LEWIS & CLARK
CAREER CENTER
leading through innovation

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

STUDENT HANDBOOK

2025-2026

"Leading Through Innovation"

St. Charles R-VI School District

REACH…..TEACH…..EMPOWER

ADMINISTRATION

Dr. Jason T. Sefrit
Superintendent

Dr. Rodney Lewis
Associate Superintendent
of Human Resources

Dr. Earl Draper
Assistant Superintendent
Curriculum & Instruction

Mr. Jeremy Shields
Assistant Superintendent
of Operations

Mrs. Ashley Jones
Assistant Superintendent of
Special Services

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C.B.M., Member

Ms. M. Ellen Zerr
C.B.M., Member

Dear Parents and Students:

Schools are successful when they help children grow academically, socially, and emotionally. For this to happen, it is important that we have a **safe environment** that is supportive and conducive for growth. By setting forth clear social and behavioral expectations and directly teaching students about those expectations, it is our goal to continue to have a **positive atmosphere for optimal learning.**

The City of St. Charles School District is a **Positive Behavior Interventions and Support (PBIS)** school district. PBIS is a systematic approach aims at establishing positive student culture. It is designed to benefit all students across all environments in school to help create a safe and effective learning environment. SCSD is committed to Engage, Empower, and Inspire every learner, every day, for optimal student behaviors. At all times, staff and students are expected to: **"Be Safe, Be Respectful, and Be Responsible as a Learner and a Leader."**

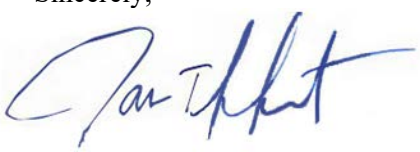
The City of St. Charles School District is committed to providing a safe, diverse, and innovative learning environment for all students. This handbook contains important information about our framework of policies and procedures that will help all of us meet that goal.

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 by contacting your school'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 positive, safe, successful, and learning-filled school year. Thank you for allowing us the opportunity to **Engage, Empower, and Inspire** your child. We are fully dedicated to working together to ensure the best learning environment possible for you and all of our students.

Sincerely,



Jason T. Sefrit, Ed. D.
Superintendent

2025-2026 SCHOOL YEAR

STAFF

		*EXT.	**E-MAIL
Director	Mr. Martin Hanley	4954	mhanley
Asst. Director/Career Services	Dr. Steve Smith	4964	ssmith
Secretary to the Director	Cherie Jo Corley	4963	ccorley
Career Services Specialist Secretary		4952	
Attendance Secretary	Melissa Rechtien	4960	mrechtien
School Counselor	Casey Lober	4957	clober
Guidance Secretary/Registrar	Sandy Schmidt	4962	sschmidt
Financial Secretary	Casey Underwood	4961	cunderwood
Career Resource Educator & Counselor	Kristin Brent	4965	kbrent
Basic Skills Resource Instructor	Carla Johnson	4971	carjohnson
Building Computer Tech	Shea Joseph	4991	shjoseph

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	Damian Rodriguez	4978	drodriguez
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	Frank Brown	4987	fbrown
Dental Assisting DA	Maddie Gallagher	4972	mgallagher
Lewis & Clark Cyber Academy LCCA	Phil Crawford	4989	phcrawford
Early Childhood Careers ECC	Tifani Herbert	4968	therbert
Electrical Trades ET	Joseph Callahan	4990	jcallahan
Health Occupations/CCMA HO	Janay Glover	4970	jglover
HVAC	Justin Morgan	4974	jmorgan
Law Enforcement LE	Mark Kostos	4981	mkostos
Precision Machining PMT	John Rooneo	4959	jrooneo
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 ~ 2025-26 Student Calendar

August
- 19 **First Day of Classes**
- 29 **AM Students** Attend / **PD** ~ NO **PM** Classes

September
- 1 NO SCHOOL - Labor Day
- 17 Constitution Day Observed - L&C will Conduct Activities
- 26 **PD** ~ NO **AM** Classes / **PM Students** Attend

October
- 8-9 Fall Blood Drive
- 10 Fall Career Fair
- 15 Evening Parent / Teacher Conferences
- 16 NO SCHOOL - Day & Evening Parent-Teacher Conferences
- 17 NO SCHOOL - Teacher Compensation Day
- 20 NO SCHOOL - Fall Holiday
- 31 **AM Students** Attend / **PD** (Horizontal) ~ NO **PM** Classes

November
- 11 Prospective Student Night (1)
- 17 Prospective Student Night (2)
- 21 **PD** (Shadow Day)~ NO **AM** Classes / **PM Students** Attend
- 26-28 NO SCHOOL - Thanksgiving Break

December
- 5 **AM Students Attend / PD** (Shadow Day)~ NO **PM** Classes
- 19 **AM Students** Attend / **PD** ~ NO **PM** Classes
- 22-31 NO SCHOOL - Winter Break

January
- 1-5 NO SCHOOL - Winter Break
- 6 **All Students Return**
- 16 **PD** ~ NO **AM** Classes / **PM Students** Attend
- 19 NO SCHOOL - Dr. Martin Luther King, Jr. Day
- 27-28 Spring Blood Drive

February
- 13 **PD** ~ NO **AM** Classes / **PM Students** Attend
- 16 NO SCHOOL - Presidents' Day
- 25 Evening Parent-Teacher Conferences
- 26 **AM Students** Attend / **PM** & Eve. Parent-Teacher Conferences
- 27 NO SCHOOL - Teacher Comp. Day

March
- 20 **AM Students** Attend / **PM** PD (Horizontal) ~ NO **PM** Classes
- 23-27 NO SCHOOL - Spring Break
- 30 **All Students Return**

April
- 1-30 Technical Skills Assessment / IRC Testing
- 6 NO SCHOOL - Spring Holiday
- 17 PD ~ NO **AM** Classes / **PM Students** Attend
- 22 Accepted Student Night
- 24 Spring Career Fair

May
- 1 PD ~ NO **AM** Classes / **PM Students** Attend
- 6 **Student Recognition Night**
- 21 **PM Students' Last Day**
- 22 **AM Students' Last Day** / PD ~ NO PM Classes
- 25 NO SCHOOL - Memorial Day

Starting & Dismissal Times

AM Session:	**Start Time:**	**Dismissal Time:**
Warning Bell	7:35 AM	
Starting Bell	7:40 AM	
Dismissal Bell		10:15 AM
PM Session:		
Warning Bell	11:05 AM	
Starting Bell	11:10 AM	
Dismissal Bell		1:45 PM

SkillsUSA Activities

(*Dates are TBD and subject to change.)

