



**Student Handbook and
Course Offering**

2019-2020

**Serving:
Appleton City
Ballard
Calhoun
Clinton
Lakeland
Montrose
Osceola
Sherwood
Windsor**

***602 S Fifth St
Clinton MO 64735
660.885.6101***



Clinton Technical School
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Jake Fowler, Director
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Welcome to Clinton Technical School!

On behalf of the faculty and staff at Clinton Technical School, I would like to welcome you to many new and exciting experiences in your education.

We proudly serve students from nine school districts: **Appleton City, Ballard, Calhoun, Clinton, Lakeland, Montrose, Osceola, Sherwood and Windsor**. We offer programs in Agricultural Education, Business Education, Marketing Education, Industrial and Engineering Technology, and Health Science. Additional services include: Adult and Community Education classes; articulated college credit; career assessments to all nine school districts; customized training for business and industry; dual credit classes with SFCC; financial aid services; and placement services. All of our classes are open to high school and adult students.

We believe that students should make a strong commitment to promote the virtues of democracy, citizenship, self-discipline, a strong work ethic and respect for all members of society. We maintain a student-centered school environment that is considerate, enthusiastic, equitable, and safe. The faculty and staff of CTS anticipate a year of exceptional student achievements as we strive to provide the highest quality educational curriculum and environment.

This handbook outlines your privileges and responsibilities at CTS and it explains the services and opportunities we offer.

Have a great school year!

Jake Fowler, Director
Clinton Technical School

CLINTON TECHNICAL SCHOOL

Your Career Starts Here

602 South Fifth St

Clinton MO 64735

Phone (660) 885-6101 FAX (660) 885-6789

CLINTON SCHOOL DISTRICT'S MISSION STATEMENT

Educate. Empower. Engage

CLINTON TECHNICAL SCHOOL'S MISSION STATEMENT

To Prepare All Students for Productive Living

VISION

It is the vision of Clinton Technical School that one of the fundamental rights of each individual is equal access to educational opportunity. Each person who receives the benefits of our educational services will have the opportunity to develop intellectually, socially, and technically.

Technical education provides the opportunity to develop skills and work habits needed to enter and progress in useful and productive employment.

Because a comprehensive education is necessary in today's world, technical education, which has both cultural and utilitarian values, should supplement and build on the foundation the core program has provided. Technical education is not intended to replace the core or academic curriculum. Neither is it intended to limit training to manual dexterity for the world of work.

OBJECTIVES

- Work cooperatively with students, parents, educators, agencies, and employers in identifying the needs of students and the most effective means of meeting them
- Assist students in the development of desirable work habits, attitudes, and personality traits toward employment, employer, and fellow employees that will assure them of obtaining and holding a job
- Provide students with marketable skills that will qualify them for gainful employment
- Offer courses that will motivate students to work to full capacity
- Develop the ability and desire to work harmoniously with mutual respect for the rights of others
- Provide opportunities for acquiring knowledge and skills in a selected occupational cluster for job entry and/or further education
- Inform the student of the opportunities provided by the school and community for the successful pursuit of a chosen occupation
- Teach working conditions similar to those found in the business world
- Demonstrate the use of safe work habits that will promote safety consciousness
- Demonstrate leadership abilities needed to fulfill occupational, social, and civic responsibilities

ACCREDITATION

All programs at Clinton Technical School are accredited through the State Department of Elementary and Secondary Education. CTS is a candidate for accreditation through the Council on Occupational Education, Inc. (COE). All programs are working toward National Certification. Those programs already certified are: Welding, American Welding Society (AWS); Automotive, Automotive Service Excellence (ASE); Building Trades; Business Technology; Computer Networking and Repair, Cisco Academic Partner, and VUE testing site for Novell, Microsoft CISCO and computer repair.

ADULT STUDENTS

Clinton Technical School offers one post-secondary program – Practical Nursing – which is open to adults on a full-time basis. (Please see the Practical Nursing Handbook for information on the Practical Nursing Program tuition.)

ARTICULATED COLLEGE CREDIT AND DUAL CREDIT CLASSES

Clinton Technical School participates in the articulated college credit programs through MCC, OTC, SFCC, and Linn State. CTS also participates with SFCC for dual credit classes, in which students earn college and high school credit at the same time. The instructor will explain the program to you on the first day of school.

ATTENDANCE POLICY

Good attendance is one of the most often-mentioned characteristics of a good employee. The CTS staff believes that all students should develop and maintain good attendance.

Students will receive a perfect attendance award for no absences.

Students are required to miss 10 or fewer days to be eligible for CTS Honor Society.

Students are required to have 95% attendance to be eligible for the CTE Certificate.

Students will be counted absent if they miss more than half a class.

Students attending school approved activities such as field trips and college visits will not be counted absent.

CTS does not distinguish between excused or unexcused absences. Both are considered absent.

