

Pike-Lincoln Technical Center

Student Handbook
2011 – 2012

GO FOR YOUR FUTURE!



Your Future Begins Now . . .
Your Success Can Begin Here

| | |
|---|-------|
| Academic Grading Scale | 9 |
| Academic Skills | 25 |
| Accident Insurance | 13 |
| Admission Requirements | 9 |
| Appropriate Language | 15 |
| Articulation Agreements | 27 |
| Attendance | 22 |
| Break Time | 17 |
| Book Bags..... | 15 |
| Bullying | 20 |
| Calendar..... | 7 |
| Cell Phone & Electronic Equipment Policy..... | 20 |
| Certificates | 12 |
| Class Schedule | 8 |
| Complaint or Grievance Procedure..... | 24 |
| Concealed Weapons | 18 |
| Consequences for Continuing Misconduct..... | 13 |
| Crime Policy | 18 |
| Debts | 14 |
| Director's Award | 11 |
| Discipline of Adult Students | 13 |
| Dress Code..... | 15-16 |
| Drug-Free Workplace | 18 |
| Drug or Alcohol Use..... | 18 |
| Emergency Responses | 21-22 |
| Equipment Use..... | 21 |
| Evaluation and Records | 9 |
| Exiting or Early Withdrawal | 23-24 |
| Faculty | 8 |
| Financial Aid Officer..... | 27 |
| General Information | 5 |
| Hot-Lines | 26-27 |
| Inappropriate Clothing..... | 16 |
| Leave of Absence..... | 22-23 |
| Lockers | 14 |
| Mission..... | 6 |
| Medical Treatment | 13-14 |
| No Call | 23 |
| No Child Left Behind | 26 |
| Parking | 19 |
| Passport Outstanding Achievement Award | 11 |
| Placement Service | 25 |

| | |
|---|-------|
| Return of Books, Locks & Equipment | 14 |
| Reward for Perfect Attendance..... | 22 |
| Safety Glasses | 14 |
| Satisfactory Progress | 12 |
| School Activity Absence..... | 23 |
| School Cancellation..... | 7 |
| School Entry & Exit | 15 |
| School Nurse..... | 21 |
| Searches..... | 14 |
| Secondary Tuition | 9 |
| Services for Students with Disabilities | 26 |
| Sexual and Disability Harassment | 18-19 |
| Soda & Snack Policy | 17 |
| Statement of Non-Discrimination | 4 |
| Student Counseling..... | 25 |
| Student Organizations | 15 |
| Student Projects..... | 12 |
| Student Records & Access to Records..... | 10-11 |
| Student Self Discipline and Responsibility..... | 12 |
| Student Services | 25 |
| Tardies | 23 |
| Telephone Use | 20 |
| Time on Task & Leaving Class without Permission | 15 |
| Tobacco Free Campus | 18 |
| Tools & Supplies | 14 |
| Transportation & Driving Permits | 19 |
| Valuables at School..... | 14 |
| Values and Beliefs..... | 6 |
| Vision | 6 |
| Appendix I (Crime Policy) | 28 |
| (Crime Awareness)..... | 29 |
| (Drug/Alcohol Awareness)..... | 29 |
| Appendix II (Drug Policy) | 30-33 |
| (Drug/Alcohol Counseling)..... | 34 |
| Appendix III (Discipline Policy) | 35-39 |
| Appendix IV (Attendance Policy) | 40-41 |
| Appendix V (Computer & Internet Policy) | 42-43 |
| Appendix VI (Public Notice)..... | 44 |
| Appendix VII (Student Handbook Acknowledgement)..... | 45 |

PIKE-LINCOLN TECHNICAL CENTER

P.O. Box 38
Eolia, MO 63344
(573) 485-2900

*Accredited by the
Department of Elementary and Secondary Education,
North Central Association Commission on Accreditation and School Improvement
and Conditionally Approved by the Missouri State Board of Nursing

ADMINISTRATIVE PERSONNEL

Mark Harvey, Superintendent/Title IX & Section 504 Coordinator

Krista Flowers, Director of Career and Technical Education

Jerry Cox, Adult Education Supervisor

STATEMENT OF NON-DISCRIMINATION

Applicants for admission and employment, employees and sources of referral of applicants for admission and employment are hereby notified the Pike-Lincoln Technical Center and Pike R-III School District have assured they do not discriminate on the basis of race, color, national origin, sex or disability in admission or access to, or treatment or employment in their programs and activities. Any person having inquiries concerning Pike-Lincoln Technical Center and Pike R-III School District compliance with regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, is directed to contact the Title IX and Section 504 Coordinator responsible for coordinating local efforts to comply with regulations implementing the Acts.

*Accreditation documents are available for review in the Pike-Lincoln Technical Center Administration Office.

NOTICE: All statements in this publication are announcements of present policy and are subject to change at any time without prior notice. Any rules or regulations presented during the school year in bulletins or memoranda also represent school policy. The handbook is meant to be purely informational and does not serve as a contract or offer to contract with any student.

