



City of St. Charles School District R-VI  
2400 Zumbahl Road  
St. Charles, MO 63301  
(636) 443-4950 ♦ FAX 443-4951

# STUDENT HANDBOOK

**2019 – 2020**

**“Leading Through Innovation”**



# The City of St. Charles R-VI School District

REACH.....TEACH.....EMPOWER

## ADMINISTRATION

Dr. Jason Sefrit  
Superintendent

Dr. Danielle Tornala  
Associate Superintendent  
Curriculum & Instruction

Dr. Charles Brazeale  
Assistant Superintendent  
Business & Technology

Dr. Rodney Lewis  
Assistant Superintendent  
Human Resources

Mrs. Julie McClard  
Director of  
Special Education  
& Student Services

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C.B.M., Member

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C.B.M., Member

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C.B.M., Member

Dear Parents and Students:

The City of St. Charles School District is committed to providing a positive, meaningful, and safe learning environment for all students. This handbook contains important information about policies and procedures that will help all of us meet that goal.

A wide range of topics are addressed in this handbook, and it is my hope that you will take the time to review the information and save it for future reference. Important contact information, calendar events, procedures, and most importantly, the Student Code of Conduct and statements of parent and student rights are included in this document. Students will be required to sign a form verifying receipt of the handbook and will be responsible for meeting the expectations and standards as described therein. Parents are encouraged to review and discuss the contents of the handbook with their child.

Additional copies of the handbook are available in the principal's office. The handbooks can also be viewed online at the districts website. If you have any questions or concerns regarding any information contained in this handbook, please do not hesitate to contact your child's principal, myself, or any appropriate district administrator.

I wish you and your child a safe, successful, and of course, learning-filled school year. Thank you for allowing us the opportunity to educate your child.

Sincerely,

Jason T. Sefrit, Ed. D.  
Superintendent of Schools

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All aspects of the St. Charles Public Schools' programs are offered without regard to race, color, national origin, gender or disability. For further information, write Mrs. Julie McClard at 400 North Sixth Street, St. Charles, MO 63301 or call her at 636-443-4000.

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## 2019-2020 SCHOOL YEAR

### STAFF

\*EXT. \*\*E-MAIL

Director	Dr. Andrew Stewart	4954	astewart
Asst. Director/Career Services	Dr. Steve Smith	4964	ssmith
Secretary to the Director	Cherie Jo Corley	4963	ccorley
Vocational Resource Secretary	Angela Peters	4952	anpeters
Attendance Secretary	Donna Kolley	4960	dkolley
School Counselor	Casey Lober	4957	clober
Guidance Secretary/Registrar	Sandy Schmidt	4962	sschmidt
Financial Secretary	Karen Hollander	4961	kahollander
Vocational Resource Educator	Kristin Brent	4965	kbrent
Basic Skills Resource Instructor	Carla Johnson	4971	carjohnson
Building Computer Tech	Derek Wilson	4991	dwilson

### INSTRUCTORS

Applied Retail & Business Skills ARBS	Colleen White	4975	cwhite
Applied Retail & Business Skills Para	Cynthia Morse	4976	cmorse
Auto Collision Repair ACR	Sean Crader	4984	scrader
Auto Service Technology I AST I	Glenn Seithel	4978	gseithel
Auto Service Technology II AST II	Robert Turner	4982	rturner
Brick & Stone Masonry BSM	Josh Blattner	4977	jblattner
Building Trades BT	Charles Henke	4973	chenke
Computer Software Development CSD	Thorin Schmidt	4987	tschmidt
Computer Maintenance Technology CMN	Sue Hoernschemeyer	4989	shoernschemeyer
Early Childhood Careers ECC	Tifani Herbert	4968	therbert
Electrical Trades ET	Jerry Ray	4990	jeray
Health Occupations HO	Kelly Allman	4970	kallman
Health Related Occupations HRO	Angel Dodson	4972	adodson
HVAC	Cliff Hesskamp	4974	chesskamp
Precision Machining PMT	Marty Acosta	4959	macosta
Power Equipment Technology PET	Dale Smith	4986	dsmith
Welding WE	Mark Besseleman	4979	mbesselman

\*To Direct Dial a staff member or an instructor dial **636-443- ext. #**

\*\*To E-Mail an Instructor or staff member use the above listed email followed by: **@stcharlessd.org**

## Lewis & Clark Career Center - Important Dates for 2019-20

### August

- 12 District / Staff Orientation Mtgs.
- 13 District Teacher Professional Development Day
- 14 L&C Teacher Work Day
- 15 **First Day of Classes**
- 28 Last Day for Add or Drop
- 30 **AM Students** / PM Professional Development

### September

- 2 NO SCHOOL - Labor Day
- 17 Constitution Day Observed - L&C will Conduct Activities
- 20 AM Professional Development / **PM Students**

### October

- 9 Evening Parent / Teacher Conferences
- 10 NO SCHOOL - Day & Evening Parent-Teacher Conferences
- 11 NO SCHOOL - Teacher Compensation Day
- 16-17 HO / HRO Fall Blood Drive
- 25 **AM Students** / PM Horizontal Professional Development

### November

- 8 AM Professional Development / **PM Students**
- 11 Veteran's Day - L&C will Conduct Activities
- 13 Prospective Student Nite
- TBA Fall Career Fair
- 21 Prospective Student Nite
- 27-29 NO SCHOOL - Thanksgiving Break

### December

- 6 **AM Students** / PM Professional Development
- 20 **AM Students** / PM Tchr. Work Day - End of Semester
- 23-31 NO SCHOOL - Winter Break

### January

- 1-3 NO SCHOOL - Winter Break
- 6 NO SCHOOL - L&C Teacher Work Day
- 7 Students Return
- 17 **AM Students** / PM Horizontal Professional Development
- 20 NO SCHOOL - Dr. Martin Luther King, Jr. Day

### February

- 12-13 HO / HRO Spring Blood Drive
- 14 **AM Students** / PM Professional Development
- 17 NO SCHOOL - Presidents' Day
- 26 Evening Parent-Teacher Conferences
- 27 **AM Students** / PM & Evening Parent-Teacher Conferences
- 28 NO SCHOOL - Teacher Compensation Day

### March

- 20 **AM Students** / PM Professional Development
- 23-27 NO SCHOOL - Spring Break
- 30 NO SCHOOL - Full Day Professional Development

### April

- 1 Students Return
- 1-30 Technical Skills Assessment / IRC Testing
- 10 **AM Students** / PM Professional Development
- 13 NO SCHOOL - Spring holiday
- 30 Admitted Student Night
- TBA Spring Career Fair

### May

- 1 AM Professional Development / **PM Students**
- 6 Student Recognition Night
- 20 **PM Students**' Last Day
- 21 **AM Students** / PM Work Day - End of Semester
- 25 Memorial Day - Building Closed

### Starting & Dismissal Times

<b>AM Session:</b>	<b>Start Time:</b>	<b>Dismissal Time:</b>
Warning Bell	7:35 AM	
Starting Bell	7:40 AM	
Bus Bell		10:20 AM
Driver Bell		10:25 AM

### PM Session:

Warning Bell	11:05 AM	
Starting Bell	11:10 AM	
Bus Bell		1:45 PM
Driver Bell		1:55 PM

### SkillsUSA Activities

- \*East District Leadership Conference - Sept. (TBD)
- \*Missouri State Leadership - Oct. 27-29
- \*District Written Contests - Jan.
- \*District Leadership Contests - Feb. 7
- \*District Hands-On Contests - Feb. 21
- \*State Contests - April 2-4
- \*East District Community Service - April (TBD)
- \*National Contests - June 22-27

(\*SkillsUSA dates are subject to change.)

