



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

## BOARD OF EDUCATION

Mr. Joshua Kean  
C.B.M., President

Dr. Donna Towers  
C.B.M., Vice-President

Mrs. Leslie Knight  
C.B.M., Secretary

Dr. Marita Malone  
C.B.M., Treasurer

Ms. Lori Gibson  
C.B.M., Member

Mr. Mike Thorne  
C.B.M., Member

Mr. Virgil Beer, Jr.  
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

---

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.

---

## 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**

2019-2020 Student Handbook  
Table of Contents

Message from the Superintendent.....	2
Staff/Instructors.....	3
Lewis & Clark Career Center Important Dates .....	4
Table of Contents .....	5-6
General Information.....	7
Mission Statement .....	7
Vision Statement.....	7
Objectives .....	7
Business Hours.....	8
Bell Schedule .....	8
Visitors.....	8
Participating Schools .....	9
Post High School Adults.....	9
School Closings.....	9-10
Drills and Alerts .....	10
Medication .....	10
Change of Address.....	11
Lost and Found.....	11
Lost and Stolen Property.....	11
Attendance.....	12
Reporting an Absence .....	12
Excessive Absences .....	12
Tardies.....	13
Early Dismissal .....	13
Suspensions.....	14
Last Day of School.....	14
Closed Campus Policy.....	14
Make-Up Policy .....	14
Perfect Attendance Award .....	15
Grades .....	16-18
Report Cards and Progress Reports.....	16
Employability Grade .....	17-18
Levels of Achievement .....	19-20
Appropriate Dress .....	20
Basic/Credit for Class .....	19
Career & Technical Education Certificate (Silver).....	19
Honors Career & Technical Education Certificate (Gold).....	19-20
Student Review Policy .....	20
Student Responsibility .....	21-26
Add/Drop Period.....	21
Textbooks/Supplies.....	21
Rotation & Internship Sites.....	21-22
Field Trips/Competitions .....	22
Classroom Work/Safety .....	22-23
Student Appearance .....	23-24
Break Periods.....	24
Cell Phones .....	25
Lockers .....	25
Maintenance of School Property .....	25
Student Code of Conduct.....	25
Bullying.....	26

## Table of Contents Continued

Transportation .....	27-28
Student Drivers .....	27-28
Parking Lot Rules.....	28
Student Services .....	29-30
Guidance Department .....	29
Career Services .....	29
Learning Skills Center .....	30
Student Activities .....	31
SkillsUSA .....	31
National Technical Honor Society .....	32
L&CCC Emergency Exit Plan .....	33
St. Charles School District High School Code of Conduct.....	34-49
Student Discipline .....	34
Discipline Procedures and Definitions.....	35
Corporal Punishment.....	35
Attendance .....	35
Aggression .....	36
Academic .....	38
Other Infractions .....	39
Actions Against Persons or Property .....	42
School Search Policy .....	45
Police Action and the School .....	46
Student Suspension .....	48-49
In-School Suspension.....	48
Out-of-School Suspension .....	48-49
Notices and Policies .....	50-59
Annual Notification of FERPA Rights & Designation of Directory Information .....	50
Student Records .....	51
Annual Notification of Rights under Protection of Pupil Rights Amendment Act.....	52
Information under the No Child Left Behind (NCLB) Act of 2001 .....	53
No Child Left Behind (NCLB) Complaint Resolution Procedures.....	53
Electronic Communication.....	54
Notice of Non-Discrimination.....	54
Special Education/Early Childhood Special Education .....	55
District and Statewide Assessment Program.....	55
Notification of Human Sexuality Curriculum.....	55
Rights of Homeless Children .....	56
Programs for English Language Learners (ELL) and Migrant Students.....	56
Migrant Services (Title IC) .....	56
Programs for the Disadvantaged.....	56
Free and Reduced Lunch Information.....	57
MO HealthNet for Kits Program.....	57
Emergency Medication .....	57
Asbestos Notification.....	57
School Cancellation or Early Dismissal Notification .....	57
Earthquake Safety for Missouri's Schools.....	58-59
L&CCC Guidelines/Handbook Signature Page.....	60-61

# General Information

---

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

---

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

---

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>

Work Habits	Definition	4 – Advanced	3 – Proficient	2- Developing	1 – Minimal
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

---

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

---

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 had 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

---

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

---

## 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

---

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.

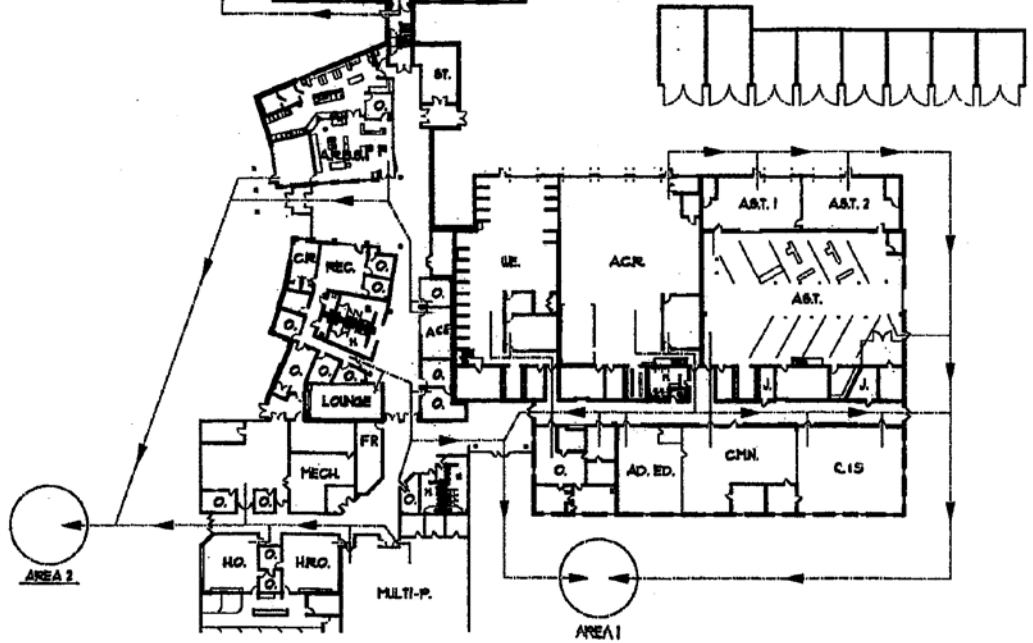
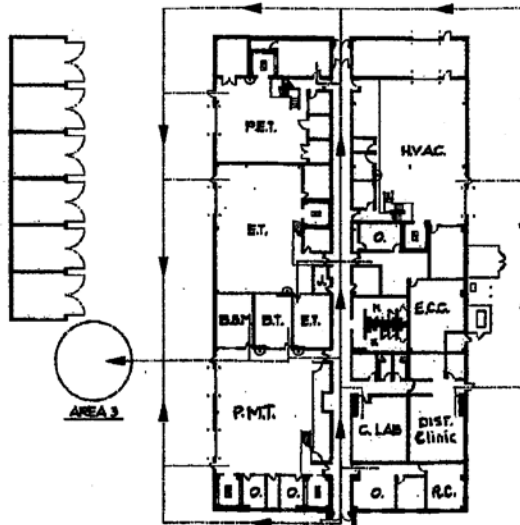
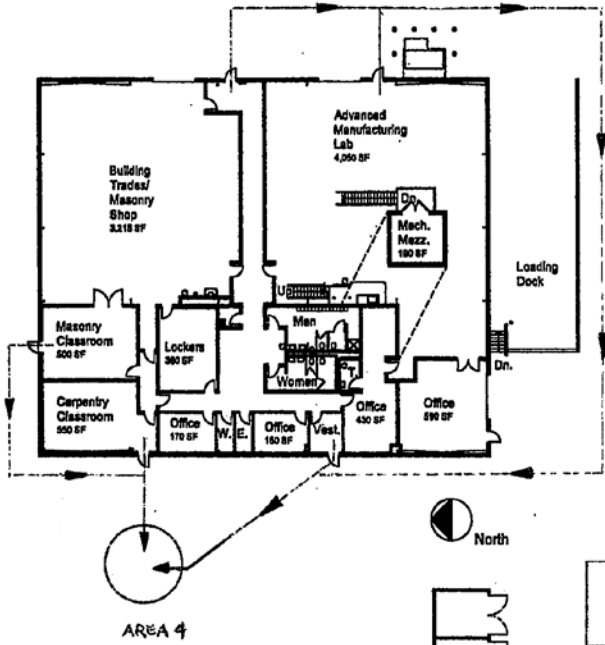
SkillsUSA programs include local, state and national competitions in which students demonstrate occupational and leadership skills. During the annual national-level SkillsUSA Championships, more than 6,000 students compete in 99 occupational and leadership skill areas. SkillsUSA programs also help to 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**  
**City of St. Charles School District**  
**High School Code of Conduct**  
**2019-2020**

The Board of Education of the City of St. Charles School District is committed to academic and social/emotional success for all students by providing a school climate that is safe and conducive to a positive teaching/learning environment. The Board of Education further believes that effective discipline policies and procedures promote such an environment, and that discipline is for the purpose of changing behaviors. The Board of Education provides an approved discipline policy to outline the conditions and expectations for success. Families are encouraged to review all behavioral expectations and consequences that will help ensure that students will be assured a productive, safe environment that promotes learning.