GENERAL INFORMATION

Welcome to Pike-Lincoln Technical Center. We are pleased you have selected a technical course as part of your preparation for a career. This handbook has been developed so you can know the expectations, policies, and procedures expected while you are a student here.

The Technical Center is an institution designed to offer career and technical education to students from Pike, Lincoln and surrounding counties. The seven sending high schools are Bowling Green, Clopton, Elsberry, Louisiana, Silex, Troy and Winfield. Students from Bowling Green, Louisiana, Silex and Troy attend morning classes. Students from Clopton, Troy, Elsberry and Winfield attend afternoon classes. Adult students are enrolled in our programs on a space available basis except for Practical Nursing which is for adults only.

The school and its programs operate within the policies established by the Pike R-III School District Board of Education.

Our responsibility to you is to provide the facilities, equipment, instructional staff, teaching aids and atmosphere for quality career and technical education.

Your responsibility is to effectively utilize the Technical Center to prepare yourself for future work or education. Additionally, your responsibility will be that of helping us to continue to be a fine school. We expect you to put forth the effort to learn, to show respect for your fellow students and teachers, take care of school property, and display proper courtesy at all times. These make up the foundation upon which a good school is built.

FIND A MISTAKE

Since some people like to find errors, we regularly include a few in our publications to meet this need

Mission

Pike-Lincoln Technical Center provides skilled technical education, career development, placement opportunities, and service to meet the needs of all students, employers and the community.

Vision

Pike-Lincoln Technical Center is an appealing state-of-art facility with appropriate space and current technology.

Pike-Lincoln Technical Center staff is cheerful, friendly, professionals and leaders who take great pride in providing quality career and technical education programs. Pike-Lincoln Technical Center has a pleasing, family-like atmosphere that feels like home.

Pike-Lincoln Technical Center students are responsible, productive, and take pride in their work. Our students have excellent work habits and attendance patterns. Pike-Lincoln Technical Center students become successful professionals working in our communities providing services and programs for students to be successful in the 21st century.

Pike-Lincoln Technical Center is a valued resource within the Pike and Lincoln County communities.

Local employers and community members are involved in our school as advisory committee members, instructor students, and supporters.

Values and Beliefs

1. Students have the opportunity for a new start here which improves their self-esteem. Student here are seen as equals. They are all accepted and can contribute.
2. Education should meet the need of student, employers, and the community.
3. All students can be professional, productive, show personal responsibility, and take pride in their work.
4. Students are expected to have excellent attendance.
5. Everyone must show respect.
6. All students must be treated as individuals.
7. All students must see the connection between what they are doing and where they are going.
8. Students here learn positive work ethics and responsibility.
9. All students are responsible for their own learning and their own actions.
10. Learning here revolves around a hands-on approach.
11. Students who graduate from Pike-Lincoln Technical Center become productive members of our local communities.

Pike-Lincoln Technical Center 2011-2012 School Year Calendar

| | |
|-------------------------------------|---|
| August 11 | New Teachers Begin (In-Service) |
| August 15 & 16 | Teacher In-Service |
| August 17 | First Day of School |
| September 5 | NO SCHOOL - Labor Day Holiday |
| September 14 | First Quarter Mid-quarter (Progress Reports) |
| September 30 | NO SCHOOL – Teacher In-Service |
| October 18 | Open House 5:00pm – 8:00pm |
| October 21 | NO SCHOOL |
| November 10 | All-School Fall Advisory Meeting Professional Dress Day for Students |
| November 16 | Second Quarter Mid-quarter (Progress Reports) |
| November 23 | Dismiss at 1:05 p.m. Thanksgiving Break |
| November 24 & 25 | NO SCHOOL - Thanksgiving Break |
| December 22 – January 2, 2012 | NO SCHOOL - Winter Break |
| January 3 | Students Return from Winter Break |
| January 16 | NO SCHOOL (Martin Luther King's Birthday Observed) |
| February 1 | Third Quarter Mid-quarter (Progress Reports) |
| February 16 | All-School Fall Advisory Meeting Professional Dress Day for Students |
| February 17 | NO SCHOOL – Teacher In-Service |
| February 20 | NO SCHOOL - President's Day |
| March 12 thru 16 | NO SCHOOL – Spring Break |
| April 6 – 9 | NO SCHOOL Easter Break |
| April 18 | Fourth Quarter Mid-quarter (Progress Reports) |
| April 19 | Interview Day – Professional Dress Day for Students |
| April 26 | Student Recognition Ceremony 7:00 pm |
| May 18 | Last Day of School for Students Dismiss at 1:05 |

INCLEMENT WEATHER DAYS

The following days (in order) will be used as make up days if needed: December 22, December 23, January 2, January 16, February 17, February 20, March 12, 13, 14, April 9, May 22, May 23, May 24, May 25

NOTE: Professional development dates are subject to change. The last day of school is subject to change if school is closed due to unforeseen cause.

