



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

# STUDENT HANDBOOK

**2020 – 2021**

**“Leading Through Innovation”**



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

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

## ADMINISTRATION

Dr. Jason Sefrit  
Superintendent

Dr. Danielle Tormala  
Associate Superintendent  
Curriculum & Instruction

Dr. Charles Brazeale  
Assistant Superintendent  
Business & Technology

Dr. Rodney Lewis  
Assistant Superintendent  
Human Resources

Mrs. Julie McClard  
Director of  
Special Education  
& Student Services

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C.B.M., Member

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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.

The handbooks can be viewed online on the district's website. Additional copies of the handbook are available in the principal's office. 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 reach, teach, and empower your child. We are truly dedicated to working together to ensure the best learning environment possible for you all of our students.

Sincerely,

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

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

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## 2020-2021 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	Beverly Hanneke	4960	bhanneke
School Counselor	Casey Lober	4957	clobber
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	Phil Crawford	4989	phcrawford
Early Childhood Careers ECC	Tifani Herbert	4968	therbert
Electrical Trades ET	Joseph Callahan	4990	jcallahan
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 2020-21

### August

- 18 District / Staff Orientation Mtgs.
- 19 Building Teacher Professional Development Day
- 20 L&C Teacher Work Day
- 24 **First Day of Classes**

### September

- 4 Last Day for Add or Drop
- 4 **AM Students Only** / PM Professional Development
- 7 NO SCHOOL - Labor Day
- 17 Constitution Day Observed - L&C will Conduct Activities

### October

- 2 AM Professional Development / **PM Students Only**
- 14-15 HO / HRO Fall Blood Drive
- 23 **AM Students Only** / PM Horizontal Professional Development
- 28 Evening Parent / Teacher Conferences
- 29 NO SCHOOL - Day & Evening Parent-Teacher Conferences
- 30 NO SCHOOL - Teacher Professional Development

### November

- 2 NO SCHOOL - Teacher Compensation Day
- 3 NO SCHOOL - Election Day
- 11 Veteran's Day - L&C will Conduct Activities
- 11 Prospective Student Night
- TBA Fall Career Fair
- 19 Prospective Student Night
- 20 AM Professional Development / **PM Students Only**
- 25-27 NO SCHOOL - Thanksgiving Break

### December

- 11 AM Professional Development / **PM Students Only**
- 22 **AM Students Only** / PM Tehr. Work Day
- 23-31 NO SCHOOL - Winter Break

### January

- 1 NO SCHOOL - Winter Break
- 4 NO SCHOOL - L&C Teacher Work Day
- 5 Students Return
- 15 **AM Students Only** / PM Horizontal Professional Development
- 15 End of First Semester
- 18 NO SCHOOL - Dr. Martin Luther King, Jr. Day
- 19 First Day of Second Semester

### February

- 10-11 HO / HRO Spring Blood Drive
- 12 **AM Students Only** / PM Professional Development
- 15 NO SCHOOL - Presidents' Day

### March

- 3 Evening Parent-Teacher Conferences
- 4 **AM Students Only** / PM & Evening Parent-Teacher Conferences
- 5 NO SCHOOL - Teacher Compensation Day
- 19 **AM Students Only** / PM Professional Development
- 22-26 NO SCHOOL - Spring Break
- 29 Students Return

### April

- 1-30 Technical Skills Assessment / IRC Testing
- 5 NO SCHOOL - Holiday
- 16 AM Professional Development / **PM Students Only**
- TBA Spring Career Fair
- 29 Accepted Student Night

### May

- 7 AM Professional Development / **PM Students Only**
- 12 Student Recognition Night
- 27 **PM Students' Last Day**
- 28 **AM Students' Last Day** / PM Work Day - End of Sem.
- 31 Building CLOSED - Memorial Day

### 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
<b>PM Session:</b>	<b>Start Time:</b>	<b>Dismissal Time:</b>
Warning Bell	11:05 AM	
Starting Bell	11:10 AM	
Bus Bell		1:45 PM
Driver Bell		1:55 PM

### SkillsUSA Activities

- \*Missouri State Leadership - Oct. (TBD)
- \*East District Leadership Conference - Nov. (TBD)
- \*District Written Contests - Jan. (TBD)
- \*District Hands-On Contests - Feb. (TBD)
- \*District Leadership Contests - Feb. (TBD)
- \*State Contests - April (TBD)
- \*East District Community Service - April (TBD)
- \*National Contests - June (TBD)

(\*SkillsUSA dates are subject to change.)