### SHADOW DATES

- September 26 ~ (Thurs.)
- October 23 ~ (Wednesday)
- October 29 ~ (Tues.)
- November 1 ~ (Fri.)
- December 5 ~ (Thurs.)
- January 15 ~ (Wed.)
- January 31 ~ (Fri.)
- February 7 ~ (Fri.)
- February 20 ~ (Thurs.)
- March 6 ~ (Fri.)

### End of Year snow MAKE-UP DAYS

- 1 **Friday, May 22**
- 2 **Tuesday, May 26**
- 3 **Wednesday, May 27**
- 4 **Thursday, May 28**
- 5 **Friday, May 29**
- 6 **Monday, June 1**

**'Apr. 25, 2019**

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# General Information

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For 50+ years, Lewis & Clark has been offering trade and technical courses to the five school districts in St. Charles County, as well as private high schools. We opened our doors for the fall term of 1968-1969 to serve primarily two groups of people: (1) high school juniors and seniors and (2) post graduate youth and adults desiring training, retraining, or updating of occupational skills. It is the purpose of Lewis & Clark to serve those in St. Charles County who need and desire career education. Our goal is to provide training that is thorough and practical, consuming no more time than is necessary to adequately prepare you for entrance into your chosen field of employment. The latest equipment is provided to ensure that your training is up-to-date; classes are limited in size so that individual help may be given; and constant supervision by skilled, experienced instructors is available to help you advance as rapidly as possible.

## **MISSION STATEMENT**

The mission of Lewis & Clark Career Center is to provide a positive learning environment for students; complement their academic skills with career training; and promote character development and leadership skills which lead to measurable future success.

## **VISION STATEMENT**

The vision of Lewis & Clark Career Center is to become a leading career and technical center providing students with an innovative and rigorous education while preparing them for tomorrow's world.

## **OBJECTIVES**

The Lewis & Clark Career Center faculty strives to:

1. Develop in each trainee marketable skills enabling him/her to obtain a post-secondary education in the occupation of his/her choice or obtain entry-level employment in the chosen field.
2. Develop leadership abilities through participation in educational, career and technical, civic, recreational and social activities.
3. Promote high standards in trade ethics, workmanship, scholarship and safety.
4. Instill the principles of good citizenship which are necessary to function in a free society.

## BUSINESS HOURS

The office hours are 7:00 a.m. to 3:30 p.m. during the school year. Business matters and inquiries should be directed to the appropriate person. **Parents needing to contact their son or daughter in an emergency situation should call (636) 443-4960.**

## BELL SCHEDULE

### AM Classes

First Bell..... 7.35 a.m.

Second Bell ..... 7:40 a.m.

Dismissal Bell:

Buses..... 10:20 a.m.

Drivers / Pick-ups..... 10:25 a.m.

### PM Classes

First Bell..... 11:05 a.m.

Second Bell ..... 11:10 a.m.

Dismissal Bell:

Buses..... 1:45 p.m.

Drivers / Pick-ups..... 1:55 p.m.

## VISITORS

Visitors are welcome at any time with a scheduled APPOINTMENT. Front doors remain locked during school hours; therefore, visitors must be buzzed in to the building. Shop doors may be open during shop times; however, this is NOT an entrance for visitors. All visitors must come to the front office and sign in prior to contacting students or staff. Parents/Visitors are NOT permitted to visit a classroom, rotation site, or work site without consent from the Lewis & Clark office. Prospective students and interested persons will be shown through the school by staff members.



## **PARTICIPATING SCHOOLS**

You will be in classes with students from all over St. Charles County. Attending Lewis & Clark gives you an opportunity to meet and work with students from many different backgrounds. Lewis & Clark serves the following St. Charles County high schools:

Christian	Orchard Farm
Fort Zumwalt East	St. Charles High
Fort Zumwalt North	St. Charles West
Fort Zumwalt South	Wentzville Holt
Fort Zumwalt West	Wentzville Liberty
Francis Howell Central	Wentzville Timberland
Francis Howell High	Home Schooled students living in St. Charles
Francis Howell North	County
Lutheran	

## **POST HIGH SCHOOL ADULTS**

A student who has graduated from high school ("post-secondary") may apply to attend the Lewis & Clark Career Center, on a tuition basis. Acceptance of applications by post-secondary students shall be dependent upon availability of space, faculty, and resources, and such other criteria as may be applicable to specific programs at the Career Center or to the Career Center as a whole -- all as determined by the Board and/or administration in their judgment and at their sole discretion.

## **SCHOOL CLOSINGS**

In the event of inclement weather and/or any catastrophic incident, the Student Message System will be activated. This call will communicate the reason for the closing. Please make sure you have provided us a current phone number so that you receive any alert messages.

Media outlets, such as Twitter and Facebook, will also post any school closings. Lewis and Clark Career Center is part of the City of St. Charles School District. When watching the media for a school closing, we are listed as one of the following names "City of St. Charles School District", St. Charles R-6", or St. Charles – City". In the event that we would run a snow schedule or have a late start, our AM session would be cancelled.

**Find us on Twitter: [@LewisClark2400](#) and [@LewisClarkAP](#)**

**PLEASE NOTE: In order to insure students' safety if a student's home school is closed for inclement weather, yet we are still in session, students will not be penalized with an absence for missing that day.**

## **DRILLS AND ALERTS**

When the **fire alarm** system sounds, leave the room immediately in an orderly fashion and leave the building by the nearest exit. Your instructor will give you instructions about the exit plan.

Move away from the building, allowing room for fire equipment, but stay with your group and the instructor.

A bell will signal when it is safe to return to your training areas.

The **tornado alarm** will be an announcement made by office personnel. In case of power outage, you will be informed by your instructor and/or the office staff.

Proceed carefully to the assigned areas.

