Seckman Elementary School Student/Parent Handbook 2025 - 2026



Principal

Dr. Paul Husch

Assistant Principal

Sherri Bean

School Colors

Blue & Gold

School Mascot

Jaguar Cub

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Fox C-6 School District 745 Jeffco BLVD, Arnold, MO, 63010 636-296-8000 www.fox.k12.mo.us

Handbook Policies and Procedures

School and district handbooks contain policies and procedures that may be updated throughout the course of a school year. Updates to district-wide policies can be tracked by following Board of Education meetings through BoardDocs, and any changes to the policies contained in this handbook will be made available on district and building websites.

Please check the district website at www.fox.k12.mo.us frequently for the most updated versions of our policies, procedures, and other useful information.

Please see the district handbook for specific regulations and policies.

Principal's Message

Dear Students and Parents/Guardians,

I'm so excited to welcome you to the 2025-2026 school year. We know this year will be a new adventure for all of our students, both returning and new. This time of year is always filled with so much anticipation and promise, and can't wait to see all of the amazing things we'll accomplish together.

This handbook is designed to be a helpful guide to our school procedures and policies. We believe that a strong partnership between home and school is essential for student success, and this handbook is a key part of that communication. Please take some time to review it carefully. By understanding our policies and procedures, we can work together to ensure a positive and successful school year for every child. After you've had a chance to read through the handbook, please sign and return the separate signature form.

I am looking forward to getting to know all of you. My door is always open, and I encourage you to reach out to me or the office with any questions. Together, we'll continue to provide our students with a successful foundation through education, empowerment, and strong character.

Sincerely,

Dr. Paul Husch Principal

Seckman Elementary Staff Roster

2025 - 2026

Staff Member	Role	Staff Member	Role
Dr. Husch	Principal	Mrs. Bean	Assistant Principal
Mrs. Perstrope	Secretary		Diagnostic Secretary
Ms. Gearon	Counselor	Ms. Ruby	Nurse
Ms. Spradley	Teacher-Kindergarten	Ms. Towers	Teacher-Kindergarten
Ms. Triplett	Teacher-Kindergarten	Ms. Brown	Teacher-1st Grade
Ms. O'Reilly	Teacher-1st Grade	Ms. Schlarman	Teacher-1st Grade
Ms. Capps	Teacher-1st Grade	Ms. Freeman	Teacher-2nd Grade
Ms. Lanfer	Teacher-2nd Grade	Ms. Zaretzky	Teacher-2nd Grade
Ms. Artinger	Teacher-3rd Grade	Ms. Drews	Teacher-3rd Grade
Ms. Kehm	Teacher-3rd Grade	Mr. Raye	Teacher-3rd Grade
Ms. Gathard	Teacher-4th Grade	Ms. Hargis	Teacher-4th Grade
Ms. Penrod	Teacher-4th Grade	Ms. Salsman	Teacher-4th Grade
Ms. Brooks	Teacher-5th Grade	Ms. Cookson	Teacher-5th Grade
Ms. Herget	Teacher-5th Grade	Ms. Sweeney	Teacher-5th Grade
Ms. Howley	Speech Pathologist	Ms. Alstat	Speech Pathologist
Ms. Barbagallo	Occupational Therapist	Ms. Raster	Diagnositician
Ms. Schrum	Teacher-Art	Ms. Hampel	Teacher-Music
Mr. Werner	Librarian	Ms. Wuertenberg	Teacher-Physical Education
Ms. Randolph	Teacher-Reading Specialist	Ms. Kline	Teacher-Interventionist
Ms. Halim	Teacher-Special Education	Ms. Richardson	Teacher-Special Education
Ms. Green	Teacher-Special Education	Ms. Lane	Teacher-Special Education
Ms. Summers	Teacher-Special Education	Ms. Compton	Teacher-Special Education
Ms. Clampet	Teacher-ELL	Dr. Spears	Audiologist
Ms. Teague	Teacher-Special Education	Ms. Otterbach	Interpreter