**Student Discipline:**

All students in the St. Charles School District are expected to:

- Comply with district policies and procedures in each school building.
- Respect and obey all persons in authority (adults).
- Be prompt and regular with attendance.
- Be prepared with necessary books, paper, and other school supplies.
- Meet classroom standards of behavior and performance.
- Cooperate with all transportation guidelines and drivers.
- Maintain appropriate habits of communication, dress and personal hygiene.
- Respect the dignity, rights and property of others and avoid any activity that may endanger the health and safety of others.
- Assume responsibility for the care of school property.
- Accept the consequences of his/her behavior.

## Discipline Procedures and Definitions

Behaviors are outlined in categories. Within each category, behaviors are listed alphabetically and are grouped according to nature/severity of the infraction. Below each description will be 3 boxes representing from left to right the consequence for the 1<sup>st</sup> offense, 2<sup>nd</sup> offense, and Repeated offense (see illustration below)

FIRST OFFENSE	SECOND OFFENSE	REPEATED OFFENSE
---------------	----------------	------------------

The following pages outline specific behaviors and consequences if a violation occurs and results in an office referral. Teachers have the authority to assign detentions prior to giving an office referral. **Behaviors not specifically addressed, or chronic behavior may be referred for additional disciplinary action. These shall be classified as Conduct Prejudicial to Good Order, or as otherwise appropriate.** Administrators may deviate from stated maximum penalties when circumstances warrant with approval of the superintendent and/or Board of Education.

The intent of discipline is to assist students in recognizing unacceptable behaviors and replace those with acceptable behaviors. The district supports the concept of progressive discipline to encourage the development of self-control, but recognizes that it may need to deviate from progression when the nature, severity, or frequency of a student's conduct so warrant. This process is intended to be instructional as well as corrective.

### Corporal Punishment

No person employed by or volunteering on behalf of the School District of the City of St. Charles shall administer or cause to be administered corporal punishment upon a student attending district schools. A staff member may, however, use reasonable physical force against a student without advance notice to the principal, for self-defense, the preservation of order, or the protection of other persons or the property of the school district. (Board Policy JGA) Critical

#### 1. Attendance

##### **TARDIES/LATE TO SCHOOL (Less than 10 minutes)**

Students who are late to school or class or do not report to their assigned area in a timely manner, are considered tardy. **Students who are tardy in arriving to school are to check in at the office before reporting to class.** Consequences associated with tardies will reset at the beginning of each grading period.

Warning assigned from teacher 1 tardy	1 detention assigned per tardy by teacher for 2 <sup>nd</sup> - 5 <sup>th</sup> tardies	Office referral for 6+ tardies; SCC up to OSS
--	---	--

##### **SKIPPING CLASSES (More than 10 minutes)**

Any student missing more than 10 minutes of class without an appropriate excuse from a staff member, will be considered skipping class. Missing more than half of the class will also be an unexcused absence for attendance purposes. All students on campus will be required to remain on campus and follow their schedule unless allowed to do otherwise by a building administrator. Arriving to school 10 minutes or more late and unexcused will be considered to be skipping.

2 detentions per block missed	1 SCC up to 2 days ISS	2 days ISS up to 10 days ISS/OSS
-------------------------------	------------------------	-------------------------------------

**LEAVING BUILDING WITHOUT PERMISSION (Less than three periods)**

Leaving the building/campus during the school day without the permission of the building administrator. More than three periods will be considered truancy.

1 SCC up to 2 days ISS	SCC up to 5 days ISS	2 ISS up to 10 days ISS/OSS
------------------------	----------------------	--------------------------------

**TRUANCY (Full Day)**

Any student who is absent from school without the consent and/or knowledge of his/her parent(s) and/or guardian will be considered truant. Students who are away from campus for a full day, without appropriate authorization, are considered truant.

1 SCC up to 2 days ISS	1 SCC up to 4 days ISS	4 days ISS up to 10 days ISS/OSS & referral to Family Court/ Children’s Division
------------------------	------------------------	---

**2. Aggression**

**ASSAULT**

Assault is a physical attack, either provoked or unprovoked, which may or may not cause personal injury to another student, staff member, or anyone on school property, or while involved in a school-related off-campus activity. A student who engages in physical assault will be subject to disciplinary action, police notification, and charges if warranted. A student who encourages or intensifies an assault or purposefully inhibits adults from interceding will be considered a participant.

10 days OSS with possible recommendation for up to 180 days, depending upon severity; Follow reporting requirements to law enforcement	10 days OSS with recommendation for an additional 80 up to 180 days or expulsion; Follow reporting requirements to law enforcement	10 days OSS with recommendation for expulsion; Follow reporting requirements to law enforcement
--	--	---

**BULLYING / HAZING**

Bullying occurs when words and/or actions are **repeatedly** directed toward an individual or group, which are intended to intimidate, degrade, humiliate, or belittle their dignity. Bullying includes, but is not limited to, references made or actions taken toward others based on age, sex, race, ethnic origin, religion, physical appearance and/or mannerisms. This includes electronic forms of bullying (cyberbullying).

Hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.

5-10 days OSS, depending on severity with additional days possible; Follow reporting requirements to law enforcement	10 days OSS with possible recommendation up to 180 days; Follow reporting requirements to law enforcement	10 days OSS with possible recommendation up to 180 days; Follow reporting requirements to law enforcement
--	---	---

**DISRESPECT/THREATENING REMARKS/ACTIONS TO TEACHERS AND STAFF**

Any words, actions or gestures displayed in a disparaging manner toward a staff member. This includes such as but not limited to posturing, harassment, as well as disrespectful and/or threatening remarks/actions made via electronic communications.

SCC up to 10 days OSS with recommendation for additional days possible	Up to 10 days OSS with a recommendation for additional days possible	10 days OSS with recommendation for up to 180 days OSS
--	--	--

**DISRESPECT/THREATENING REMARKS/ACTIONS TO STUDENTS**

Any words, actions, or gestures displayed in a disparaging manner towards another student or any form of harassment; may also include posturing, and/or words, actions, or gestures communicated or displayed via electronic communication.

SCC up to 10 days OSS	Up to 10 days OSS with recommendation for additional days possible	10 days OSS with recommendation for up to 180 days OSS
-----------------------	--	--

**FIGHTING**

Fighting is defined as physical contact and/or verbal abuse or other acts of violence where all parties have contributed to the conflict either verbally or physically. Parties joining in, instigating, encouraging, or recording the fight other than the original participants may be considered as parties to a fight. A student who inhibits adults from interceding will be considered a participant. Students who do not disperse upon request when watching a fight will be subject to discipline. If physical confrontation is anticipated, students are to seek assistance from an administrator or teacher.

2-10 days OSS; follow reporting requirements to law enforcement	10 days OSS with recommendation for additional days possible; follow reporting requirements to law enforcement	10 days OSS with recommendation for additional days possible; follow reporting requirements to law enforcement
---	--	--

**GANG ACTIVITY**

Any student wearing gang related clothing, i.e. (colors, emblems, sagging pants, baggy clothing, jackets, etc.) or, students flashing gang related signs or writing graffiti is prohibited on or around school grounds/activities.

Student conference up to 10 days OSS	4 days ISS up to 10 days OSS with recommendation for additional days possible	10 days OSS with recommendation up to 180 days OSS
--------------------------------------	---	--

**INAPPROPRIATE PHYSICAL CONTACT**

Any minor physical contact that is inappropriate for, or disruptive to, the school environment, including, but not limited to, displays of affection (hugging, kissing) and other physical acts (horseplay, scuffling, poking, pinching, tripping, throwing spit wads, erasers, food, etc.)