*East District Leadership Contest - **Sept.**

*District Leadership Conference - **Nov.**

*District Hands-On Contests - **Feb.**

*District Leadership Contests - **Feb.**

*CTSO - Legislative Day - **Feb.**

*Tech Info & State Testing - **Mar.**

*Tech Info & State Testing Make-Up - **Mar.**

*State Contests - **April**

*National Contests - **June**

End of Year Snow MAKE-UP DAYS

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

May 08, 2025

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General Information

For over 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 into 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:

Fort Zumwalt East	St. Charles High
Fort Zumwalt North	St. Charles West
Fort Zumwalt South	Veritas Christian Academy
Fort Zumwalt West	Wentzville Holt
Francis Howell Central	Wentzville Liberty
Francis Howell High	Wentzville North Point
Francis Howell North	Wentzville Timberland
Lutheran	St. Charles County Homeschool Students
Orchard Farm	

POST HIGH SCHOOL ADULTS

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

SCHOOL CLOSINGS

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

Media outlets, such as Twitter and Facebook, will also post any school closings. Lewis and Clark Career Center is part of the City of St. Charles School District. When watching the media for a school closing, we are listed as one of the following: “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 ensure 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 unopened 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 buses and other forms of transportation operated by or on behalf of the District.

Attendance

Employers stress that good attendance is one of the first factors they consider when hiring future employees. At Lewis and Clark each absence puts students two and half (2.5) hours behind their class in instruction and practice. ***Because our courses are hands-on, when students are absent, they 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 going to miss 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, sending school, and reason for absence within three (3) school days. **-or-**
3. E-mail the attendance secretary at: mrechtien@stcharlessd.org
4. Please DO NOT rely on the home school to contact Lewis & Clark regarding absences. Communicating to us is YOUR responsibility.
5. Upon returning to school, after an absence, the student is required to come to the office for an admit slip to class.
6. If a student is absent three (3) consecutive days, upon returning, 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 **10 or fewer days per year**. *These absences include illnesses, hospitalizations, and emergencies.* Just as expected on the job, please save these days for when

truly needed. For medical related absences, please provide a doctor's note to the attendance secretary upon returning.

Please note the above attendance requirement is to obtain a program certificate. Students who have an unexpected illness and miss more than 10 days in the school year may still pass their course and obtain credit for the class, but will not earn a certificate in that course due to the hands-on nature of our program offerings.

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. If you are tardy, report immediately to the main office upon arrival at 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 four (4) tardies will be converted to one absence** and may affect your Career and Technical Certificate.

PRE-ARRANGED ABSENCES

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 pre-arrange 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-Arranged Absence – Request Form 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-Arranged Absence – Request Form

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.

During breaks, you are NOT to leave the building to go out to the parking lot. Leaving the building without permissions will result in disciplinary action.

MAKE-UP POLICY

It is the student's responsibility when he or she is absent to obtain any missed assignments and review any new material presented with the instructor. The expectation is that any missed work will be turned in within two days of the absence. **Because of the hands-on nature of our courses, some activities may not be available for completion at a later time.** In these instances, the student may be required to *complete an alternative assignment to demonstrate his/her skills in that area*. Students with prior knowledge of their absence(s) are expected to obtain their missed work **before** the day of the absence.

PERFECT ATTENDANCE AWARD

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

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

Grades

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

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

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

Each instructor assigns weights to categories such as Tests, Quizzes, Lab/Shop, etc. In addition, each program will have 'employability' weighted between 30% - 40% 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 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	-Arrives on time and is rarely absent without cause -Understands the relationship between timeliness and good work performance -Reports absences following school policy -Follows procedures to report absences to the work site, if appropriate	Independently Tardies ≤ 3 Attendance (≤ 3 days/semester)	Consistently Tardies ≤ 6 Attendance (≤ 6 days/semester)	Sometimes Tardies ≤ 9 Attendance (≤9 days/semester)	Rarely Tardies ≥ 11 Attendance (> 9 days/semester)
Responsibility	-Brings all necessary materials and equipment to class -Turns in assignments on time -Wears the appropriate attire for class and follows good hygiene practices for profession -Follows school policies with minimal disciplinary referrals	Independently No discipline issues	Consistently	Sometimes	Rarely
Engagement	-Participates actively in class -Remains on-task during classroom activities -Follows all safety regulations while completing classroom tasks -Works independently and is self-motivated -Shows/takes initiative	Independently	Consistently	Sometimes	Rarely

Work Habits	Definition	4 – Advanced	3 – Proficient	2- Developing	1 – Minimal
Relationships	-Works collaboratively with classmates -Keeps personal matters with others from interfering with his/her performance -Accepts constructive criticism without defensiveness -Respects others (staff members, classmates, others on job site) -Demonstrates respect for authority	Independently	Consistently	Sometimes	Rarely
Professional Demeanor	-Maintains an optimistic and positive outlook -Adapts to change without struggles -Provides leadership and is a positive role model in class	Independently	Consistently	Sometimes	Rarely
Customer Service/ Communication	-Communicates clearly with others -Uses a friendly tone and appropriate language when communicating -Actively listens when others talk and understands/evaluates what is being said -Responds in a helpful manner to customers -Presents a professional demeanor when working with the community	Independently	Consistently	Sometimes	Rarely

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

Levels of Achievement

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

1. 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.