Mr. Sides	Custodian-Daytime		Custodian-Evening
Mr. Arons	Custodian-Evening	Ms. Benz	Food Service-Manager
Ms. Burke	Food Service	Ms. Parsley	Occupational Therapist
Ms. Braddy	Paraprofessional	Mr. Manning	Paraprofessional
Ms. Blancett	Paraprofessional	Ms. Pace	Paraprofessional
Ms. Angelo	Paraprofessional	Ms. Jones	Paraprofessional
Ms. McFerran	Interventionist	Ms. Barton	Building Aide
Ms. Prezzavento	Building Blocks Preschool	Ms. Bartlome	Building Blocks Preschool
	Building Blocks Preschool	Ms. Moshi	Building Blocks Preschool
Ms. Flores	Itinerant Counselor	Ms. Eirvin	CKC Site Coordinator

Seckman Elementary Student Bill of Rights

We have the right to teach and learn without distractions from others.

We have the right to feel safe from verbal, physical, and emotional abuse from others.

We have the right to enjoy lunchtime and free time without teasing or bullying.

We have the right to expect appropriate and not hurtful communication from others.

We have the right to be treated with respect by teachers, students, and staff.

We have the right to have our own opinions, disagree with others, and respectfully express our opinions.

We have the right to feel respected - not to be treated badly for any reason beyond our control.

We have the right to expect people to follow the discipline policy of our school with fairness.

We have the right to expect excellence from one another.

We have the right to take pride in our school and empower each other to be leaders.

We have the right to expect a positive school environment that builds our sense of personal value.

Homework

The beginning of a new school year is the perfect time to create positive homework habits. Please try these:

<u>Check your child's backpack daily.</u> Every child in grades 4-5 will have an assignment notebook. All daily assignments will be written in this book. Please look at the assignment book daily. Students take home checked papers, notes from the teachers, notes from the office, and other important communications regularly.

Help your child to focus on the task by asking, "What do you need to do today?"

<u>Help your child to find a homework place</u> where s/he can be productive – sitting at a desk, sprawled on the floor, etc. There is no one right way. Please limit distractions.

Block a daily time for reading for pleasure. Listen to your child read aloud on his/her *reading level*. Read to your child on his/her *listening level*.

Volunteer Opportunities

Parents, grandparents, guardians, and community members are invited to volunteer for library, committee work, classroom help, individual tutoring, PTO functions, or other school activities. Older adults (50 and older) are invited to work with a child as a weekly reading and writing tutor through our OASIS Program. Please call the school for more information if you are interested or know someone who is interested in volunteer work at the school. For the safety of all children, volunteers will need to fill out volunteer forms annually and may be subject to a background check before being able to volunteer.

Seckman Elementary Parent/Teacher Organization

Seckman Elementary has a very active Parent/Teacher Organization called SEPTO(Seckman Elementary Parent/Teacher Organization). See the school calendar for meeting times and dates. As a voting member you will have a voice in many school decisions. You will have an opportunity to be involved in a PTO Committee.

Conferences and Visits

We encourage communication between home and school. Conferences will be scheduled at the end of the 1st and 3rd quarters. They may also be scheduled throughout the year. Please send a note, email, or call in advance to schedule a conference with your child's teacher at any point. Conferences will be scheduled at such times that they do not interrupt or interfere with a teacher's instructional time.

School Visitors/Classroom Passes

All visitors must check in with the office and have proper identification. If you would like to visit a classroom please plan this in advance with the teacher. This includes situations where you may be in the building for a different purpose, do not just drop into the classroom and disrupt learning.

Notes Home

Please encourage your child to take all school notes home and check the back pack daily. Information will be sent home with students on a regular basis throughout the school year. Emails and text messages are more routine but notes still do go home so please keep an eye out for these in your child's folder.