Detention up to 1 day OSS	1 day OSS up to 4 days OSS	10 days OSS & possible recommendation for additional days
---------------------------	----------------------------	---

**RIOTOUS BEHAVIOR**

Riotous behavior is defined as more than two persons fighting or any act that represents fighting or causing a fight. Persons joining in, instigating, or encouraging a fight may be considered participants in the fight. A student who interferes with adults trying to intervene in a fight will be considered a participant as well. Students who refuse to disperse and continue watching a fight will be subject to disciplinary consequences. If a physical confrontation is anticipated, students should notify a staff member immediately.

2-10 days OSS; possible recommendation for additional days of OSS at Principal’s discretion	10 days OSS with recommendation for additional days possible; follow reporting requirements to law enforcement	10 days OSS with recommendation for additional days possible; follow reporting requirements to law enforcement]
---	--	---

**SEXUAL HARASSMENT**

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. This includes verbal comments, sexual name calling, gestures, jokes, slurs, sexually oriented pictures or letters and the spreading of rumors of a sexual nature; may include comments, pictures, and/or conduct communicated or displayed electronically.

SCC Up to 10 days OSS with recommendation for additional days possible; Follow reporting requirements to law enforcement	5 days OSS up to 10 days OSS & recommendation for additional days possible; Follow reporting requirements to law enforcement	10 days OSS & with recommendation for additional days & possible expulsion; Follow reporting requirements to law enforcement
--	--	--

**SEXUAL MISCONDUCT/SEXUAL ASSAULT**

A student, while on school grounds, school buses or while attending a school sponsored activity, shall not forcibly and/or intentionally touch another person’s sex organs or any other body part in a way which constitutes sexual contact whether or not such touching occurs through clothing. Nor shall a student knowingly expose the sex organs or body parts under circumstances in which such conduct is likely to be offensive or otherwise inappropriate. Students engaging in these acts will be reported to law enforcement officials. Students shall not knowingly enter or cause others to enter an area reserved for a person of the opposite sex. Students shall not be in physical or electronic possession of sexually explicit material or pornography.

5 days OSS up to 10 days OSS with recommendation for additional days possible; Follow reporting requirements to law enforcement	10 days OSS with possible recommendation for additional days possible; Follow reporting requirements to law enforcement	10 days OSS with recommendation for additional days or expulsion; Follow reporting requirements to law enforcement
---	---	--

### 3. Academic

#### **ACADEMIC DISHONESTY-SUMMATIVE ASSESSMENTS/FINAL EXAMS**

Academic dishonesty-Summative Assessment/Final Exams includes cheating on summative assessments/tests/final exams, plagiarizing written reports, copying lab reports, computer programs, sharing answers during a summative assessment, test, or final exam, using cheat sheets, taking a photograph of a summative assessment, test, or final exam, sharing a photo of a summative assessment, test, or final exam with others, using a cell phone during a summative assessment, test, or final exam etc. Students will be allowed to retake a summative assessment, but must complete the necessary steps as outlined by the teacher. All work should reflect individual student work.

***Because the final exam in is the last assessment for a given course, if a student is found to be cheating on the final exam the student will not be allowed to reassess and will be given a 0% on the exam.***

Referral to office-2 Days ISS	Referral to office-3 to 5 Days ISS	Referral to office-2 Days OSS
-------------------------------	------------------------------------	-------------------------------

#### **ACADEMIC DISHONESTY-FORMATIVE ASSESSMENTS**

Academic dishonesty-Formative Assessments includes cheating on formative assessments, copying of homework, copying lab reports, computer programs, sharing answers, allowing someone else to do your work, using cheat sheets, etc. All work should reflect individual student work unless otherwise allowed by the instructor. Students will be held accountable for completing the original assignment.

Redo the assignment, referral to office, and 2 detentions	Redo the assignment, referral to office, and SCC up to 1 day ISS	Redo the assignment, referral to the office, and 2-10 days ISS
---	--	--

#### **DISRUPTIVE SPEECH/CONDUCT – CLASS DISRUPTION**

Sleeping in class, not following class instruction, disrupting the educational environment by actions such as but not inclusive: talking, out of seat, laughing loudly, dropping books, or other items, etc.

SCC up to 2 days ISS	2 days ISS up to 5 days OSS based upon severity	1 to 10 days OSS with recommendation for additional days possible depending upon severity
----------------------	---	---

**LYING (Including Forgery)**

Not telling facts, forged signatures, and forged excuses.

SCC up to 2 days ISS/SCC	1 day ISS up to 4 days OSS	1 day ISS up to 10 days OSS with recommendation for additional days possible
--------------------------	----------------------------	--

**NOT FOLLOWING DIRECTIONS**

Not following directives given by a staff member.

SCC up to 2 days OSS	1 day ISS up to 4 days OSS	1-10 days OSS with recommendation for additional days possible
----------------------	----------------------------	--

**4. Other Infractions**

**BUS INFRACTIONS**

Students are expected to observe the same conduct as in the classroom. The following rules apply specifically to the bus. The Driver has full authority over the students on the school bus. Seating assignments may be necessary to ensure proper student conduct. If inappropriate behavior is demonstrated by a student, the parent may be contacted to assist the student in modifying the behavior of concern.

**School Rules of Conduct**

1. Obey the Driver’s instructions when first requested
2. Remain in your assigned seat at all times (facing the front, bottom to the seat, back to the seat, feet to the floor and backpack on your lap)
3. Keep voices low (only the person next to you should be able to hear you)
4. The bus aisles must be kept clear at all times
5. Be courteous, use no profane language
6. Do not eat or drink on the bus and no glass containers
7. Respect all bus equipment (Keep the bus clean; do not damage seats; do not tamper with the controls or emergency door, etc.)
8. Do not be destructive
9. Keep head, hands, feet and objects inside the bus at all times
10. Be at your assigned bus stop location five minutes prior to the bus stop pick-up time
11. No Smoking on the bus
12. No live animals are permitted on the bus at anytime
13. Do not stand or play in the street while waiting for the bus
14. Do not throw any objects on or off of the bus
15. Horseplay is not permitted

Discipline according to Code of Conduct plus possible loss of bus privileges. May be referred to Director of Transportation	Discipline according to Code of Conduct plus possible loss of bus privileges. May be referred to Director of Transportation.	Discipline according to Code of Conduct plus possible loss of bus privileges
---	--	--



**DETENTION VIOLATIONS**

Failure to serve assigned detentions.

1 SCC	2 SCC up to 2 days ISS	2 days ISS up to 2 days OSS
-------	------------------------	-----------------------------

**SATURDAY CAMPUS VIOLATIONS**

Not attending assigned SCC class as instructed by administrator.

2 days ISS/OSS	2 days ISS/OSS	2 days ISS/OSS
----------------	----------------	----------------

**STEALING**

Taking of items that are not the property of oneself and are the property of others.

**Major: Value over \$50**

2 days ISS up to 10 days OSS recommendation for additional days depending on severity; restitution of stolen item; Follow reporting requirements to law enforcement	5-10 days OSS with possible recommendation for additional days depending upon severity; restitution of stolen item; Follow reporting requirements to law enforcement	10 days OSS with recommendation for additional days; restitution of stolen item; Follow reporting requirements to law enforcement
---	--	---

**Minor: Value up to \$49**

1-2 days detention up to 2 days ISS with restitution of stolen item; Follow reporting requirements to law enforcement	2 days of SCC up to 2 days ISS; restitution of stolen item; Follow reporting requirements to law enforcement	2 days ISS up to 2 days OSS; restitution of stolen item; Follow reporting requirements to law enforcement
---	--	---

**VANDALISM**

Intentionally causing damage to school property or other person’s possessions.

Detention up to 10 days OSS with possible recommendation for additional days; pay for damages	10 days OSS with recommendation for additional days possible; pay for damages	10 days OSS with recommendation for additional days up to 180; pay for damages
---	---	--

**SAFE DEFEND VIOLATIONS**

Tampering with the Safe Defend boxes and alarms including but not limited to scanning fingerprints, removing/taking scanner covers, vandalizing the boxes, etc. If the system is triggered and the alarm sounds, the student may be disciplined according to the Falsifying Emergencies category below.

2 days of ISS	4 days of ISS	2 days of OSS
---------------	---------------	---------------

**FALSIFYING EMERGENCIES**

Disrupting school by falsifying an emergency situation, such as pulling a fire alarm, making a bomb threat, calling 911, etc.