SCHOOL CANCELLATION

Pike-Lincoln Technical Center cancellation because of inclement weather will be announced on:

| | | | | |
|-----------|------|-----------|------|----------|
| Warrenton | KWRE | AM: 73 | KFAV | FM: 99.9 |
| Louisiana | KJFM | FM: 102.1 | | |
| Mexico | KWWR | FM: 95.7 | | |

CLASS SCHEDULE

| | |
|--------------------------|------------------------|
| Academic Skills | 8:00 a.m. - 2:30 p.m. |
| Practical Nursing* | 8:00 a.m. - 4:30 p.m. |
| Morning Session..... | 8:15 a.m. - 11:15 a.m. |
| Afternoon Session..... | 11:45 a.m. - 2:30 p.m. |

*Practical Nursing schedule varies with clinical

Break times are explained by the instructor

PROGRAM INSTRUCTORS

| | |
|--|-------------------------|
| Administrative Business Technology..... | Lori Collins |
| Auto Collision Technology | Dennis Stewart |
| Auto Mechanics Technology..... | Chris Schaeffer |
| Building Trades Technology | Marshall Suddarth |
| Building Trades Technology - Troy..... | Gordon Downs |
| Diesel Technology..... | Charles “Buzz” Mendonsa |
| Digital Design | Suzanne Hall |
| Computer Networking Technology..... | Dennis Hale |
| Health Sciences | Mary Jane Owens |
| Health Sciences Clinical Instructor..... | Debra Madigan |
| Practical Nursing Coordinator/Instructor | Pam Tipton |
| Practical Nursing Instructor..... | Gail Branstetter |
| Practical Nursing Instructor..... | Amber Elliott |
| Practical Nursing Instructor..... | Mary Cahalin |
| Practical Nursing Instructor..... | Stephanie Walker |
| Welding | Neil Oberman |

STUDENT SERVICES

| | |
|--|---------------|
| Adult Education Supervisor/Financial Aid | Jerry Cox |
| Attendance Counselor..... | Pam Martin |
| Academic Skills Instructor..... | Andy Jolly |
| Counselor/VRE/Admissions | Sam Utterback |
| Placement | Kelly Hunt |
| College and Career Coordinator..... | Walter Logan |

SUPPORT STAFF

| | |
|--|-----------------|
| Administrative Executive Assistant | Brenda Akers |
| Adult & Community Ed./Financial Aid Admin. Asst..... | Grace Davis |
| Building and Grounds Maintenance..... | Frank Cardinale |
| Nursing Administrative Assistant | Kelly Hunt |
| Instructional Aide..... | Mary Warren |

PIKE-LINCOLN ADMISSION REQUIREMENTS

(ADULT) Pike-Lincoln Technical Center admits as regular students only persons having a high school diploma, or a recognized equivalence or GED. Adult student admission files must be completed before starting classes

(HOME-SCHOOLED) Students who are home-schooled will be required to have a GED or an ACT score of 19 or above and a home-schooled diploma to be considered for application to adult programs. These students are also required to meet all of other admission requirements of the program in which they are enrolling.

(SECONDARY) Students are selected to attend the Pike-Lincoln Technical Center by the sending school. Students complete an application for admission. There are a limited number of slots available to each high school in each of our nine high school programs. Sending schools pay tuition for high school students to attend the Technical Center. Any requests for changes in class schedules must be approved by the sending school and the Technical Center Director

SECONDARY TUITION

The tuition charged to sending schools is \$2,850 per student

EVALUATION AND RECORDS

Evaluation is an important part of education. The grades you earn will be a reflection of:

1. Attitude and working traits.
2. Production, quantity and quality.
3. Mastery of competencies.
4. Grade earned on written assignments and assessments.
5. Attendance.

Each student will receive mid-quarter and quarter evaluations in addition to periodic reviews with the instructor. Quarterly records are kept on file in the office.

ACADEMIC GRADING SCALE

| | | | |
|----|---------|----|------------|
| A | 96-100% | C | 74-77% |
| A- | 92-95% | C- | 70-73% |
| B+ | 89-91% | D+ | 67-69% |
| B | 85-88% | D | 63-66% |
| B- | 82-84% | D- | 60-62% |
| C+ | 78-81% | F | 59 & below |

