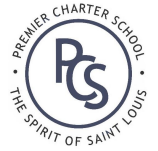




PREMIER CHARTER SCHOOL

Student and Parent Handbook



MISSION OF PREMIER CHARTER SCHOOL

Premier Charter School will provide the children of the City of St. Louis an individualized education rich in academics and character, so the children we serve today can be the leaders of tomorrow.

VISION OF PREMIER CHARTER SCHOOL

Premier Charter School is focused on building both a strong academic foundation and the social and emotional skills needed for students to succeed in high school and beyond. Through our rigorous, experiential approach to learning and our deep commitment to whole child development, we support curious and empowered learners.

A NOTE TO OUR PREMIER CHARTER SCHOOL FAMILIES AND STUDENTS

As we all continue to navigate the many challenges of the global pandemic we realize each of our PCS families has their own individual circumstances and needs moving into the fall. This parent and student handbook is unlike any we have written. The COVID-19 pandemic has forced the reimagining of school as we know it. There are significant challenges associated with reimagining school, but there are opportunities as well. When we first began to envision what school could look like this year, we challenged ourselves to view our work not just as making temporary changes that would end with a vaccine. We viewed our work as an opportunity to reimagine how we do school in order to make it truly work for everyone. We invite you to think about this school year in the same way. This handbook is meant to give you an idea of what school will look like this year, regardless of where a student is physically located when he or she attends school.

Four principles guided our work and will continue to do so for the remainder of this school year:

- The safety and well-being of our students, teachers and staff
- The learning experience-the process of learning must remain engaging and relevant for our students
- The teaching experience- the process of facilitating learning experiences must remain innovative and manageable
- The support of individual circumstances of our families and our employees

Please know that the policies and procedures outlined in this handbook are based on the guidance and requirements from the city health department, our state and local agencies, local health care providers and the CDC. That said, this is an ever-changing situation. If any of the policies or procedures outlined in this handbook change over the course of the year, we will be sure to communicate these changes and the reasons for them. We will continue to monitor the situation closely, and adjust as needed using our best judgment, as well as adjusting for any City/State/ Federal guideline changes.

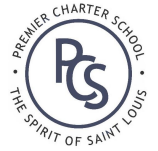
Instructional Models

Our primary goal is to best meet the individual needs of all students and families and ensure that all students, regardless of where they are physically located when they attend school, have the same access to high quality learning opportunities. As a result, we have decided that instruction will take place virtually for all students. However, we will also be operating the physical school building as a resource center where those students who selected “In Person Learning” during our learning survey over the summer can physically attend according to a specific schedule to participate in virtual education from the physical school building. **Please note, only those students who selected “In Person Learning” on the summer survey are eligible to attend the resource center during the first semester.** Due to the need to ensure adequate staffing for virtual learning and the resource center, students will need to follow their selected instructional path until the end of the first semester. At the end of the first semester, we will offer all families the opportunity to continue with their chosen instructional path or change it.

This resource center model will allow us to meet the needs of those families who requested “In Person Learning” while at the same time maintaining a safe number of people in the school building at all times. Since all students will



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be participating in classes virtually, it also allows us to ensure that all students receive the same high quality learning experience from their grade level teacher(s) and it ensures that all students can continue to be “in class” and interact with one another, thus maintaining strong relationships with all of their peers.

VIRTUAL LEARNING

The purpose of e-learning is to ensure that students continue to build conceptual understanding and skill development even though they are not able to attend school in person. Our virtual learning program offers an academically rich and engaging curriculum aligned to Missouri Learning Standards. Students will receive course expectations, class announcements, and learning objectives in a digital format. They will receive regular feedback and interaction with their teachers and fellow students. Students will participate in a variety of activities, but not all will be digital in nature. The purpose of this policy is to outline procedures and expectations for e-learning.

Delivery of Instructional Materials

Instructional materials, including course expectations, class announcements, learning objectives, and class assignments, will be delivered to students at the beginning of each week. Materials will be delivered via email through students' school-issued G-mail accounts. Materials will include all assignments for the week as well as instructions regarding the specific platforms students will use to access and complete these materials. Virtual teachers will send much more detailed information regarding instructional materials and resources to all virtual students in their classes.

Attendance

Attendance is recorded based on work completed each week. According to the Missouri Department of Elementary and Secondary Education, in order to be considered present, a student must complete at least one required assignment each week. A week for the purposes of this policy begins Sunday and ends Saturday.

However, this attendance threshold for virtual students is an absolute minimum. We believe that in order for students to truly benefit from virtual learning, they need to be meaningfully and regularly engaged. Teachers will closely monitor student work completion and attendance and participation in scheduled Zoom sessions and report that information to building principals and school counselors on a weekly basis. Teachers or building principals will contact the families of students who show a pattern of non-engagement during virtual learning and will work with those students and families to develop a specific plan to support that student's complete participation and engagement. If, after an individualized support plan has been put in place, a student continues to demonstrate a pattern of non-engagement, a member of the school's counselor team will make a truancy referral to the Missouri Department of Family Services.

Live Classroom Sessions

Zoom will be used to host live class sessions. If your child is unable to attend a live session, the teacher will provide a recorded version of the video conference. Each teacher will publish a weekly schedule of students' required live Zoom sessions.

Teacher Office Hours

Teachers will be available by email or phone (via voicemail). Teachers will respond to all communication requests within 24 hours during office hours via phone or email.

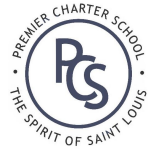
Accommodation Support

Mr. Davenport or a member of the school's TLC team will hold a telephone conference with the parent(s)/guardian(s) of each student who has accommodations to discuss how the school will provide instruction to that student.

Special education students will receive accommodations outlined in their Individualized Educational Plan (IEP). English Learners will receive accommodations according to their Individual Learning Plan (ILP). Students with Section 504 Plans will receive appropriate accommodations outlined in their 504 Plan.



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In addition, ELL teachers and reading specialists will reach out to the parent(s)/guardian(s) of all students who receive those services to discuss how the school will provide those instructional services.

Additional Services

Virtual students will still have the same access to additional resources such as food as well as any necessary supplementary services such as speech, OT, and counseling services.

If your child receives any supplementary service such as speech or OT, the teacher who provides that service will contact you directly to arrange for the best way to provide that service while your child is a virtual student. Services may be offered virtually or in person depending on what you and your child's support teacher decide.

Devices and Instructional Materials

We will be providing all necessary materials, including technology devices, to students who are only participating in virtual learning and not attending the resource center prior to the beginning of the school year. More information about materials distribution will accompany this handbook.

Expectations

Obey general school rules concerning behavior and communication that apply to technology use. While online, we expect students to follow the same guidelines for conduct that they would at school, including all guidelines described in our bullying and harassment policy, which can be found at www.premiercharterschool.org and in our student and parent handbook. Do not send anonymous or misleading communications for any purpose. Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, and text.

Please note that our technology acceptable use policy can be found in a later section of this handbook.

ATTENDING THE RESOURCE CENTER

The health and well-being of our students and staff members who participate in in-person learning is paramount. The following policies and procedures are in place to protect our in-person staff and students as much as possible.

Attendance

The most critical thing that we can do to protect our in-person participants is to closely monitor our own health and the health of our children. We must adopt a culture that supports the idea of staying home when someone is sick. While we are required to monitor the attendance of our in-person students, the Missouri Department of Elementary and Secondary Education is giving schools relief from some of the strict attendance accountability requirements that are typically in place. Please help us keep all in-person teachers and learners safe and keep your child home if he or she is feeling ill.

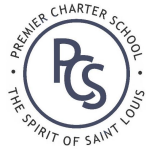
If a student is absent it is expected that the parent/guardian will contact the school and leave a message at 645-9600 extension 300 to inform us of the absence. In addition, if a student is ill, we ask that you follow the return to school guidelines found in the next section of this handbook.

If it is determined that a student has reached **8 or more unexcused absences** either in actual days absent or in the equivalent number of minutes tardy at any time in a given school year, then a counselor will notify the parent/guardian by either a phone call or a letter detailing the number of absences. If a student reaches **12 or more unexcused absences** in a given school year, a final notice letter will be sent, detailing the next steps if absences continue. If a student reaches **15 or more unexcused absences** in a given school year, the family will be referred to St. Louis City Truancy Court and/or the Missouri Department of Social Services – Children's Division for further assistance.