Classroom Parties and Birthday Celebrations

Fall, Winter, and Spring parties are organized by classroom room parents. Contact your teacher if you are interested in helping with parties. We do not take educational time for birthday parties at school, but individual birthday treats can be shared with the entire class so long as they are store bought and unopened. Please consult with the teacher about classroom allergies. Party invitations passed out at school must be passed out to the entire class or all of the boys/girls. Balloon bouquets should not be delivered to your child at school. This is a distraction from the educational process and poses a safety threat on the bus.

Regulation for Food Distributed to Students -

Other than From the Cafeteria

All food prepared commercially, by a health department approved restaurant, or by a food vendor, may be distributed to students. Items prepared at home or brought uncooked from home may not be served. When distributing any food items to students at school, protective gloves must be worn and items are to be distributed in individual servings. Students are not allowed to serve themselves from food offered in bulk, such as popcorn, candy (unwrapped), chips, etc. Any food prepared and/or served at school other than by food service personnel will follow the food service department preparation and serving procedures. To protect and provide for children with food allergies, before sending a treat, please send a note to your child's teacher stating what you would like to send and on what day.

Counseling Services

Safe Line Program – 296-SAFE (296-7233)

SAFELINE is a confidential reporting system available to students, teachers, staff, parents and others that allows for the person to report situations which affect the safety, security, or welfare of any student or Fox C-6 staff member. Anyone who has knowledge of any situation which they feel will lead to an injury, property damage, or some other type of crime may call the SAFELINE, 296-SAFE (296-7233) 24 hours a day. The school district Director of Safety and Security, Mr. Paul Burch, retrieves messages several times a day.

Crisis Helpline - 988 - https://missouri988.org/

School and Office Hours

The office is open from 7:30 a.m. until 4:30 p.m. Teachers are present from 8:30 a.m. until 4:05 p.m. School begins at 8:50 AM. Supervision for your child is provided beginning at 8:30 AM. Children do not go to the classroom prior to this time. In order to help us provide for the supervision and safety of your child, no student is allowed to be dropped off at school before 8:30 AM. If you must leave earlier for work, please make arrangements for a sitter to supervise your child until bus time or contact our Character Kids Club to enroll in the before-school program. School is dismissed at 3:50 p.m. Buses will depart normally by 3:55 p.m.

Character Kids Club (CKC)

The school district provides a before and after school latchkey program at Seckman Elementary from 6:30 AM until 6:00 PM. Enrollment forms can be picked up in the office or from the CKC personnel. For more information, please call 282-6915. Scholarships are available for families who qualify for financial assistance.

School Attendance

Absences

If your child will be absent due to illness or for any other reason please call the school at 636-296-2030 or 636-282-1462, as early as possible in the morning. An automated call will go out to the parent of any absent child whose parent/guardian did not phone school to report the absence. Regular school attendance is essential for your child to receive the maximum benefit from classroom instruction and to achieve his/her full potential. It is the responsibility of the parent to see that their child attends school regularly.

Attendance letters will be sent after several absences to keep you informed. These letters will reflect excused and unexcused absences. Someone from SES will call on excessive absences. Excessive unexcused absences will be reported to the Division of Family Services.

Tardies

Any student arriving after the 8:50 bell must be signed in by an adult at the office before going to the classroom.

Make Up Work For Absentees

If your child is absent for only one day, they can make up the missed work after returning to school. For absences of two or more days, you may pick up your child's work from the office. In order to avoid the interruption of instructional time, please call the school in the morning and pick up the schoolwork after 3:00 PM. If this is not convenient for you, your child may make up missed work after returning to school. To avoid classroom interruptions and lost books and assignments, children are not to pick up work or books for other children. Students who go on vacation will pick up work upon their return to school.

Leaving and Returning

Students must be signed in/out by a parent when leaving for or returning from an appointment during the school day. Unless you have a specific need to pick up your child early, please allow him/her to finish the school day. Teachers convey information and conduct classroom activities right up to dismissal time. When possible, medical and dental appointments should be made outside of school hours. If a child needs to be excused early, a note stating the reason and time you are picking your child up should be sent on the morning of the dismissal.