10 days OSS with recommendation for additional days possible; Follow reporting requirements to law enforcement	10 days OSS with recommendation for additional days & possible expulsion; Follow reporting requirements to law enforcement	10 days OSS with recommendation for additional days & possible expulsion; Follow reporting requirements to law enforcement
--	--	--

**ELECTRONIC DEVICES & ACCESSORIES**

**Electronic Devices for Educational Use**

The City of St. Charles School District recognizes the significant impact that technology can have on the educational experience for each student. However, this recognition acknowledges that the use of technology can impact the educational environment both positively and negatively depending on how it is used in the school setting. In fact, the use of electronic devices during the school day may cause significant distraction to the learning process if used inappropriately. As a result, policies and procedures used will focus on discouraging these behaviors and encouraging those focused on strengthening the positive impact that technology may have on the educational environment.

**One-to-One**

In an effort to ensure that students have more equitable access to technology for educational purposes, students will have the opportunity to utilize a district issued Chromebook at school and at home throughout the school year. Students choosing not to take advantage of this opportunity may opt out of the one-to-one initiative, but they will be expected to have access to a similar device such as an updated or current laptop, Chromebook, or tablet device with the ability to access Google Apps and Classroom along with Google Chrome. *(With regard to this policy, Cell Phones are not considered an acceptable device).* Please see the City of St. Charles School District Chromebook Policy Handbook for more information.

**Cell Phones/Electronic Devices/Accessories**

Students are *not* encouraged to bring cell phones or other electronic devices to school. *Please be advised that students bring these items at their own risk.* If students choose to bring such items, they should be turned off and securely stored out of sight during the school day. Cell Phones may be used before school, after school, during passing periods and at lunch only. Ultimately, classroom electronic device usage is at the discretion of the classroom teacher, and students are subject to discipline consequences for unauthorized or inappropriate use of such devices in the classroom. *If there is a need to contact students during the school day for an emergency, parents are encouraged to contact students through the school office.* Additionally, students are not to wear or display headphones and/or ear buds in the hallways or in the classroom without specific expressed permission of the classroom teacher.

Warning from Classroom Teacher	Detention and Notification from Classroom Teacher	Referral to Office-Parent Notification and Two Detentions	Referral to Office-Parent Notification and One SCC/ISS	Referral to Office-Parent Notification and 1-2 ISS
--------------------------------	---	---	--	--

*\*Refusal to follow teacher directives resulting in administration being called to the room for electronic device issues per this policy will result in one day of ISS for classroom disruption and insubordination.*

*\*If the use of the electronic device is used in a more serious issue (example: cheating, unauthorized recording, etc.), the teacher will refer the student to the office for that particular offense.*

**COMPUTER MISUSE**

Misuse includes, but is not limited to inappropriate language, copyright violations, violation of licensing agreements, accessing other’s files, using other’s log-in, divulging passwords, accessing inappropriate internet sites, etc.

*Please reference the 1:1 Chrome book Handbook for further guidelines for appropriate use.*

Conference with principal and warning up to privileges suspended for 10 days; pay for damages	Privileges suspended 30 days; pay for damages	Privileges suspended 180 days & 10 days OSS with recommendation for up to 180 days OSS; pay for damages
---	---	---

**COMPUTER VANDALISM**

Computer vandalism includes reconfiguring hardware, software, installing programs/software, downloading programs, adding/deleting programs, blatant neglect and/or stealing of hardware or parts.

2 days ISS up to 10 days OSS; pay for damages; possible suspension of computer privileges	5 days ISS up to 10 days OSS with possible recommendation for additional days; pay for damages; possible suspension of computer privileges	5 days ISS up to 10 days OSS with possible recommendation for additional days; pay for damages; possible suspension of computer privileges
---	--	--

**UNAUTHORIZED VIDEO OR AUDIO RECORDING**

Making a video or audio recording without proper authorization from a district staff member.

Detention up to 10 days OSS with possible recommendation for additional days	10 days OSS with possible recommendation for up to 180 days	10 days ISS with recommendation for up to 180 days or expulsion
--	---	---

**DRESS CODE VIOLATION** – See Student Handbook for detailed information on appropriate dress. Students who have repeated dress code violations may receive consequences for not following directions.

Student conference and may be removed from class until corrected	Parent contact and may be removed from class until corrected.	Detention up to 10 days OSS
--	---	-----------------------------

**UNAUTHORIZED POSSESSION OF PROPERLY PRESCRIBED/OVER THE COUNTER MEDICATIONS**

The possession of or use of properly prescribed medications, or the possession, use, or distribution of over the counter medications without the written consent of a physician and parent and appropriate district required documentation. (Distribution of prescribed medication is considered "Distribution of a Controlled Substance".) All medications are to be given to the school nurse and must be in the original container with the following:

- Name of student
- Name of medicine
- Dosage/administration schedule
- Physician's name
- Date purchased

Medications will be dispensed by the school nurse/health clerk in the clinic. Students are not allowed to carry medications on their person during school hours, except as may be permitted by Board Policy. (See Student Handbook for details regarding District policy for prescribed medications. Board Policy JHCD)

Detention up to 2 days OSS	2 days OSS up to 4 days OSS	4 days up to 10 days OSS with possible recommendation for additional days
----------------------------	-----------------------------	---

**INHALANTS/CHEMICALS (MISUSE)**

Certain chemicals, such as white out, airplane glue, aerosol cans, etc. which, if abused or distributed are detrimental to the health, well-being, and educational growth of students.

Detention up to 10 days OSS with possible recommendation for additional days	3 days OSS up to 10 days OSS with possible recommendation for additional days	10 days OSS with possible recommendation for additional days
--	---	--

**TOBACCO/TOBACCO RELATED ITEMS/VAPING/VAPING RELATED ITEMS**

Possession or use of tobacco in any form is prohibited in school buildings, on school grounds, at school activities, and on school buses. The term "use" is defined as smoking, chewing or maintaining tobacco in one's mouth. Any form of tobacco will be confiscated from students who possess it. Lighters, matches and cigarette related items will be confiscated from pupils who possess them. This policy applies to vaping or vaping like substances as well.

2 days ISS	4 days OSS	10 days OSS with recommendation for additional days.
------------	------------	--

**DISTRIBUTION OF TOBACCO/TOBACCO RELATED ITEMS/VAPING/VAPING RELATED ITEMS**

Bringing tobacco, tobacco related items, vaping, and/or vaping related items onto school grounds or to a school activity with the purpose of selling or distributing the item to another individual.

4 days ISS – 2 days OSS	2 – 5 days OSS	5-10 days of OSS with possible recommendation for additional days
-------------------------	----------------	---

**ALCOHOL/DRUGS/NARCOTICS/CONTROLLED SUBSTANCE**

The Board of Education strictly prohibits the possession of drug paraphernalia as well as the possession, use, and the arrival at school and/or at school activities having recently consumed alcohol/illegal drugs/prescription drugs not prescribed to the student, or multiple doses of any type of prescription drugs/narcotics/controlled substances, synthetic substances, or counterfeit substances (look-alike substances) on school grounds, school activities, school buses or school property. ***CBD oil is considered a controlled substance by the school district.*** Any violations of this policy may result in police action and disciplinary action.

The District does, however, recognize the nature of addiction and offers students a therapeutic approach as opposed to a disciplinary consequence. Students in possession of any of the above substances or paraphernalia, and/or displaying behaviors consistent with being under the influence will be given the option of participating in the District’s STEP program (substance treatment and education program). STEP provides an alternative from out of school suspension through a partnership with Preferred Family Healthcare. Participants will receive drug and alcohol counseling along with educational services provided to maintain their coursework in their classes, while avoiding a disciplinary suspension. More information about this program is provided below.

***Please note: Voters recently approved the use of medical marijuana in Missouri. However, marijuana is still illegal under federal law and, except for those authorized to use it medicinally, illegal in the state of Missouri. The City of St. Charles School District prohibits students from being under the influence or in possession of any illegal substance on district property, transportation or district events. Because marijuana is still illegal under federal law, the prohibition applies even to those who are legally authorized to use marijuana medicinally. Thank you for helping us to keep our schools drug free.***

First Offense	Second Offense*	Repeated Offense*
Participation in STEP <b><u>or</u></b> 10 days OSS with recommendation for up to 20 additional days OSS	10 days OSS with recommendation up to 80 days OSS	10 days OSS with recommendation of 90 up to 180 days OSS

If a student is in violation of the above alcohol/drugs/narcotics/controlled substance policy, a meeting will immediately be called between the school administration and the student’s parent(s) and/or guardian(s). For a student’s first offense, they will be given the option of participating in STEP and paperwork will be completed for immediate entry into the program. ***Students participating in STEP will not be considered suspended.*** If a student elects not to participate in the STEP program, he/she will be suspended for 10 days and referred to a disciplinary hearing where additional days (as outlined above) may apply.

