guardian, or legal authorities.
 - (5) Subsequent Offenses: Detention, in-school suspension, or 1-180 days out-of-school suspension. Inappropriate/unacceptable items will be confiscated and returned only to parent, guardian, or legal authorities.

Language / Conduct:

- Threatening Conduct – Use of verbal, physical, written or simulated threats to do bodily harm to a person or personal property.
 - (1) First Offense: Principal/Student/Parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension. Report forwarded to appropriate legal authorities.
 - (2) Subsequent Offenses: Detention, in-school suspension, or 1-180 days out-of-school suspension. Report forwarded to appropriate legal authorities
- Obscene or Vulgar Language – Language that depicts sexual acts, human waste, and blasphemous language.
 - (1) First Offense: Principal/Student/Parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

- (2) Subsequent Offenses: Detention, in-school suspension, or 1-180 days out-of-school suspension.
- Disruptive or Demeaning Language or Conduct: - Use of hate language to demean other persons due to the race, gender, disability, national 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.
 - (1) First Offense: Principal/Student/Parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
 - (2) Subsequent Offenses: Detention, in-school suspension, or 1-180 days out-of-school suspension.

Gun-Free Schools Policy

The school will refer students who bring weapons to school to the criminal justice or juvenile delinquency system.

In accordance with the Gun-Free School Act, enacted in March 1994 as part of the Goals 2000: Educate America Act and the Improving America's Schools Act, the following policy has been established for all students who attend School District:

A student who is determined to have brought a firearm to school will be expelled from school for a period of not less than one year. This also applies to students who bring weapons to any setting that is under the control and supervision of the school.

An exception is that the chief administering officer may modify the expulsion requirement on a case-by-case basis to comply with the discipline of students with disabilities in accordance with the requirements of Part B of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act. Students facing expulsion from school are entitled under the Constitution to the due process protection of notice and an opportunity to be heard.

Out of School Suspension

During an out of school suspension of ten or less days, a student's guardian may request daily work to keep the student on track. Credit will not be earned during the length of the suspension.

Expulsion

Students facing expulsion from school are entitled under the Constitution to the due process protection of notice and an opportunity to be heard.

The school will refer students who bring weapons or commit other violent acts to the criminal justice or juvenile delinquency system.

SEARCHES (MCE 2150, 2160)

Students have no expectations of privacy in lockers, desks, computers, or other district-provided equipment or areas.

DISCRIMINATION

Federal and state law prohibits discrimination and harassment in admission or access to public school programs, services, activities, and facilities. A person's race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law will not be a

contributing factor in adverse treatment by the District or its representatives. (Section 504, Title IX, MCE 1300,1310,1110, 2130)

Dress Code

Although students are not highly restricted in their dress, all students should at all times be dressed and groomed in a manner that is in keeping with the accepted community standards and which does not bring the good judgment of the individual into question.

No hats are to be worn inside the school, except for specially designated days. The advertisement of alcohol and tobacco on any clothing is prohibited. No clothing shall be allowed which is considered vulgar, obscene, degrading, or contain words or pictures that could be construed as having a double meaning in our society and considered inappropriate. Halter tops or shirts that expose the midriff are not allowed. This will be judged at the principal's discretion.

ECSE and Kindergarten students should dress in clothing they can manage independently. Tennis shoes are recommended. Items should have the child's name on them.

DRUG-FREE WORKPLACE

Student and employee safety is of great importance. The Board shall not tolerate the manufacture, use, possession, sale, distribution or being under the influence of controlled substances or alcoholic beverages on school property or in any school vehicle used to transport students to and from school or school activities, as well as off school property at any school sponsored or school approved activity where students are under the jurisdiction of the school district. This includes employees who are supervising students on behalf of the district or engaged in district business. A person in violation of policy will be subject to disciplinary action.

No Smoking Policy

The Board of Education commits itself to a continuing effort to maintain a drug-free school. This commitment includes enforcing a policy of no smoking in the school building at all times. The health and safety of the school environment is a high priority. Adults who smoke in the building will be asked to leave.