2. CAREER & TECHNICAL EDUCATION CERTIFICATE (Silver)

- 75% grade or greater
- 93% attendance or greater (160/172)
- No more than **10 days missed PER YEAR**
- 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. Four (4) tardies equals one day absence.**

3. HONORS CAREER & TECHNICAL EDUCATION CERTIFICATE (Gold)

- 95% grade or higher
- 96.5% or greater attendance (166/172)
- No more than **5 days absent per 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.

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 Lewis & Clark Cyber Academy, Health Occupations/CCMA, and Early Childhood Careers. The following programs can be taken for one or two years: Applied Retail and Business Skills, Computer Software Development, 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 2nd 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. 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 the following semester. To promote self-advocacy skills, students are expected to represent their own interest during the review process. Parents will be contacted after the completion of the review session should a decision be made that determines a student would no longer be attending a program at Lewis & Clark Career Center.

The following issues may trigger a review for a student:

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

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

Student Responsibility

It is the responsibility of each student to follow the Code of Conduct, the rules set for each program as determined by the instructor for that specific program and to cooperate with school personnel. Students are to conduct themselves in a proper manner; as expected, as if they are on the job at an employment

site. Instructors, guidance counselors, support staff and administrators are always available to offer assistance and/or direction.

ADD/DROP PERIOD

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

TEXTBOOKS/SUPPLIES

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

ROTATION & INTERNSHIP SITES

An advantage of attending Lewis and Clark 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 that 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 that 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 sundresses, 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 a 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 phones are not allowed at Lewis & Clark, in accordance with Missouri Senate Bill 68. 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 as needed. It may be necessary to share lockers. A student may not change lockers without permission of the instructor. All lockers should be kept **locked** when the student is not present. Lockers are considered school property and are subject to be searched without student consent.

MAINTENANCE OF SCHOOL PROPERTY

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

STUDENT CODE OF CONDUCT

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

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

BULLYING

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

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

Transportation

Transportation to Lewis and Clark 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 would count as 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, all sending schools allow students to drive, though they may have their own respective policies regarding this. Please check with your home school regarding any policies that you must adhere to, as it is your responsibility. **Students who choose to exercise the privilege to drive during the school year 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 Driving/Riding Permit Form, available in the main office at Lewis & Clark.
    - ◊ Student must obtain permission (signature) of parent or legal guardian.
    - ◊ Student must 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 registrar (Mrs. Sandy Schmidt) 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 your shop, come in the front entrance and drive to the back of the building.

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

PARKING LOT RULES

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

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

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

Student Services

COUNSELING DEPARTMENT

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

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

CAREER SERVICES

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

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

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

LEARNING SKILLS CENTER

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

Student Activities

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

SKILLSUSA

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

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

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

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

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

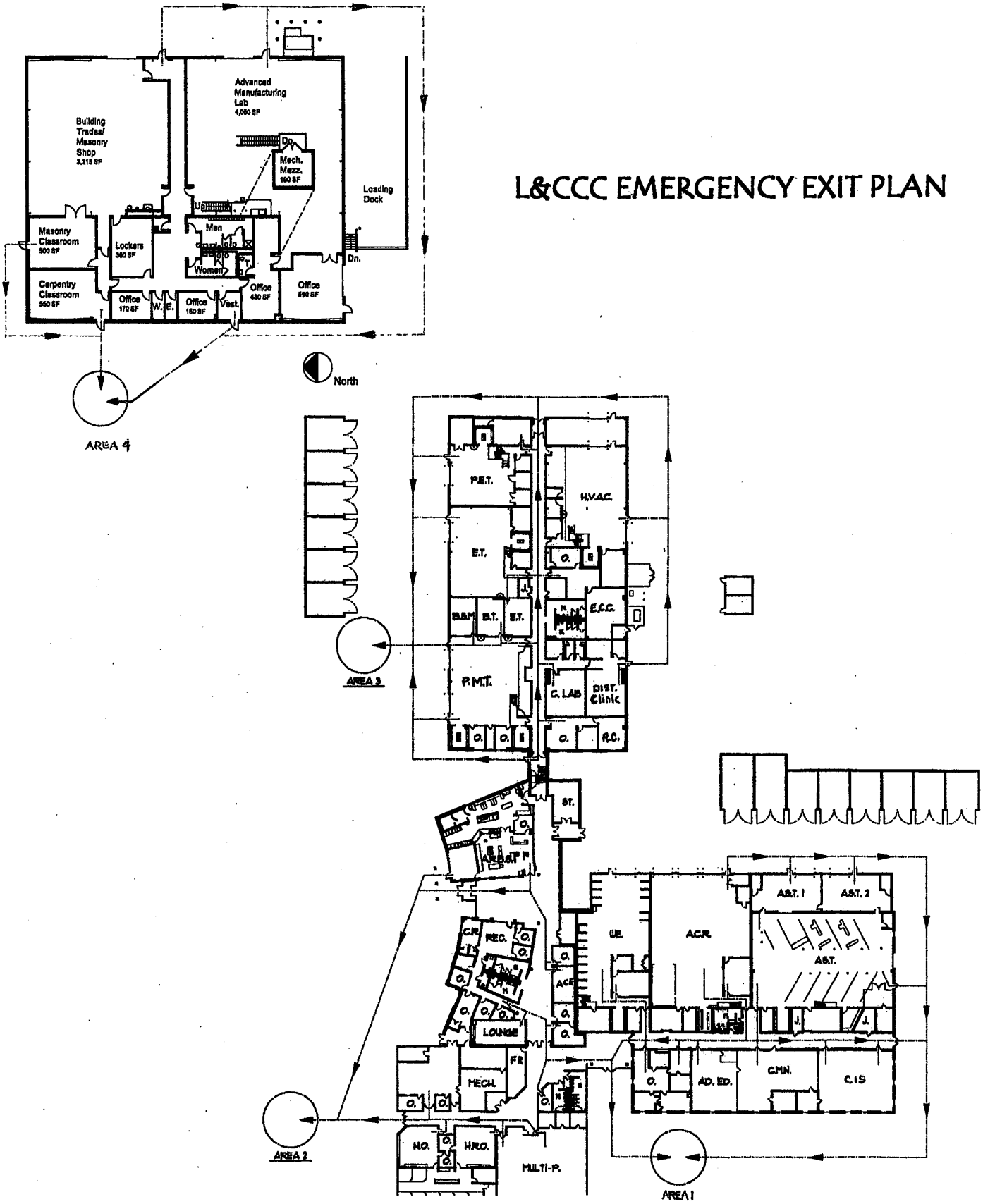
SkillsUSA Honor Chords:

All students who earned the double red/white honor cords representing SkillsUSA have to be a member in good standing, complete/participate in at least one community service project, participate in our annual fundraiser, as well as have competed as a participant in at least one of the four SkillsUSA skilled or leadership competitions - and also earn at least a "silver" certificate.