A bell will signal when it is safe to return to your training areas.

When the **earthquake alarm** is given, move away from windows and flying debris. Your instructor will give you instructions to follow appropriate procedures.

Maintain your position until notification that it is safe to return to your training areas.

In the event of a **lockdown**, your instructor will take you to and keep you in a secure area. Your instructor will also give you instructions to follow appropriate procedures. Maintain your position until official notification is given that it is safe to return to your training areas. Instructors are responsible for assessing the situation and deciding on the best course of action: run, hide, fight.

## **MEDICATION**

The giving of medications by the clinic clerk or trained designee shall be restricted to necessary medications that cannot be given on an alternative schedule. These medications **must** be accompanied by a signed medical form obtained from the main office at Lewis & Clark.

When prescription medications and inhalers are to be administered by the school, the medication must be in the original container accompanied by a label affixed by the pharmacy or physician showing:

- a) Student's Name
- b) Dosage and Administration Schedule
- c) Date Purchased

- d) Physician's Name
- e) Name of Medication

Non-prescription medications must be in the un-opened original container and must be accompanied by a physician's written order giving the name of the child, dosage, schedule of administration, and reason for administration.

### **CHANGE OF ADDRESS**

Students must contact the Registrar (*Sandy Schmidt 636-443-4962*) as soon as possible if an address or telephone number change occurs during the school year.

### **LOST AND FOUND**

The Lost and Found is located in a box in the foyer of the main entrance. Items will be held for one quarter. Items left in the lockers at the end of the school year will be donated to charity or discarded.

### **LOST or STOLEN PROPERTY**

The District has policies prohibiting the theft of property belonging to the District or to others who are present on school property or at school activities, whether such activities are on or away from school property. The District also provides consequences under the Student Code of Conduct and through referral to law enforcement, as appropriate, for students and other persons who engage in such prohibited conduct. *However, the District is NOT responsible in any manner for the theft or loss of property belonging to students, staff, parents, or others while they are on school property or at school activities, whether on or away from school property. Accordingly, the District shall have no legal or financial obligation to reimburse or otherwise compensate persons whose personal property is lost or stolen while they are present on school property or at school activities, whether on or away from school property.* For purposes of this provision, school property shall include school busses and other forms of transportation operated by or on behalf of the District.

# Attendance

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Employers stress to us good attendance is one of the first factors they consider when hiring future employees. At Lewis and Clark each absence puts you two and half hours behind your class in instruction and practice. **Because our courses are hands-on, when you are absent you are missing demonstrations and other activities that cannot always be made up at a later date.**

Students are expected to be in attendance when Lewis & Clark is in session. There are some conflicts between Lewis & Clark's schedule and the schedules of the sending schools; therefore, students should be prepared to obtain transportation to and from Lewis & Clark when their sending school is closed or not in session.

## REPORTING AN ABSENCE

When a student is sick and misses school, a parent or legal guardian should:

1. Call the attendance office at 636-443-4960 to leave a message, stating the student's name, program and reason for absence. **-or-**
2. Send a note to the attendance office stating the students name, program and reason for absence within three (3) school days. **-or-**
3. E-mail the attendance secretary at: [dkolley@stcharlessd.org](mailto:dkolley@stcharlessd.org)
4. Upon returning to school, after an absence, the student is required to come to the office for an admit slip to class.
5. If a student is absent three (3) consecutive days, on return, the student is required to bring a doctors/ medical signed note.

**Any absence, excused or unexcused, counts as time away from the program.**

If a student is not in attendance and the parent has not notified the office, an automatic phone call will be made to the parent.

## EXCESSIVE ABSENCES

Lewis and Clark Career Center is preparing students for future employment. Therefore students are given a limited number of absences, just as they would be given in the workplace. To obtain an employability certificate students can only miss **12 or fewer days per year**. These absences include illnesses, hospitalizations, and emergencies. Just as expected on the job, please save these days for true

outside of your program hours. Please note the above attendance requirement is to obtain a program certificate. Students who have an unexpected illness and miss more than 12 days in the school year may still pass their course and obtain credit for the class.

When a student's attendance drops below expectations, a letter will be sent home informing the student and the parent/legal guardian. **However, it is ultimately the student's responsibility to monitor his or her absences and to maintain appropriate attendance.**

### **TARDIES**

Showing up on time to your job is extremely important. Therefore, tardies are unacceptable at Lewis and Clark Career Center. If you are tardy, report immediately to the main office upon arrival to school to obtain a tardy slip. You will not be admitted to class without this slip. Because tardies take time away from your instruction, every five (5) tardies will be converted to one absence and may affect your Career and Technical Certificate.

### **EARLY DISMISSAL**

A parent or legal guardian may request that their student leave campus early by means of a written note or a phone call to the attendance office. To prearrange an early dismissal, the student needs to obtain a Pre-Arranged Absence – Request Form, which **must** be returned to the school office with a parent or legal guardian's signature to obtain approval.

Early dismissal to attend mandatory assemblies will be excused with notification from the sending schools. Early dismissal to attend sending school assemblies or other school functions that are deemed non-mandatory will only be allowed when a pre-approved Lewis & Clark Permission Form to Attend Non-Mandatory Assembly request has been completed and turned in to the attendance secretary prior to the function date.

The student must get permission from his/her instructor before leaving the shop or classroom if leaving before the bells. Then, the student must secure permission from the attendance office **before** leaving campus. Failure to comply will result in disciplinary action. Early dismissal to attend sending school assemblies or other school functions will only be allowed when a pre-approved Permission to Leave Early Form is completed. **Lewis and Clark Career Center reserves the right to deny leave approval if**

**the leave is expected to put the student's certificate in jeopardy due to absence or grade requirements.**

## **SUSPENSIONS**

Students removed from school are not eligible to participate in or attend any school activity or function (held on campus or off campus) until fully reinstated in school. Students under a suspension are not allowed on school property, rotation sites and/or the house site without special permission from the Director. When a student receives an out-of-school suspension (OSS) from Lewis & Clark, they are also suspended from their sending school, and vice versa. Students are allowed to make-up work when suspended but may miss hands-on experiences that cannot be recreated.

## **LAST DAY OF SCHOOL**

Since Lewis & Clark Career Center serves five school districts and private schools, the last day of class varies based on the following: number of snow days that need to be made up; the last day required for seniors; the last day of school for the sending district/school; or the last day of school for Lewis & Clark. We honor our sending schools finals schedule and will release students accordingly. Questions about ending dates should be verified in the Lewis & Clark office.

## **CLOSED CAMPUS POLICY**

Upon arrival, students must remain on the campus for the entire scheduled school day including all break periods. Students leaving for pre-approved appointments, by written notification, must sign out of the building in the Attendance Office **before** leaving campus. Students authorized for early dismissal must also sign out in the Attendance Office **before** leaving campus.