Health Screenings



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There will be daily health screenings for staff and students that include an assessment of symptoms and exposure to persons with a known or suspected COVID-19 diagnosis. Any visitor to the school will also be screened for COVID-19 symptoms.

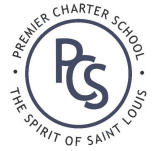
Before your child(ren) attend the resource center on their scheduled days, please complete our daily wellness screening. You can also find a link on the school's website www.premiercharterschool.org. It is critical that you complete this screening form **for each of your children each day** they are scheduled to attend the resource center.

The following information offers guidance for determining when to keep a child home from school who displays symptoms of illness and when a child may return. In general, PCS will use this guidance to determine exclusion from and return to school in the event of illness and/or a positive COVID-19 test. This process is informed by current recommendations from the CDC and local health department. However, no process can cover the entirety of potential scenarios and as such, PCS will use currently available guidelines and consultation with a parent/guardian and medical professionals to make any decision pertaining to excursion from and return to school. Please contact your child's principal immediately if he or she displays symptoms of COVID-19 or a positive COVID-19 test.

Symptoms and Exposure	Is a COVID-19 test required	When a child can return to school
If you child has one of the following: Fever ($\geq 100.4^{\circ}$) or chills Congestion/runny nose Nausea/vomiting/diarrhea Sore throat Headache Muscle or body aches AND No known exposure to COVID-19	No	Return to school 24 hours after fever resolution and symptom improvement OR If the provider believes that an alternate diagnosis is the cause of signs and symptoms, return precautions should be specific to diagnosis
If your child has one of the following: New cough Difficulty breathing Loss of taste/smell OR Two or more of the following: Fever ($\geq 100.4^{\circ}$) or chills Congestion/runny nose Nausea/vomiting/diarrhea Sore throat Headache Muscle or body aches AND	Yes	Negative COVID-19 Test: Return to school 24 hours after fever resolution and symptom improvement (provide documentation of a negative test) OR If the provider believes that an alternate diagnosis is the cause of signs and symptoms, return precautions should be specific to diagnosis Positive COVID-19 Test or NO* Test: Return to school at least 24 hours since resolution of fever without the use of fever-reducing medications and improvement in



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Know known exposure to COVID-19		symptoms AND At least 10 days have passed since symptoms first appeared PCS may require a note from a physician clearing a student's return to school
Exposure to COVID-19	Yes if local resources are available	Quarantine for 14 days from last exposure to a person with confirmed or suspected COVID-19. This could be >14 days depending on the last point of contact. If child develops symptoms during quarantine, they need to be evaluated for COVID-19 and the guidelines for positive or negative tests should be followed from above AND Contact your child's principal immediately PCS may require a note from a physician clearing a student's return to school

Students who become ill while at school will be isolated until he or she can be picked up for the day. If your child is sent home due to illness, we ask that you use the guidelines above and consultation with the school to determine when he or she may return to school.

Positive Cases

If a student or staff member tests positive for COVID-19, the school will immediately begin contact tracing and identify all staff and students who would be considered exposed based on the CDC guidelines of being within 6 feet of the positive case for greater than 15 minutes within 48 hours of the onset of symptoms. The school will also contact our local health department to report the positive case and identify any potentially exposed persons. The school will notify all exposed persons who will immediately be sent home to begin a 14 day quarantine as outlined above. The school will also notify the families of all students who attend the resource center that there has been a positive test, but will not identify the individual that tested positive. If needed, the school will close a classroom or the entire school as a result of a positive test but will only make this determination with the guidance of the local health department.

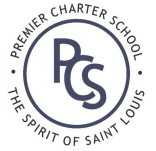
The school will follow the following cleaning protocol in the event of a positive case:

Close off the affected area where the COVID-19 positive staff or student was located.

Open outside doors or windows.



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Wait 24 hours prior to cleaning. If 24 hours is not feasible without disruption of the school schedule, wait as long as possible.

Cleaning staff should be provided with the appropriate protective equipment, including gowns and gloves.

Clean and disinfect the area.

Staff Member Screenings

Prior to arrival to school, staff members will screen themselves for temperature and COVID-19 related symptoms. Staff members who are ill will follow similar exclusion and return to work guidelines as those listed above. All on-site staff members will also be tested for COVID-19 prior to the beginning of the school year.

Temperature Checks

The school will perform a temperature check on all students at the beginning of the school day. This temperature check will take place as students are being dropped off for school in the morning and again in the classroom prior to the start of the day. Teachers will record each student's temperature as well as any symptoms of illness that a student might be displaying in the Infinite Campus Daily Health Log for documentation. Parents/guardians will have access to this information through the Infinite Campus Parent Portal. For help setting up a parent portal account, please contact Katie Lydon (klydon@premiercharterschool.org).

In order to accommodate initial temperature screenings, students need to be dropped off through the carpool line on school property each morning. Please do not drop students off on Sublette or off school property. More guidance on the drop off and pick up procedure can be found in that section of this handbook. Students whose temperatures are 100.4 F or greater or are displaying symptoms of illness will be immediately sent home for the day. Any students whose temperatures are 100.4 F or greater or who displays symptoms of illness when temperatures are taken in the classroom will be sent to an isolation room in the nurses office and wait to be picked up from school. If your child is sent home from school, please follow the guidelines above to determine when he or she may return.

Visitor Screening

While visitors to the school will be strongly discouraged during the COVID-19 pandemic, we understand that sometimes it is necessary to visit the school. Prior to visiting, please contact your child's principal or other school official to make an appointment.

Prior to a visitor entering the school, all visitors will perform a temperature check. Visitors will sign-in and sign-out, recording times of entry and exist. The school shall also document the locations in the school visited by the visitor.

Additional information about visitors to the school can be found in the "Visitors" section of this handbook.

Masks

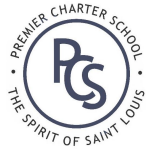
Properly wearing a mask is one of the most important things we can do to keep one another safe and healthy. All employees will wear a mask covering their mouth and nose while in the school building. All students will wear a mask covering their mouth and nose while in the school building. All visitors will wear a mask covering their mouth and nose while in the school building. The school will provide 3 reusable masks to all in-person students. Extra face coverings will be kept on site to replace face coverings that may become soiled during the day.

Mask Safety

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Don't put the face covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, wash your hands or use hand sanitizer to disinfect



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Exemptions to Mask Requirement

An individual is not required to wear a mask while eating, drinking, or engaging in active outdoor recess or outdoor physical education. However, individuals **must** remain at least 6ft. away from all other individuals for the entire time a face covering is removed. Any student who is unable to wear a mask for medical reasons must bring a note from their doctor describing the reason for requiring an alternative face covering.

Failure to Bring Mask to School

The first time a student forgets to bring their mask, the school will provide a mask. However, on subsequent occasions, the student will need to contact a parent or guardian and ask that the mask be brought to school. Students will not be permitted to enter the classroom without a mask. Students who repeatedly fail to wear a mask to school may be required to attend school 100% virtually.

Any visitor who does not have a mask will be provided one prior to entering the school building.

Refusal to Wear a Mask

No student may refuse to wear a mask without a signed note from a physician. Any student who refuses to wear a mask will be provided learning materials and required to utilize virtual learning options.

Social Distancing

In order to maintain a safe social distance, especially in high traffic areas, we will have markers and signage posted. All students and essential visitors to the school are expected to adhere to these markers, including floor markings that designate a safe social distance and those that regulate traffic flow throughout the building.

We will maintain a strict requirement of no more than 15 people (staff and students) in a classroom at any time. In addition, we have worked with teachers and existing social distancing guidelines to design 3 classroom layout templates that maximize a safe social distance while still allowing students and teachers to interact meaningfully. Each teacher will be sharing his or her classroom layout with parents and students during our initial conferences before school starts and will review the specific details regarding safe traffic flow throughout the classroom and school building.