**STEP**

Students participating in the STEP program must complete the following requirements:

- Complete intake paperwork for Preferred Family Healthcare and STEP program.
- Complete 10 school days in the STEP classroom program
- After the 10 days, students will return to their regular classes.
- Participate in the treatment plan as recommended by Preferred Family Healthcare for 90 days after the initial referral.
- Participate in regular alcohol and drug screenings through Preferred Family Healthcare for 90 days after the initial referral.

- At any time during participation in STEP, the Preferred Family Healthcare team can recommend a more extensive treatment plan if the student’s usage warrants additional treatment.
- If at any point during the student’s 90 days, he/she decides to no longer participate in the program or becomes uncooperative, the student will receive 10 days of OSS and will be referred to a disciplinary hearing where additional days will be considered.

After the 90 day period, if the student produces a clean alcohol and drug screening they will be considered as successfully completing the program and will no longer be required to receive services.

**DISTRIBUTION OF OR INTENT TO DISTRIBUTE CONTROLLED SUBSTANCES, COUNTERFEIT SUBSTANCES OR PRESCRIPTION DRUGS**

These consequences apply to controlled substances as well as counterfeit substances and prescription drugs; Follow reporting requirements for law enforcement. At the discipline hearing, the situation will be evaluated and a determination will be made as to whether or not the student is appropriate for the STEP program.

10 days OSS with recommendation for up to 180 days OSS and possible expulsion; notification to police.	10 days OSS with recommendation for up to 180 days OSS and possible expulsion; notification to police.
--	--

**ARSON**

Arson - Intentionally starting a fire or causing a fire/explosion.

10 days with recommendation up to 180 days OSS; notification to police, and possible expulsion	10 days with recommendation up to 180 days OSS; notification to police, and possible expulsion
--	--

**FIREWORKS**

The use, possession, and distribution of fireworks, smoke bombs, and any other similar items such as propellants that is detrimental to the health and safety of the students and/or the organization. Students engaging in these acts in or around the school campus will be subject to disciplinary action and/or referred to law enforcement.

10 days with recommendation up to 180 days OSS; notification to police, and possible expulsion	10 days with recommendation up to 180 days OSS; notification to police, and possible expulsion
--	--

**GUNS/ WEAPONS-POSSESSION:**

Any instrument or device, including those defined in 18 U.S.C.921 and 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person. This includes but is not limited to: blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, BB-guns, starter pistols, mace, switchblade, knife (any lengths), knuckles, machine gun, rifle, shotgun, spring gun, air guns, or any other items used to inflict injury. For the purposes of school safety, any look-alike weapon will be addressed as though it was a real weapon.

For the purpose of the Gun Free Schools Act, a firearm as defined in Section 921 of Title 18 of the U.S. Code includes:

- A weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosion
- the frame or receiver of any weapon described above

- any fire arm muffler or silencer
- any explosive incendiary, or poison gas
- Bomb
- Grenade
- Rocket having a propellant charge of more than four ounces
- Missile having an explosive or incendiary charge of more than one-quarter ounce
- Mine, or similar device

Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one half inch in diameter. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled. For the purpose of school safety, any device that looks like a real weapon will be treated as a weapon.

**Note: If a student brings or uses a weapon at school, on school property or at a school activity, he/she will receive a suspension for a period of not less than a year or expulsion per the Safe Schools Act.**

10 days OSS up to 180 days OSS and possible expulsion ; Safe Schools violations not less than 1 year OSS; Notification to police	10 days OSS with recommendation for expulsion and notification to police.
---	---

**THREATENING REMARKS INVOLVING USE OF A WEAPON**

Any words, actions, or gestures displayed in a disparaging or threatening manner towards another student, mentioning the use of a weapon. This includes remarks made via electronic communications.

10 days OSS with possible recommendation for up to 180 days OSS; follow reporting requirements to law enforcement	10 days OSS with recommendation up to 180 days with possible expulsion; follow reporting requirements to law enforcement
---	--

**FELONY EXCLUSION**

Students who have been charged, convicted, or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law. This means that if a student has been charged with, convicted of, or pled guilty to a felony in adult court, the student may be suspended. This provision does not apply to juvenile court proceedings. However, there are other mandatory exclusions under the Safe Schools Act that do include juvenile court actions.

(Board Policy JG)

## SCHOOL SEARCH POLICY

### **Searches and Seizures by School Personnel**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles under the circumstances outlined in the guidelines below and in accordance with the law and may seize any illegal, unauthorized or contraband materials discovered in the search. In the event the law provides greater leeway for the district than this policy, the law shall prevail. Police and search dogs may also be utilized on school grounds and surroundings without notice.

***School Property*** -- School lockers, desks and other such property are owned by the school, and are subject to search at any time by school officials. Students are responsible for whatever is contained in their desks and in the lockers issued to them at school.

***Students or Personal Property*** -- Students or student property may be searched based on reasonable suspicion of a violation of district rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. Personal searches, and searches of student property, shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, and not in front of other students. Students shall not be required to undress, although they may be asked to empty pockets, or remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

***Automobiles*** -- Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

***Students Refusal of a Search*** -- Law enforcement officials shall be contacted if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such articles. Law enforcement officials may be contacted in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted.

***Seizure of Illegal Materials*** -- If a properly conducted search yields illegal or unauthorized materials, such findings may be turned over to proper legal authorities for ultimate disposition.

***Illegal or Unauthorized Materials*** -- For purposes of this policy, illegal or contraband material include all substances or materials, the presence of which is prohibited by school policy or state or federal law, including but not limited to, controlled substances, imitation controlled substances, drugs, drug paraphernalia, alcohol or alcoholic beverages, abusable glue or aerosol paint, guns, knives, weapons or incendiary devices.

***Interview with Police or Juvenile Officers/Other Law Enforcement Officials*** -- The School District of the City of St. Charles has jurisdiction over students during the school day and hours of approved extracurricular activities. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or designee will ask to be present and will request that the interview be conducted in private.

The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians. If the interviewer raises a valid objection to the notification, parents will not be notified.

### **Removal of Students from School by Law Enforcement Officials**

Before a student at school is arrested or taken into custody by law enforcement or other legally authorized person, the principal will make a reasonable effort to verify the official's identity. The school principal will attempt to notify the student's parent/guardian that the student is being removed from school, unless directed otherwise by the law enforcement official.



### **The School Resource Officer (SRO)**

The school resource officer (SRO) is a certified law enforcement officer who is assigned full-time to a school or schools. SROs receive many hours of specialized training. The concept of the SRO is very similar to the "officer on foot patrol" who knows the public he or she services on a first name basis and is sensitive to their particular needs. The SRO wears many hats; he or she is a friend, advisor, educator, positive role model, and someone to turn to in time of need.

As an educator, the SRO will visit classrooms and make presentations that concern student safety, traffic laws, general law, and crime prevention. SROs also work with individual teachers to create special programs tailored to specific units of study. The SRO may work with school administrators and students in the process of investigating suspected criminal violations that involve the school. In acting as a counselor, the SRO is available for conferences with students, parents and staff regarding law related issues or problems. The SRO is trained in all aspects of emergency situations to be able to help the students and staff in any way they can. As you can see, the SRO is a very important asset to our Schools and the St. Charles Police Department.

### **Certain Violations Strictly Enforced**

The administration and staff of the St. Charles City School District believe that in order for teaching and learning to occur, a safe environment is necessary. In addition, the administration and staff believe that all children deserve an environment that is conducive to optimal teaching and learning. Therefore, the prohibitions against fighting or physical assaults (attempting to cause injury to another person, intentionally placing a person in reasonable apprehension of imminent physical injury) will be strictly enforced.