Students who are absent from their class at CTS for more than 10 days during a semester may forfeit the right to return for the following semester or placed on a contract.

BUS USE

School buses are operated for one purpose, transporting students to and from school. The driver is in charge of the students and the bus. Students must obey the driver promptly and cheerfully. Complaints about a bus problem should be referred to the Director or to Apple Bus Company at 885-2644.

CO-CURRICULAR ACTIVITIES ELIGIBILITY

Co-curricular activities are non-credit, school-sponsored activities that have faculty advisors. Students may choose to become members of these organizations; however, they may be required to participate in the learning activities. Participation in co-curricular activities as a representative of Clinton Technical School is a privilege, not a right.

ATTENDANCE – To be eligible to participate in a co-curricular activity, a student must be in school attendance the day of the activity. Any absence or tardy must have administrative approval before a student may participate that day. Students with excessive absenteeism may not be able to participate in local and out of town events/field trips.

CITIZENSHIP – To be eligible to participate in co-curricular activities, a student must be a creditable citizen. A “Code of Conduct Form,” signed by the student and parent/guardian, will be required of each student who participates in a co-curricular activity and must be submitted to the sponsor, indicating an understanding of citizenship requirements and agreement to abide by those standards.

UNEXCUSED ABSENCES - Students who have unexcused absences are not eligible to participate (in contest or practice) until they attend a full day of classes following the unexcused absence (unless waived by the Director).

SUSPENSIONS - Suspension from school or assignment to ISS causes a student to be ineligible for practice and competition during the suspension period. For eligibility purposes, suspension ends at 2:55 p.m. on the last day of the student's suspension. Students with multiple suspensions, and/or detentions may not be able to attend out of town competitions.

COMPUTER USE POLICY

The following policy applies to all students who use computers at Clinton Technical School:

1. Students are responsible for taking proper care of all equipment at their workstations. This includes processor, monitor, keyboard, mouse and pad, printer, software, books, table, chair, stand, and papers or books distributed for student use.
2. Students are responsible for their assigned work; cheating is not permitted. It is cheating when students share documents or external drives and/or allow others to print/copy work and call it their own.
3. Students are expected to stay on task and keep out of files not created by them. Looking through various drives and/or files on the network is equivalent to looking through private property. This includes:
 - Sending unauthorized messages on the network
 - Getting into software not authorized by the instructor

- Unauthorized or inappropriate entry or use of the Internet
4. External drives from home or from other students are not permitted in the computer labs. Only software provided by the school is allowed in the labs unless approved by the instructor. Copying or installing any software to or from the network or any school computer is prohibited. Unauthorized software will be confiscated.
 5. Students in violation of this policy could be assigned 1-5 days ISS and possible loss of privileges to computer lab. A second offense could result in 1-5 days ISS and possible dismissal from class.

CURRICULUM

Clinton Technical School program review curriculum annually. Our curriculum is approved annually by an advisory board that includes industry professionals. A copy of the curriculum for any of our programs can be requested by contacting our office and asking for Jake Fowler, Director of CTS.

DRESS/INAPPROPRIATE APPAREL

Clinton Technical School is committed to providing a safe, friendly learning environment for its students. Attire is not only a reflection of the individual student, but also of the general learning environment. Therefore, students have the responsibility to wear clothing that projects a positive attitude of pride in self, school and the community. Students are required to wear appropriate, comfortable and safe clothing that is neat, clean and in good taste. No article of clothing shall be worn that distracts from the educational process. The administration views the dress code as a serious issue and expects parents to promote the observance of this policy. Students who dress inappropriately will be asked to change. Building administrators have the final decision as to the appropriateness of all clothing and attire. The following is a list of those types of clothing that are considered inappropriate: any clothing that advertises or glamorizes the use of alcohol, drugs, tobacco or weapons; any clothing that has vulgar or inappropriate language or slogans.

DROPPING A CLASS

Deadlines for dropping a class are three (3) days following the beginning of each semester.

ELECTRONIC DEVICES

This policy applies to any device not owned by Clinton School District which may include cell phones, iPods, iPads, MP3 players, personal laptop computers, computer watches etc.

Students are permitted to use electronic devices responsibly before or after school, in the commons during their lunch shift and in the hallways between classes. Use of such devices in classrooms will be at the discretion of the classroom teacher. The use of electronic devices during instructional time without the permission of the teacher, or in any other way disrupt the educational process, are subject to the consequences of the Responsible Use of Electronic Device Policy.

Contents of electronic devices may be reviewed and searched by school administration if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

The student assumes all risks in bringing electronic devices onto school property or to school related functions. Clinton School District assumes no responsibility for theft, loss, or damage of an electronic device brought to school. Students bring these devices at their own risk. Students are encouraged to secure their devices at all times for safe keeping.

CONSEQUENCES

Violation of the Responsible Use of Electronic Device Policy may result in confiscation of the device, detentions, ISS, or OSS and student may be required to turn the device over to school personnel.