NATIONAL TECHNICAL HONOR SOCIETY

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

L&CCC EMERGENCY EXIT PLAN



Lewis & Clark Career Center

City of St. Charles School District
HIGH SCHOOL CODE OF CONDUCT
2025-2026

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.

St. Charles High School Behavior Flowchart

Observe Problem Behavior

Is the behavior a minor or major offense?

STAFF MANAGES minor behavior

Redirect Behavior/ Verbal Warning

Find an appropriate time to reteach the appropriate behavior to meet expectations

OR

Offer a replacement behavior

If behavior continues, provide a consequence (see below).

- One-on-one conference with student (not front of other students)
- Restorative consequence
- Call home
- Loss of classroom privileges
- After school detentions

OFFICE MANAGES major behavior

Student conference with administration for reflection/reteach/ rehearse new behavior

Parent Communication

Consequences will be given following the Code of Conduct.

Discipline resolved in SIS within 24 hours

OR

Referral marked as under review and reasoning communicate to teacher

MINOR
(Teacher Managed)

- **Attendance/Leaving Without Permission**
  - Tardy to class
  - Leaving classroom or area
- **Inappropropriate Physical Contact**
  - Horseplay, pushing, non-aggressive but disruptive
- **Disrespect/Inappropriate Communications**
  - Language, non-directed at others
  - Disruptive Speech/Conduct
  - Not Following Directions
  - Dress Code Violation
  - Talking back, arguing
  - Refusal to comply
  - Name calling, Eye rolling, Laughing at other students/staff, etc.
- **Electronic Devices**
  - Computer misuse
- **Dishonesty**
  - Academic dishonesty (Formative Assessments)
  - Lying

MAJOR
(Office Referral)

- **Attendance/Leaving Without Permission**
  - Skipping Class/Late to School
  - Leaving building or campus
- **Inappropropriate Physical Contact**
  - Fighting/Assault
  - Riotous Behavior
  - Reckless Behavior
  - Sexual Harass./Misconduct
- **Disrespect/Inappropriate Communications**
  - Verbal Abuse
  - Harassment/Hazing/ Discriminatory Conduct
  - Language directed at others
  - Threats/Intimidation
  - Bullying
  - Falsifying Emergencies
  - Unauthorized Video/Audio
- **Electronic Devices**
  - Device Violation
  - Computer Vandalism
  - Computer Misuse
- **Dishonesty**
  - Academic dishonesty (Summative Assessments)
  - Theft/Stealing
  - Failure To Complete Assigned Discipline
- **CODE OF CONDUCT VIOLATIONS**
  - Unauthorized Possession/Use of Medications
  - Tobacco/Vaping/Drugs/ Inhalants/Alcohol
  - Arson/Fireworks/ Weapons
  - Unauthorized Entry
  - Trespassing
  - Vandalism

PLEASE NOTE:

- Everyday starts with a clean slate for relationship building. Consequences will build on repeated behaviors.
- Take concrete action to correct behavior (i.e. individual practice, removal from activity, seat change, etc.)
- A student may be referred to the office for major behavior if no improvement is made despite the use of various strategies for a repeated minor behavior.
- After parents have been contacted and classroom consequence(s) have been implemented, continue to document as a minor behavior but at that point you can select Admin Action Needed on the referral form if you feel a more serious consequence from an administrator is warranted.

Safety of all students is our top priority. However, for minor behaviors that occur in the classroom, teachers will implement interventions through the Positive Behavioral Interventions and Supports flowchart. When these interventions are ineffective and the behavior continues and/or escalates, the student will receive consequences in accordance with the Student Code of Conduct.

Discipline Procedures and Definitions

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

FIRST OFFENSE	SECOND OFFENSE	REPEATED OFFENSE

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

The intent of discipline is to assist students in recognizing unacceptable behaviors and replacing 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 warrants it. 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

Attendance

TARDIES (Less than 10 minutes)

Students who are late to school or class or do not report to their assigned area on time are considered tardy. **Students who are tardy in arriving at 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 the teacher for 1st tardy	1 detention assigned per tardy by teacher for 2nd - 5th tardies	Office referral for 6+ tardies; Saturday Campus up to OSS

SKIPPING CLASSES (More than 10 minutes)

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

2 detentions per block missed	1 Saturday Campus up to 2 days ISS	2 days up to 10 days ISS/OSS

LATE TO SCHOOL (More than 10 min)

Arriving late to school over 10 minutes unexcused will result in students not being able to participate in after-school activities for the day in which they were late.

Warning	2 detentions per block missed	1 Saturday Campus up to 2 days ISS

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 Saturday Campus up to 2 days ISS	Saturday Campus up to 5 days ISS	2 ISS up to 10 days ISS/OSS

TRUANCY (Full Day)

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

1 Saturday Campus up to 2 days ISS	1 Saturday Campus up to 4 days ISS	4 days up to 10 days ISS/OSS & referral to Family Court/ Children's Division

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. A violation in this area is cause for automatic removal from the A+ program.

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

BULLYING / HAZING

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

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

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

DISRESPECT/THREATENING REMARKS/ACTIONS TO TEACHERS AND STAFF

Any words, actions, or gestures displayed disparagingly 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. A violation in this area is cause for automatic removal from the A+ program.