All restroom breaks will be done as a class at designated times throughout the day. These scheduled restroom breaks will allow us to control traffic flow in high traffic areas. If individual students need additional restroom breaks throughout the day, those breaks will also be taken with an adult so that we can ensure safe traffic flow throughout the building. As a school, we will also have designated times throughout the day where all students stop instruction and wash and sanitize their hands and teachers sanitize student work stations and other high touch surfaces within the classroom.

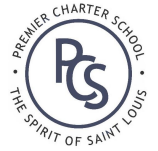
It is also going to be critical to limit the number of individuals that all in-person learners and staff members come into contact with on a regular basis. This will help mitigate the spread of germs and will also allow us to conduct effective contact tracing in the event that any of our in-person learners or staff members come into contact with the COVID-19 virus. To accommodate this, classes will be eating lunch in the classroom or outside. Students may bring their own lunch or eat a school-provided lunch. School provided lunches will be brought to students in the classroom to limit movement throughout the building. In addition, if students see multiple teachers throughout the day, teachers rather than students will rotate so that students are not moving through more than one classroom throughout the day.

Devices and Instructional Materials

We will be providing all necessary materials, including technology devices, to students who are only participating in virtual learning and not attending the resource center prior to the beginning of the school year. More information about materials distribution will accompany this handbook.



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Please note that our technology acceptable use policy can be found in a later section of this handbook.

Board of Directors

The PCS Board of Directors is made up of 8 to 15 citizens volunteering their time to provide oversight to the school as the governing body. Board Directors work to set policy, provide governance, and ensure that the school is fiscally responsible, legally sound, and operating within the parameters of the charter.

The Board of Directors meets at the school periodically throughout the school year with the date and time posted well in advance. Board meetings are meetings held in public with a period of open forum included for those interested in addressing comments to the Board. All Board meetings are posted following the Missouri Sunshine Law. Meetings are posted by the main entrance to the school as well as in the school office.

Copies of the Board of Directors' By-Laws are available, by request, in the school office.

Meal Plans

Meals are provided by SFE. Students who wish to purchase a school lunch are asked to pay in their front office or online. All meals must be paid in advance on a weekly or monthly basis. Accounts with balances over \$25 past due will be closed until payments or payment plans have been made.

Meal Options	Full Price	Reduced Price	Free Price
Breakfast	\$1.50	\$0.25	\$0.00
Lunch	\$3.00	\$0.40	\$0.00
Milk	\$0.35	\$0.35	\$0.00

You may inquire and apply for free/reduced-price meals in the office. Payments may be made in the form of cash, credit card or checks (made payable to Premier Charter School). Please contact you have any questions please contact the school office.

Breakfast will be eaten in the classroom for students purchasing breakfast. Student breakfasts will be brought to the classroom beginning at 8:15.

As part of the Pre Kindergarten Tuition fee, breakfast and lunch are provided at no additional charge to all pre-kindergarten students. PreK students will eat breakfast in their classrooms.

Lunch during the school day is eaten in the classroom or outside. Students have a choice to bring their own lunch from home or buy lunch at school. School-provided lunches will be brought directly to the classroom at lunch time. If you bring a lunch from home, please keep it in a sealed container in your classroom. We prefer that soda not be sent to school for snacks or lunch. Students will not have access to microwaves or refrigerators and therefore a lunch brought from home must be something that will not spoil in the morning or require heating.

Cancellation or Delay of Start

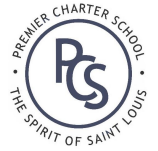
If in-person attendance has been canceled or delayed due to inclement weather, methods of notification will be put into action. School cancellation notices are brought to your attention through our school's Parent Alert phone system and any of the local television stations or radio stations. Once the decision has been made to cancel, or delay, school Parent Alert will auto-dial your residence and a recorded message will also be placed on the PCS voicemail system.

Communication

We can best serve the needs of your child when there is an atmosphere of cooperation and trust between the school and home. Your child's classroom teacher is your primary communication link to the school. For concerns



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about your child's academic or social progress, please contact their teacher. During the first few days of school, your child's teacher will let you know how to reach him/her.

For questions or concerns about your child's psychological development, or if something occurs that might be troubling your child, call the PCS Office and we will put you in touch with one of our school counselors. Information shared by a student with a counselor is confidential unless the student's or another students' health or safety is endangered.

If you need to get a message to your child during the day, you may call the school office and we will relay the message to your child. Classroom instruction will not be interrupted through the transferring of phone calls to the classroom.

In an emergency situation, call the school office at (314) 645-9600. We respect all of your concerns and would like to respond quickly and positively to the needs of your child. We welcome hearing your concerns because we are interested in creating a safe, positive, nurturing environment in which your child can thrive. Please call us if we can help you or your child.

Dress Code

Students attending the resource center do not need to adhere to a specific uniform, but we do have the following guidelines in place.

- Dress so as to not disrupt the learning environment
- No inappropriate messages/pictures/logos. Any suggestive clothing is not acceptable for school.
- Shoes – On days when the student has physical education class, the student must wear gym shoes that do not leave marks on the gym floor. If they choose to change shoes prior to and after PE class, they must do so within the time allotted before or after class. No Heelys or Wheelies are allowed at the school. Students should wear their own, matching shoes at all times.
- Tights that have "see-through" mesh sides are not allowed.
- Jewelry – No excessive or distracting jewelry or accessories will be allowed.
- Gum – Students may not chew gum at any time while at PCS.

HATS ARE NOT TO BE WORN IN THE SCHOOL BUILDING AT ANY TIME. THIS INCLUDES BEFORE SCHOOL, AFTER SCHOOL, AND EVENING ACTIVITIES.

The PCS Administration has final authority in determining if a student's clothing is within the guidelines of the PCS Dress Code.

Emergency Contact Telephone Numbers

At times it may be necessary for the school to contact a parent/guardian during the school day. It is expected that the school will have on file contact telephone numbers used for such emergencies. A contact telephone number is one in which the parent or legal guardian can be in verbal communication with the school within a 30 minute time period. If the school is unable to reach the parent/legal guardian then the school may find it necessary to not allow a student to attend school until a working emergency number is provided.

Enrollment Process

The Premier Charter School Charter and Missouri Law state:

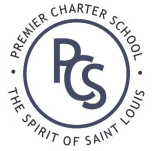
"The school will enroll all students who respond by submitting timely applications. If the number of applications exceeds the capacity of the school, a lottery will be used to determine admission."

Initial enrollment for students who attend Premier Charter School is established through a lottery system. A student application must be filled out and all required documents submitted in order to be placed in the lottery. Openings are accessed monthly to ensure a fair and equitable opportunity for each applicant to receive admission to the school. Preference is given to families who have siblings currently enrolled.



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Lotteries are held on an as-needed basis by the school registrar for available spaces in a particular grade. Applicants selected in the lottery are notified via phone and in writing and need to complete and submit all required enrollment paperwork by the stated deadline. If the applicant's enrollment paperwork is not fully submitted by the deadline, the student application will not be placed back in the lottery.

Student applications remain active in the student applicant lottery until they are selected and enrolled or officially withdrawn from the lottery by their parent/guardian.

Once selected, the parent/guardian and student must sign the Family and School Success Form indicating their willingness to follow the policies and procedures at Premier Charter School.

Detailed information regarding the lottery and registration process is available on the school website under the enrollment tab or contact the school office.

Equal Opportunity

PCS is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service. The school further commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, religion, disability, age, sexual orientation, gender or national origin.

Parent Community Group (PCG)

The PCS Parent Community Group (PCG) includes all Premier Charter School Parents and PCS Team Members working to bring parents into closer contact with the school. The PCG provides channels of communication among parents, helps to raise funds to support school programs, plans a variety of student and family activities to promote community and school spirit, as well as works to improve any area that will benefit the students' education. In addition, the PCG sponsors family activities. This effort is aimed at helping establish community amongst the school families as well as providing families with an inexpensive opportunity to 'play' together.

Food and Gum

Students are not to have gum at school. A breakfast and lunch program is in place to ensure adequate meals unless a student chooses to bring their own lunch. On occasion, a classroom teacher may request students to bring a snack but will provide the time in which the snack is to be consumed.