RESOURCES FOR SUBSTANCE ABUSE, COUNSELING, TREATMENT, AND INFORMATION

St. John's Mercy Hospital

200 Madison Ave.

Washington, MO 63090

636-239-8700

Franklin Co. Community Serv.

115 S. Oak St.

Union, MO 63084

636-583-5860

Hyland Medical Center

10020 Kennerly Road

St. Louis, MO
1-800-525-2032

Koala Center

Hwy FF & Maupin Rd.
St. Louis, MO
1-800-235-6252

Gasconade Co. Counseling

18th & Wein St.
Hermann, MO 65041
573-486-3191

Queen of Peace Center

325 N. Newstead
St. Louis, MO 63108
314-531-0511

Missouri Baptist Hospital

751 Sappington Bridge Rd.
Sullivan, MO 63080
573-486-4186

MO Dept. of Mental Health Division of Alcohol & Drug

1915 Southridge Road
Jefferson City, MO 65102
753-751-4942

MO Division of Youth Serv. Northeast Regional Office

105 S. Providence Suite D
Columbia, MO 65203
314-449-2939

MO Institute for Prevention

8790 Manchester Road
St. Louis, MO 63144
314-962-3456

Drug Alcohol Tobacco Ed.

3426 Bridgeland Drive
Bridgeton, MO 63044
314-739-1121

Division of Family Services

#1 Liberty Plaza
P.O. Box 312
Union, MO 63084
636-583-2571

Franklin Co. Counseling

113 Elm St.

Washington, MO 63090
636-239-1717

Crider Center for Mental Health

416 Market Street
Washington, MO 63090
636-239-1717

EMERGENCY PLAN [Building Crisis Management Plan - Franklin County Coop](#)

Our district has a school plan for natural and manmade disasters. Students participate in practice drills regularly. All rooms are equipped with emergency buckets and with an emergency preparedness packet.

Emergency Forms

The school office keeps an emergency form for each student. This lists addresses/phone numbers where parents can be reached and people to whom their children may be released. Notify the teacher and the office of any changes.

Hazing

Student hazing is inconsistent with the educational goals of the District and poses a significant risk to the physical and mental welfare of District students. Hazing of students, on or off District property, is prohibited and may result in suspension or expulsion from school and from activity/athletic participation.

Health Services

The classroom teacher or The Co-op School office handle minor injuries and illnesses. If a student's illness or injury is deemed serious or questionable, parents are notified. The district is not responsible for subsequent treatment or medical expenses incurred after the administration of first aid.

Prescription Drugs (MCE 2870)

A physician shall provide a written request for a student to be given medication during school hours. The request shall state the name of student, drug, dosage, frequency, prescriber's name, and diagnosis/indication for use. The District will accept the prescription label properly affixed to the medication. Labels must contain the name of student, drug, dosage, frequency, diagnosis and prescriber's name. **Your doctor may Fax a prescription with instructions to school at 636-629-6619.** A parent must request in writing the school comply with the authorized prescriber's request. The district will not administer the initial dose of any new prescription except in an emergency. A parent is welcome to come to school to administer medicine to a child.

Medicine will be locked at school. A child may not keep the medication in his or her classroom, unless, for example, a child may administer his or her own inhaler medication for asthma, with permission.

Possession and self-administration must comply with the Missouri Safe Schools Act. **Prescription medicine will not be administered to a child that a doctor has not prescribed for that child.**

Prescription medicine will not be administered to a child that a doctor has not prescribed for that child. (Please see the [25-26 Health Service Handbook](#) **Health Handbook**).

Non-prescription Drugs-Over the Counter

These will be given only with written permission from the parent and doctor. Forms may be obtained from the office. Medication must be properly labeled and in the original container with student name, drug, dosage, frequency, prescriber's name, and diagnosis for use.

A Health Screening is conducted and parents are notified of any concerns. (Please see the Health Services Handbook for more information.)