STUDENT RECORDS/ACCESS TO RECORDS

1. Each student's official school record will include the following:
 - a. Personal data and family background information
 - b. Medical and health information
 - c. Date of school entry
 - d. Course enrollment and grades
 - e. Transcripts for previous school(s) attended
 - f. Achievement and/or standardized test results
 - g. Participation in extracurricular activities
 - h. Requests for and disclosures of student records
 - i. Other verifiable information to be used in educational decision making
2. The right to inspect and review the student's education records. Parents or eligible students should submit to the school Director a written request that identifies the record(s) they wish to inspect. A school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
3. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or in violation of the student's privacy. Parents or eligible students should write the director, clearly identify the part of the record they want changed and specify why it is inaccurate, misleading or in violation of the student's privacy. If the school decides not to amend the record as requested, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when notified of the right to a hearing.
4. The school must have written permission from the parent or eligible student before releasing any information from a student's record. However the law does allow schools to disclose information to the following parties without a parent or student consent:
 - a. School employees that have a need to know
 - b. Other schools to which a student is transferring
 - c. Certain government officials in order to carry out lawful functions
 - d. Appropriate parties in connection with financial aid to a student
 - e. Organizations doing certain studies for the school
 - f. Individuals who have obtained court orders or subpoenas
 - g. Persons who need to know in cases of health and safety emergencies
 - h. State and local authorities to whom disclosure is required by state law

5. The district has determined that the following information regarding the district's students is not harmful or an invasion of privacy and therefore will release this information without first obtaining parental consent. If a parent, guardian, person acting as a student's parent in absences of a parent or guardian, or the student (if 18 or older) does not want the district to release the information listed below, they must notify the district in writing within ten (10) days of receiving this handbook. The following information may be released without obtaining parental consent: Student's name, parent's name, address, telephone number, date and place of birth, grade level, bus assignment, enrollment status, participation in school-based activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors, 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.
6. Pursuant to federal law, military recruiters and institutions of higher education may request and receive the names, addresses and telephone numbers of all high school students, unless their parents or guardians notify the school not to release this information. Please notify the district if you do not want this information released.

PASSPORT OUTSTANDING ACHIEVEMENT AWARD

This award recognizes students who demonstrate outstanding achievement in the following areas: academic and skill performance, leadership, and attendance (not on attendance probation, no more than one unexcused absence). To receive the Gold Level Passport Outstanding Achievement Award, students must maintain a 95% academic average, demonstrate leadership skills, positive work habits, good character no discipline referral, and maintain a 98% attendance average. To receive the Silver Level Passport Outstanding Achievement Award, students must maintain a 90% academic average, demonstrate leadership skills, positive work habits, good character no discipline referral, and maintain a 95% attendance average. Recommendation for each award is by the student's instructor and approved by the Director.

DIRECTOR'S AWARD

This award is given to junior students who possess the following: high achievement, great work attitude, consistently demonstrates the ability to work well with others, excellent attendance (not on attendance probation, no more than one unexcused absence), good character (no more than one discipline referral), and demonstrated leadership. The student must have a 95% attendance average and 90% grade average.

CERTIFICATES

Students will only be issued certificates at the end of the year if they have mastered 80% of their competencies, have maintained a 70% (C) average, and have maintained a 95% attendance. In addition, the student account must be clear of any unpaid charges, before a certificate will be issued.

STUDENT PROJECTS

The Technical Center accepts some public projects for educational purposes during the year. These projects are scheduled by the instructor and approved by the Director. Work orders must be completed for all student projects. The student account must be clear of any unpaid charges before a student project will be released.

SATISFACTORY PROGRESS

(ADULTS) Satisfactory progress is necessary in order to maintain eligibility for financial aid and to participate in some activities. The adult education supervisor will provide you with specific information regarding financial aid requirements for satisfactory progress.

(SECONDARY AND ADULTS) Some specific class academic requirements must be met regarding participation in internships, state board exams, extracurricular activities, etc. Students must refer to their individual class handbook regarding these areas.

STUDENT SELF DISCIPLINE AND RESPONSIBILITY

Attendance at the Technical Center is a privilege extended to the student by the sending districts, or by special selection for adults. All students are expected to maintain self-discipline at all times. You should:

1. Attend classes daily, clinical or work experience daily.
2. Be in the proper classroom at the proper time and remain in the area until dismissed by your instructor.
3. Maintain an attitude that will promote learning for yourself as well as fellow students.
4. Conform to all policies established by sending schools and the Technical Center.

Pike-Lincoln will follow the Student Discipline Policy approved by the Pike R-III Board of Education. (See Appendix III)

DISCIPLINE OF ADULT STUDENTS

Adult students are subject to the same disciplinary measures as high school students as outlined in the Student Discipline Policy.

CONSEQUENCES FOR CONTINUING MISCONDUCT

First Referral to the Director's Office--The Director will discipline the student according to the District discipline policy. The first referral will typically result in a punishment of 1 - 3 days of in-school-suspension. Severe violations may result in immediate suspension or expulsion. *The instructor will notify the parents or guardians of the misconduct. The Director will notify the parents or guardians and the sending school Principal of the referral.*

Second Referral to the Director's Office --The Director will discipline the student according to the District discipline policy. The second referral will typically result in a punishment of 2 - 5 days of in-school-suspension. Parents and/or guardians and the sending school Principal will be notified. *A behavior contract will be developed outlining specific behaviors required for continued participation in Technical Center courses and consequences for continued misconduct. A conference with the student and the parents will be requested. Severe violations may result in immediate suspension or expulsion.*

Third Referral to the Director's Office -- The student will be removed from the Technical Center program. The parents and sending school Principal will be notified. A plan for the remainder of the semester will be agreed upon by the Director and sending school Principal. This plan may involve the student serving in-school-suspension for the remainder of the semester or being dismissed immediately from the Technical Center.