Grievance Policy

Many problems can be solved by an informal meeting with the parties and the administrator. An individual with a complaint is encouraged to first discuss it with the teacher, counselor or administrator involved, with the purpose of resolving the matter promptly and informally. The grievance policy for PCS is on file in the office.

Health Services

The PCS Wellness Centers are emergency stations but are not equipped to take care of serious illnesses. We cannot dispense medication of any kind without written permission from a physician and parents on file for a student. This includes non-prescription and prescription. Medication can only be given in the original container.

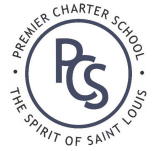
Homework

Individual work helps to build on the skills and knowledge gained in the classroom as well as practice new skills needed for success. In addition, homework assists in developing organizational skills and the ability to follow directions. Students are best prepared for class when they have completed assignments and have questions ready. If it's evident that work has been completed by anyone other than that child, it will not be counted.

Homework policies will differ by grade level and for students who are participating in virtual versus in-person learning. However, both instructional methods will require students to complete some work on their own in order to best be prepared for upcoming lessons. All independent assignments will be outlined for students at the beginning of each week for virtual students and on a daily basis for in-person students.



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Illegal Substances

Possession of drugs, alcohol, or any illegal substance at school will not be tolerated. Premier Charter School is a DRUG-FREE ZONE. In addition, PLEASE DO NOT SMOKE ON THE SCHOOL'S CAMPUS.

Law Enforcement and Missouri Division of Family Services

Premier Charter School has legal jurisdiction over students on their way to school, during the school day, during the hours of approved extracurricular activities, and on the way home from school. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school director or designee will be present whenever possible and the interview will be conducted in private.

At times the Division of Family Services (DFS) may find it necessary to interview students during the school day when an emergency situation exists or when interviewing in the home setting would be inappropriate. Should this be the case, the DFS worker will contact PCS to arrange the interview. In addition, at times, as a mandated reporter PCS may be required to contact DFS regarding concerns of neglect or abuse. At times, the worker may be accompanied by law-enforcement when the report alleges sexual abuse or serious physical abuse. One of the school counselors will verify and record the identity of the DFS worker and attempt to participate in the interview as an advocate for the student. It is not the responsibility of PCS but the responsibility of DFS to notify the parents that an interview will take, or has taken, place.

Before a student at school is arrested or taken into custody by a law enforcement official or other legally authorized people, the director will verify the official's identity. To the best of his or her ability, the director will verify the official's authority to take custody of the student. The school will attempt to notify the student's parents that the student is being removed from school.

Mascot

Representing the courage and strength of the American eagle, our PCS School Mascot is an American eagle, which is the symbol of our country and represents the PCS Community's pride and respect for our country. By doing their best, and making the best possible choices to be bully-free, PCS Students will soar to new heights!

Nondiscrimination

Students, parents of students, employees, applicants for admission and employment and sources of referral of applicants for admission and employment with PCS are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, disability, or age in admission, access to, treatment, or employment in its programs and activities.

Recess

During scheduled recess times students must be in the area supervised by an adult or, in case of inclement weather, in a classroom with an adult. Safety is an important consideration, and students must be with adults at all times.

At outdoor recess, students may play with the playground equipment in an appropriate manner. Nothing is to be thrown at the school building; in the winter, snowball throwing is not allowed. PCS does not tolerate pushing another student, kicking, shoving, or fighting; no object is to be thrown at another student.

Special Needs

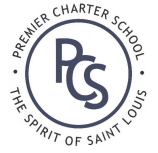
Premier Charter School has a full inclusion special needs program with trained special needs instructors.

Student Records

Premier Charter School shall give full rights to either parent/guardian of a student to access to or the release, transfer, or other communication of educational records unless Premier Charter School is provided with a court



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order, state law or other legally binding document that specifically revokes the parent/guardian's rights to access under this regulation.

Suspicion of Child Abuse and/or Neglect

PCS staff members are required to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, will immediately report or cause a report to be made via the Child Abuse Hotline (1-800-382-3738) to the Missouri Division of Family Services (DFS), as required by law.

Telephone

The school's phone system allows parents to contact our staff directly by using the voice-mail system. Telephone extensions do not go directly into the classrooms in order to assist in preserving a quality learning environment. Students are not allowed to use any telephones except in the case of an emergency or under teacher supervision.

Cell phones and other electronic communication devices are to be used only on the way to or from school for emergency situations. Cell phones and other electronic communication devices must be turned off and kept inside that child's book bag. Should parents and students need to communicate during the day for emergency situations, conversations should be done through the school office. Text messaging and emailing is not permitted during the school day. Should a cell phone be present during the day, it may be confiscated until a parent or legal guardian can come and pick it up. Cell phones are the sole responsibility of the student. The school does not assume liability for cell phones brought to school that is broken or stolen for any reason.

Title 1 Notification of Teacher Qualifications

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or another provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent: Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A. timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

ESSA Complaint Procedure for Families

Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES

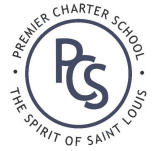
This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents

General Information



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1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint

3. How can a complaint be filed?

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

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

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

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

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

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

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

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?

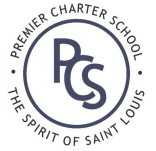
The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

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 five 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-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. Verification. Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).



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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 nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

Virtual Education

All Missouri public school students are eligible to participate in Missouri's virtual education program, called MOCAP. If you are interested in virtual education for your child, contact our registrar or your child's principal and we will give you more information about the program and application process. More information about MOCAP can also be found here: [The Missouri Virtual Instruction Program \(MOVIP\) transitioned to the Missouri Course Access and Virtual School Program \(MOCAP\)](#)

Visitors

Only essential visitors (e.g. parents/guardians, health officials, business officials, vendors that provide essential services to the school) shall be permitted inside the school building. Prior to visiting, potential visitors should schedule an appointment with a school principal or other staff member. PCS will require temperature screenings and wearing of face coverings for all essential visitors. Parents and guardians should only enter the school building when necessary. The essential visitor's name, date and whether the temperature is within the normal range (as specified by the current CDC guidelines for COVID-19) must be recorded in the daily log at the applicable building's entrance. Any essential visitor with a temperature higher than normal must leave campus immediately until his or her temperature is within the normal range.

Volunteering

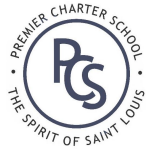
Premier Charter School was founded as a three-way partnership of students, parents, and teachers, joining together to create learning and enrichment opportunities for students as part of their community. While we are going to be limiting visitors to the school building this year, we welcome and encourage parental involvement in our community and would like to hear from you if you can help in any capacity that is consistent with our health and safety guidelines.

Throughout the year, we will be reaching out to parents and family members regarding any volunteering opportunities that we might have.

For the safety of our students, all PCS Volunteers (parents, relatives, friends, etc..) will be required to complete a Missouri Department of Social Services Request For Child Abuse Or Neglect/ Criminal Record Screening. All information will be kept confidential and the results of the record check will determine if the volunteer is allowed to work directly with students or can perform some other type of volunteer work.



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Withdrawing a Student from School

In the event that parents or guardians wish to withdraw their child from Premier Charter School, they must come to the main office and sign a withdrawal form before the child can be officially withdrawn from the school. Any pupil who is withdrawing from school must receive a withdrawal form no later than the day he/she is leaving. The parent should present the form to the school registrar. The registrar will sign the form indicating that the pupil has met all responsibilities. The school registrar will then issue a transfer and release report card, test score, and health information.

CHARACTER EDUCATION–BASED CONDUCT POLICY

Attending Premier Charter School is a choice made by students and their parents. The school was founded upon the premise that a school should have high academic standards; learning should be project and skills-based, and that students, teachers, and parents should, together, be partners in a small community who are also connected to a larger St. Louis Community.

In order for a community to be healthy and for individuals to work well together and trust one another, the PCS Board, Teachers, and Staff believe that the community should be centered around the *Love and Logic* program as well as three principles: Caring, Respect, and Responsibility.