### End of Year snow MAKE-UP DAYS

- 1 Tuesday, June 1
- 2 Wednesday, June 2
- 3 Thursday, June 3
- 4 Friday, June 4
- 5 Monday, June 7
- 6 Tuesday, June 8

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## 2020-2021 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
Alternative Methods of Instruction (AMI).....	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

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

## **MISSION STATEMENT**

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

## **VISION STATEMENT**

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

## **OBJECTIVES**

The Lewis & Clark Career Center faculty strives to:

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

## BUSINESS HOURS

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

## BELL SCHEDULE

### AM Classes

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

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

Dismissal Bell:

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

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

### PM Classes

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

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

Dismissal Bell:

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

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

## VISITORS

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



## **PARTICIPATING SCHOOLS**

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

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

## **POST HIGH SCHOOL ADULTS**

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

## **ALTERNATIVE METHODS OF INSTRUCTION (AMI)**

Alternative Methods of Instruction (AMI) may be utilized in circumstances of emergency or extended closure for the purpose of review and reinforcement of previously taught skills and/or the introduction of new concepts.

On days where AMI is assigned, families will be notified through the regular communication channels (phone call, text, social media) utilized by the District and their child's school. Electronic and/or web-based assignments and materials will be utilized for AMI and students will have access to District-provided devices and hotspots when available. When possible, hard copy assignments will be provided as requested.

Student attendance will be recorded on days when AMI is assigned and will be documented by the completion of assignments and/or online participation in activities and assignments. Educators will be available electronically during AMI days for guidance with instruction.

## **SCHOOL CLOSINGS**

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

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

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

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

## **DRILLS AND ALERTS**

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

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

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

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

Proceed carefully to the assigned areas.

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

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

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

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

## **MEDICATION**

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

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

- a) Student's Name
- b) Dosage and Administration Schedule
- c) Date Purchased
- d) Physician's Name
- e) Name of Medication

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

### **CHANGE OF ADDRESS**

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

### **LOST AND FOUND**

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

### **LOST or STOLEN PROPERTY**

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

# Attendance

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

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

## REPORTING AN ABSENCE

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

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

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

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

## EXCESSIVE ABSENCES

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

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

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

### **TARDIES**

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

### **EARLY DISMISSAL**

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

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

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

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

## **SUSPENSIONS**

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

## **LAST DAY OF SCHOOL**

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

## **CLOSED CAMPUS POLICY**

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

## **MAKE-UP POLICY**

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

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

### **PERFECT ATTENDANCE AWARD**

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

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

# Grades

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

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

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

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

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

## **REPORT CARDS AND PROGRESS REPORTS**

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

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



# Employability Behaviors

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

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

<b>Work Habits</b>	<b>Definition</b>	<b>4 – Advanced</b>	<b>3 – Proficient</b>	<b>2- Developing</b>	<b>1 – Minimal</b>
	<ul style="list-style-type: none"> <li>-Follows all safety regulations while completing classroom tasks</li> <li>-Works independently and is self-motivated</li> <li>-Shows/takes initiative</li> </ul>				
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</li> </ul>	Independently	Consistently	Sometimes	Rarely

Work Habits	Definition	4 – Advanced	3 – Proficient	2- Developing	1 – Minimal
	and understands/evaluates what is being said -Responds in a helpful manner to customers -Presents a professional demeanor when working with the community				

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

# Levels of Achievement

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

## **BASIC/CREDIT FOR CLASS**

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

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

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

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

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

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

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

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

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

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

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

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

## **STUDENT REVIEW POLICY**

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

The following issues may trigger a review for a student:

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

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

# Student Responsibility

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

## **ADD/DROP PERIOD**

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

## **TEXTBOOKS/SUPPLIES**

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

## **ROTATION & INTERNSHIP SITES**

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

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

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

### **FIELD TRIPS/COMPETITIONS**

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

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

### **CLASSROOM WORK / SAFETY**

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

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

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

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

## STUDENT APPEARANCE

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

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

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

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



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

### **Appropriate Dress**

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

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

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

### **BREAK PERIODS**

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

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

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

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

## **CELL PHONES**

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

## **LOCKERS**

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

## **MAINTENANCE OF SCHOOL PROPERTY**

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

## **STUDENT CODE OF CONDUCT**

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

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

## **BULLYING**

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

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

# Transportation

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

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

## STUDENT DRIVERS

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

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

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

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

### **PARKING LOT RULES**

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

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

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

# Student Services

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## COUNSELING DEPARTMENT

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

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

## CAREER SERVICES

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

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

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

## **LEARNING SKILLS CENTER**

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

# Student Activities

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

## **SKILLSUSA**

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

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

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

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

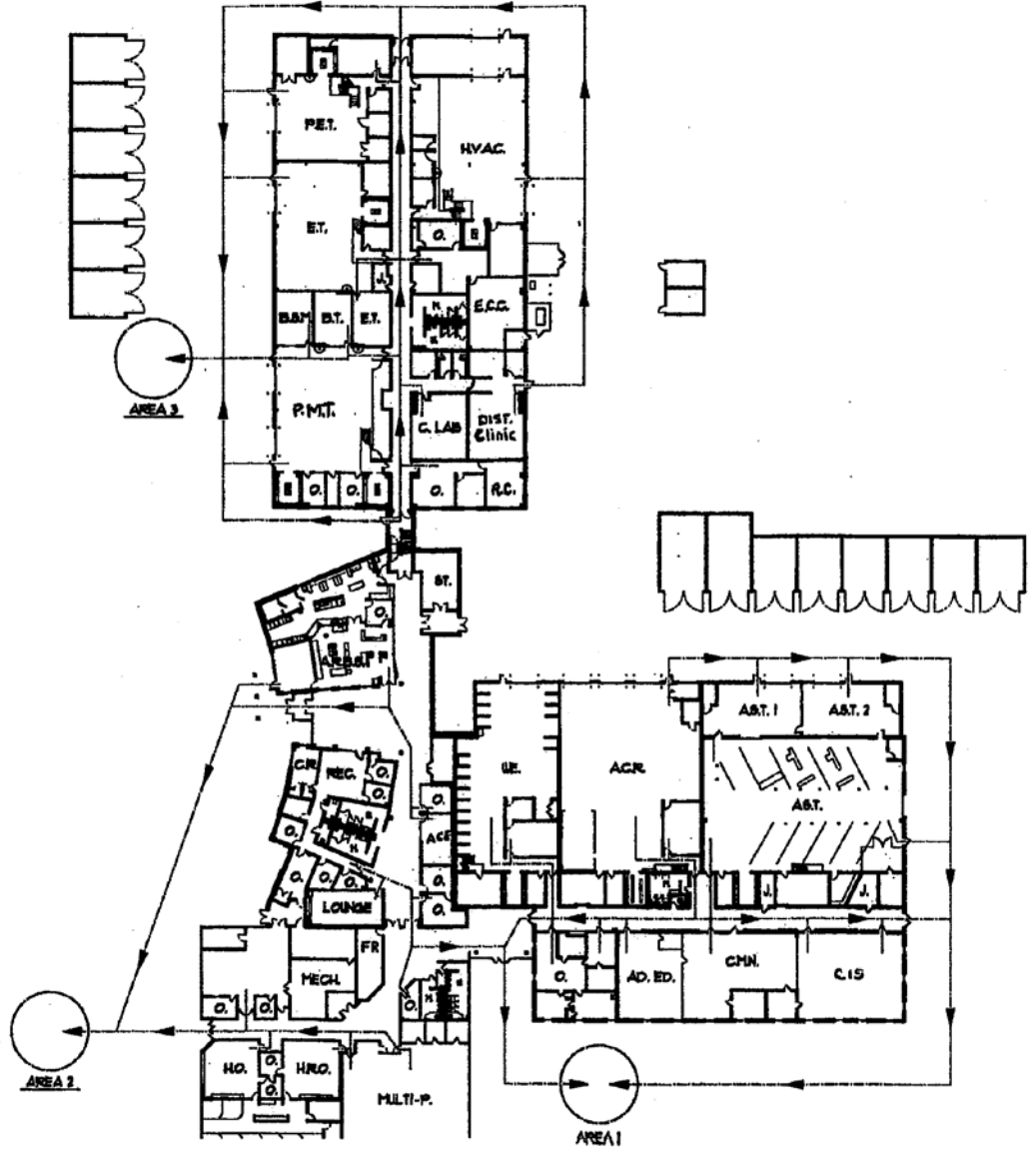
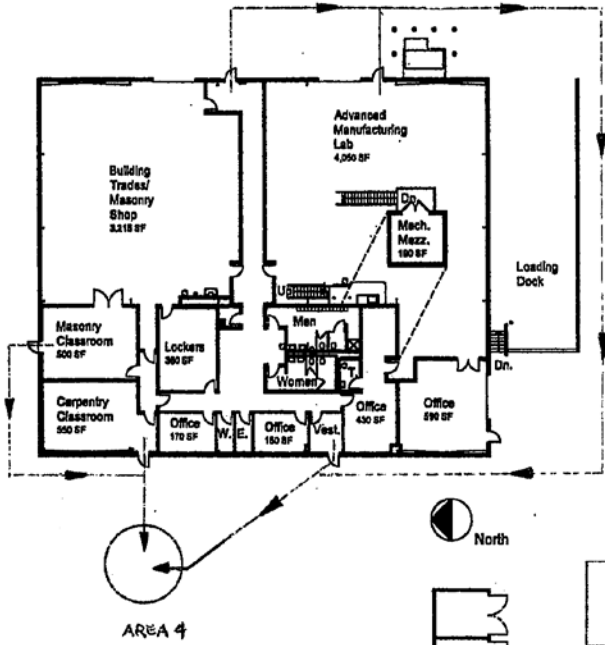
SkillsUSA programs include local, state and national competitions in which students demonstrate occupational and leadership skills. During the annual national-level SkillsUSA Championships, more than 6,000 students compete in 99 occupational and leadership skill areas. SkillsUSA programs also help to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