OFFENSE	DESCRIPTION	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
Electronic Device -- Violation	Student using an electronic device in violation of school policy	Take electronic device from student; return electronic device to student at end of class period (document)	Take electronic device from student; take to office; student picks up at the end of the day; teacher assigned detention; teacher contact parents	Take electronic device from student; take to office; office assigned detention; office contact parents (document)

			(document)	
Electronic Device -- Insubordination	Student refuses to surrender cell phone	PC; appropriate measures taken according to the severity of the case; intervention(s); 1-5 days ISS/OSS	PC; 3-10 days ISS/OSS	5-10 days ISS/OSS; CWP

ELIGIBILITY TO RETURN POLICY

Students meeting all grade, attendance, and discipline requirements have the right to return.

1. C- or better
2. 10 or fewer absences
3. No more than 1 major discipline referral for the semester

A contract will be put in place for any student who does not meet one of the eligibility to return requirements. Students under contract that meet all criteria can return to CTS. Most contracts state 3 or fewer absences, C- or above, and no ISS/OSS.

See chart below for specific requirements.

CTS Eligibility to Return

Attendance		Grades		Discipline		Outcome	
All Clear Zone	10 days or less	All Clear Zone	C- or better	All Clear Zone	No more than 1 major discipline issue	All Clear Zone	Student can return to CTS without a contract
Probation Zone	11-15 absences	Probation Zone	D+, D, D-	Probation Zone	No more than 2 major discipline issues	Probation Zone	If only one area is in the probationary zone, student may be able to return on a probationary contract. Student may be removed if more than one area is in the probation zone. (Determined by high school principal and technical school director)
Not returning zone	16 or more absences	Not returning zone	F	Not returning zone	3 or more major discipline issues	Not returning zone	Student cannot return (Exceptions can be determined by the high school principal and technical school director.)

EXCUSE FOR ABSENCE

When students have been absent, they should report to the school office upon return to school and check in with the attendance secretary.

FIRE, TORNADO AND EARTHQUAKE DRILLS

Drills will be signaled by the public address system. A fire drill will be one long blast of the bell system. The tornado and earthquake drills will be three, repeated, short rings. Students should become familiar with the fire evacuation plan posted in each room. During a tornado or earthquake drill, students will be escorted to designated areas by school personnel and given proper instructions.

FOOD IN THE BUILDINGS

Students are not allowed to bring food or beverages into school buildings before or during school. Students on break must eat and drink in designated areas. Food or drink is allowed in the classroom at the teacher's discretion.

GRADE CHANGES

An incomplete grade must be completed within two weeks after the grading period or it becomes an "F." No incomplete work will be accepted for credit after one semester has elapsed. A final grade cannot be changed if course requirements were not met before the final grade was recorded. A grade may be changed if a grade book verifies an error.

GRADES

The grading system is as follows:

- A Excellent
- B Very Commendable
- C Average
- D Passing (Needs Improvement)
- F Failing

First and second semester grades are not averaged; they are a benchmark of the performance level of the student at that time. Students who fail two consecutive semesters risk dismissal from school. Grading scales are at the teacher's discretion.

GRIEVANCE POLICY

A grievance policy explaining appropriate due process is included in the Board Policy Handbook that may be obtained at the office of the Superintendent of Schools in Clinton, (660) 885-2237, or go to www.clintoncardinals.org.

GUIDANCE, COUNSELING, AND PLACEMENT

CTS has the following persons to assist students:

- Career Services Coordinator
- Community Education Coordinator
- Job Placement Coordinator

Guidance, counseling, and placement services are available to every student enrolled at CTS. These services include assistance with educational planning, interpretation of test scores, occupational information, career planning, study aids, home, school, or social concerns, or any question students would like to discuss with the counselor.

IN-SCHOOL SUSPENSION

CTS incorporates an In-School Suspension Program (ISS) as part of its disciplinary procedures for Clinton students. Students may be placed in ISS for up to ten days. Students may not participate in nor attend activity events the day they serve ISS. ISS time does not count against a student's absence record.

Students in ISS are expected to do work assigned by the ISS teacher until classroom teachers can forward assignments. The purpose of ISS is disciplinary in nature; however, it is also an attempt to keep students in school so that they will not fall behind in classroom work.

Sending School students will be placed in ISS or Out-of-School Suspension (OSS) for any disciplinary procedures.

INCLEMENT WEATHER ABSENCE

Students who are regular bus riders (and who have no other means of transportation to school) will not have an absence count against them if buses do not run because of inclement weather.

INSURANCE

Clinton School District does not provide insurance for students. Insurance policies may be purchased through the school to cover students while they are at school-sponsored activities. Ask your instructor or the office for an application.