## **MAKE-UP POLICY**

It is the student's responsibility when he or she is absent to obtain any missed assignments and review any new material presented with the instructor. The expectation is that any missed work will be turned in within two days of the absence. Because of the hands-on nature of our courses, some activities may not be available for completion at a later time. In these instances, the student may be required to

complete an alternative assignment to demonstrate his/her skills in that area. Students with prior knowledge of their absence(s) are expected to obtain their missed work **before** the day of the absence.

### **PERFECT ATTENDANCE AWARD**

Students may qualify for a perfect attendance award if they meet the following criteria at the end of their program:

1. Four or fewer tardies per year
2. No absences except for **mandatory** school activities, field trips, MAP testing, SkillsUSA activities and competitions, end of course assessments, finals at the sending schools and school closings due to inclement weather
3. A student who misses because of personal reasons **will not** qualify for perfect attendance; doctor's appointment, court, illness, etc.
4. A student who is in attendance but who leaves early for personal reasons **will not** qualify for perfect attendance.
5. Absences due to other district closings such as fall breaks, spring breaks, and early release days **will not** qualify for perfect attendance.
6. Out of school suspension(s) does count as an absence(s)
7. In-school suspension served at home school counts as an absence.
8. All students who qualify for perfect attendance will be required to attend St. Charles School District's snow make-up days as determined by the Board of Education of the City of St. Charles School District.

# Grades

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Lewis & Clark Career Center evaluates students in three broad areas: the cognitive, the psychomotor, and employability. Simply put, a) can the student understand and explain the learning goal or objective? b) can he or she perform/demonstrate the learning goal or objective? and, c) are they good employees? These are the three main areas of grading in career & technical education (CTE).

The report card will show a percentage and a corresponding letter grade.

90 – 100%	=	A
80 – 89%	=	B
70 – 79%	=	C
60 – 69%	=	D
0 – 59%	=	F

Each program instructor weights categories such as Tests, Quizzes, Lab/Shop, etc. In addition, each program will have 'employability' weighted between 20% - 30% of the total grade. Employability is attendance, punctuality, attitude, preparedness, participation, initiative, behavior, and the ability to work as a part of a team. Other examples of employability include wearing a uniform properly or using equipment and tools in a safe and appropriate manner.

Lewis & Clark instructors emphasize employability and "soft skills" because it is the number one question that is asked of employers who desire to hire L & C graduates. More than any of other characteristic, employers request from our instructors recommendations of current students and graduates who possess a strong work ethic, an ability to get along with others, and have a willingness to learn.

## **REPORT CARDS AND PROGRESS REPORTS**

Report cards are not issued by Lewis & Clark Career Center. The student's grade and attendance information is sent to their sending school and will appear on the report card issued by that school. Progress will be communicated throughout the course of the semester, and will be keep up-to-date in our gradebook database.

Student grades and attendance history are also available through the school website. Parents will receive a login at the beginning of the year. We encourage parents to be proactive in viewing this information and if there are any questions to please contact the student's instructor.



# Employability Behaviors

In addition to your academic grade, your report card will also provide feedback from your instructor on the following employability areas: attendance, responsibility, engagement, relationships, professional demeanor, and customer service/communication. At Lewis and Clark you are not only learning skills to use in the workplace, but also learning behaviors that will enhance your employment. The scale below shows how these employability behaviors will be assessed.

Work Habits	Definition	4 – Advanced	3 – Proficient	2- Developing	1 – Minimal
Attendance	<ul style="list-style-type: none"> <li>-Arrives on time and is rarely absent without cause</li> <li>-Understands the relationship between timeliness and good work performance</li> <li>-Reports absences following school policy</li> <li>-Follows procedures to report absences to the work site, if appropriate</li> </ul>	<p>Independently</p> <p>Tardies ≤ 3</p> <p>Attendance (≤ 3 days/semester)</p>	<p>Consistently</p> <p>Tardies ≤ 6</p> <p>Attendance (≤ 6 days/semester)</p>	<p>Sometimes</p> <p>Tardies ≤ 9</p> <p>Attendance (≤ 9 days/semester)</p>	<p>Rarely</p> <p>Tardies ≥ 11</p> <p>Attendance (&gt; 9 days/semester)</p>
Responsibility	<ul style="list-style-type: none"> <li>-Brings all necessary materials and equipment to class</li> <li>-Turns in assignments on time</li> <li>-Wears the appropriate attire for class and follows good hygiene practices for profession</li> <li>-Follows school policies with minimal disciplinary referrals</li> </ul>	<p>Independently</p> <p>No discipline issues</p>	<p>Consistently</p>	<p>Sometimes</p>	<p>Rarely</p>
Engagement	<ul style="list-style-type: none"> <li>-Participates actively in class</li> <li>-Remains on-task during classroom activities</li> <li>-Follows all safety regulations while completing classroom tasks</li> <li>-Works independently and is self-motivated</li> <li>-Shows/takes initiative</li> </ul>	<p>Independently</p>	<p>Consistently</p>	<p>Sometimes</p>	<p>Rarely</p>

<b>Work Habits</b>	<b>Definition</b>	<b>4 – Advanced</b>	<b>3 – Proficient</b>	<b>2- Developing</b>	<b>1 – Minimal</b>
Relationships	<ul style="list-style-type: none"> <li>-Works collaboratively with classmates</li> <li>-Keeps personal matters with others from interfering with his/her performance</li> <li>-Accepts constructive criticism without defensiveness</li> <li>-Respects others (staff members, classmates, others on job site)</li> <li>-Demonstrates respect for authority</li> </ul>	Independently	Consistently	Sometimes	Rarely
Professional Demeanor	<ul style="list-style-type: none"> <li>-Maintains an optimistic and positive outlook</li> <li>-Adapts to change without struggles</li> <li>-Provides leadership and is a positive role model in class</li> </ul>	Independently	Consistently	Sometimes	Rarely
Customer Service/ Communication	<ul style="list-style-type: none"> <li>-Communicates clearly with others</li> <li>-Uses a friendly tone and appropriate language when communicating</li> <li>-Actively listens when others talk and understands/evaluates what is being said</li> <li>-Responds in a helpful manner to customers</li> <li>-Presents a professional demeanor when working with the community</li> </ul>	Independently	Consistently	Sometimes	Rarely

Depending on your program, these items may be considered in an employability or professionalism standard. The above areas will also be considered when determining whether or not you receive a certificate and/or a referral for future employment.

# Levels of Achievement

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Students at Lewis and Clark Career Center are working toward three levels of achievement.