Saturday Campus up to 10 days OSS with recommendation for additional days possible	Up to 10 days OSS with a recommendation for additional days possible	10 days OSS with recommendation for up to 180 days OSS

DISRESPECT/THREATENING REMARKS/ACTIONS TOWARD STUDENTS

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

Saturday Campus up to 10 days OSS	Up to 10 days OSS with recommendation for additional days possible	10 days OSS with recommendation for up to 180 days OSS

FIGHTING

Fighting is defined as physical contact and/or verbal abuse or other acts of violence where all parties have contributed to the conflict either verbally or physically. Parties joining in, instigating, encouraging, or recording the fight other than the original participants may be considered 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.

5-10 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 & recommendation for additional days possible; follow reporting requirements to law enforcement

INAPPROPRIATE PHYSICAL CONTACT

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

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

RIOTOUS BEHAVIOR

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

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

SEXUAL HARASSMENT

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

Saturday Campus Up to 10 days OSS with recommendation for additional days possible; Follow reporting requirements to law enforcement	5 days OSS up to10 days OSS & recommendation for additional days possible; Follow reporting requirements to law enforcement	10 days OSS & with recommendation for additional days & possible expulsion; Follow reporting requirements to law enforcement

SEXUAL MISCONDUCT/SEXUAL ASSAULT

A student, while on school grounds, on 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 that 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. A violation in this area is cause for automatic removal from the A+ program.

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

Academic Infractions

ACADEMIC DISHONESTY-SUMMATIVE ASSESSMENTS/FINAL EXAMS

Academic dishonesty-Summative Assessment/Final Exams include cheating on summative assessments/tests/final exams, plagiarizing written reports, copying lab reports, and 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. This includes the unauthorized use of generative artificial intelligence (AI), such as large language models (chatbots). 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 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 redo assessment.	Referral to office-3 to 5 Days ISS redo assessment.	Referral to office-2 Days OSS redo assessment.

ACADEMIC DISHONESTY-FORMATIVE ASSESSMENTS

Academic dishonesty-Formative Assessments include cheating on formative assessments, copying homework, copying lab reports, computer programs, sharing answers, allowing someone else to do your work, using cheat sheets, etc. This includes unauthorized use of generative artificial intelligence (AI), such as large language models (chatbots). 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 Saturday Campus up to 1 day ISS	Redo the assignment, referral to the office, and 2-10 days ISS

DISRUPTIVE SPEECH/CONDUCT – CLASS DISRUPTION

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

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

LYING (Including Forgery)

Not telling facts, forged signatures, and forged excuses.

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

NOT FOLLOWING DIRECTIONS

Not following directives given by a staff member.

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

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 Bus 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, and 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 the Code of Conduct plus possible loss of bus privileges. May be referred to the Director of Transportation	Discipline according to the Code of Conduct plus possible loss of bus privileges. May be referred to the Director of Transportation.	Discipline according to the Code of Conduct plus possible loss of bus privileges

DRESS CODE VIOLATION

See the 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

DETENTION VIOLATIONS

Failure to serve assigned detentions.

1 Saturday Campus	2 Saturday Campus up to 2 days ISS	2 days ISS up to 2 days OSS

SATURDAY CAMPUS VIOLATIONS

Not attending assigned Saturday Campus class as instructed by an administrator.

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

STEALING

Taking of items that are not the property of oneself and are the property of others. A violation in this area is cause for automatic removal from the A+ program.

Major: Value over $50

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

Minor: Value up to $49

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

VANDALISM

Intentionally causing damage to school property or other person's possessions. A violation in this area is cause for automatic removal from the A+ program.

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

SAFE DEFEND VIOLATIONS

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

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

FALSIFYING EMERGENCIES

Disrupting school by falsifying an emergency situation, such as pulling a fire alarm, making a bomb threat, calling 911, etc. A violation in this area is cause for automatic removal from the A+ program.

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

Electronic Devices & Accessories

ELECTRONIC DEVICES FOR EDUCATIONAL USE

The City of St. Charles School District recognizes the significant impact that technology can have on the educational experience for each student. However, this recognition acknowledges that the use of technology can impact the educational environment both positively and negatively depending on how it is used in the school setting. Using electronic devices during the school day may cause a 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. Please see the City of St. Charles School District Chromebook Policy Handbook for more information.

CELL PHONES/ELECTRONIC DEVICES/ACCESSORIES

Per Senate Bill 68, there has been a change to the cell phone policy beginning at the beginning of the 2025-2026. The new policy prohibits students from using or displaying these devices from the beginning until the end of the school day, including, but not limited to, during instructional time, meal times, breaks, time between classes, and study halls. The following steps will be taken if a student is not following the electronic device policy.

1st Offense: Turn into Office until end of day. Student can pick up at the end of day.	**2nd Offense:** Turn into Office until end of day. Student can pick up at the end of day. 2 Detentions	**3rd Offense:** Turn into Office until end of day. Student can pick up at the end of day. Student to turn in phone at the beginning of each day for 10 days. Saturday Campus.	**4th Offense:** Turn into Office until end of day. Student can pick up at the end of day. Student to turn in phone at the beginning of each day for 30 days. 2 Days of ISS.	**5th Offense:** Turn into Office until end of day. Student can pick up at the end of day. Student to turn in phone at the beginning of each day for the remainder of the semester. 4 Days of ISS

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

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

COMPUTER MISUSE

Misuse includes, but is not limited to inappropriate language, copyright violations, violation of licensing agreements, accessing other's files, using other's log-in, divulging passwords, accessing inappropriate internet sites, etc.
Please reference the 1:1 Chrome book Handbook for further guidelines for appropriate use.

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

COMPUTER VANDALISM

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

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

UNAUTHORIZED VIDEO OR AUDIO RECORDING

Making a video, audio recording, or taking a picture 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 OSS with recommendation for up to 180 days or expulsion

Tobacco & Vaping/Over-the-Counter Medications/Inhalants & Chemicals

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: A violation in this area is cause for automatic removal from the A+ program.