JOB SHADOWING REQUIREMENTS

1. Student must be enrolled in a CTE class or be in a Cardinal Time class with a CTE/CHS instructor.
2. Student must have approval from their CTE instructor

3. Student can have no OSS.
4. Student must provide their own transportation to and from the business they are shadowing.

*Administrator’s discretion will be used to determine eligibility.

LEAVING SCHOOL

Students are not permitted to leave school during the school day without permission from the school office. Students who must leave the building for any reason must sign out at the office. Failure to follow the proper procedure will be considered truancy. Before students leave school, they must have a parent or guardian notify the office. Notes to leave school must be authorized by the office before 7:55 a.m.

MAKE-UP WORK

Students who are absent for any reason will be required to make up work missed in each class. This work should take approximately the same time as the time missed from class. A day's absence does not excuse a student from the responsibility for recitations on the day of his/her return. Missing grades will be reflected as “Incomplete” until assigned work is turned in for credit. It is the student's responsibility to obtain all make-up work from his/her teachers immediately upon return to school.

MEDICATIONS POLICY

Non-prescription, over-the-counter (OTC) medications will be administered by school health personnel and his/her designee, if parents/guardians have signed the Administration of OTC Medications sheet JHCD-AF3. Once this form is filled out, it is good for the entire time the student is enrolled in the Clinton School District. Parents will no longer have to bring in Tylenol or Motrin for PRN (as needed) use. If a student needs to be on an OTC medication on a routine basis, then the parent will be asked to furnish the medication.

SCHOOL HOURS

CTS operates on a seven-period day. Quarter courses are nine weeks in length and semester courses are eighteen weeks. The lunch sessions are during 4th period. Students are allowed five minutes between classes. On occasion, school will dismiss early for assemblies. The regular schedule is as follows:

CTS Schedule	
7:45	1 st Hour Begins
8:27	8 th Graders Dismissed
8:40	AM Block Begins
11:00	Sending School Students Dismissed
11:15	Cardinal Time Begins
11:45	Clinton Students Dismissed
12:20	PM Block Begins
2:45	Sherwood Students Dismissed
2:53	Clinton Bus Riders Dismissed
3:00	All Students Dismissed

CHS Schedule		
1st	7:45	8:35
2nd	8:40	9:30
3rd	9:35	10:25
Cardinal Time	10:30	10:55
4 th (LUNCH)	11:00	12:15
5th	12:20	1:10
6th	1:15	2:05
7th	2:10	3:00

SEARCH AND SEIZURE

School officials reserve the right to search students without adhering to the strict standard of “probable cause” imposed by law enforcement officials. Rather, the legality of such searches will depend upon the reasonableness of the search in light

of all the circumstances. There must be reasonable grounds to believe that the search will reveal a violation of school rules or produce evidence of unlawful activity.

- A. students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas.
- B. The district will conduct periodic and unannounced administrative searches of lockers, computers and other district equipment.
- C. The district uses dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot.
- D. Additional searches of bags, purses, coats, electronic devices, other personal possessions, and vehicles parked on school grounds in accordance with law.
- E. The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.

SELECTION OF STUDENTS

Students may make application for technical school courses during the regular high school registration period. The high school counselor will review applications with the Technical School Career Services Coordinator or Director. Two slots will be retained for each sending school and adult students. Overloaded classes will be reduced based on the following criteria: two slots per sending school, career interest/assessment results, attendance, and grades.

STUDENT ACHIEVEMENT/AWARDS

CERTIFICATE OF COMPLETION - A "Certificate of Completion" will be issued to all students who earn a grade of "C" or above, and have completed 3 credits in Agricultural programs; 3 credits in Business programs; 3 credits in Marketing programs; 3 credits in Health Occupations; or 6 credits in Trade and Technical programs, establishing the student a "CTE Concentrator".

CAREER AND TECHNICAL EDUCATION CERTIFICATE - A Clinton Technical School Portfolio containing a Career and Technical Education Certificate will be given to all students who meet the criteria for this award. The criteria is has been established by the Missouri State Department of Elementary and Secondary Education and is to be recognized by employers across our state and nation. The criteria for this award are as follows;

1. Meet all requirements set forth in state and local board of education policies related to earning a high school diploma
2. Qualify as a career and technical education (CTE) concentrator.
3. Maintain a minimum grade point average of 3.0 on a 4.0 point scale in the CTE area of concentration.
4. Pass an approved Technical Skill Attainment (TSA) exam and/or earn an approved Industry-Recognized Credential or Certificate (IRC) aligned with the student's CTE area of concentration
5. Complete a minimum of 50 hours of appropriate work-based learning experiences aligned with the student's CTE area of concentration. Work-based learning experiences may include Registered Apprenticeships, Cooperative Career Education Programs, Internships, Clinical Settings, Job Shadowing, Entrepreneurial Experiences, School-Based Enterprises, Structured Business/Industry Field Trips, Service Learning, and other learning opportunities that provide students with real-time, authentic work experiences.
6. Maintain at least a 95% attendance record overall for grades 9-12.
7. Demonstrate attainment of soft-skills/business skills. The requirement can be met through active participation in a Career and Technical Student Organization during the junior or senior year.
8. Achievement score at or above the state standard on any department-approved measure(s) of college and career readiness, for example, the ACT, SAD, ACT WorkKeys, or the Armed Services Vocational Aptitude Battery as determined in the most current MSIP performance standard. Clinton Technical School will use the .75 weighted measure described in the Assessment Scores Matrix as the standard. This matrix is found in Appendix C of the MSIP 5 *Comprehensive Guide to the Missouri School Improvement Program*, 2016, found at the Missouri Department of Elementary and Secondary Education website.