Parents must come into the office and sign the student out. For the safety of your child, she/he will not be allowed to leave the building unescorted at any time. A child will not be released to anyone other than the parent or legal guardian, unless the school has been notified in writing by the parent or legal guardian.

Student Drop-Off/Pick-up Procedures

Dropping off students after 8:30

For the safety of your child, cars are not permitted to drive through the bus zone or through the gate in the back of the school. Please drop your child off at the designated drop-off spot located at the end of our sidewalk (on the Seckman Middle School side).

Picking Up Students at 3:50

For the safety of your child, cars are not permitted to drive through the bus zone or through the gate in the back of the school. At the dismissal bell, students who will be riding buses will walk out to the buses. Students who will be parent pick-up will go to the cafeteria by grade level. If you will be picking up your child, please park in the parking lot between the elementary and middle school. The back exterior doors of the cafeteria will open at 3:45. The students will be seated by grade level/classroom teachers in our gym and cafeteria. Please have your ID with you. You will show your ID to the staff member at the outside doors of our cafeteria. You will then go to the gym side of the building where your child will be coming through the back exterior doors of the gym.

In severe weather

If the building is in a shelter order due to severe weather all staff will be seeking cover. We will not have office staff available to sign your student out until the all clear has been issued. We will begin the dismissal process as soon as it is safe for staff and students.

Dropping off Forgotten Items

Students will be paged to the office to pick up forgotten books, jackets, band instruments, etc. to provide uninterrupted instructional time for the class.

Telephone/Address Changes

Whenever you have a change of address, telephone number, emergency contact, babysitter, etc. please make these changes to the Infinite Campus Portal and contact the office so we are aware of these changes. This information is vital whenever an emergency arises.

Early Dismissal/ School Cancellation

It may be necessary to cancel or dismiss school early because of any emergency situation. In the event of early dismissal, the district transportation will make every effort to transport all students home as soon as possible. No child will be allowed to leave with another person, relative, or babysitter unless we have written parent permission to that effect in the student's file or presented to us at the time the child is taken. All parents or designated parties should sign the student out in the office.

For early dismissal / school cancellation information – the district will send out communication via email and/or text messages; the following stations will carry information: KMOX (1120), WIL (92.3 FM), KJCF (1360AM), KXOK (630 AM), Fox (2), CBS (4), NBC (5). Phone calls to school during this time are discouraged as we are in communication with the administration and transportation offices. Because early dismissal can happen at any time, especially during the winter months, you must make arrangements now as to who will care for your child on early dismissal days. When the school is closed or dismissed early, CKC and all after school and evening activities are automatically canceled. Notify the school in writing as to which bus the child is to ride on early dismissal days. School personnel can't wait for you to drive from work on early dismissal days. Arrangements must be made in advance.

Health Information

Because nurses' health rooms are often small, please make arrangements in advance if your child should need to be picked up, to be within 30 minutes. This allows the nurse to be able to provide other students with needed healthcare services.

ILLNESS/INJURY

In accordance with the standing orders of the school physician, the following orders will be followed:

Parents will be notified and children sent home for the following conditions:

- Fever of 100 degrees or more must be symptom free for 24 hours to return
- Skin rashes of unknown origin or any rash accompanied by fever
- Vomiting must be symptom free for 24 hours to return
- Diarrhea must be symptom free for 24 hours to return
- Severe abdominal cramps
- Laceration that may require stitches
- Possible fractures
- Loss of consciousness
- Streptococcal sore throats that have not had a minimum of 24 hours of antibiotic treatment at home before returning to school
- Pediculosis (head lice)
- Conjunctivitis (pink eye). Student may return 24 hours post antibiotic treatment

- All serious injuries / conditions requiring a physician's evaluation
- Any specified condition, as determined by the Department of Health and Senior Services of Missouri

ILLNESS/INJURY AT SCHOOL

The school keeps on file the emergency numbers which are given as you enroll your child at school. SHOULD ANY OF THESE NUMBERS CHANGE AT ANY TIME, PLEASE UPDATE YOUR CHILD'S RECORDS. The numbers listed on these forms will be used to locate the proper parent or guardian in case your child is injured or becomes ill. If we are unable to reach you, the parents (guardians), we will then call the emergency numbers.