Beyond these principles, we leave many specific rules unstated, taking for granted the honesty and good judgment of our students in their choice-making and the assistance of our teachers, staff, and parents in role-playing, discussing, and brainstorming how to make the best choices possible. We expect that each member of the community will be helpful and supportive of other members of the community and show respect for others at all times.

We welcome the cooperation and support of parents in helping us to uphold these standards. If parents and the school work together to try and establish the environment and boundaries necessary for students, we should have few discipline problems and will develop a strong sense of academic focus, trust, and community in our students and their families.

Bullying Policy

Premier Charter School is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students or adults toward School personnel or students on school grounds, or school time, at a school-sponsored activity or in a school-related context. As such, bullying is prohibited on school property or at any school function. Bullying is the intentional, repeated action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals that causes a reasonable student to fear for his or her physical safety or property, substantially interferes with the educational performance, opportunities, or benefits of any student without exception, or substantially disrupts the orderly operation of the school.

Bullying occurs when a student:

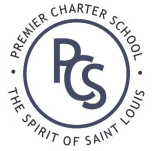
- Communicates with another by any means including telephone, wireless telephone or other wireless communication device, computer or pager, writing, cyberbullying including, but not limited to a message, text, sound, or image by means of an electronic device with the intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without a legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students or adults who are found to have violated this policy will be subject to the following consequences depending on factors such as the age of student(s), degree of harm, the severity of the behavior, number of incidences, etc. Consequences: Loss of privileges, classroom detention, conference with Teacher, parents contacted, conference with Administrator(s)/Principal(s), in-school suspension, out-of-school suspension, expulsion



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and law enforcement contacted. Retaliation against any person who reports an act of bullying is also prohibited and will be met with similar consequences.

Premier Charter School employees are required to report any instance of bullying of which the employee has first-hand knowledge within 2 days. Moreover, Premier Charter School will provide training for employees relative to the enforcement of this policy.

Acts of bullying can be reported verbally or in writing to classroom teachers or can be reported directly to school principals or teacher leaders.

Within two school days of a report of an incident of bullying is received, the school principal, or his or her designee, shall initiate an investigation of the incident. The school principal may appoint other school staff to assist with the investigation and the investigation shall be completed within ten school days from the date of the report unless good cause exists to extend the investigation.

Premier Charter School will give annual notice of this policy to students, parents or guardians, and staff. Premier Charter School will provide education and information to students regarding bullying, including information regarding this policy, the harmful effects of bullying, and other applicable initiatives to address bullying including 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 administration of the school shall instruct its school counselors, 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 including but 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. The provisions of this paragraph shall not be construed to contradict or limit any other provision of this section. The administration of the school shall 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.

Respect

We expect that all Premier Charter School Students will treat others with consideration both inside and outside the classroom. Students' treatment of each other must be respectful at all times whether or not an adult is present. Students are also expected to treat any adults who enter the school – teachers, staff, parents, and volunteers with respect. PCS encourages students, faculty and parents to accept, tolerate, and welcome differences. Any damage caused to school property – playground equipment, classroom supplies, the school building, etc. – will be charged to the responsible student(s).

Stealing and Vandalism

Willfully taking what does not belong to you or intentionally damaging what belongs to another person undermines the trust we share in our community and is considered a serious offense.

Student Whereabouts

Students must keep the school accurately informed of their whereabouts at all times when under the school's jurisdiction. The following rules govern the whereabouts of students on school days. It is expected that each student will remain in the school building or on the school grounds until his/her last commitment of the day when he/she will leave school in a car driven by a parent or guardian (with school permission granted). Each student is expected to be in his/her assigned location at all times unless given specific permission by a staff member to go elsewhere.

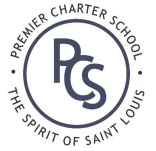
Treatment of Others

Teasing and/or physical aggression (pushing, kicking, hitting, etc..) towards another student or students will not be tolerated and will be considered a serious offense. Putting down, ridiculing, or being physically aggressive towards another person is not acceptable. These offenses constitute harassment and are punishable offenses. Premier



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Charter School community prohibits bullying, cyberbullying, ethnic, racial, sexist, or gender orientation abuse, or any sort of cruelty, and regards such acts as serious discipline offenses.

It's important to understand that in a public school environment the use of physical or verbal aggression as a means of responding to another's actions is not acceptable and will not be tolerated. PCS is well supervised and every adult is available to help. Students are expected to seek help from an adult in solving a problem as opposed to using physical or verbal aggression. Therefore, parents are asked NOT to direct their children to hit/fight back if someone is aggressive towards them. It's important to understand that if a child does choose to use aggression as a means of problem-solving, whether they started the problem or not, they risk the possibility of serious consequences including suspension or expulsion from school.

Trust

Cheating is a serious academic offense and will not be tolerated at PCS. The teachers would like to trust the word of every student at PCS and we assume that when a student hands in work the work has been completed by that student to the best of his/her ability. If a student claims to have completed work that he/she has not done, this is a serious breach of the trust that the teacher had in the student and is a form of cheating. It is also cheating to help another student to be deceptive.

In some instances, working together with a classmate or classmates is acceptable and can encourage cooperative learning. However, if only one student in the pair or group is doing all the work for others in the group, this type of group work can be harmful to students and can also constitute cheating.

Use of Fire

Any unauthorized use of fire (e.g. cigarettes, candles, incense, firecrackers, etc.) on school property is a potential threat to the safety of others and is not permitted.

Weapons and Simulated Weapons

No student at PCS is allowed to carry any type of weapon or simulated weapon to school; examples include guns, knives (regardless of size), peashooters, toy guns, etc. The PCS Administration reserve the right to determine if an item brought to school could be classified as a weapon or simulated weapon.

DISCIPLINE/DUE PROCESS PROCEEDINGS

Discipline is intended to serve as a learning experience for the student(s). We try to administer consequences, when necessary, with compassion and firmness, trying to encourage students to take responsibility for their own conduct and behavior. We do have a system of consequences; however, as far as the welfare of the community allows, we try to consider the needs and age of the individual student as well as the circumstances of the offense and the student's previous choice making.

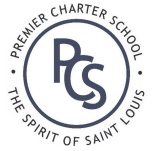
Our discipline system is based on the philosophy that, if a child is honest in admitting mistakes, his/her straightforwardness is the first step in accepting responsibility for the mistake, learning from the experience, and not repeating it. We recognize that an admission of error can be difficult for an elementary school student, so we count on the support of parents and teachers to help the student to be honest about making mistakes. In the best interest of the child, we ask for cooperation on the part of parents to uphold our discipline codes and proceedings.

Every student at Premier Charter School has a right to learn and thrive in a school atmosphere that is safe as well as conducive to academic achievement and social growth. Any behavior on the part of a student that threatens to disrupt the learning process or pose a danger to themselves or others is reprehensible and may result in consequences.



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Classroom Standards and Behavior

At Premier Charter School, we regard the relationship between the student and teacher as the most important ingredient for successful learning and growth; we ask parents, teachers, administrators, and other staff members to support these relationships so that children can thrive.

Discipline matters are handled with the classroom teacher in consultation with the school's administration. Each teacher has the right to set his/her own classroom standards in regards to homework policies and behavior. These standards and policies will be discussed with students at the beginning of the academic year so that students and parents will have a clear picture of teacher expectations and standards. In addition, each teacher has the right to assign consequences for unacceptable behavior in his/her individual classroom. These consequences may range from a call to parents/guardians to a restorative justice practice where students are given an opportunity to "make it right" in the event that his or her behavior caused harm to another student, teacher or school property. We ask for parental support of these classroom policies and the resulting consequences.

Any violation of our PCS Standards will result in consequences. These consequences will depend upon the seriousness and frequency of the offense and may range from a conversation with a staff member to required community service to expulsion.

All adults at Premier Charter School – teachers, administrators, staff members, school volunteers, etc. – are expected to uphold the St. Louis Charter School Community Standards so that students and adults may thrive in a safe atmosphere that is conducive to learning. Students and parents/guardians are expected to honor and uphold consequences related to violations of Community Standards. Refusal to serve penalties for Community Standards violations or continued violations of Community Standards may result in in-school suspension, out-of-school suspension, or expulsion.