## **BASIC/CREDIT FOR CLASS**

The basic level of achievement for students in our programs is to earn credit for the class. To meet this achievement students are required to receive a passing grade at semester and obtain at least a Level 2 on all class standards.

## **CAREER & TECHNICAL EDUCATION CERTIFICATE (Silver)**

- 75% grade or greater
- 93% attendance or greater (160/172)  
No more than 12 days per year missed (24 total for 2 yr program)  
Only district closing days will count as present;  
ISS/OSS at home school counts against attendance for certificate
- No OSS/ISS from Lewis & Clark

**NOTE:** Some classes require the passage of an industry recognized credential in order to receive a silver certificate. HVAC students must also pass the EPA certification test to receive a certificate of completion.

**\* Every absence, excused or unexcused, is counted as time away from the program. This impacts the Technical Education Honors Certificate. Five (5) tardies equals one day absence.**

## **HONORS CAREER & TECHNICAL EDUCATION CERTIFICATE (Gold)**

- 95% grade or higher
- 96.5% or greater attendance (166/172)  
No more than 6 days absent per year (12 total for two-year)
- Per instructor discretion, student should demonstrate leadership in class and/or school
- No OSS/ISS from Lewis & Clark
- No OSS/ISS from home school

**NOTE:** Some classes require the passage of an industry recognized credential in order to receive a

gold certificate. HVAC students must also pass the EPA certification test to receive a certificate completion.

**\*Every absence, excused or unexcused, is counted as time away from the program. This impacts the Technical Education Honors Certificate.\***

The above requirements must be met for both years of a two year program. However, a few of our programs are only one year programs. Juniors and seniors may receive a certificate in these programs if they meet the above criteria. Our one year programs include computer maintenance & networking, health occupations, health related occupations, and early childhood careers. The following programs can be taken for one or two years: applied retail and business skills, computer information systems and power equipment technology. Students who choose to drop a Lewis and Clark program prior to completion of the program will not receive a certificate, even if he or she has successfully completed the first year of the program.

***\*If you are in a 2 year program and would like to return for your 2<sup>nd</sup> year, you MUST be in good standing in all 3 reviewed areas – Class Grade, Attendance, & Discipline.\****

## **STUDENT REVIEW POLICY**

The five school districts of St. Charles County spend significant resources sending students to Lewis & Clark Career Center. If a student is struggling to be successful, he or she may be reviewed at semester to determine whether they can return to Lewis & Clark Career Center the following semester. To promote self-advocacy skills, students are expected to represent their own interest during the review process. Parents will be contacted after the completion of the review session should a decision be made that determines a student would no longer be attending a program at Lewis & Clark Career Center.

The following issues may trigger a review for a student:

- **Significant or multiple discipline issues**
- **Grade falling below 75%**
- **Attendance less than 93%**

Students with ten (10) consecutive days of absence without parental contact with the school may be dropped. Sending schools have always reserved the right to remove students from Lewis & Clark for lack of credits/academic progress towards graduation or for other concerns. The decision as to whether or not the student earns an F for a dropped program, or is allowed to withdraw without penalty, is determined by the sending school and Lewis & Clark.

# Student Responsibility

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It is the responsibility of each student to follow the Code of Conduct, the rules set for each program as determined by the instructor for that specific program and to cooperate with school personnel. Students are to conduct themselves in a proper manner; as expected, as if they are on the job at an employment site. Instructors, guidance counselors, support staff and administrators are always available to offer assistance and/or direction.

## ADD/DROP PERIOD

During the first two weeks of school students may self advocate and opt to add/drop a course at Lewis and Clark Career Center. If a student is absent 10 consecutive days, they may be dropped from the course.

## TEXTBOOKS/SUPPLIES

Most textbooks are provided and issued to the students during the school year. Students are responsible for maintaining care in their use of books. Students are to return books to teachers at the conclusion of the program. Students will be charged for unreturned or damaged books. Several programs may require students to purchase textbooks and/or needed supplies. In some programs, books are available for purchase as further reference material.

## ROTATION & INTERNSHIP SITES

An advantage of attending Lewis and Clark Career Center is the abundance of opportunities to practice newly learned skills in the work environment. Many of our programs include rotation and internship site opportunities. Students working at these sites are still required to follow the Code of Conduct in addition to all program and rotation site requirements, including dress code and hygiene specifications. Failure to follow these expectations could result in a reduction in employability grades, removal of the student from the site and possible removal from the program.

Our instructors work hard to maintain relationships with our employer sites. It is a privilege for our students to participate in these opportunities. **Since students are being trained to be workers and young adults in the workplace, parents should never call or visit the rotation or internship site.**

**Parents who need to reach their child should always communicate through the instructor. Instructors will provide a mobile phone number where they can be reached at any time during the school day.** Any questions or concerns should be directed to your child's instructor.

### **FIELD TRIPS/COMPETITIONS**

Participation in field trips and SkillsUSA competitions is a privilege. While attending these school-sponsored events, students are serving as representatives of Lewis and Clark Career Center. It is expected students act in a responsible and professional manner. While away from the school building, the adult chaperones are the decision making authorities and should be treated as such. Please respect that these individuals are giving up their personal time to accompany students to this event.

Any misbehavior during a school-sponsored event will be handled according to the Code of Conduct. If a situation occurs, the chaperone(s) will use their best judgment as to how it will be handled until students can be questioned by school administrators. **If a student is suspected of misbehavior during an overnight trip, the student's parents will be required to pick him/her up immediately from the location.** Upon return to school, the incident will be investigated by administrators and consequences issued according to the Code of Conduct. The Director does have the right to refuse any student participation in a field trip or SkillsUSA competition due to discipline issues or concerns.

### **CLASSROOM WORK / SAFETY**

Since this is a career education school training students for industry, we have certain safety rules. They are for your safety while in training and should be carried over into industry. Specific safety regulations for each program will be covered by the instructor. **ALL SAFETY RULES MUST BE CLOSELY FOLLOWED.** Should a student choose not to follow appropriate safety rules, disciplinary action will be taken. Depending on the severity of the behavior, a student may lose the privilege of attending Lewis & Clark.

Each student **will be** required to participate in both classroom work and lab/shop time. With safety as the number one priority, it is required that all students must demonstrate proficiency in the care and use of tools, safety practices, and proper lab procedures. It is important for students to cooperate with the instructor to ensure the safety of the entire class.

Any personal tools or equipment should not be brought to school unless the instructor gives permission. Keep in mind Lewis & Clark Career Center is not responsible for the loss or damage of any personal property brought onto school grounds.