Head Lice

In keeping with the St. Clair R-XIII School District's policy of avoiding the unnecessary exclusion of students from school, the district will not exclude otherwise healthy students from school due to nit infestations. The school district's regulation (#2830) and procedures dealing with head lice can be found at the end of the handbook.

Diarrhea

Diarrhea is an increased number of bowel movements (compared with a person's normal pattern), along with watery, bloody, and/or mucus-containing feces. Diarrhea is often a symptom of infection caused by organisms such as bacteria, parasites, or viruses.

Children that have diarrhea may be infectious until the child has been free of diarrhea for at least 24 hours.

Fever

Children who have a fever need to stay home until the fever is gone and the child is well enough to participate in routine activities. Fever free for 24 hours without medication.

You have a fever when your temperature rises above its normal range. What's normal for you may be a little higher or lower than the average normal temperature of 98.6 F (37 C).

Depending on what's causing your fever, additional fever signs and symptoms may include:

- Sweating
- Shivering
- Headache
- Muscle aches
- Loss of appetite
- Dehydration
- General weakness

High fevers between 103 F (39.4 C) and 106 F (41.1 C) may cause:

- Hallucinations

- Confusion
- Irritability
- Convulsions
- Dehydration

Vomiting

Children who are sick must stay home from school until they have not experienced vomiting for at least 24 hours.

HOMELESS/MIGRANT/ESL

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migrant workers, and neglected or delinquent students. For more information, contact Megan Griffin at 629-3500 ext 5005. (MCE 6273, 2260)

Immunizations [Policy 2850](#)

- Parents/guardians of pre-kindergarten students will be notified whether other pre-kindergarten students are attending school with an immunization exemption. The identity of students for whom an immunization exception has been filed is confidential and will not be released except as required by law.
- K enrollment - Families notified of immunization requirements (and, if necessary exclusion) in Spring at Enrollment
- PreK enrollment - Families notified of immunization requirements. [Parent Request is ONLY allowed in PreK.](#) Families choosing Parent Request exemption in PreK must meet immunization requirements in K or choose medical or religious exemption.
- No students registered for Summer School admitted without updated immunizations

Notification to families of immunization requirements are listed in all district handbooks. **Within one week following enrollment or date of immunization requirements** (ex: student birthday), families will receive notification of noncompliance by:

- Mailed letter, and
- Email to parents/guardians
- Telephone call by health room staff (within 2-3 days following of the email & letter)

With a **two-week deadline to meet immunization requirements**,

- Submit “In-Progress” form from the physician’s office to the health room. In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress and is noncompliant.

- Sign an immunization exemption form. Note: RELIGIOUS exemption cards (Imm.P.11A) are available in all district health rooms and must be signed to be valid. MEDICAL exemptions (Imm.P.12) must be obtained from and signed by the child's physician. Religious exemptions should be accompanied by informational documents regarding immunizations.

If one of the above actions are not taken by guardians within the two-week deadline to meet immunization requirements, students will not be allowed to attend classes.

Health Room staff will **notify administration** 3-4 days prior to the day students are not allowed to attend, in order for the building principal to notify the family of the last day of attendance allowed until the requirement is met. Families should be advised:

- Absences due to noncompliance are considered unexcused.
- **The parent/guardian who does not make an effort to comply with the law in order to return students to school (within ten days) may be reported to the local juvenile authority for enforcing the truancy law.**

Health Room Staff must also attend to:

- The extent that the District provides information on immunizations, infectious disease, medications, or other school health issues to parents/guardians, **the District will include information that is at least similar to the information provided by the Center for Disease Control and Prevention about influenza and influenza vaccinations.**

- Prepare the immunization report (CD 31) for the Missouri Department of Health by the specified date. Any deficiencies will receive follow-up as recommended. **Every effort will be made to return excluded students to school as soon as possible.** The parent/guardian will be advised of resources available to obtain needed protection. An ongoing review of immunization records will be made to ensure that entering transfer students, students who are "In Progress"; and those needing Td boosters during the school year have adequate protection. Students will be notified in the spring that Td boosters will be due during the next school year. The records of entering transfer students and those due for boosters will be flagged, or a separate file or a line listing of these students will be maintained, to facilitate compliance with the statute.