PERFECT ATTENDANCE AWARD - This award will be given to all students with perfect attendance for the entire year. See the *Attendance* section of the student handbook for additional information regarding the CTS attendance policy.

CLINTON TECHNICAL SCHOOL HONOR SOCIETY - Honorable students receiving this award will meet

the following criteria.

- A. Grades – Accumulative GPA 2.5, CTS Program GPA 3.5. (Eligible in multiple programs)
- B. Attendance – have 10 or less absences in Career and Technical Education coursework.
- C. Discipline – No ISS or OSS at CTS or home school in current school year.
- D. Grade Level – must be a Junior or a Senior and currently enrolled in CTE course.
- E. Must have completed one full CTE credit at end of fall semester.
- F. Membership – must be a member of DECA, FBLA, FFA or SkillsUSA.

STUDENT DRIVING

All students who wish to drive to school must secure a “Permission to Drive” form from the Technical School office. The Technical School Director, the home school principal, classroom instructor and the student’s parent/guardian must sign the form. The form must be returned to the Technical School office two days prior to the trip. Students who drive to school must know and obey the following rules:

- Driving from school grounds during school hours is not permitted unless permission is obtained from the Director’s office
- Speeding or careless driving on school property is not permitted
- Sitting in cars during the school day is not permitted
- Students must park in designated areas only and obey all parking lot rules
- Students who have permission to drive CANNOT have passengers without the express written permission from their home school principal and parent/guardian

SUSPENSION AND EXPULSION

The term “suspension” refers to an exclusion from school that will not exceed a specific period of time. The term “expulsion” refers to exclusion for an indefinite period. If a student is suspended out of school, he/she may be eligible to make up work for credit if they choose to complete the community service component outlined by administration. Students will not be eligible to participate in or attend any after school activity, or be on school grounds on any day that they served an OSS.

In Missouri, a principal may suspend a student for up to 10 school days. A superintendent may suspend a student for up to 180 school days. The board of education may expel a student.

All suspensions must be reported to the Superintendent of Schools. The Superintendent shall have the authority to revoke suspension at any time or to extend suspensions for a period not to exceed one hundred and eighty days.

In case of suspension by the Superintendent for more than ten days, parents, or others having custodial care of the student, may appeal the decision of the Superintendent to the Board of Education. In such case, a hearing shall be granted the appealing party. The Superintendent, in the event of an appeal, shall transmit a full report, in writing, of the facts relating to the suspension and reasons therefore to the Board.

The Board of Education, after notice to the parents, or others having custodial care, and a hearing upon charges preferred, may suspend or expel a pupil for conduct which is prejudicial to good order and discipline in the schools, or which tends to impair the morals or good conduct of the pupils.

TEXTBOOKS

The school provides textbooks to students at no charge. Students are responsible for the care of books assigned to them and must pay for lost or damaged books. If the lost or damaged book is new, the student will be charged the new book price. If the book is used, the student will be charged a prorated price.

TOBACCO-FREE DISTRICT

To promote the health and safety of all students and staff and to promote the cleanliness of school grounds, the district prohibits all employees, students, and patrons from smoking or using tobacco or tobacco products in all school facilities, buildings, school transportation, other district transportation and on all school grounds at all times, including athletic events and meetings. This prohibition extends to all facilities the district owns, contracts for or leases to provide educational services, routine health care, daycare, or early childhood development services to children. This prohibition does not apply to any private residence or any portion of a facility that is used for inpatient hospital treatment of individuals

dependent on, or addicted to, drugs or alcohol in which the district provides services.

TRIPS

When traveling on school-sponsored trips, students will ride the bus. The only exception to this policy is that students may ride home with their parent(s), provided parent(s) make the request in person, and the sponsor and Director grant permission. The Director has final authority in this decision. Students who violate this policy will be suspended from the chapter/team for the remainder of the year.

USE OF SCHOOL BUILDINGS

No student may use any part of the school when school is not in session unless accompanied by a faculty member. Requests for use of school property must be signed by the faculty sponsor and approved by the Director's office.