Students in several trade programs will need to use tools such as box cutters, hammers, knives, screw drivers, etc. Box cutters and knives are provided by individual instructors, when necessary. These tools are to be used for instructional and/or project purposes only. Students will be required to keep all tools in tool belts/tool bags/lockers at all times when the items are not in use. Students should NOT transport any tools on school buses to and from their sending schools, without prior permission from Lewis & Clark, sending school and the bus driver. **If a student is found to be in possession of such items during non-instructional or unauthorized transportation time, disciplinary action may be taken for possible possession of a weapon.** (See St. Charles School District High School Code of Conduct, GUNS/ WEAPONS-POSSESSION.)

## STUDENT APPEARANCE

Good personal hygiene, such as daily showering, washing of the hair and the use of deodorant, is very important in any business or occupation. The most important requirements are cleanliness, grooming, and proper attire. Many of our programs require a uniform to be worn during class/lab/shop time.

As a student at Lewis & Clark, you should be interested in maintaining a professional appearance. Extremes in dress and hair (including unnatural hair color) may not be allowed. Programs visiting rotation and internship sites may have additional requirements regarding appearance. These requirements are left to the discretion of the instructor as an expert in the employment area and the work site. Please remember, we are visitors at these organizations. To maintain the program's professional image and respect our cooperating sites, students may be required to follow even stricter guidelines than site employees. Our students are expected to exhibit professional behaviors and appearance at all times. We feel that it is important for you to have every advantage you can in the job market, and we want to ensure safety.

Safety in the shops and labs is the number one priority of the staff at Lewis & Clark. The following is essential for your safety:

1. Students must wear safety glasses; hard hats; steel-toed shoes; and other safety equipment as required by each program.
2. Clothing and shoes must be safe for the class in which you are enrolled. (No canvas shoes or flip flops for shop areas, etc.)
3. No clothing will be worn that is suggestive or vulgar. This includes halter tops, low-cut sun dresses, muscle shirts, etc. Shirts with distasteful printing or advertising (such as ads for tobacco, alcohol or drugs) will not be permitted. Likewise, jeans with holes or splits and short shorts will not be permitted.

4. Long hair should be pulled back in shop setting as required by the program in which the student is enrolled.
5. Piercings may need to be removed, at the instructor's discretion, to ensure safety.

### **Appropriate Dress**

Some programs are more stringent and may require students to follow a strict dress code. Students will dress appropriately, as if engaged in actual employment. Students will be removed from the classroom and asked to make arrangements to change if their appearance or dress distracts from the learning atmosphere, or would be unsafe in the lab.

Written regulations cannot possibly cover all situations or conditions; therefore, it is understood that the administration and faculty will make decisions as to the acceptability of dress in terms of safety and/or appropriateness for rotation sites. Students who choose to continually disregard their program requirements regarding appearance may receive consequences for not following staff instructions, may be removed from the work site and/or removed from the program.

**Program requirements for appearance and dress are non-negotiable.**

### **BREAK PERIODS**

To pattern working conditions after industry, a ten-minute break period is provided in the middle of each session. Students are not allowed to leave the school campus during their breaks. **These breaks are solely at the discretion of the staff and can be discontinued at any time if abused. Breaks may be revoked by individual teachers or by the director.**

Carelessness on your part during breaks, such as leaving litter in the hallways and not keeping the building clean, will be reason for suspension of breaks. A schedule will be provided by the staff for exact break times.

In most cases, you are allowed to take your refreshments to your classroom areas since a suitable break area is not available in the building. If everyone is careful about following these guidelines, we can maintain our break periods without interruption. Proceeds from the vending machines are used for student activities and various SkillsUSA events.

During the school day, students may occasionally need to retrieve a forgotten item from their car. Students will only be allowed to go to their vehicle if it is parked in the student lot. Permission from the office must be obtained before a student proceeds to his/her car. To avoid large groups of students going out into the parking lot, only the student retrieving the item will be allowed to exit the building to go to the lot. Trips to the parking lot during the school day should be considered a rare, not regular occurrence.



## **CELL PHONES**

Cell phone rules for each program are set by the instructor. A few of our programs have especially strict cell phone policies due to the nature of their work. Students visiting rotation and internship sites should not be in possession of their phones while in these facilities. Students are expected to exhibit professionalism and have 100% of their focus on their assigned tasks. Bringing a phone with camera capabilities into some sites may be seen as a threat against patient or student confidentiality. Disciplinary action may occur if cell phone rules are violated. (See St. Charles School District High School Code of Conduct, Electronic Devices.)

## **LOCKERS**

Lockers will be assigned to students by their instructor. It may be necessary to share lockers. A student may not change lockers without permission of the instructor. All lockers should be kept **locked** when the student is not present. Lockers are considered school property and are subject to be searched without student consent.

## **MAINTENANCE OF SCHOOL PROPERTY**

Everyone appreciates a building and campus that are neat and clean. Visitors judge your school, citizenship, and spirit by what they see in the building and on the grounds. Do your part by taking pride in your school by keeping it as clean and attractive as possible. Place trash in the available trash containers or recycle bins. Vandalism is a crime and will not be tolerated. Any such action can and will be prosecuted. Full restitution will be enforced. (See St. Charles School District High School Code of Conduct, VANDALISM.)

## **STUDENT CODE OF CONDUCT**

All Lewis & Clark Career Center students, regardless of sending school, must follow the School District of the City of St. Charles Student Code of Conduct. Discipline decisions and consequences are made in coordination with the home school principals.

Misconduct, as defined by the Code of Conduct, may result in a student being referred to the Director or Assistant Director for further disciplinary action. The student will be given the opportunity to present his/her version of any incident prior to having any disciplinary action assigned by the Director or Assistant Director. Please refer to the Code of Conduct provided at the back of this handbook.

## **BULLYING**

Bullying is deliberate and hurtful behavior meant to belittle, frighten, hurt or exclude someone. Common forms of bullying are physical, verbal, social and cyber. Most bullies have a hard time understanding or being sensitive to another person's feelings. Bullying is not a one-time incident, but a behavior that occurs over time. There are no good excuses for bullying. No one deserves to be bullied. (See St. Charles District High School Code of Conduct, BULLYING/HARASSMENT.)

Anything that makes a person different e.g., being too short, too tall, or too smart, can make him/her a target for bullying. Remember the things about you that are different are the things that make you special. Bullies often pick on those who seem to lack self-confidence. The best protection is confidence. Everyone has the right to feel safe in and out of school. Bullying isn't OK at Lewis & Clark Career Center. You can make a difference by showing respect for yourself, respect for others and being responsible for your actions. If you have a concern or issue, please contact your teacher, counselor, a member of the support staff, the assistant director or director.

# Transportation

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Transportation to Lewis and Clark Career Center is provided by the sending schools. It is our preference that students utilize this service, as any unforeseen circumstance causing the bus to run late is an excused tardy. Students choosing to drive their vehicles and arrive late will receive an unexcused tardy.