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

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

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

INHALANTS/CHEMICALS (MISUSE)

Certain chemicals, such as white-out, airplane glue, aerosol cans, etc. which, if abused or distributed are detrimental to the health, well-being, and educational growth of students. A violation in this area is cause for automatic removal from the A+ program.

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

TOBACCO/TOBACCO-RELATED ITEMS/VAPING/VAPING-RELATED ITEMS

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

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

DISTRIBUTION OF TOBACCO/TOBACCO-RELATED ITEMS/VAPING/VAPING-RELATED ITEMS

Bringing tobacco, tobacco-related items, vaping, and/or vaping-related items onto school grounds or to a school activity with the purpose of selling or distributing the item to another individual. A violation in this area is cause for automatic removal from the A+ program.

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

Alcohol/Drugs/Narcotics/Controlled Substance

The Board of Education strictly prohibits the possession of drug paraphernalia as well as the possession, transfer, manufacture, use of, and arrival at school and/or at school activities while under the influence of 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. This includes marijuana and marijuana-infused products as defined under schedules I, II, III, or IV of the Controlled Substances Act, any substance intended to create a false negative on a drug test, and any substance prohibited on district property by law or policy. 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 to 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: Recently in Missouri, the use of medical and recreational marijuana has been approved. However, marijuana is still illegal under federal law. The City of St. Charles School District prohibits students from being under the influence or in possession of any drug, narcotic, or controlled 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. Thank you for helping us to keep our schools drug-free. A violation in this area is cause for automatic removal from the A+ program.

First Offense	Second Offense*	Repeated Offense*
Participation in STEP **<u>or</u>** 10 days OSS with recommendation for 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

**Students participating in the STEP program the second or third time will most likely be required to complete a more comprehensive treatment plan with Preferred Family Healthcare which could include after-school sessions, day treatment, or inpatient treatment. Preferred Family Healthcare will make treatment plan recommendations based on their intake with the student and his/her family.*

If a student violates 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 days, 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.

<u>DISTRIBUTION OF OR INTENT TO DISTRIBUTE CONTROLLED SUBSTANCES, COUNTERFEIT SUBSTANCES, OR PRESCRIPTION DRUGS</u>

The sale, purchase, transfer, manufacture, or distribution of any unauthorized prescription drug, alcohol, illegal drug, or controlled substance (including marijuana and marijuana-infused products) as defined under schedules I, II, II, or IV of the Controlled Substances Act, unauthorized inhalants, counterfeit substance, imitation controlled substances, any substance intended to create a false negative on a drug test, any substance prohibited on district property by law or policy, or drug-related paraphernalia. Follow reporting requirements for law enforcement. Any instance where drugs change possession from one individual to another will be handled as distribution. 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. A violation in this area is cause for automatic removal from the A+ program.

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

ARSON

Arson - Intentionally starting a fire or causing a fire/explosion. A violation in this area is cause for automatic removal from the A+ program.

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

FIREWORKS

The use, possession, and distribution of fireworks, smoke bombs, and any other similar items such as propellants that are 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. A violation in this area is cause for automatic removal from the A+ program.

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

Guns/Weapons Possession

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

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

- A weapon that 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 firearm 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 a similar device

Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellants, 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 school safety, any device that looks like a real weapon will be treated as a weapon. A violation in this area is cause for automatic removal from the A+ program.

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

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

Threatening Remarks Involving The 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. A violation in this area is cause for automatic removal from the A+ program.

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

Possession Of Mace/Pepper Spray

Possession of mace/pepper spray in any form is prohibited in school buildings, on school grounds, at school activities, and on school buses. Any form of mace/pepper spray will be confiscated from students who possess it.

3 days OSS	10 days OSS with recommendation for additional days possible	10 days OSS with recommendation for additional days possible

Felony Exclusion

Students who have been charged, convicted, or pled guilty in a court of general jurisdiction for the 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 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.

STUDENT 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 includes 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 people, 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 are Strictly Enforced

The administration and staff of the St. Charles City School District believe that 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 the 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, 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 a 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. If 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 the 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, teachers, and other school district employees on a need-to-know basis. 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 classwork 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 on 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 extracurricular 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.
9. If a virtual student is placed in ISS the student's discipline will be notated on their record and the student is still required to zoom into the classes.

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 from 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 the development of a behavior contract needed to prevent future occurrences.
9. Any virtual student who is removed from school for an out-of-school suspension should access their classroom work through the designated teacher's Google Classroom and not resume zooming into the class until their suspension days have been met.

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

THE RE-ENTRY SCHOOL (RES)

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

Notices and Policies

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

A complete list of St. Charles' board policies and procedures may be found on its website: www.stcharlessd.org/Page/73.

For more information, call our District office at 636-443-4000 or refer to our District website at www.stcharlessd.org.

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

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

Annual Notification of FERPA Rights and Designation of Directory Information

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

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

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

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

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

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

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

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

In the event a notification of refusal is not filed, the District assumes that neither a parent of a student nor an eligible student objects to the release of the directory information designated.

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

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

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

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

Student Records

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

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

HEALTH INFORMATION

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

DIRECTORY INFORMATION

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

STUDENTS IN KINDERGARTEN THROUGH HIGH SCHOOL AND VOCATIONAL SCHOOL

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

PARENTS AND ELIGIBLE STUDENT ACCESS

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

legally revoked. The rights of the parent transfer to the student once the student turns 18, or attends an institution of postsecondary education, in accordance with law.