## **POLICE ACTION AND THE SCHOOL**

In event of police action against a student the following actions will be taken:

1. The district will make a reasonable effort to contact the parent or legal guardian of the student prior to the interview and/or to releasing the student to the law enforcement officer, unless directed otherwise by the officer. The District will also request that the law enforcement officer delay the interview and/or arrest until the parent or legal guardian can be present. However, the District does not have the authority to prohibit a law enforcement officer from questioning a student or taking a student into custody, or to interfere with the investigation of a potential crime. If an interview is conducted without the presence of the parents, the District will request that an administrator or other representative of the District be present during the interview. However, the District has no authority to require that such person be present as a condition of permitting the interview to occur.
2. The District cannot ensure that parents will be present, as it is not legally required to have parents present when District officials (including the SRO) question a student.
3. The District cannot ensure that it will be present during all interviews conducted by the police and should not pledge to protect the student's interests, especially when those interests may be (and usually are) directly adverse to those of the District and District personnel.
4. In the event that a student is found to be in possession of any controlled substance (alcohol, drugs, look alike drugs, synthetic drugs, etc.) or weapons\*, a principal will immediately inform the police of such and will turn over such item(s) to the police for an investigation by a law enforcement agency.
5. District administrators will report acts of school violence to the Superintendent's Office. Acts of school violence are defined as exertion of physical force by a student with the intent to do serious bodily harm to another person while on school property, including a school bus, or while involved in school activities. Acts of school violence may be reported to legal authorities, to teachers and other school district employees with a need to know. Administrators will report felonious behavior (first and second degree murder, kidnapping, first and second degree assault, forcible rape, forcible sodomy, first and second degree burglary, robbery, distribution of drugs to a minor, first degree arson, voluntary manslaughter, involuntary manslaughter, sexual assault, felonious restraint, property damage, and possession of a

weapon under the weapon provision of Chapter 571 of Missouri Revised Statutes to appropriate law enforcement agencies.

6. A principal will report to the superintendent and appropriate law enforcement agencies when any person is believed to have committed an act, which if committed by an adult, would be assault or sexual assault while on school property, school bus, or during school activities. The principal is also required to report to the superintendent and law enforcement agencies if a student is found to be in possession of a weapon or a controlled substance.
7. A teacher will report to the principal any acts of assault, or possession of a weapon or a controlled substance.
- \* Any one of various objects used or intended to be used for fighting or creating violence.

## **STUDENT SUSPENSION**

### **In-School Suspension**

#### **Administrative Procedures**

The following guidelines will be observed:

1. Students will be assigned to a special class where they will be adequately supervised at all times. The in-school suspension teacher will see that each student has textbooks and class work assignments from his or her regular teachers.
2. A principal will notify the parents by telephone if their child has been placed in in-school suspension and will follow up this verbal notification in writing. Reasons for the in-school suspension will be given, and a conference may be scheduled prior to the student's readmission to regular class.
3. Additional conferences with the school counselor and/or principal (s) may be scheduled at the discretion of a principal.
4. Students may not participate in extra-curricular activities while they are under in-school suspension, but they will receive credit for work completed during the suspension period.
5. Copies of specific building regulations concerning procedures in the in-school suspension room will be given to the student when he enters the in-school suspension room.
6. Any disruptions in the in-school suspension room may result in additional disciplinary action.
7. Students must earn their way back into the regular classroom by following all in-school suspension rules and completing all assignments given to them to the satisfaction of the supervising teacher.
8. At the discretion of the building principal and whenever possible, the student will begin their ISS assignment at the beginning of the following school day.

### **Out-of-School Suspension**

#### **Administrative Procedures**

The following procedures will be followed in any out-of-school suspension. When the term "student or parent/guardian" is used, this will mean student if he/she is 18 years of age or older; otherwise it will mean parent/guardian.

1. Notice. A principal, his designee, or superintendent at the time of contemplated action will give the student or parent/guardian notice of the contemplated action. Such notice may be oral or in writing.
2. Student's Response. The student will be given an opportunity to admit or deny the accusation, and to give his version of the events.  
Suspensions beyond ten (10) school days will require a suspension hearing. The hearing will be set by the Superintendent. The hearings will be informal and will involve the hearing officer, the building principal, the student and parent, and other school personnel (if needed). The purpose of the hearing will be to determine if the recommendation for additional days will be enforced, and if additional disciplinary measures should be imposed.
3. Out of school suspension greater than 10 days may be appealed to the Board of Education in accordance with Board Policy.

4. Students under suspension/expulsion are not allowed to be on or around any school campus in the district without the prior written consent of the Superintendent.
5. Students under suspension are not allowed to participate in or attend any extra-curricular activities sponsored by the school until they have attended classes on the first day after the suspension. Such activities include: basketball games, football games, dances, wrestling matches, concerts, club meetings, and other school sponsored activities.
6. Students suspended ten days or less out of school may be allowed to complete work for credit. Work must be turned in upon return date.
7. Students suspended out of school for more than ten days may be allowed to complete work for credit at the discretion of the school principal. The nature and requirements of some courses may make completion at home not feasible. School assignments will be provided in two week increments and new assignments may not be provided until prior work is submitted.
8. Re-admittance Conference - Students suspended for more than ten days will be readmitted only after a re-admittance conference has been held. Those involved in the conference will include the administrator, teacher, parent, student, and appropriate district personnel. The conference will be held to review the reason for suspension and remedial actions such as development of a behavior contract needed to prevent future occurrences.

**Note: Any student suspended for an act of violence, drug-related activity, or other specified offenses per the Safe Schools Act (state law) are prohibited from being within 1000 feet of school during his/her suspension.**

#### **The Re-Entry School (RES)**

Under certain circumstances and at the discretion of the Superintendent, students may be allowed to complete out-of-school suspensions at the district's Re-Entry School. Attendance at the Re-Entry School is a privilege and thus, students may only be assigned to the Re-Entry School once per calendar year.

# Notices and Policies

On the following pages, the City of St. Charles School District provides parents, students, staff, and community members with important information about federal and state regulations, as well as district policies and procedures.

A complete list of St. Charles' board policies and procedures may be found on its Web site: [https://simbli.eboardsolutions.com/SB\\_ePolicy/SB\\_PolicyOverview.aspx?S=415](https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=415)

For more information, call our District office at 636-443-4000 or refer to our District website at <https://www.stcharlessd.org/Page/1>

District and building report cards are available on our District website via the link for State Report Card in the District tab in the left-hand column.

**District Mission:** The City of St. Charles School District will REACH, TEACH, and EMPOWER all students by providing a challenging, diverse, and innovative education.



## *Annual Notification of FERPA Rights and Designation of Directory Information*

The St. Charles R-VI School District complies fully with the Family Educational Rights and Privacy Act ("FERPA"). FERPA is a federal law that affords parents and students 18 years of age or older ("eligible students") certain rights with respect to the student's educational records. These rights are:

**RIGHT TO INSPECT:** Parents or eligible students have the right to inspect and review substantially all the student's educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school Principal a written request identifying the records to be inspected.

**RIGHT TO PREVENT DISCLOSURES:** Parents or eligible students have the right to prevent disclosure of educational records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in educational records to those instances when prior written consent has been given to the disclosure. However, upon request the District will disclose information to officials of other schools in which a student seeks or intends to enroll. The District may also disclose information under the provisions of FERPA which allow disclosure without prior written consent, or items of directory information of which you have not refused to permit disclosure.

The District will disclose information to school officials who have a legitimate educational interest in the records. School officials include: persons employed by the District, whether paid or unpaid, as an administrator, supervisor, instructor, or support staff member, including health or medical staff; persons elected to the School Board; person employed by or under contract to the District to perform a special task, such as an attorney, auditor, etc.; or persons who are employed by the District's law enforcement unit. School officials have a legitimate educational interest if the officials are: performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid; or maintaining the safety and security of the campus.

The St. Charles R-VI School District has designated certain information contained in the educational records of its students as directory information for purposes of FERPA. The following information regarding students is considered **directory information**:

- the student's name
- photograph or other likeness
- age
- dates of attendance
- grade level
- enrollment status
- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- honors and awards received

The District may disclose directory information for any purpose in its discretion without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, the information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA.

Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal of the school which the student attends.

In the event a notification of refusal is not filed, the District assumes that neither a parent of a student or an eligible student objects to the release of the directory information designated.

**RIGHT TO REQUEST AMENDMENT:** Parents or eligible students have the right to request that the District correct any parts of an educational record which you believe to be inaccurate, misleading or otherwise in violation of your rights. Parents or eligible students should clearly identify, in writing directed to the school principal, the part of the record sought to be corrected and specify why it is inaccurate or misleading. If the District decides not to amend the record, it will notify the parents or eligible student and provide information on the right to a hearing to present evidence that the record should be changed.

**RIGHT TO COMPLAIN TO FERPA OFFICE:** Parents or eligible students have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., 20202-4605, concerning any alleged failure by the District to comply with FERPA.

**MILITARY RECRUITER ACCESS TO STUDENTS AND STUDENT RECRUITING INFORMATION:** Upon request of military recruiters, the District is required to provide access to secondary students' names, addresses, and telephone listings. However, any secondary student or parent of a secondary student may request that the student's name, address, and telephone listing not be released without prior written consent of the parent. Requests that a student's name, address, and telephone listing not be released to military recruiters must be submitted, in writing, to the school Principal. The District is also required to provide military recruiters with the same access to secondary school students as is provided generally to post secondary educational institutions or to prospective employers of the students. (Board Policies JO-R, KI, and JHDA.)