There are some conflicts between Lewis & Clark's schedule and the schedules of the sending schools; therefore, **students are expected to obtain transportation to and from Lewis & Clark when their sending school is closed or not in session.** However, some sending schools do provide limited transportation on district closed days. Please check with your home school principal to get information regarding your transportation options.

## STUDENT DRIVERS

Our sending schools determine whether or not students are allowed to drive to Lewis and Clark. Currently only students from St. Charles High, St. Charles West, Francis Howell, Francis Howell Central, Francis Howell North, Christian High, Lutheran High, Wentzville Holt, Wentzville Timberland and home schooled students are allowed to drive. Students attending schools in Orchard Farm and Fort Zumwalt districts are required to ride the bus unless they have special permission from their home school principal. Students who choose to exercise the privilege to drive during the school year schedule **are** expected to be in attendance on ANY break schedule conflict.

Students who plan to drive regularly to Lewis and Clark must follow the following procedures:

1. **Must** complete the Lewis & Clark Career Center Driving/Riding Permit Form, available in the main office at Lewis & Clark.
  - ◇ Student needs to obtain permission (signature) of parent or legal guardian.
  - ◇ Student needs to obtain approval of the director at Lewis & Clark.
2. Once the form is completed and the student has obtained permission to drive, he/she must purchase a parking permit from the main office at Lewis & Clark.
3. ALL STUDENT VEHICLES **MUST** DISPLAY A LEWIS & CLARK PARKING PERMIT.
4. A student who drives fewer than five times per semester may sign in at the office without purchasing a parking pass.

5. If driving to a shop, come in front entrance and drive to the back of the building.
6. Student parking is located at the front entrance to the building. Student parking is not allowed by the Adult Education entrance and/or by the circle drive. Do not park in spaces reserved for Staff, Visitors, Handicapped, or Student of the Month, unless applicable.
7. Do not return to your car without permission.

### **PARKING LOT RULES**

1. Enter slowly, 15 mph.
2. Please park in assigned areas on the North side of the building.
3. No honking, revving of engines, squealing of tires, nor loud music.
4. Exit slowly with direction.

Remember, **driving is a privilege**. Students need to exercise extreme caution while driving on campus. Parking permits can and will be revoked for failure to follow procedures, and for careless driving.

**NOTE:** Bus riders that arrive after the bell are NOT considered tardy. However, students who choose to drive and arrive after the bell WILL receive an unexcused tardy.

# Student Services

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## COUNSELING DEPARTMENT

A **counselor** is on staff to provide the following:

1. Coordinate enrollment procedures between Lewis & Clark Career Center and all St. Charles County schools.
2. Provide information regarding programs and program openings to sending schools, parents and students.
3. Coordinate services for students on an IEP or 504 plan.
4. Administer aptitude testing for all prospective enrollees.
5. Consult with parents, sending school principals and counselors concerning student progress.
6. Provide personal counseling and referrals to outside agencies.
7. Work with students to ease transition between high school and postsecondary education/careers.
8. Assists student in preparing for their future and advocating for themselves as lifelong learners.

## CAREER SERVICES

Lewis & Clark Career Center students have access to a variety of services to assist them in finding employment. Resumes are developed and kept on file for each student. Students may also receive assistance with other job acquisition skills such as completing an application and interview skills.

Employers may also contact our Career Services office looking for well-trained graduates. Students are recommended for these positions based on their performance in their program, employability skills (good attendance, few tardies, etc.), and teacher recommendation.

All of the above services are also available to any adult who is a former graduate of Lewis & Clark Career Center.

## **LEARNING SKILLS CENTER**

All employment areas require a certain level of academic skills. Therefore, every Lewis and Clark student is assessed in the areas of reading and math. Students showing a deficiency in any area are required to participate in skills remediation training through our Learning Skills Center. If identified as needing assistance, students refusing to participate will not be eligible for their certificate and may be considered for review and possible removal from their program.

# Student Activities

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Students, who participate in SkillsUSA or any other extracurricular activities, place themselves in positions of trust. The manner in which they conduct themselves during school and at school-related activities reflects upon themselves, their organizations and their school. These students, by joining a campus group, accept the responsibility to observe the Code of Conduct policies established by the school, the district and state/national associations.

## **SKILLSUSA**

SkillsUSA is a national non-profit organization serving more than 300,000 high school and college students and professional members enrolled in training programs in trade, technical and skilled service occupations, including health occupations.

Members of SkillsUSA are in high schools and college/career schools. SkillsUSA has more than a quarter million student members annually, organized into 17,000 chapters and 57 state and territorial associations (including the District of Columbia, Puerto Rico, Guam, Virgin Islands, and Navajo nation)

SkillsUSA prepares America's high performance workers. It provides quality education experiences for students in leadership, teamwork, citizenship and character development. It builds and reinforces self-confidence, work attitudes and communications skills. It emphasizes total quality at work, high ethical standards, superior work skills, life-long education and pride in the dignity of work. SkillsUSA also promotes understanding of the free enterprise systems and involvement in community service activities.

More than 16,000 teachers and school administrators serve as professional SkillsUSA members and instructors. More than 600 business, industry and labor sponsors actively support SkillsUSA on a national level through financial aid, in-kind contributions, and involvement of their people in SkillsUSA activities. Many more work directly with state associations and local chapters.