ACCIDENT INSURANCE

Missouri State Law does not permit a school district to carry accident insurance on students. However, it is important that students carry an accidental or medical policy on themselves while enrolled in programs at PLTC that require shop or medical laboratory experiences. In such programs, the students may be exposed to such things as: hand tools, power equipment, and machinery or in medical settings, contagious disease. **MEDICAL & ACCIDENT INSURANCE IS THE RESPONSIBILITY OF THE INDIVIDUAL STUDENT AND HIS/HER PARENT/GUARDIAN.** An affidavit stating insurance coverage or a school insurance policy is required prior to laboratory work in each instructional area. Students who do not have insurance coverage within one week will be sent to the Director's office.

MEDICAL TREATMENT

Emergency first aid measures will be taken to treat any student injuries occurring on campus. If the emergency requires a level of treatment beyond that of the capability of

staff and is viewed as an injury requiring immediate treatment, an ambulance will be summoned. Every attempt will be made to notify the parent/guardian or emergency contact given on the student's medical emergency information card. **The parent/guardian will be legally responsible for the cost of any medical services or care provided. PLTC does not staff a school nurse.**

TOOLS & SUPPLIES

Each student is expected to have tools and supplies, including pencil and paper, as required by his or her instructor within one week of the start of school. Students who do not have the required tools and supplies will not be allowed to participate in lab or shop activities and may be referred to the Director. Pencils will be available for purchase at \$.50 each.

LOCKERS

Students are expected to keep lockers clean and orderly. Lockers must be locked at all times. Damage to lockers must be reported immediately. School issued locks are required to be used.

SEARCHES

Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas. The district will conduct periodic and unannounced administrative searches of lockers, computers, and other district equipment. The district may use dog to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot. Additional searches of bags, purses, coats, electronic devices, and other personal possessions and cars will be conducted in accordance with district policy and the law.

VALUABLES AT SCHOOL

Students should not bring large sums of money or valuables to school.

SAFETY GLASSES

Students are required by law to wear appropriate safety glasses at all times in shop areas and on the job site. Students who do not wear safety glasses will be disciplined by the instructor.

RETURN OF BOOKS, LOCKS & EQUIPMENT

It is the responsibility of the student to turn locks, textbooks and other equipment into the instructor prior to exit. A student will be expected to pay for any lost or damaged text, locks or equipment issued by the school.

DEBTS

Grade cards will not be issued to students who owe for anything. Diplomas, certificates, and competency listings will be withheld until all debts are paid.

BOOK BAGS

The use of book bags is discouraged. Instructors may prohibit book bags from being carried into the classroom or shop areas.

STUDENT ORGANIZATIONS

FBLA (Future Business Leaders of America), SKILLS USA, PBL (Phi Beta Lambda) and the Practical Nursing Student Organization are student organizations which play an important part in the career and technical education delivery system. Experiences learned in your club can complement the success you experience in your future endeavors. Student organizations teach leadership, good work habits, and school and community service. Participation in these student organizations is an integral part of each program curriculum. Each student is required to participate in an organization.

TIME ON TASK & LEAVING CLASS WITHOUT PERMISSION

Students are expected to work hard in their own classrooms, labs and shop areas during class time under the supervision of the instructor. Students are not allowed to wander throughout the building to other classrooms or shops in search of tools or other items. Students who are out of their program areas without permission will be referred to the Director.

SCHOOL ENTRY & EXIT

Students are required to enter and leave the building through the appropriate entrance and exit as directed by their instructor. Students must walk around the cars parked in the parking lot and must not cut through them.

APPROPRIATE LANGUAGE

Appropriate language must be used at all times. Swearing gives a bad impression. It is a tool of complainers and whiners. It reduces respect people have for you. It shows you don't have control. It can be a sign of a bad attitude. It discloses a lack of character. It's immature. It reflects ignorance. It offends people more than you think. Swearing could cost you your job. Use of inappropriate language may be referred to the Director.

DRESS CODE

Career and technical education is designed as preparation for job entry, so a student's hygiene, grooming, and clothing should always be neat, clean, and appropriate as this will play a large part in securing a job. Guests, including employers and the general public tour the class laboratories regularly so daily attention to appropriate dress is expected. Students will be expected to abide by individual class requirements in regard to dress codes. Specific items of clothing may be required for student safety and professionalism. Students who do not dress appropriately as required by the instructor may lose points from the daily grade. Clothing styles, unusual grooming, or jewelry, considered nonprofessional for the instructional area or which create disorder, distraction, or disruption will not be acceptable.