### *Student Records*

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.

The superintendent or designee will provide for the proper administration of student records in accordance with law, will develop appropriate procedures for maintaining student records and will standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The building principal shall assist the superintendent in developing the student records system, maintaining and protecting the records in his or her building and developing protocols for releasing student education records. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

#### **Health Information**

Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage.

#### **Directory Information**

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as directory information:

**Students in kindergarten through high school and vocational school** -- Student's name; parent's name; grade level; participation in school-based activities and sports; weight and height of members of athletic teams; honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

#### **Parent and Eligible Student Access**

All parents will have the right to inspect their child's education records as allowed by law. As used in this policy, a "parent" includes a biological or adoptive parent, a guardian or an individual acting as a parent in the absence of a natural parent or guardian. The district will extend the same rights to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally revoked. The rights of the parent transfer to the student once the student turns 18, or attends an institution of postsecondary education, in accordance with law.

If a parent or eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student's privacy, he or she may ask the district to amend the record by following the appeals procedures created by the superintendent or designee.

The district will annually notify parents and eligible students of their rights in accordance with law.

#### **Law Enforcement Access**

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in 20 U.S.C. § 1232g (b)(1)(E).

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime.

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

### Children's Division Access

The district may disclose education records to representatives of the Children's Division (CD) of the Department of Social Services when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

\* \* \* \* \*

**Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.**

Adopted: 10/14/1993

Revised: 01/14/1999; 01/10/2002; 08/11/2005; 09/13/2007

Cross Refs: BBFA, Board Member Conflict of Interest and Financial Disclosure

EFB, Free and Reduced-Cost Food Services

EHB, Technology Usage

GBCB, Staff Conduct

IGBA, Programs for Students with Disabilities

IGDB, Student Publications

IIAC, Instructional Media Centers/School Libraries

IL, Assessment Program

KB, Public Information Program

KBA, Public's Right to Know

KDA, Custodial and Noncustodial Parents

KI, Public Solicitations/Advertising in District Facilities

KNAJ, Relations with Law Enforcement Authorities

Legal Refs: §§ 167.020, .022, .115, .122, .123, 210.115, .865, 452.375, .376, 610.010 - .028, RSMo.

Americans with Disabilities Act, 42 U.S.C. §§ 12101 - 12213

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g

Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h

Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 - 1487

No Child Left Behind Act of 2001, 20 U.S.C. §§ 6301 - 7941

The Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794

St. Charles School District, St. Charles, Missouri

## ***Annual Notification of Rights Under the Protection of Pupil Rights Amendment Act (PPRA)***

PPRA affords parents certain rights regarding the District's conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of–*

1. Any other protected information survey, regardless of funding;

2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

• *Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

St. Charles R-VI School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys covered by this policy and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

*(Board Policies JO-R, KI, and JHDA.)*

### ***Information Under the No Child Left Behind (NCLB) Act of 2001***

1. Parents have the right to request to know the professional qualifications of their child's instructor.
2. Parents must be given timely notification if their child is being taught for four or more weeks by a teacher who is not properly certified.
3. Parents must be given a variety of data concerning disaggregated test scores and teacher certification through the District's Annual Report.

### ***No Child Left Behind (NCLB) Complaint Resolution Procedures***

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB). A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Elementary and Secondary (DESE) personnel. Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with any activity, program, or project operated under the general supervision of DESE may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted. The written, signed complaint must be filed and the resolution pursued in accordance with local district policy. The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the District. Such concerns are best resolved through communication with the appropriate staff members and officers of the District, such as the faculty, the principals, the Superintendent, or the Board. For a complaint under this section, the following procedure should be followed:

1. Complaints concerning individual students should first be addressed to the teacher.
2. Unresolved complaints from (1), or complaints concerning individual schools, should be directed to the principal of the school.
3. Unresolved complaints from (2), or complaints concerning individual schools, should be directed to the Associate Superintendent for Curriculum and Instruction.
4. In the event the Associate Superintendent of Curriculum and Instruction is unavailable, or the complaint is not settled satisfactorily by the Associate Superintendent of Curriculum and Instruction, reports should instead be directed to the Superintendent.
5. If the complaint is not settled satisfactorily by the Superintendent, it may be brought to the Board of Education. The complaint must be submitted to the secretary to the Board in writing. The complaint will be brought to the attention of the Board, and, if necessary, a hearing will be scheduled to resolve the complaint. The decision of the Board of Education shall be final.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Elementary and Secondary Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, DESE may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of DESE may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by DESE itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or DESE personnel.

## ***Electronic Communication***

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

1. When communicating electronically with students for educational purposes, staff members must use district-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district-sponsored webpages or social networking sites), when available. If district-provided devices, accounts and forms of communication are unavailable, staff members communicating electronically with students must do so in accordance with number two below. Staff members may communicate with students using district-provided forms of communication without first obtaining supervisor approval. These communications may be monitored. With district permission, staff members may establish websites or other accounts on behalf of the district that enable communications between staff members and students or parents/guardians. Any such website or account is considered district sponsored and must be professional and conform to all district policies, regulations and procedures.
2. A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, webpages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district-sponsored class or activity if the communication is determined necessary or beneficial, if a district-sponsored form of communication is not available, and if the communication is related to the class or activity. The district will provide notification to the parents/guardians of students participating in classes or activities for which personal electronic communications have been approved. Staff members may be required to send the communications simultaneously to the supervisor if directed to do so. Staff members are required to provide their supervisors with all education-related communications with district students upon request.
3. Staff use of any electronic communication is subject to the district's policies, regulations and procedures including, but not limited to, policies, regulations, procedures and legal requirements governing the confidentiality and release of information about identifiable students. Employees who obtain pictures or other information about identifiable students through their connections with the district are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor.
4. The district discourages staff members from communicating with students electronically for reasons other than educational purposes. When an electronic communication is not for educational purposes, the section of this policy titled "Exceptions to This Policy" applies, and if concerns are raised, the staff member must be prepared to demonstrate that the communications are appropriate. This policy does not limit staff members from communicating with their children, stepchildren or other persons living within the staff member's home who happen to be students of the district.

## **Consequences**

Staff members who violate this policy will be disciplined, up to and including termination of employment. Depending on the circumstances, the district may report staff members to law enforcement and the Children's Division (CD) of the Department of Social Services for further investigation, and the district may seek revocation of a staff member's license(s) with the Department of Elementary and Secondary Education (DESE).

Further information about Staff-Student Relations may be found on the District website in the Board Policies (*Board Policy GBH*)

## ***Notice of Non-Discrimination***

The St. Charles School District does not discriminate on the basis of race, color, national origin, sex, religion, disability, or age in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies and the district's grievance procedures.

### **Students Title IX**

#### **Assistant Superintendent of Human Resources**

St. Charles R-VI School District  
400 North Sixth Street  
St. Charles, MO 63301

*Phone: 636-443-4005*

### **Students- Americans with Disabilities Act/504**

#### **Director of Special Education**

St. Charles R-VI School District  
400 North Sixth Street  
St. Charles, MO 63301

*Phone: 636-443-4086*



In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the Superintendent.

**Superintendent of Schools**  
**St. Charles R-VI School District**  
400 North Sixth Street  
St. Charles, MO 63301

Phone: 636-443-4033

(Board Policy AC: critical)

### ***Special Education/Early Childhood Special Education (Public Notice)***

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The St. Charles School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/ intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The St. Charles School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The St. Charles School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The St. Charles School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the District's Administration Center, 400 North Sixth St., St. Charles MO, 63301, Monday thru Friday between the hours of 7:30 am to 4:00 pm.

(Board Policy JHDA: Critical)

### ***District and Statewide Assessment Program***

The district will use assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the Superintendent or designee to create procedures governing assessments consistent with law and Board policy.

In cooperation with the administrative and instructional staff, the Board will annually review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.

The St. Charles School District will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the individuals with Disabilities Education Act (IDEA).

### **Statewide Assessments**

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education.

The School Board authorizes the Superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

The district's policy on student participation in statewide assessments shall be provided at the beginning of the school year to each student and the parent, guardian or other person responsible for every student under 18 years of age. The policy will also be kept in the district office and be available for viewing by the public during business hours of the district office.

### **National Assessment of Educational Progress**

If chosen, the district will participate in the National Assessment of Educational Progress (NAEP) as required by law. (Board Policy IL: critical)

### ***Notification of Human Sexuality Curriculum***

The district is required to notify the parent/guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and of the parent's/guardian's right to remove the student from any part of the district's human sexuality instruction. The district is required to make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction.