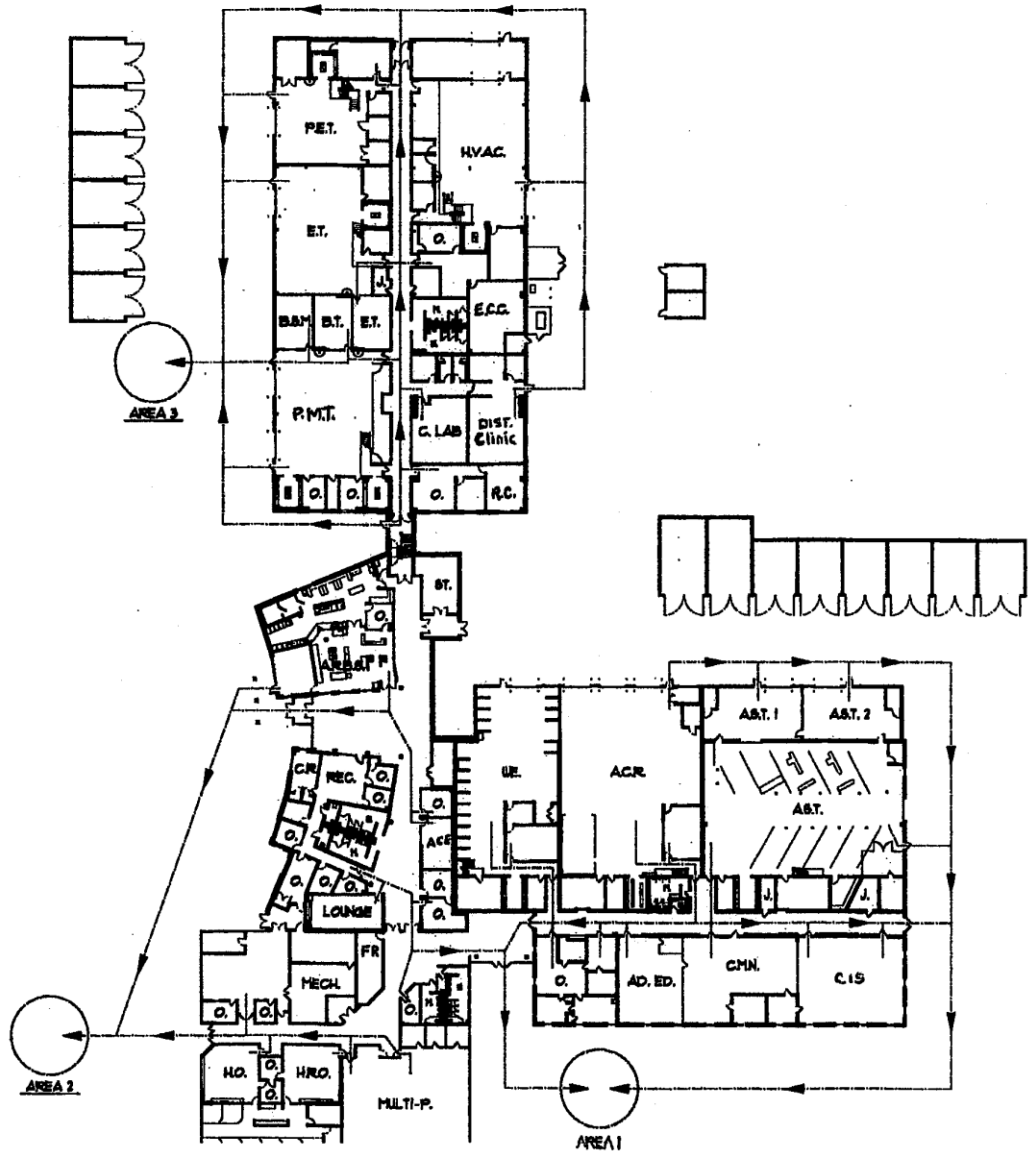
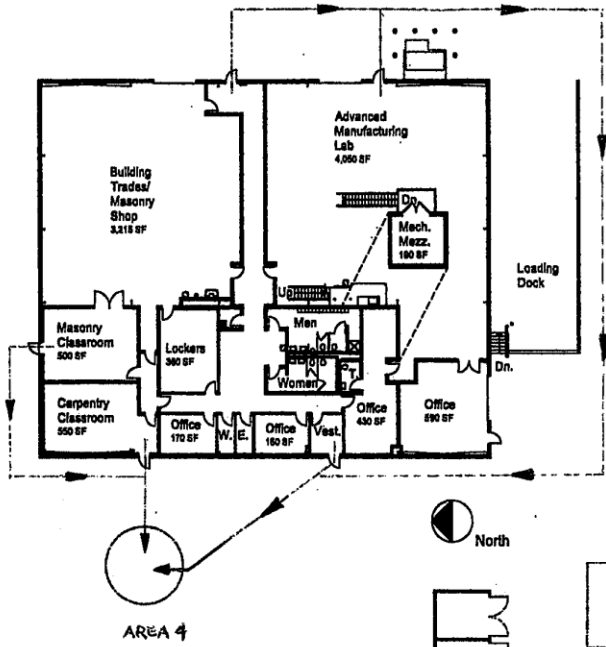
SkillsUSA programs include local, state and national competitions in which students demonstrate occupational and leadership skills. During the annual national-level SkillsUSA Championships, more than 6,000 students compete in 99 occupational and leadership skill areas. SkillsUSA programs also help to establish industry standards for job skill training in the classroom.

## **NATIONAL TECHNICAL HONOR SOCIETY**

The National Technical Honor Society is America's highest award for excellence in career and technical education. Lewis & Clark Career Center students have the opportunity to apply to be a part of NTHS. Requirements include obtaining an overall GPA of 3.0 or higher at both their sending school and Lewis & Clark, active involvement in student government, career and technical, civic, or service organizations and a positive recommendation from an instructor.



# L&CCC EMERGENCY EXIT PLAN



**Lewis & Clark Career Center**  
**INSERT CODE OF CONDUCT HERE**



### **CREDIT / CERTIFICATE OF COMPLETION**

1. Credit will be earned if a student receives a 60% or above for the semester.
2. A Career & Technical Education Certificate will be awarded if a student has 93% or greater attendance and a 75% grade average over the length of their program.
3. A Honors Career & Technical Education Certificate will be awarded if a student has 96.5% or greater attendance, a 95% grade average over the length of their program, has no discipline assigned by Lewis & Clark or discipline assigned by the sending school that results in loss of class time at Lewis & Clark, and has demonstrated some type of leadership activity while at Lewis & Clark, and has demonstrated leadership either in the classroom or at the school while at Lewis & Clark.

### **DISCIPLINE**

#### **From Lewis & Clark Career Center:**

1. Lewis & Clark Career Center follows the School District of the City of St. Charles High School - Student Code of Conduct.
2. Detention periods are served at the sending school and Lewis and Clark.
3. In-School Suspensions are served at the sending school most of the time.
4. Saturday Campus days (or equivalent) are served at the sending school.
5. Work detail is served at Lewis & Clark. The student is counted as present.
6. Out of School Suspensions result in being suspended from both Lewis & Clark and the sending school. See: Out of School Suspensions

#### **From the Sending School:**

1. Detention periods are served at the sending school.
2. In-School Suspensions (ISS) are served at the sending school. Some schools allow the student to serve a longer time in ISS, so the student can still attend his/her program at Lewis & Clark while on ISS. ISS served at sending school are counted as time away from the program.
3. Saturday Campus days (or equivalent) are served at the sending school.
4. Out of School Suspensions (OSS) result in being suspended from both Lewis & Clark and the sending school. These days are counted as time away from the program.

#### **Out of School Suspensions:**

Each Out of School Suspension (OSS) will be evaluated on a case by case basis to determine the impact of the suspension on the student's grade and attendance at Lewis & Clark:

- Short Term Suspensions (up to 10 days) will impact the student's grade and is counted as time away from the program and may result in a student no longer being able to attend Lewis & Clark Career Center.
- Long term Suspensions of more than 10 days may result in a student failing the quarter and the semester. The student will no longer be able to attend Lewis & Clark Career Center.