If a child is injured or becomes ill, he/she should ask their teacher for a nurse pass to visit the nurse. If a student gets hurt on the playground, the student should inform the teacher on duty.

MEDICATION POLICY

Prescription Medications and Over-the-Counter Medications- Board Policy JHCD

General

The district prohibits students from possessing or self-administering medications while on district grounds, on district transportation, or during district activities unless explicitly authorized in accordance with this policy. However, the board recognizes that some students may require medication for chronic or short-term illnesses to enable them to remain in school and participate in the district's education services. The board directs the superintendent or designee to employ, contract with, and train the necessary personnel to administer medications to students. Medications will be administered at school only when it is not possible or effective for the student to receive the medication at home.

Parents/Guardians are encouraged to submit any relevant information regarding the medications their student needs and other information the district may use to develop an individualized education program (IEP), Section 504 Plan, or individualized health plan (IHP). The district will review all information parents/guardians submit and work with them to create a plan to meet their student's medical needs while at school or school activities.

Over-the-Counter Medications

The district may administer over-the-counter medication to a student if the district has received permission to do so from the parent/guardian. Over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will be administered only in accordance with the manufacturer's label.

Prescription Medications

The district may administer prescription medication to a student if the district has received permission to do so from the parent/guardian and appropriate direction on how the medication is to be administered. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

Student Health Services and Requirements (Head Lice)- Board Policy JHC

Quick Summary: If the student was infected with nits or head lice, the student should not return to school for 24 hours after the discovery of the head lice or nits to allow for treatment. The school nurse will check for nits and lice upon returning to school. All records are kept confidential.

Enrollment

Only students whose parents live within the Fox C-6 School District may attend the Fox C-6 School District. Children who are five years old on or before July 30th of the current year may enter kindergarten. Children entering kindergarten must present the state copy of their birth certificate, required immunization records, and proof of residency (utility bill, lease or house sales contract, real estate tax bill accepted—personal property tax bill not accepted). Other new students should bring their most recent report card, immunization records and proof of residency.

Transfers

The school should be notified at least five days in advance of a student's impending withdrawal. The student will receive a transfer form and instructions from the office. All textbooks, library books, lunch charges or other monies must be paid before the student secures a transfer to another school. Student records will be mailed to the new school upon receiving a written request from the new school.

Custody

It is necessary to have custody papers on file if your child is not to be released to a non-custodial parent.

Lost and Found

The lost and found is hung up in the hallways.. Money and jewelry is turned in at the office. Library books are given to the librarian. Unclaimed articles that do not have a name associated with them are donated to a charity at the end of each quarter. Please mark all items with the student's name so they may be returned.

Student Behavior

- 1. Students are expected to conduct themselves in such a manner as to reflect credit to themselves and to Seckman Elementary.
- 2. Students are expected to show courtesy and respect to staff members and fellow students.
- 3. Students are expected to show respect and care for property belonging to themselves, to others, and to the school.
- 4. Students are expected to exert their best efforts to make each learning experience meaningful and lasting.
- 5. Acceptable standards of behavior will be expected at all times. Discipline will be administered when a student's actions interfere with the rights of others, or with the educational process.
- 6. All students are expected to complete classroom and homework assignments.

Cell Phones

In May, Senate Bill 68 was passed to ban the use of student electronic devices in schools across Missouri. It is our goal at the Fox C-6 School District to teach students responsible use of technology. We recognize that electronic devices can have great educational potential; however, they can also become a nuisance. In order to continue to support high levels of engagement and learning within the school day, please see the following Student Electronic Device guidelines and expectations during school hours.

- Electronic devices should not be out between the time school begins until the time the school day ends.
- One major concern is the bullying/harassment of others using personal devices. In an effort to keep the learning environment safe and engaging, using electronic devices to photograph or post on social media, record other students or faculty, or cause a disruption between individuals is an abuse of the Student Electronic Device policy.
- Using cell phones to incite or record a fight will be disciplined as a third party to a fight.
- Smart Watches are to be left in the backpack during the school day.