VIOLATIONS: Students will be required to change clothing that is disruptive to the educational process or will serve in-school suspension.

The student may be required to turn inappropriate shirts inside out. Students wearing revealing outfits may be required to put on a shirt or other covering that is more appropriate.

No dress code can possibly cover all eventualities. It should be understood that though a specific item is not mentioned, it is the intention of the code to discourage any extreme, severe, or revealing fashions that may be distracting to the educational process.

SHORTS & SKIRTS/DRESSES: Students are generally allowed to wear appropriate shorts in the classroom. Shorts will be required to be of a length so as to reach the tip of your fingers when arms are at sides. No skirt or dress shall be shorter than a reasonable length. Short miniskirts are not considered appropriate for school. Shorts are not generally allowed in the shop areas or on the jobsite.

PANTS & SHIRTS: Slacks, jeans and shirts should be neat, clean, and proper fitting. Proper fitting means no saggy seats! The belt line of the pants will fit or be pulled up to the waistline (defined as the portion of the body torso that is the smallest in circumference). Trousers, pants and jeans must be pulled up to an appropriate level, zipped, and fastened. At no time should undergarments be visible. If it takes a belt to accomplish that, then a belt must be worn.

INAPPROPRIATE CLOTHING

Examples of clothing **not appropriate** for school: shirts that expose midriffs, backs, or cleavage; saggy jeans/slacks; shirts with vulgar, immodest, offensive or suggestive sayings; shirts advertising alcohol, tobacco, and drugs or drug paraphernalia; sleeveless shirts; sunglasses or dark glasses without a prescription; chains for wallets, keys, etc.; large chains and/or metal medallions; clothing, coloring, insignia or other symbols indicating membership in, affiliation with, or support for any gang or similar organization.

BREAK TIME

Break is limited to 10 minutes during any class session. Break must be taken during the specified time. The break schedule may be changed at the Director’s discretion. Students are not allowed to visit other class areas during break.

| Start | End | Class | | |
|------------------|-------|-------|----|----|
| MORNING | | | | |
| 9:50 | 10:00 | AC | W | |
| 10:00 | 10:10 | CN | DD | DT |
| 10:10 | 10:20 | ABT | HS | AS |
| 11:05 | 11:15 | BT | | |
| AFTERNOON | | | | |
| 12:50 | 1:00 | AC | W | |
| 1:00 | 1:10 | CN | DD | DT |
| 1:10 | 1:20 | ABT | HS | AS |
| 2:05 | 2:15 | BT | | |

SODA & SNACK POLICY

High school students **are not allowed** to bring drinks from the outside into the building. These will be confiscated from violators.

The break room is provided for adult students to be used as a lunch room and study area. Vending machines are provided for their use. Soda and snacks will be available at break time. Snacks will be confiscated from students who visit the machines at prohibited times. Secondary students are allowed to use the commons area and to have soda and snacks during the specified break time with permission of the classroom instructor. Students will not be allowed in the commons area without an instructor present

Students in Auto Collision, Auto Mechanics, Building Trades, and Welding may be required to take their snack and soda back to their classroom.

Sodas and snacks **are not** allowed in the lab, shop or carpet areas.

All wrappers & cans shall be disposed of properly in trash cans and not left lying on the floor, benches, etc. Please recycle aluminum cans.

Students should consider break with access to the vending machines as a privilege which can be revoked at any time.

TOBACCO FREE CAMPUS

Pike-Lincoln Technical Center prohibits use of any tobacco products. Infraction of this policy will result in a disciplinary action. *(See the Discipline Policy in Appendix III for more information.)*

DRUG OR ALCOHOL USE

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.

DRUG-FREE WORKPLACE

Pike-Lincoln Technical Center is committed to having a drug-free working environment for both students and faculty. Staff members as well as students are expected to report to work and school on time and in appropriate mental and physical condition for work. The Technical Center's Drug Policy follows the guidelines of the Drug-Free Workplace Act of 1988, as well as all guidelines for Financial Aid Title IV benefits. Each student will be required to read the school drug policy which includes sanctions that may occur as a result of use and lists assistance programs, then sign a statement that they have read and understand the school drug policy. *(See the Drug Policy in Appendix II for more information)*

CRIME POLICY

Pike-Lincoln Technical Center is committed to having a crime free campus for both students and faculty. Staff members and students are expected to work cooperatively to provide this type of atmosphere. Policies regarding crime and security will be reviewed with students during student orientation following student enrollment. *(See the Crime Policy in Appendix I for more information.)*

CONCEALED WEAPONS

Weapons are not allowed in Pike-Lincoln Technical Center facilities, on school grounds, or at any school activity.