(Board Policy IGAEB: critical)

### ***Rights of Homeless Children***

The McKinney-Vento Homeless Assistance Act and subsequent amendments in 1990, 1994, 2001 and 2004 provide considerable protection for the educational needs of homeless children and youth in the United States. Subtitle B of Title VIII states that it is the policy of Congress that:

1. Homeless children and youth have equal access to the same free, appropriate public education as provided to other children and youth.
2. Residency requirements, practices or policies that may act as a barrier to enrollment will be revised to ensure that homeless children and youth are afforded the same free, appropriate public education as provided to other children and youth.
3. Homelessness alone should not be sufficient reason to separate students from the mainstream school environment.

4. Homeless children and youth should have access to the education and other services that such children and youth need to ensure that such children and youth have an opportunity to meet the same challenging state student performance standards to which all students are held.

School districts of each homeless child and youth are required to determine the child's best interest by either:  
Continuing the child's education in the school of origin:

1. For the remainder of the academic year; or
2. In any case in which a family becomes homeless between academic years, for the following academic year; or
3. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth resides are eligible to attend. *(Board Policy IGBCA: Critical)*

## ***Programs for English Language Learners (ELL) and Migrant Students***

### **English Language Learners**

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Identifying students who are English language learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels.

The Board directs the district ELL coordinator to develop and implement language instruction programs that:

1. Identify language minority students through the use of a Student Home Language Survey (policy IGBH-AF1).
2. Identify language minority students who are also English language learners. Any student who indicates the use of a language other than English will be assessed for English proficiency using the state provided assessment instrument.
3. Determine the appropriate instructional environment for ELL students.
4. Annually assess the English proficiency of ELL students and monitor the progress of students receiving ESOL or bilingual instruction in order to determine their readiness for the mainstream classroom environment.
5. Provide parents with notice of and information regarding the instructional program as required by law. Parental involvement will be encouraged and parents will be regularly apprised of their child's progress. *(Board Policy IGBH: critical)*

### ***Migrant Services (Title IC)***

The Title IC program focuses on helping migrant children overcome the educational barriers that result from repeated moves, allowing them the opportunity to succeed in regular school programs.

When the district receives the "Certificate of Eligibility Form" from the Migrant Center, the district Executive Secretary for grants notifies the building principal, building counselor, ELL teacher, classroom teacher, and Food Services Director of the student's migrant status.

In the fall, each building receives a list of their current migrant students. When a building receives notification of a new migrant student, the name should be added to the building's migrant list that was sent in the fall. The district encourages migrant parents to play an enthusiastic role and have a voice in all aspects of their children's education through participation and increased understanding of school regulations and activities.

*(Board Policy IGBCB)*

### ***Programs for the Disadvantaged***

In order to meet its goal of providing appropriate educational opportunities for all students in the St. Charles School District, the Board of Education shall participate in the federal Title I program.

The board recognizes that when schools work together with families to support learning, children are inclined to succeed not just in school, but throughout life. It is the board's intent to establish partnerships that will increase parental involvement and participation in promoting the social, emotional and academic growth of children.

The district will encourage Title I parents to be involved in supporting the education of their children in at least the following ways:

- Parents will be involved in the joint development of the Title I program plan and in the process of reviewing the implementation of the plan and suggesting improvements.
- The district will provide coordination, technical assistance and other support necessary to assist participating schools in planning and implementing parental involvement.
- The district will build the schools' and parents' capacity for strong parental involvement.
- The district will support the coordination and integration of Title I parental involvement strategies with those of other programs that include parent involvement by meeting with appropriate program coordinators at least once each year to plan such coordination and integration of parent involvement activities.
- The district will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy to determine whether there has been increased participation and whether there are barriers to greater participation, particularly by parents who are disabled, who have limited English proficiency, limited literacy or are of any racial or ethnic minority background.
- The district will use the evaluation findings in designing strategies for school improvement and in revising parental involvement policies and procedures at the district and building levels. *(Board Policy IGBC)*

### ***Free and Reduced Lunch Eligibility Guides***

Information on free and reduced lunch eligibility guidelines is distributed to all students at the beginning of the year. Further information may be obtained by contacting your school office.

## ***MO HealthNet for Kids Program***

MO HealthNet for Kids provides healthcare coverage for children under age 19 whose family income falls within certain guidelines. Further information about eligibility, contact information, and application procedures may be obtained at: <https://dss.mo.gov/mhk/>

## ***Emergency Medications***

All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes and asthma-related rescue medications that can be administered in the event of severe allergic reaction causing anaphylaxis or a life-threatening asthma episode. These medications will only be administered in accordance with written protocols provided by an authorized prescriber. The school principal will maintain a list of personnel trained in the proper administration of these drugs.

The school principal or designee will also maintain a list of students who cannot, according to their parents/guardians, receive epinephrine or asthma-related rescue medications. A current copy of the list will be kept with the devices at all times. For further policy on administration of medications to students, please see *Board Policy JHCD*.  
*(Board Policy JHCD)*

## ***Asbestos Notification***

The city of St. Charles School District has implemented an asbestos management plan to be in compliance with the U.S. Environmental Protection Agency (EPA). The results disclosed the presence of asbestos in some locations in the school district's buildings. These areas are currently being maintained to insure all students and employees of the school district are provided a safe and ASBESTOS free environment. The inspections and the findings of these inspections are on file and available for public review at the facilities maintenance office at 2450 Zumbuhl Road, St Charles, MO 63301 during normal working school hours (Monday-Friday 6:30am-3:00pm). The Director of Facilities is available to answer any questions you may have about asbestos in our buildings.

## ***School Cancellation or Early Dismissal Notification***

In the event of school cancellation or early dismissal that is not a scheduled occurrence, the public is notified via local television, the District website, and the Alert-Now phone system.





## **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.

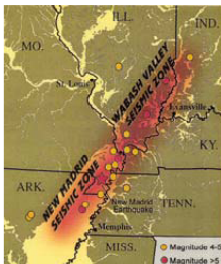


# Earthquake Safety For Missouri's Schools

**The New Madrid Seismic Zone Extends 120 Miles Southward** from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.

**The New Madrid Seismic Zone and surrounding region is Active, Averaging More than 200 Measured Events per Year** (Magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (Magnitude 2.5 – 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

**The Highest Earthquake Risk in the United States** outside the West Coast is in the New Madrid Seismic Zone. Damaging temblors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state.



**A Damaging Earthquake in this Area**, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to be a 25-40% chance for a magnitude 6.0 – 7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage to unreinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly overdue for this type of earthquake!

**A Major Earthquake in this Area - the Great New Madrid Earthquake of 1811-12** was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

**When Will Another Great Earthquake the Size of Those in 1811-12 Happen?** Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7 - 10% probability.

**What Can We Do to Protect Ourselves?** Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

### Prepare a Home Earthquake Plan

- Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you.
- Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.
- Choose an out-of-town family contact.
- Take a first aid class from your local Red Cross chapter. Keep your training current.
- Get training in how to use a fire extinguisher from your local fire department.
- Inform babysitters and caregivers of your plan.

### Eliminate Hazards

- Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.
- Bolt bookcases, china cabinets and other tall furniture to wall studs.
- Install strong latches on cupboards.
- Strap the water heater to wall studs.



### Prepare a Disaster Supplies Kit for Home and Car

- First aid kit and essential medications.
- Canned food and can opener.
- At least three gallons of water per person.
- Protective clothing, rainwear, and bedding or sleeping bags.
- Battery-powered radio, flashlight, and extra batteries.
- Special items for infant, elderly, or disabled family members.
- Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so. (Remember, you'll need a professional to turn natural gas service back on.)
- Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

### Know What to Do When the Shaking BEGINS

- DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.
- In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
- If you are in bed, hold on and stay there, protecting your head with a pillow.
- If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

### Know What to Do AFTER the Shaking Stops

- Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- Check others for injuries. Give first aid for serious injuries.
- Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. (Remember, only a professional should turn it back on.)
- Listen to the radio for instructions
- Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!
- Inspect your home for damage. Get everyone out if your home is unsafe.
- Use the telephone only to report life-threatening emergencies.

The information contained in the flier was extracted from the American Red Cross website [http://www.redcross.org/services/prepare/0,1082,0\\_241\\_00.html](http://www.redcross.org/services/prepare/0,1082,0_241_00.html), Missouri State Emergency Management Agency website (<http://sema.dps.mo.gov/EO.htm>) and the Federal Emergency Management Agency website (<http://www.fema.gov/hazard/earthquake>). This flier could be distributed by school districts to each student annually to satisfy the requirements of RSMo 160.455