Referral to Administration

In general, the following referral guidelines will be followed although school administration reserve the right to issue whatever consequence they deem to be most appropriate including :

Situations in which staff members are needed in order to stop physical situations will be considered severe and dealt with as such.

Consequences for offenses will typically be assigned in a level of progression. They may include but are not limited to a warning, conference with parents or administrators, assignment to an Alternative Classroom Placement, or out-of-school suspension.

Long term suspension will be decided upon at the discretion of the school's Head of School.

Although Alternative Classroom Placement and out-of-school suspensions are assigned for a specific number of days, it is the expectation that students complete all assigned work. In addition, a parent conference may be held and/or a positive choice-making plan developed. If a parent conference is not held within 5 days following the student suspension the school may be required to make a referral to the Missouri Division of Family Services for educational neglect.

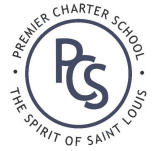
Parent/Legal Guardian Pick-Up

At times the severity of a student's behavior or behavioral choice making may require the necessity of a parent/guardian to pick the student up from school. It is expected that the school will have on file contact telephone numbers used for such emergencies. A contact telephone number is one in which the parent or legal guardian can be in verbal communication with the school within a 30 minute time period. If the school is unable to reach the parent/legal guardian, the parent/legal guardian refuses to pick up the student within a 60 minute time period, or the parent/legal guardian displays uncooperative and inappropriate behavior then the school may be required to make a referral to the Missouri Division of Family Services for educational neglect.



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Based on the severity of the referral, administrators do reserve the right to issue whatever consequence they feel is appropriate. It's important to understand that in a public school environment the use of physical or verbal aggression as a means of responding to another's actions is not acceptable and will not be tolerated. PCS is well supervised and every adult is available to help. Students are expected to seek help from an adult in solving a problem as opposed to using physical or verbal aggression.

Referral to the Board

Administrators/Principals are authorized to suspend students for periods of time not to exceed ten (10) consecutive school days for violation of School regulations and are authorized to impose additional suspensions of not more than 10 consecutive school days in the same school year for separate acts of misconduct. Administrators/Principals may also recommend extensions of suspension for periods of time up to 180 consecutive school days to the Head of School. The Head of School may suspend students for periods up to 180 consecutive school days and recommend longer suspensions and expulsions to the Board. Only the Board may impose suspensions in excess of 180 consecutive school days. Under MO State Law, a student has the following procedural rights when facing a long-term suspension or expulsion:

- Written notice of the charges;
- The right to be represented by a lawyer or advocate;
- Adequate time to prepare for the hearing;
- Access to documented evidence prior to the hearing;
- The right to request that witnesses attend the hearing, and to question them;
- A reasonably prompt written decision including specific grounds for the decision

Readmission after Expulsion

Within a reasonable time (minimum 6 months) after a student has been expelled, if parents would like Premier Charter School to consider re-admitting the student to the school, parents may write a letter to the school's Head of School asking for reconsideration. The request will be taken to the PCS Board responsible for recommending the expulsion. The PCS Board will decide, based on many factors, whether or not the student should be eligible for re-admission (based on space availability) with the input of the classroom teacher and administration.

Suspension/Expulsion and Special Needs

The above proceedings must be altered if the student being considered for suspension or expulsion is a special education student. The Head of School, directors, and the special education coordinator are familiar with the MO State Laws concerning serious discipline considerations for special education students. If the student facing a suspension (beyond 10 days)/expulsion hearing with the PCS Board is a special education student with an IEP, the special education coordinator or a trained special education teacher will be included in the hearing in order to ensure the student's rights and to make recommendations as to appropriate penalties or actions.

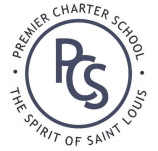
Examples of Conduct Possibly Leading to Suspension/Expulsion

The following are examples of inappropriate conduct that could result in suspension/expulsion. They include but are not limited to:

- Truancy, excessive tardiness or absenteeism
- Failure to comply with the PCS Community Standards
- Inappropriate dress
- Cheating
- Cyberbullying
- Habitual refusal to complete assignments
- Refusal to obey school staff
- Profanity
- Trespassing
- Insult/Abuse of school staff or students
- Defiance of authority
- Endangering the health and safety of others
- Theft
- Threats of bodily harm
- Extortion
- Violation of transportation rules
- Violation of the Acceptable Use Policy
- Intimidation, assault, or sexual harassment
- Conduct involving property damage, vandalism, and arson
- Conduct involving illegal/prohibited substances



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- Conduct involving weapons or simulated weapons
- Middle School detention (if not served)

It's important to understand that in a public school environment the use of physical or verbal aggression as a means of responding to another's actions is not acceptable and will not be tolerated. PCS is well supervised and every adult is available to help. Students are expected to seek help from an adult in solving a problem as opposed to using physical or verbal aggression. Therefore, parents are asked NOT to direct their children to hit/fight back if someone is aggressive towards them. It's important to understand that if a child does choose to use aggression as a means of , whether they started the problem or not, they risk the possibility of serious consequences including suspension or expulsion from school.

Searches By School Personnel

PCS officials have the authority to search students' property (including purses, backpacks, gym bags, etc.), provided that the search is reasonable under all the circumstances. To maintain the safety and welfare of students and staff as much discretion as possible will be exercised in all searches. Strip-searches are NOT conducted by school officials, under any circumstances. Lockers and desks assigned to students remain the property of Premier Charter School and may be searched by school officials with or without notice.

PCS officials will also call in law enforcement officials when they deem it necessary or appropriate or otherwise required by law. Those law enforcement officials may also conduct searches and take other appropriate action pursuant to their authority.

Sexual Harassment

Included in this handbook is a copy of the Premier Charter School Sexual Harassment Policy. The following response procedures are recommended by the school in order to help stop the inappropriate behavior so that each person can operate freely within the school and feel unencumbered by unwelcome comments or gestures. Sexual harassment is a form of sexual discrimination that occurs when one person subjects another person to unwanted sexual attention, coerces him or her into sexual activity, and/or punishes his or her refusal. Sexual harassment may be manifested verbally, which includes, but is not limited to, touching, patting, pinching, brushing up against another's body, physical assault, rape, or subtle pressure for sexual activity.

While it is not possible to list all circumstances that may constitute sexual harassment, the following are some examples of conduct, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances- whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of sexual activities.

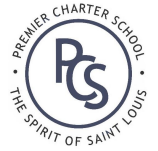
The accusation of sexual harassment is a serious one, and all cases will be given immediate individual attention with the strictest confidentiality imposed.

Informal Response

- A. Any student who believes they have been sexually harassed should tell the offending party to stop. If this is not possible, if the behavior does not end, or if the offending behavior is sufficiently troubling, the student should bring their concern to a trusted adult member of the Premier Charter School Community (teacher, directors, Head of School, counselor, etc.) who will listen, act as a sounding board and explore possible choices to resolve the situation quickly.



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- B. The adult will consult with Premier Charter School's Head of School to determine what response, if any, is appropriate. The response will generally include meeting both parties, counseling, mediation, or any other measure appropriately addressing the student's concerns. The parents of the students involved will be contacted.
- C. The Head of School will follow up with all appropriate parties to make sure that the situation has been corrected to prevent reoccurrence and to ensure that neither student is subjected to acts of retaliation. All students should take note that retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperation with an investigation of sexual harassment will not be tolerated.

Formal Response

- A. If an informal resolution cannot be reached, if the alleged harassment has not stopped, or if the alleged incident is sufficiently serious to warrant formal proceedings in the first instance, the student or an adult acting on the student's behalf will initiate formal proceedings by submitting to the Head of School a written, signed, confidential complaint describing in detail the alleged incident(s) of harassment. The parents of the students involved will be notified of the complaint.
- B. The accused, along with his/her parents, will be notified as soon as possible and given a copy of the report. The accused, along with his/her parents, will be required to provide a written, signed, confidential response to the Head of School within 48 hours.
- C. Both the complainant and the accused will be offered psychological support by the school counselor.
- D. The Head of School will gather facts, and conduct confidential interviews with the complainant, the accused, and all other individuals with information relevant to the charge. Both parties will have the right to review and inspect all evidence that has been gathered during the fact-finding process.
- E. The Head of School will attempt to resolve the matter after the investigation and will issue a written determination of findings and resolution.
- F. Either party has the right to an appeal.
- G. After the matter is resolved, the Head of School and counselor will follow up to make sure the situation has been corrected and to make sure that neither student is suffering any retaliation.
- H. Parents of both students will be kept informed.