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

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

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

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

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

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

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

Adopted: 10/14/1993

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

Cross Refs: BBFA, Board Member Conflict of Interest and Financial Disclosure
EFB, Free and Reduced-Cost Food Services
EHB, Technology Usage
GBCB, Staff Conduct
IGBA, Programs for Students with Disabilities
IGDB, Student Publications
IIAC, Instructional Media Centers/School Libraries
IL, Assessment Program
KB, Public Information Program
KBA, Public's Right to Know
KDA, Custodial and Noncustodial Parents
KI, Public Solicitations/Advertising in District Facilities
KNAJ, Relations with Law Enforcement Authorities

Legal Refs: §§ 167.020, .022,.115, .122, .123, 210.115, .865, 452.375, .376, 610.010 - .028, RSMo.
Americans with Disabilities Act, 42 U.S.C. §§ 12101 - 12213
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g
Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h
Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 - 1487
No Child Left Behind Act of 2001, 20 U.S.C. §§ 6301 - 7941
The Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794

St. Charles School District, St. Charles, Missouri

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

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

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
    1. Political affiliations or beliefs of the student or student's parent;
    2. Mental or psychological problems of the student or student's family;
    3. Sex behavior or attitudes;
    4. Illegal, anti-social, self-incriminating, or demeaning behavior;
    5. Critical appraisals of others with whom respondents have close family relationships;
    6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
    7. Religious practices, affiliations, or beliefs of the student or parents; or
    8. Income, other than as required by law to determine program eligibility.

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

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

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

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

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

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

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

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

Missouri Department of Elementary and Secondary Education

Every Student Succeeds Act of 2015 (ESSA)

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

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

In addition to the information that parents may request, a building receiving Title I.A funds must be provided to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs[1] that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)[1]

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Complaints filed with LEA

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

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9. How will appeals to the Department be investigated?
10. What happens if the complaint is not resolved at the state level (the Department)?

1) What is a complaint?

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

2) Who may file a complaint?

Any individual or organization may file a complaint.

3) How can a complaint be filed?

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

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

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

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

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

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

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

a) A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and

b) The facts on which the statement is based and the specific requirement allegedly violated.

7) How will a complaint filed with the Department be investigated?

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

The following activities will occur in the investigation:

a) **Record**. A written record of the investigation will be kept.

b) **Notification of LEA**. The LEA will be notified of the complaint within five days of the complaint being filed.

c) **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.

d) **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered a public record and may be made available to parents, teachers, and other members of the general public.

e) **Verification**. Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).

f) **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8) How are complaints related to equitable services to nonpublic school children handled differently?

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

9) How will appeals to the Department be investigated?

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

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

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

Electronic Communication

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

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

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

CONSEQUENCES
Staff members who violate this policy will be disciplined, up to and including termination of employment. Depending on the circumstances, the district may report staff members to law enforcement and the Children's Division (CD) of the Department of Social Services for further investigation, and the district may seek revocation of a staff member's license(s) with the Department of Elementary and Secondary Education (DESE). Further information about staff-student relations may be found on the District website in the Board Policies.

(Board Policy GBH)

Notice of Non-Discrimination

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

Students Title IX
Assistant Superintendant of Human Resources
St. Charles R-VI School District
400 North Sixth Street
St. Charles, MO 63301
Phone: 636-443-4005

Students- Americans with Disabilities Act/504
Director of Special Education
St. Charles R-VI School District
400 North Sixth Street
St. Charles, MO 63301
Phone: 636-443-4086

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

Superintendent of Schools
St. Charles R-VI School District
400 North Sixth Street
St. Charles, MO 63301
Phone: 636-443-4033

(Board Policy AC: critical)

Special Education/Early Childhood Special Education (Public Notice)

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

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

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

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

(Board Policy JHDA: Critical)

District and Statewide Assessment Program

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

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

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

STATEWIDE ASSESSMENTS

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

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

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

NATIONAL ASSESSMENT OF EDUCATION PROGRESS

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

(Board Policy IL: critical)

Notification of Human Sexuality Curriculum

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

(Board Policy IGAEB: critical)

Rights of Homeless Children

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

1. Homeless children and youth have equal access to the same free, appropriate public education as provided to other children and youth.
2. Residency requirements, practices, or policies that may act as a barrier to enrollment will be revised to ensure that homeless children and youth are afforded the same free, appropriate public education as provided to other children and youth.
3. Homelessness alone should not be a sufficient reason to separate students from the mainstream school environment.
4. Homeless children and youth should have access to the education and other services that such children and youth need to ensure that such children and youth have an opportunity to meet the same challenging state student performance standards to which all students are held.

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

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

(Board Policy IGBCA: Critical)

Programs for English Language Learners (ELL) and Migrant Students

ENGLISH LANGUAGE LEARNERS

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

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

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

(Board Policy IGBH: critical)

Migrant Services (Title IC)

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

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

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

(Board Policy IGBCB)

Programs for the Disadvantaged

In order to meet its goal of providing appropriate educational opportunities for all students in the St. Charles School District, the Board of Education shall participate in the federal Title I program.
The board recognizes that when schools work together with families to support learning, children are inclined to succeed not just in school, but throughout life. It is the board's intent to establish partnerships that will increase parental involvement and participation in promoting the social, emotional, and academic growth of children.
The district will encourage Title I parents to be involved in supporting the education of their children in at least the following ways:

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

(Board Policy IGBC)

Free and Reduced Lunch Eligibility Guides

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

MO HealthNet for Kids Program

The Federal Children's Health Insurance Program (CHIP), part of the MO HealthNet for Kids program, is a health insurance program for uninsured children of low-income families who do not have access to affordable health insurance. To apply please visit https://mydssapp.mo.gov/CitizenPortal/application.do.

Emergency Medications

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

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

Asbestos Notification

The city of St. Charles School District has implemented an asbestos management plan to be in compliance with the U.S. Environmental Protection Agency (EPA). The results disclosed the presence of asbestos in some locations in the school district's buildings. These areas are currently being maintained to ensure all students and employees of the school district are provided with a safe and ASBESTOS-free environment. The inspections and the findings of these inspections are on file and available for public review at the facilities maintenance office at 3800 West Clay, St Charles, MO 63301 during normal working school hours (Monday-Friday 6:30 am-3:00 pm). The Director of Facilities is available to answer any questions you may have about asbestos in our buildings.