SEXUAL AND DISABILITY HARASSMENT

The school district is committed to ensuring equal educational opportunities for all students and is committed to providing an environment free from intimidating, hostile or offensive behavior; i.e. bullying, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Disability harassment is defined as intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in a school's programs. Harassment by an employee, student or other person in the district against any person is prohibited. Allegation of harassment shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including suspension and/or expulsion of

the student or suspension and/or termination of the employee. Allegations of discrimination or harassment should be reported to the classroom instructor, Guidance Counselor, Adult Education Supervisor, Director, or the Superintendent of Schools, who serves as the district Compliance Coordinator at 573-485-2388. (*See the Discipline Policy in Appendix III for more information.*)

Any student who believes they have been the victim of or witnesses' harassment shall bring the harassment to the attention of any teacher, guidance counselor or school administrator by complaining orally or in writing in a timely manner. The staff member who receives the complaint shall promptly inform the building administrator, or the next level administrator who is not the subject of the complaint.

TRANSPORTATION AND DRIVING PERMITS

Secondary students are expected to ride the bus furnished by the sending school district to and from the Pike-Lincoln Technical Center. If it is necessary for the student to drive a private vehicle, permission must be authorized in advance by this procedure:

Obtain an authorization form and signature from instructor, the Director, parent or guardian, and sending school principal. Leave one copy with the principal's office and bring one copy to the Technical Center.

The above authorization procedure must be followed for any student who may be riding with you to the Technical Center. Each trip requires a driving authorization form and a copy must be filed with the Director's office before driving. Students will not be admitted to class if they drive or ride without authorization. Driving or riding without authorization or leaving before the bus will cause the privilege to be revoked.

PARKING

Student parking is reserved for the West and North sides of the parking lot and designated areas in the center of the lot. Designated bus parking slots must remain vacant to allow for bus parking. Vehicles found parked in the front row next to the building or in areas designated as NO PARKING will be issued a Ticket and must present the Ticket to the adult education supervisor for disposition. **Student drivers must remain in the parking lot until buses are loaded and have departed this includes the transportation building.**

CELL PHONE, MP3 PLAYER & ELECTRONIC EQUIPMENT POLICY

The use of cell phones, mp3 players and other electronic devices in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. Some devices may also compromise the school's computer network. **As a result, the use of cell phones, mp3 players, and similar electronic devices will not be permitted during the instructional day.** Their use is NOT permitted during break or during class time. Students are strongly discouraged from bringing these expensive items to school and do so at their own risk. The school assumes no responsibility for their loss, theft, or damage, nor will effort be made to search for or retrieve them. If a student chooses to bring one of these devices to school, it should be powered off and put away. The use of such devices in break rooms and rest room areas is also prohibited at all time. Students violating the policy will face the following disciplinary action: Referral to the Director's Office and 1 day of In-School-Suspension (ISS).

BULLYING

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

- Communicates with another by any means including telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students who are found to have violated this policy will be subject to a 10-30 day out of school suspension for the first offense. 180 day suspension will be imposed for the second offense, while the third offense will result in expulsion.

TELEPHONE USE

School telephones are for business use by school personnel. Use of the telephones by students is restricted to emergencies or situations approved by the Director. Students may use the telephone to contact employers and to schedule an interview with instructor's permission. Emergency messages to students will be delivered immediately. Other messages to students will be delivered at break time or after class. All long-distance calls that are not for authorized school business must be collect or charged to a credit card.

EQUIPMENT USE

School equipment can only be used by a student when permission has been granted by the program instructor.

1. **Safety Equipment:** Where safety equipment (glasses and hats) is required by law, the Technical Center will issue or sell the equipment to you. It is your responsibility to care for and keep the equipment secure. At the completion of the school year, all equipment is to be returned in usable condition. You will be financially responsible for lost or damaged equipment.
2. **Textbooks:** Basic textbooks are loaned to students (except practical nursing and some adult textbooks). Workbooks, lab books and consumable supplies are to be paid for by the adult student if they are consumed in the instructional process. Textbooks loaned to students are to be properly cared for and maintained in a usable condition. You will be required to pay for lost or damaged books.

SCHOOL NURSE

Students seeking services of a school nurse should seek these services prior to attending the Technical Center, or after returning to their home school. Injuries should be reported to the Director's office. Accident reports are to be completed. Emergency situations will be handled as efficiently as possible. Pike-Lincoln Technical Center does not provide medication (aspirin, or other) for students.

EMERGENCY RESPONSES

FIRE: A very loud buzzer, our current fire alarm system, will be used to signal a fire or a fire drill. Students should move as quickly as possible out of the building and to the designated area.

TORNADO: A tornado warning will be announced over the intercom or with blast from an air-horn. A messenger will be sent to the Trade and Industrial areas where it is difficult to hear the intercom.

Trade and Industrial, Paramedics and Academic Skills : Students move into the classrooms and assume the safe position, under tables and desks.