## **NATIONAL TECHNICAL HONOR SOCIETY**

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

# L&CCC EMERGENCY EXIT PLAN



# City of St. Charles School District High School Code of Conduct 2020-2021

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
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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
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**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
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**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
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**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
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**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
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**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
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**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
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**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
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**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
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**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
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**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
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**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]
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**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
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**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
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### 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
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#### **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
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#### **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
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**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
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**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
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**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
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**DETENTION VIOLATIONS**

Failure to serve assigned detentions.

1 SCC	2 SCC up to 2 days ISS	2 days ISS up to 2 days OSS
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**SATURDAY CAMPUS VIOLATIONS**

Not attending assigned SCC class as instructed by administrator.

2 days ISS/OSS	2 days ISS/OSS	2 days ISS/OSS
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**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
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**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
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**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
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**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
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**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
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**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 Parent 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
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***\*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
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**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
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**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
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**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
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**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
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**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
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**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.
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**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
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**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.

Administrators may use situational, physical, or behavioral indicators to determine if students are under the influence of prohibited substances.

***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 <u>or</u> 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.
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**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
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**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
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**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.
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**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
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**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.



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**Please, detach this section and return with your registration form by Friday, August 28.**

**I have read and understand the Lewis & Clark Handbook and Guidelines.**

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**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.