USE OF STUDENTS IN PROMOTION PROJECTS

The Clinton School District shares information in many ways with the public about the district's programs and accomplishments. These can include news releases, photographs, school publications, the district's web site, radio programs, videos, slide shows, and multimedia presentations, among others.

Your child may be photographed, interviewed, or videotaped for use in news stories or promotional materials about or for the Clinton School District. The Clinton School District or its official representatives will only use the materials for non-profit, non-commercial purposes. If you do not want your child included in news stories or promotional materials, please inform the school office where your child attends.

VENDING MACHINES

The office will not make change or give refunds for the vending machines. Vending machines are owned by outside companies.

VISITORS

School policy is to welcome only those visitors who have legitimate business at the school. All visitors are to sign in at the office where they receive a visitor's pass. Parents are always welcome.

WITHDRAWAL FROM SCHOOL

Students who plan to withdraw must obtain a withdrawal form from their home school office. To withdraw, a student must have permission from the parent/guardian and school administration. The teacher will place a grade on the form as a temporary admittance permit to another school pending transfer of the student's transcript.

STUDENT ORGANIZATIONS

CTS encourages membership in nationally affiliated chapters of DECA, An Association of Marketing Students; Future Business Leaders of America (FBLA); National FFA Organization; and SkillsUSA. These organizations complement the curriculum of various programs and provide competition and social opportunities for their members.

DECA

Students enrolled in any marketing class have the opportunity to join DECA, one of the nation's most active youth organizations. DECA is the only national youth organization designed to promote careers in marketing. DECA members learn how to be good leaders and followers through chapter activities, which include social, civic, leadership, and professional interactions designed to make students more aware of their importance to the chapter and to the field of marketing. Included in these activities are district, state, and national competitions, which showcase students' skills in the area of their chosen careers.

DECA seeks to develop:

- Occupational competencies for careers in marketing, management and entrepreneurship
- Leadership abilities
- Social and business etiquette
- Understanding and appreciation of civic responsibility

- Ethical behavior in personal and business relationships
- Understanding of the role of our free enterprise system in the global economy

To accomplish this, DECA utilizes on-the-job experience, chapter projects, and a program of competency-based competitive events in specific marketing occupational areas. These events emphasize academic and vocational excellence as building blocks for successful marketing and management careers and demonstrate the direct relationship between marketing education and the real needs of business and industry. Each year more than 110,000 students participate in competitions on the local, state, and national levels.

FBLA

FBLA is a dynamic organization of young people preparing for success as leaders in business, government, and community. The mission of FBLA is to bring business and education together in a positive working relationship through innovative leadership development programs.

Our Goals:

- Promote competent, assertive business leadership
- Strengthen the confidence of students in themselves and their work
- Develop character and prepare for useful citizenship
- Assist students in the establishment of occupational goals and the transition from school to work

Our Activities:

- Business seminars and conferences
- Workshops with local community leaders
- Fundraising activities
- Service projects
- District, State, and National competitions

FFA

FFA is a national organization comprised of 450,000 members and 7,503 chapters representing all fifty states, as well as Puerto Rico, Virgin Islands, and Guam. FFA operates in rural, urban, and suburban schools. Students ages 12-21 are eligible for membership in agricultural education programs. The Clinton FFA chapter was organized in 1929, just one year after the formation of the national organization in Kansas City, MO.

The National FFA Organization is dedicated to make a positive difference in the lives of young people and their potential for premier leadership, personal growth, and career success through agricultural education.

To accomplish this mission, FFA:

- Develops competent and assertive agricultural leadership
- Stresses the global and technological importance of agriculture and its' contribution to our well-being
- Strengthens the confidence of agriculture students in themselves and their work
- Promotes the intelligent choice and establishment of an agricultural career
- Encourages achievement in supervised agricultural experience programs
- Encourages wise management of economic, environmental, and human resources of the community
- Develops interpersonal skills in teamwork, communications, human relations, and social interaction
- Builds character and promotes citizenship, volunteerism, and patriotism
- Promotes cooperation and cooperative attitudes
- Encourages excellence in scholarship

SkillsUSA

SkillsUSA is an applied method for preparing America's high performance workers in public career and technical programs. It provides quality educational 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 system and involvement in community service. SkillsUSA has more than 245,000 student members annually, organized into nearly 13,000 chapters.

The purpose of SkillsUSA, as defined by its members, is to:

- Unite in a common bond students enrolled in trade, industrial, technical, and health occupations education
- Develop leaders through participation in educational, vocational, civic, recreational, and social activities
- Foster a deep respect for the dignity of work
- Assist students in establishing realistic vocational goals
- Help students attain a purposeful life
- Create enthusiasm for learning
- Promote high standards in trade ethics, workmanship, scholarship, and safety
- Foster understanding of labor and management organizations, and their mutual interdependence
- Create a sincere interest in and esteem for trade, industrial, technical, and health occupations education
- Develop patriotism through knowledge of our nation’s heritage and the practice of democracy

Why SkillsUSA? Because SkillsUSA is an organization for trade, industrial, technical, and health occupations students, SkillsUSA is designed for the students and run by the students.