If law enforcement officials are involved, Head of School will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the students at school. Ordinarily, a reasonable effort will be made to notify the student's parents. If the interviewer raises a valid objection to the notification, parents will not be notified.

Students will be afforded the same rights in dealing with law enforcement officials that exist outside the school. However, within the framework of legal rights, students have the responsibility to cooperate with law enforcement officials.

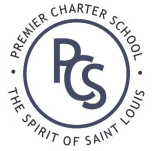
Notice of Nondiscrimination

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organization that have entered into agreements with Premier Charter School are hereby notified that Premier Charter School does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, Premier Charter School provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning Premier Charter School's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title



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IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance Officer/Title IX Coordinator listed below, who oversees Premier Charter School's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

Premier Charter School has established grievance procedures for persons unable to resolve problems arising under the statutes above. Premier Charter School's Compliance Officer/Title IX Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, Missouri 64106; telephone (816) 268-0550.

COMPLIANCE OFFICER / TITLE IX COORDINATOR

Mike Schrimpf, Assistant Head of School, 5279 Fyler Ave., St. Louis, MO 63139, 314-645-9600,
mschrimpf@premiercharterschool.org

Martha Gray, Lead Therapist, 5279 Fyler Ave., St. Louis, MO 63139, 314-645-9600,
mgray@premiercharterschool.org

FERPA and Directory Information

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after Premier Charter School receives a request for access.

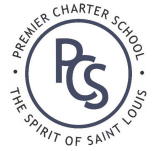
Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask Premier Charter School to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.



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3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Premier Charter School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office

U.S. Department of Education

400 Maryland Avenue, SW

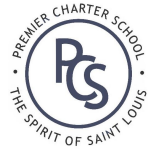
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for



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purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made,

subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))

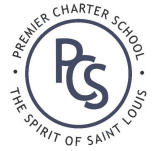
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))

- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))

- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))



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NOTICE OF DESIGNATION OF DIRECTORY INFORMATION

Dear Parents and Guardians:

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Premier Charter School, with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Premier Charter School may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Premier Charter School to include this type of information from your child's educational records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

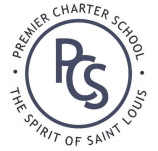
Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Premier Charter School to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by September 8th, 2020.. Premier Charter School has designated the following information as directory information:

- Student's name
- Grade Level
- Address
- Participation in officially recognized activities and sports
- Telephone listing
- Photograph (Including photos posted to the PCS Facebook Page or other social media source)
- Weight and height of members of athletic teams
- Date and place of birth
- Dates of attendance
- Degrees, honors and awards received



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Distance Learning Student Information, Photo, and Video Release "Opt Out" Form

This year, all students will be participating in distance learning, which includes participating in virtual lessons that may be recorded. The Family Education Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Parents and eligible students have a right to opt out of the inclusion of your student's information, photo/image, and video in distance learning videos and audio. If you wish to opt out you must return this form no later than September 8th, 2020. This opt out remains in effect until you rescind your decision in writing or your student graduates.

DO NOT return this form unless you want to opt out of Premier Charter School utilizing your student's personally identifiable information, photographs/images, or videos as outlined below.

Student Name: _____

Grade: _____

School Year: _____

____ Please DO NOT include my student's personally identifiable photos or video for the purposes of distance learning videos and audio.

Parent/Guardian's Name (Please Print): _____

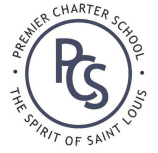
Date: _____

Parent/Guardian Signature _____



PREMIER CHARTER SCHOOL

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School-Issued Technology Devices

The following section of this handbook outlines acceptable use of school-issued technology devices regardless of whether a student is participating in virtual or in-person learning. There is also an addendum section that specifically governs student use of school-issued devices for virtual learning. Most school-issued devices are Chromebooks, but for the purposes of this policy, the term “Chromebook” means any technology device issued by the school.

ORIGINALLY INSTALLED SOFTWARE - GOOGLE APPS FOR EDUCATION (GAFE)

All Chromebooks are supplied with the latest Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shutdown and restarted. There is no need for virus protection with the Chrome OS. Chrome provides multiple layers of protection against viruses and malware, including data encryption and verified boot.

Chromebooks seamlessly integrate with the Google Apps for Education (GAFE) suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Sites, *Google Classroom* and Forms. The District will provide GAFE accounts for all teachers, students, and support staff. Grade level software apps are installed remotely onto Chromebooks and managed by PCS.

Students will create and save their school-related files to Google Drive, which is stored in the cloud. Students can access their Google Drive not only from their Chromebook, but also from any computer or device that has Internet access. Students will understand that the Google Drive can be monitored by the district administration and should not contain personal files. Students are assigned a Premier Charter School (@stlpcs.org) email through GAFE that is managed by Premier Charter School. Students will be able to communicate with other students and staff within Premier Charter School with this email address.

Email is monitored by PCS and is subject to filtering of inappropriate content. Students are expected to adhere to the rules and regulations for email use as outlined in this signed PCS policy.

Additional Software Apps and Extensions

Chrome Web Apps are advanced websites that are similar to other types of programs that are installed on a computer. The main difference from other types of programs is that apps can be used within the web browser rather than being installed on the Chromebook. Some Web Apps (for example, Google Docs) will be available to use when the Chromebook is not connected to the Internet.

Extensions and Add-Ons are custom features that you can add to Google Chrome to enhance the functionality of apps. PCS will install additional apps, extensions and add-ons as they are recommended and approved by teachers and site administrators for a particular course.

CHROMEBOOK CARE: PROTECTING AND STORING YOUR CHROMEBOOK

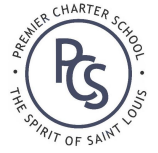
Students are responsible for the general care of school-owned Chromebook. Please review and follow these care guidelines to ensure that all school-issued devices remain in proper working order.

General Care and Precautions

- Vents should not be covered.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks should be kept away from food and drinks, small children, and pets.
- Do not bump the Chromebook against lockers, walls, car doors, floors, etc.
- Chromebooks should never be dropped from any height.



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- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of Premier Charter School.
- Chromebooks must never be left in any unsupervised area, whether on school grounds or off campus.

Chromebook Screen Care

- The Chromebook screen is particularly sensitive and can be easily damaged if subjected to rough treatment and excessive pressure.
- Protect the Chromebook screen by following the rules below:
- Do not lift Chromebooks by the screen.
- When moving a Chromebook support it from the bottom with the lid closed.
- Clean the screen with a soft, dry anti-static, or microfiber cloth.
- Do not use window cleaner or any type of liquid or water on the Chromebook.
- Do not lean or place anything on top of the Chromebook.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks).
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke the screen.
- For screen adjustment do not grasp screen by wrapping hand around screen; your thumbs can shatter the screen.

Carrying Chromebooks

- Never carry the Chromebook while the screen is open.
- Do not transport Chromebook with the power cord inserted.
- Always carry the Chromebook in a secure fashion.

Storing Your Chromebook

- Chromebooks should be stored safely at all times.
- Chromebooks should never be shoved into a locker, placed on the bottom of a pile or wedged into a book bag as this may break the screen.
- Never store your Chromebook in your carry case or backpack with the power cord inserted.

Asset Tags and Cases

All Chromebooks will be labeled with a Premier Charter School asset tag. Chromebook asset tags are recorded and associated with student accounts. Chromebooks must have a PCS asset tag on them at all times. Asset tags and logos may not be modified or tampered with in any way. Students may be charged up to the full replacement cost of a Chromebook for tampering with a school asset tag logo or turning in a Chromebook without a school asset tag or logo.