School Cancellation or Early Dismissal Notification

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

Public Library Access

The City of St. Charles School District has a partnership with the St. Charles City-County Library District. All students will be assigned a public library account for use while a student is in our district. This provides students with additional reading and research materials. Parents may choose to opt out of this program by completing the form at https://rb.gy/fv0ii6.

Volunteers

Thank you for your interest in volunteering with the St. Charles School District! You can view our current board policy regarding volunteers here.

Building principals are responsible for ensuring that volunteers working with students have approved background checks on file.

Volunteers who will be left alone with a child and/or supervise an overnight trip must have a complete *fingerprint background check through MACHS. Volunteers needing such a search must complete this google form for instructions. The volunteer is responsible for the cost of the search, which is approximately $45.00, all of which goes to MACHS and not St. Charles School District.

https://forms.gle/qH21Ap3DTBm4FbA39

*Fingerprint background checks are much more comprehensive and accurate than "name searches". The background check required provides the most comprehensive information, including open and closed records in Missouri, Sex Offender Registry information, and National Criminal Record databases. MACHS FBI fingerprint background checks are mandated by Missouri Statute 168.133.

MACHS FBI Volunteer Background Checks should be completed every five years.

Visitors

Parents/Guardians wishing to visit the classroom to observe specific academic instruction will contact the school office, providing 24-hour notice and state the purpose of the visit (identify what you wish to accomplish by the visit). The building principal will decide on the approval of the visit based on the purpose of the request. This process is for the protection of all students and the instructional program. Many children in the classroom setting receive special services (ELL, Special Education, Title, Speech, etc.) during the school day due to their individual academic needs, and this information is extremely confidential. Due to FERPA (Federal Law), requests will be closely scrutinized to ensure the safety and confidentiality of our student population, along with their individual programming needs.

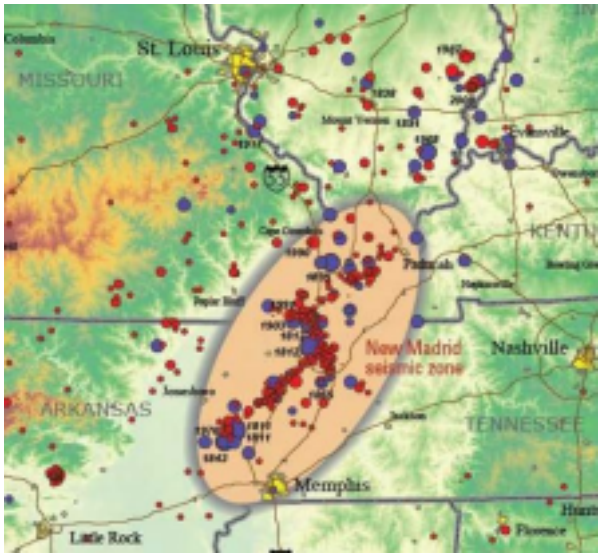
Visitor/Volunteer Background Guidelines		
Visitors: Individuals who are gaining admittance to the school to be in attendance for an assembly, school event, eat lunch with their child or visiting a class party. Visitors are to check in with a school's front office staff upon which they will be background checked by the school's Raptor Visitor Management system which is a free service.	Not responsible for supervision of children. Staff present. Visitors should never be alone with students.	Raptor Visitor Management System-must submit ID such as a driver's license.
Volunteers: Individuals who may be periodically left alone with students or have access to student records. Volunteers may chaperone students on field trips, tutor, coach, etc.	Working with students- possibility of being alone with students.	MACHS FBI Background check

*Revised 4/5/2024

Earthquakes in Missouri

The highest earthquake risk in the United States outside the West Coast is in the **New Madrid Seismic Zone**, centered in southeast Missouri's Bootheel. Damaging earthquakes are not as frequent as in California, but when they do occur, the destruction covers more than 20 times the area due to the nature of geologic materials in the region. A major earthquake could mean catastrophic damage in the St. Louis and southeast regions of the state, and significant damage throughout Missouri.

The New Madrid Seismic Zone averages more than 200 earthquakes per year. Most can't be felt, but a few can cause measurable damage.



Experts say there's a **25 to 40 percent chance for a major earthquake** in a fifty-year period. The result could be major damage from St. Louis to Memphis. The last major earthquake in the New Madrid Seismic Zone was centered in southeast Missouri, near the town of Charleston, in 1895, so we're overdue for a major earthquake.

The Great New Madrid Earthquakes of 1811-12 were the largest in U.S. history west of the Rocky Mountains. The massive quakes destroyed homes, created lakes, and briefly caused the Mississippi River to run backward. Shaking was felt as far away as the east coast!

Prepared in accordance with Missouri Revised Statues, Chapter 160, Section 160.455

Missouri State Emergency Management Agency PO Box 116, Jefferson City, Missouri 65102
Phone: 573/526-9100 Fax: 573/634-7966
E-mail: mosema@sema.dps.mo.gov

Save This Page!

To help your family survive an earthquake, know what to do BEFORE, DURING, and AFTER a major quake strikes.

BEFORE:

- ✔ Put together an emergency kit – flashlight, first aid kit, radio, drinking water, blankets
- ✔ Develop a family communication plan – identify a relative living at least 100 miles away; every one can call to "check-in" to tell family you're safe
- ✔ Make sure all heavy or breakable items are on lower shelves
- ✔ Know how to turn off utilities

DURING:

- ✔ DROP to the ground.
- ✔ COVER your head with your hands and arms. Crawl under a sturdy table or desk if there's one nearby.
- ✔ HOLD ON until the shaking stops.
- ✔ If you're driving, pull off the road, away from buildings and utility poles, and stay in your car.
- ✔ If you're outside, drop to the ground, away from large objects, and cover your face and head with your arms.

AFTER:

- ✔ Find your family; check for injuries
- ✔ If necessary, call 911 for help
- ✔ If you smell gas or hear a hissing sound, go outside – shut off the gas valve
- ✔ Be careful to avoid live power lines and broken glass
- ✔ Listen to news for latest emergency information
- ✔ Be ready for aftershocks!

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Lewis & Clark Career Center