SkillsUSA chapters choose, plan, and conduct their own activities. As a SkillsUSA member, a student has the opportunity to develop into a well-rounded person with social and leadership abilities as well as occupational skills. SkillsUSA instills spirit and a desire to learn, grow, and become a productive citizen.

SkillsUSA prepares students for life. It brings together people with common interests who exchange ideas, discuss problems, and earn recognition through a program of activities on chapter, state, and national levels. SkillsUSA offers an integral part of education and makes it more meaningful.

STUDENT DISCIPLINE INFRACTIONS

In the event that a student violates the discipline expectations at CTS, the CTS Administration will collaborate with sending school Administration to compare discipline policies and decide the appropriate consequences.

Academic Dishonesty

Definition: In order for teachers to make a fair assessment of students in their classes and for the students to accurately chart their acquisition of knowledge, it is important that students do their own work. This includes the various forms of cheating including plagiarism.

First Offense	Second Offense	Third Offense
Replacement assignment for full credit; Interventions; up to 1-3 days ISS; PC	Replacement assignment for full credit and 1-5 days ISS;PC	Replacement assignment for full credit and 1-10 days ISS;PC

Assault

Definition: A person commits the offense of assault and battery if he/she: (1) attempts to cause or recklessly causes physical injury to another person; (2) with criminal negligence, causes physical injury to another person by means of a deadly weapon; (3) purposely places another person in apprehension of immediate physical injury; (4) recklessly engages in conduct which creates a grave risk of death or serious physical injury to another person; (5) knowingly causes physical contact with another person knowing the other person will regard the contact as offensive or provocative; (6) states verbal threats to another person that create a reasonable fear of injury.

NOTE: In the school setting, school officials may determine that an act of “horseplay” in which one individual strikes, pushes, shoves or verbally confronts another may be considered as a lesser category than assault. THE SAFE SCHOOLS ACT OF 1996 stipulates that 1) A person commits the crime of assault while on school property if the person: (1) knowingly causes physical injury to another person; or (2) with criminal negligence, causes physical injury to another person; or (3) recklessly engages in conduct which creates a grave risk of death or serious physical injury to another person; and the act described under subsection (1), (2) or (3) of this subsection occurs on school or school district property, or in a vehicle that at the time of the act was in the service of the school or school district, or arose as a result of a school or school district-sponsored activity.

2) Assault while on school property is a CLASS D FELONY.

First Offense	Second Offense	Third Offense
Up to 10 days ISS/OSS; CWP; may recommend LT; contact LA	Up to 10 days OSS/expulsion; may recommend LT; contact LA	Up to 10 days OSS/expulsion; contact LA; LT

Careless Driving/Parking Lot Violations

Definition: Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow established rules for parking or driving on district property.

First Offense	Second Offense	Third Offense
Conf. w/Prin.; 5 days LOP and /or up to 10 days loss of parking privileges	5 days LOP and/or 5 to 10 days loss of parking privileges and CWP	5 days LOP and /or 3 days ISS and loss of parking privileges as determined

Disrespectful, Defiance of Authority or Insubordination Verbal Abuse to Staff

The teacher is responsible to initially resolve this type of problem within the classroom by use of intervention, such as warnings, time-out, parent contacts or detentions. If the offense occurs elsewhere in the school setting, the teacher may, depending on the severity of the offense, issue a warning or refer for administrative action. PBS Definition: Chronic Level 1 Infraction.

First Offense	Second Offense	Third Offense
PC; appropriate measures taken according to the severity of the case; intervention(s); 1-5 days ISS/OSS	PC; 3-10 days ISS/OSS	5-10 days ISS/OSS; CWP

Disruptive Speech or Conduct, Use of Obscene or Disparaging Language

The teacher is responsible to initially resolve this type of problem within the classroom by use of intervention, such as warnings, time-out, parent contacts or detentions. If the offense occurs elsewhere in the school setting, the teacher may, depending on the severity of the offense, issue a warning or refer for administrative action. Offensive personal hygiene may be considered disruptive to the learning environment.

Definition: Possession of inflammatory material, speech or conduct on school property or during school activities which detracts from or disrupts the learning environment sufficiently to cause a referral to be made to an administrator. Offensive personal hygiene may be considered disruptive to the learning environment. PBS Definition: Chronic Level 1 Infraction

First Offense	Second Offense	Third Offense
Conf. w/Prin.; PC; 1-5 days ISS/OSS; possible loss of privileges	Intervention(s); 1-5 days ISS/OSS; possible loss of privileges	Up to 3-10 days ISS/OSS; PC

Drugs and Alcohol

Definition: A violation against health, safety and/or welfare may include the illegal use, sale, purchase, transfer, possession of or being under the influence of intoxicants, alcohol, physical or mind-altering chemicals (including inhalants, such as solvents, aerosols or chemicals containing nitric acid or butane). Controlled substances and drugs, including prescription or over-the-counter or drug-like substances, including any represented to be drugs and any paraphernalia used for such purposes, are prohibited on or in school property or at school activities or events, or in any vehicle while being used to transport students for the school district. If in violation of this while involved in co-curricular activities, one may be under the jurisdiction on the “Good Citizenship” policy of the district.