Annual Exemption Communication

StC R-XIII health staff will annually confirm with any family of a student with exemption on file that the desire to keep the exemption exists. Subsequently, the District will share information regarding exemptions with the family including procedures the district must take in the case of an outbreak.

Instruction

The subject objectives, assessment methods and performance expectations for students in the St. Clair R-XIII School District and FCSEC are directed to align with the Missouri Learning Standards

The Missouri Learning Standards define the knowledge and skills students need in each grade level and course for success in college, other postsecondary training and careers. These grade-level and course-level expectations are aligned to the Show-Me Standards.

To learn more about the Missouri Learning Standards, please visit <https://dese.mo.gov/parents-students#mini-panel-tabs-parents-students4> .

Homework

The purpose in giving assignments for home is to teach responsibility and also to give parents an idea of what the child is learning. The approximate amount of time that should be devoted to homework is handled at the discretion of each parent and teacher.

Internet Safety

In compliance with the Children's Internet Protection Act, each year, all District students will receive internet safety training which will educate students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response. Such training will include Internet, cell phones, text messages, chat rooms, email and instant messaging programs.

School Meals

Breakfast and lunch are served each day for students in grades K - 12. Lunch money may be paid on any day to the lunchroom accountant. This money will go into your child's account. Late money is also to be paid to the lunchroom accountant. Notes are sent to parents regularly. Children will not be served a regular lunch if their account is delinquent by \$10.00. Debts must be paid before grades can be issued.

Students are allowed to bring lunch and beverages or buy milk. It is very important that all students eat a healthy lunch daily. Junk food and soft drinks are discouraged in the cafeteria. Students who bring their lunch may not bring knives with their food.

Free or Reduced

The District will participate in the national school lunch program. Eligible students will be identified for participation in the free and reduced-price lunch program based upon federal and state guidelines.

Information concerning the eligibility standards will be distributed annually within the District. The identification of student participants in the program will be confidential with such information disclosed to staff members on a strict need-to-know basis.

PARENTS AS TEACHERS PROGRAM

This is a parent education program for expectant parents and parents or primary caregivers of children under the age of three. Parents are shown how to work with their children to enhance opportunities for learning and to encourage learning skills at the various stages of their child's development.

Children are screened in the areas of social and motor skills, hearing, vision, and language development. Specific materials and information is presented to each family.

A Parent Educator will make three to five personal visits in which she will work with the family. Several group meetings for the parents and children are held giving parents a chance to meet one another and share experiences and concerns.

Parties

Students will have at least 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. Other school activities during the school year will include field trips. The dates of these events will be announced by the classroom teacher. These activities are privileges a student may lose due to poor behavior. Treats may be sent to acknowledge a child's birthday with prior approval of the teacher. Birthday parties are not allowed at school. *To protect the health and safety of all students, treats sent for class parties are to be commercially prepared and prepackaged.*

PHYSICAL EDUCATION CLASSES

All students are required to participate in physical education class. If your child cannot participate due to health reasons, a written notification and doctor's excuse is required. Alternative education will be assigned for students who cannot physically participate.

SCHOOL CLOSINGS

Unscheduled school closings will be announced on the following radio and television stations and on our district communication platform. Please keep your contact information current in the office.

Radio

KLPW FM 101.7, AM 1220

KSLQ FM 104.5, AM 1350

KTVI FM 100.9, AM 1560

Television

KTVI, Channel 2

KMOX, Channel 4

KSDK, Channel 5

KDNL, Channel 30

Cancellations of ball games or school activities will be made on local radio stations only.

A district phone blast will also be sent to all phone numbers listed on file.