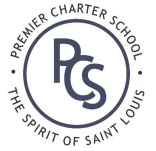
USING YOUR CHROMEBOOK

Student Responsibilities and Legal Propriety

- Make sure your Chromebook is ready to use each day, this includes ensuring that it is fully charged and functioning properly.
- Follow each teacher's rules and expectations regarding Chromebook use in the classroom.
- Do not loan your Chromebook to anyone or leave it unattended.
- Do not change settings, remove identification tags or barcodes from school issued devices.
- Follow Internet safety guidelines.
- Keep personal information and identity secure and private. Never reveal your full name, phone number, home address, Social Security number, credit card numbers, passwords, or passwords of other people.
- Obey general school rules concerning behavior and communication that apply to technology use.
- Do not send anonymous or misleading communications for any purpose.
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, and text.



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- Use PCS network, services, devices or equipment in a manner that is not disruptive to others, such as disseminating inappropriate content, spam/viruses, transferring large amounts of data across the network, or attempting to hack into network/online systems.
- Do not attempt to bypass the PCS web filter, attempt to gain access, or use/change other student's accounts, files, or data.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline.
- Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the district.
- Students must not use the school's Internet/email accounts for financial or commercial gain, or for any illegal activity including , bullying, harassing, credit card fraud, electronic forgery or other forms of illegal behavior.

Photos, Screensavers, and Background Photos

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures will result in disciplinary actions.
- Photos/videos require a large amount of storage space on the device. Only photos that are for an educational purpose should saved to the device.
- All other photos/videos should not be taken or stored.

Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for educational purposes.
- Students should have their own personal set of headphones, which may be used in the classroom at the discretion of teachers.
- Data Storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available.
- Any instance of downloading apps that have not been approved by the district are carefully monitored.
- Students may be directed by school personnel to remove apps, music, videos if the storage of instructional materials is compromised.

SECURITY

Chromebook Security & Inspection

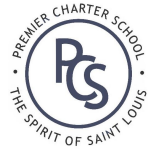
- PCS uses a centralized Chromebook management system, which is utilized to change security settings, update software, add or remove applications, and monitor usage.
- Periodic checks of Chromebooks will be made to ensure that students have not removed required apps/extensions.
- Any attempt to change the configuration settings of the Chromebook will result in an immediate disciplinary action.
- All activity on the Chromebook and school-issued email account is subject to search as school property.

Network Security

- Premier Charter School will be responsible for providing network access and content filtering at school.
- Premier Charter School makes no guarantee that their network will be up and running 100% of the time. In the rare instances that the network is down, the Premier Charter School will not be responsible for lost or missing data.
- Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc., as this type of network outage will affect all students and staff in the school building.
- The school utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA).
- Chromebooks can only be logged onto with a Premier Charter School account. Your student should know their login information, but if they have forgotten, they can get that information from their teacher or principal.



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- Chromebooks are protected by a filtering device called Securly. If students search for a potentially inappropriate topic, the site is blocked and their administrator will get an email alerting them. Your student's administrator will then contact you, if needed, since these are sometimes very innocent searches.
- All PCS Chromebooks are managed through the Google Admin Console. Device and user settings are controlled remotely, regardless of where the device is physically located. Attempts to modify these settings are not permitted.
- All Chromebooks will have all Internet activity protected and monitored by the school *while on campus*. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.
- Parents/guardians are responsible for filtering and monitoring student internet use when off campus and at home.
- Attempting to disable or bypass PCS Internet content filters, including using or attempting to use proxies to access sites that would otherwise be restricted, is not permitted and will result in disciplinary action. Student use of the Internet may be monitored at school.
- Restrictions on the network and computers will block certain functions. Any attempt to bypass these restrictions will be seen as a violation of the Premier Charter School and appropriate disciplinary action will be taken.

Privacy

All files stored on the Premier Charter School network are the property of PCS and are subject to regular review and monitoring for responsible use. Internet history and email checks may occur at the discretion of Administration. *Students have no expectation of confidentiality or privacy with respect to the usage or content of a school-issued Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law.*

IMPORTANT REMINDER:

All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.

REPAIRS, CLAIMS & FEES

Chromebook Repairs

If a school provided device is lost or damaged, report the situation to your child's teacher and principal immediately. If a device is stolen, please also notify local law enforcement and submit a copy of the report to your school principal. If deemed necessary, a replacement will be issued if there is one available.

Fees/Fines

In the case of a lost or stolen Chromebook, students will be responsible for the full replacement cost. In the case of a damaged Chromebook, students will be responsible for the cost associated with the repair or replacement. Students who lose or damage a Chromebook will be loaned a replacement device until their device is repaired or replaced (if possible). If a student ends enrollment with Premier Charter School prior to the end of the school year, the device and adapter must be returned to the school or a \$250 charge will be assessed.

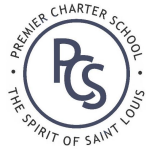
As mentioned throughout this document, misuse of Chromebooks has the potential to earn disciplinary consequences.

Examples of conduct warranting disciplinary action include, *but are not limited to* the following:

- Leaving Chromebook unattended or unsupervised
- Failure to utilize protective case
- Inadequate care for Chromebook, case, charger, and other peripherals
- Multiple damage instances caused by abuse or neglect of Chromebooks and peripherals
- Resetting Chromebook to factory defaults
- Placing the Chromebook in developer mode
- Removal of District Asset Tags



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- Downloading inappropriate apps and media
- Adjusting settings on someone else's Chromebook
- Deleting school-installed settings from a Chromebook
- Adding a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps
- Loaning of student device to other students inside and outside of school
- Logging in under personal Google account to download purchased apps for yourself or another student(s)
- Attempting to bypass PCS Network Security, including web and content filtering
- Attempting to gain access to other students accounts
- Illegal installation or transmission of copyrighted materials
- Transmitting or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Intentionally causing damage to another student's Chromebook or device
- Failure to comply with the guidelines listed in this Handbook, or repeated occurrences of Chromebook damages caused by neglect or abuse, may result in further disciplinary action, fees, and the loss of computer use privileges.

Use and Troubleshooting

The Chromebooks your children will be issued are those they used daily here at school, so they should be very familiar with their functions and capabilities.

Here are some tips for the Chromebooks that should help in maintaining and operating them:

1. **PLEASE** do not allow food or drinks around the Chromebooks. One spill could leave a Chromebook irreparable.
2. To clean the screen, please use a microfiber cloth. If you don't have that, you can use a very slightly dampened paper towel.
3. To clean and disinfect the keyboard, you can use a Clorox wipe, but **YOU MUST** ring out the wipe before to remove excessive moisture. If you do not ring it out first, the extra moisture could drip down between the keys and short out the electronics in the Chromebook.
4. Most issues with the Chromebook not functioning properly can be resolved with a reboot. Just hold down the power button for about 20 seconds and then reboot and log in.
5. If you are having technical issues with the Chromebook please email techsupport@premiercharterschool.org.

Connecting to a wireless network:

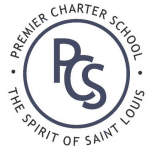
1. Open the Chromebook and allow it to boot up.
2. On the sign-in screen, click on the time on the lower right of the screen.
3. Near the upper left of the window that opens, click on the triangle icon that probably says "Not connected" below it.
4. You'll see a list of all wireless networks in range. Click on your WiFi network.
5. Type in your network password and click "Connect"

IMPORTANT

When **first using** the Chromebook in the home, please connect to WiFi and then **wait about 5-10 minutes before logging in**. This will give the Chromebook time to pull updates, such as allowing the student account to connect to private networks such as home WiFi and for Zoom to install for virtual class meetings. You will only need to wait 5-10 minutes to log in the first time you use the Chromebook in your home. After that, you can log in as you normally would.



PREMIER CHARTER SCHOOL Student and Parent Handbook



Parents/guardians—please review this handbook in its entirety with your child. By signing this handbook, you and your child agree to abide by it and any other school policies, including those policies related to PCS-provided technology devices. If you have any questions, please contact your child's teacher, or building principal.

(Student Name)

(Student Signature and Date)

(Parent Signature and Date)