Note: Behavior support plans for students with disabilities may be included in their individualized education plans, and consequences may vary from those stated in the Clinton School District’s discipline code. The provisions for changes in placement for students with disabilities who are found to carry a weapon to school or who knowingly possess, use, sell or solicit illegal drugs or controlled substances at school or at a school function are outlined in the Procedural Safeguards for Children and Parents. These safeguards are available from the Special Services Office. **The district reserves the right to use breath testing equipment for testing students suspected to be under the influence.**

Distribution of Drugs, Controlled Substances, Alcoholic Beverages or Substances Represented to be Controlled or Alcoholic

First Offense

For sale, purchase or distribution - 10 days
OSS and recommendation for LT; report to
LA

Use, possession, or being under the influence of Drugs, Controlled Substances, Alcoholic Beverages or Substances Represented to be Controlled or Alcoholic

First Offense	Second Offense	Third Offense
Up to 10 days OSS; report to LA; possible LT; student would lose some extracurricular eligibility	10 days OSS; LT and/or expulsion; report to LA	10 days OSS; LT and/or expulsion; report to LA

Fighting

Definition: (legally defined as Public Affray) occurs when two or more persons, voluntarily or by agreement, engage in any fight or use any blows or violence toward each other, in any angry or quarrelsome manner or do each other any willful mischief, or if any person shall assault another and strike him in any public place to the terror or disturbance of others, the person or persons shall be deemed guilty of a misdemeanor, NOTE: Within the school setting, school officials may determine that an act of “horseplay” in which one individual strikes, pushes, shoves or verbally confronts another may be considered as a lesser category than fighting.

First Offense	Second Offense	Third Offense
PC; 2-5 days ISS/OSS; notification of LA	5-10 days OSS; CWP required to re-enter; LA	10 days OSS; recommend for LT; notification of LA

Physical Altercation (Physically Endangering Behavior)

Definition: Confrontation, tussle, or physical aggression that does not result in injury.

First Offense	Second Offense	Third Offense
Up to 3 days ISS/OSS	2-5 days ISS/OSS	Up to 5 days OSS

Tardies

Definition: Tardies occur when a student misses up to half of 1st period or is late to other periods; otherwise it is considered an absence or truancy (classification will depend upon parental knowledge). All tardies are recorded in PowerSchool. Tardy counts will reset at semester.

Tardy Policy	
#7	Warning
#8	2 days of Private Dining
#9	2 days of Private Dining
#10	30 minute Detention
#11	30 minute Detention
#12	60 minute Detention
#13	60 minute Detention

#14	90 minute Detention
#15	90 minute Detention
#16+	1 day ISS

Tobacco Use or Possession

Definition: Products may include, but are not limited to, cigarettes, cigars, chewing tobacco, snuff, matches, lighters vaping products, electronic cigarettes, or similar items and look-alike items.

First Offense	Second Offense	Third Offense
3 days ISS; PC; product taken from student	5 days ISS; CWP	Up to 10 days OSS; CWP; contact LA

Truancy

School attendance is compulsory up to age 17. Parents are responsible for students’ attendance according to RSMO 167.031 and RSMO 167.061, and it is a Class C misdemeanor if they do not attend.

Definition: A willful absence from school without the principal’s/parents’ permission/knowledge or being in an unauthorized area without permission. This includes leaving the lunchroom.

First Offense	Second Offense	Third Offense
Possible referral to LA; PC; 2 days ISS	4 days ISS; PC; referral to LA	Up to 10 days ISS; CWP required; referral to LA

Vandalism

Definition: Willful damage or attempts to damage any property, real or personal, belonging to school, staff or students.

First Offense	Second Offense	Third Offense
PC; intervention; restitution; up to 10 days ISS/OSS; Possible LT or Expulsion; Possible LA	5-10 days OSS; restitution; CWP required, possible LT or expulsion; possible LA	10 days OSS/possible LT or expulsion; possible LA; CWP required; restitution

CONCLUSION

It is understood that all rules and regulations, especially those pertaining to conduct and behavior, cannot be mentioned in this handbook. The school expects each student to interact in a responsible, respectful, cooperative manner to teachers, school employees, other students, and the physical property of our buildings so that it will not jeopardize anyone else’s learning, health, or safety. The school reserves the right to make certain rules and regulations in order that the aforementioned education atmosphere may be maintained.