Report Cards

Our goal is that each child succeeds. For K-12 students, report cards will be sent home every nine weeks. Parent/Teacher conferences will be held at the end of the first quarter.

STUDENT RECORDS

The protection of the confidentiality of any personally identifiable data, information, and records collected or maintained by the district will be in accordance with the provisions of section 438 of the General Education Provisions Act (Family Educational Rights and Privacy Act). Parents are guaranteed the right to inspect any information that is collected, and access to such information without the consent of the parent or guardian by an unauthorized individual is prohibited. Parents who wish to see their student's records can call the school to schedule an appointment to view their child's records. (MCE 2400)

Supplies

Each classroom has a supply list constructed to meet the needs of students.

Toys and Valuable Items

Students are not to bring toys, balls or other items from home without the teacher's permission. The school is not responsible for personal items. Please label your child's coats, caps, gloves, sweaters, purses, sports equipment, etc. This will help us to identify the owner if items are lost and found. Students may not buy, sell, or trade belongings at school.

Visitors/Volunteers

To ensure the safety of all students, ALL VISITORS (INCLUDING PARENTS) are required to report to the office. Please enter the building through the doors near the office at the east end of the building. DO NOT go directly to your child's classroom. This is the only way we can know that intruders are not in the building. You must sign in even if the teacher is expecting you.

Per [District Policy 1430](#), when a patron requires a conference with a staff member, an appointment should be made so the staff member may proceed with his/her assigned duties without undue interruption. All persons who do not obtain permission to visit the school or visitors who create serious distractions to the learning environment or to the school premises, shall be considered trespassers and will be subject to arrest and prosecution.

Per [District Policy 1431](#), all visitors will be expected to conduct themselves in a manner reflective of a positive role model for children. Public displays contrary to this expectation are outlined in regulation 1431. Per regulation 1431, displays of verbally aggressive behavior will result in limited access to school premises and school activities for up to one year. The length of the restriction will be determined by the Superintendent. Physical or violent behavior will result in a ban by the Board of Education from school premises and activities and will be referred to law enforcement. Failure to comply with the restricted access provided in these regulations will result in the filing of civil and/or criminal charges.

Volunteers

For those wishing to volunteer and assist with field trips, please complete a “Family Care Safety Registry” background screening form. This form can be obtained at the Murray office or retrieved from the district site. When completed, it must be turned into the Murray Office or Central Office. A copy of the applicant’s social security card is required to be submitted. There is a one time fee of \$14.25 for the background check (\$15.00 registration fee and a \$0.55 processing fee). This is only due the first year and can be carried over each year by simply filling out a new “Volunteer Registration Form.”

Observations by Parents, Advocates, or Others

If a parent, advocate or other person wishes to conduct an observation of any child, activity, teacher, or classroom, he or she must submit a written request to the Co-op Director, within five school days of the date he or she wishes to observe, with the following information:

1. The name and position of the individual(s) who will be observing;
2. The date and time he or she wishes to observe;
3. The amount of time he or she wishes to observe;
4. The specific purpose for which he or she wishes to observe.

The Co-op reserves the right to deny any observation that it believes will disrupt the educational environment or may lead to a direct or indirect release of personally identifiable information about a student or students.

Weather Guidelines

The Franklin County Cooperative uses Weather.com [link](#) to make temperature related decisions.

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 policy supersedes handbook.

Student - Parent Handbook

Signature Page

Please review the handbook with your child, sign and return this paper to school. Your signature indicates you have received a handbook and reviewed the district's discipline policy relating to the Safe School Act, attendance policies and lunch and breakfast regulations.

Also, please complete and return the emergency forms as soon as possible. Review the free and reduced lunch forms. We encourage you to apply.

Contact the school at 636-629-3571 if you have any questions. Visit our website at www.fcsec.org

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Printed Student Name: _____

In the event of inconsistency between this handbook and the Official School Board Policy, the Official School Board Policy will preside. A copy of the Official Policy can be obtained on our website: www.stcmo.org