All cell phones, earphones, and other electronic devices are not to be displayed, turned on, heard, or utilized during the school day. Students will be allowed to use personal electronic devices, headphones, video games, and cell phones before/after school. Students are expected to use their cell phones before/after school responsibly. Using social media to make fun of, intimidate, threaten or harass other students and staff is not a responsible use of technology and may result in the removal of the privilege to bring the cell phone to school.

If you need to contact your student, please call the office at 636-296-2030.

District Policy on Bullying - Board Policy JFCF

Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for their physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school.

Discipline- Board Policy JG-R1, JGB, JGD, JGE, JGF, and associated procedures.

Discipline at SES will follow the district handbook. This is not a one size fits all approach, we will consider the specifics of the incident when discipline is needed. The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action.

Recess

Outdoor recesses are scheduled each day. Parents should be sure their child's clothing is suitable for outside play activities. Indoor activities are planned during inclement weather when children cannot play outside. Recess can be revoked at any time based on the discretion of the teacher, principal, or adult on duty.

Playground Rules

- 1. General Rules:
 - a. Follow the instructions of the recess monitor at all times
 - b. Students may not jump off of any equipment
 - c. No food, gum or drinks while playing on any of the equipment
 - d. No throwing or picking up rocks, mulch, snow, or ice
 - e. No tackling
 - f. Keep hands and feet to self
 - g. No playing tag on any equipment or blacktop (only allowed on field)
 - h. No jumping off picnic tables or walking through the flower boxes
 - i. Do not throw balls on walls with windows
 - j. K-2 no items should be brought from home (balls, toys, etc...)
 - k. 3-5 Items brought from home only at teacher's discretion

Dress and Grooming Guidelines- Board Policy JFCA and JFCA-AP(1)

Students go outside during the school day for free play, physical education, fire and earthquake drills, and before lunch. Students need to dress accordingly. Winter attire should include a warm coat, hat, and gloves. If a student is not in compliance with the dress code they may be required to make modifications.

- 1. All students will wear clothing that covers shoulder to mid thigh, This includes
 - a. no midriff tops
 - b. b. no holes in pants above the mid-thigh
 - c. c. Pants should fit properly and no sagging
 - d. d. no see-through materials
- 2. no pajama pants
- 3. nothing on head or face that blocks ability to identify students
- 4. shoes worn at all times (no slippers)
- 5. no blankets allowed
- 6. no chains or dangerous jewelry
- 7. Clothing that suggests gangs, violent content, drugs/alcohol or that are sexual in nature will not be allowed.
- 8. Any clothing items that create a disruption to the learning environment will be addressed accordingly.

Bus Safety-Board Policy JFCC

Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

Use of Telephone

Student use of the telephone is limited to emergency and school personnel directed calls. Arrangements for attending after school activities should be made at home in advance. The office will take messages for students. Parents are encouraged to call when they have questions or concerns. Teachers will return the calls during planning time.

School Lunch Program

Student lunch account— Money can be deposited into the student's account through Infinite Campus or bringing a check to the building. When the student makes purchases in the lunch line, money will be drawn from the account. You may send one check for all of your children. Weekly, monthly, (etc.) payments are encouraged. Any amount that you send will be put into the account(s). Negative balance letters will be sent home to keep you informed.

If you want to restrict your child from purchasing snacks or extras in the breakfast and lunch lines, write a note to the cafeteria manager and advise your child of his/her limitations also. The yellow account envelopes are to be used all year. The I.D.Card is not a charge card; it is a debit card.

Elementary	Day
Breakfast	\$1.95
Lunch	\$3.45

Milk: 0.75 Adult Meal Prices: Breakfast: \$TBD Lunch \$TBD

Non-Smoking Policy

All buildings, grounds, and vehicles of the school district are to be smoke-free. This includes electronic cigarettes and/or vaping products.