Digital Design, Health Sciences, and Practical Nursing: Move students into the long hallway by the Faculty Workroom/Kitchen or students restrooms if necessary due to space limitations. Students should assume the safe position.

Administrative Business Tech & Computer & Networking Tech: Move students into the student restrooms. Students should assume the safe position.

EARTHQUAKE: An earthquake drill will be announced over the intercom. Students and staff should immediately seek shelter under the nearest table or desk.

ATTENDANCE

The achievement attained by any student is directly related to his/her pattern of attendance. It is very difficult to duplicate the instructions missed due to absences from class. In addition, the mission of Pike-Lincoln Technical Center is to prepare each student in the proper skills and attitudes necessary for success in his/her chosen field. Employers consider regular attendance as the first step in becoming a successful employee. Because of this expectation, Pike-Lincoln Technical Center maintains an attendance expectation similar to that of business and industry. Therefore students are expected to maintain an attendance rate of 95% or higher. Students who fall below the 95% level or who have 2 or more unexcused absences are subject to attendance probation and cannot participate in school activities. See Appendix IV.

REWARD FOR PERFECT ATTENDANCE:

Students with perfect attendance will be rewarded at the end of the year. ISS will result in the loss of perfect attendance rewards

LEAVE OF ABSENCE

(ADULTS) In some extreme cases a student may temporarily leave school with intention of resuming the program. A student is only eligible for one (1) leave of absence per enrollment period. A student requesting a leave of absence must:

1. Request leave of absence in writing.
2. State requested length of time.
3. State reason for the request.

The request for leave of absence will be reviewed by a committee composed of the student's instructor, a counselor, and the Director. Approval will be determined. It is most likely students will be counseled to terminate their training and reapply for admission at which time they are able to concentrate their time toward successful completion. A leave of absence will be granted only under extreme circumstances.

The school will not charge the student for the leave of absence. A leave of absence should be kept to a minimal length of time but never to exceed 60 calendar days except in extreme cases which a doctor's written request would require an additional period of time not to exceed 180 calendar days. In such cases, if it is determined by the committee that a student will most likely not be able to return and make satisfactory progress, a student may be counseled to withdraw, and then seek re-enrollment at the next semester.

If a student fails to return from the leave of absence, the student is considered to have withdrawn from school as of the first day of the leave of absence. Financial aid refunds, if applicable, will be made to appropriate agencies within 30 calendar days after the date the school determines a student withdrew.

One leave of absence per program length is allowed. (This is not applicable to the Practical Nursing Program)

(SECONDARY) Any extended absence must be approved by sending school and the Technical Center. A maternity leave requires student's completion of maternity leave forms, with the amount of time granted being determined by the attending physician.

SCHOOL ACTIVITY ABSENCE

If a student is absent from the Technical Center due to a school activity, then the absence is recorded as a school activity on the Technical Center records. Prior to the absence, it is the students' responsibility to complete the School Activity Form, secure proper signatures, and return the form to the Technical Center. If the activity form is not completed and turned in prior to the absence, a 2% penalty will be assessed. Students are responsible for the instructional materials covered and are to accept the responsibility for completing the assignments missed as required by the classroom instructor. Students with an attendance lower than 95%, with 2 unexcused absences, or on attendance probation will not be excused for school activities.

Job interviews and college visitations will be considered as a school activity if permission forms have been completed prior to the absence. Forms are available from the attendance Counselor or on our website and should be completed in duplicate with one copy routed to your home school (if secondary student) and one copy for the Technical Center Office.

TARDIES

Each accumulation of three tardies will result in an unexcused absence and will result in 2% being deducted from the student's grade. A total of nine (9) tardies will result in dismissal from the Technical Center.

NO CALLS (for Adults only)

It is important on the job to keep your employer informed about your absences from work. Students who are not coming to class must call and notify the school before the start of class. Failure will result in a NO CALL notice being issued by the attendance counselor. Three NO CALL notice will result in dismissal from the Technical Center.

EXITING OR EARLY WITHDRAWAL

Students exiting (whether completing or withdrawing early) must complete all exiting forms. Students exiting prior to completion of a program must notify the school in writing

plus complete all exiting forms. All fees and tuition must be paid and all books returned. Students exiting and not completing proper forms will have grades, references and services withheld until such forms are completed. Exiting forms include:

1. School and Classroom Exiting Forms with the instructor (this includes payment of all fees within the class) which become a part of your permanent file.
2. Financial Aid Exiting Form (Adults only.)

COMPLAINT OR GRIEVANCE PROCEDURE

1. Complaints and grievances are to be handled at the lowest level possible. Where it is reasonable, verbal communication of the problem is to be made with the individual directly involved.
2. Unresolved complaints may be taken to the Director or the Adult Evening Supervisor not later than ten (10) days after the alleged problem.
3. Complaints not resolved may be filed as formal or written grievances under the following procedures:

Student may present complaints in writing to the school director not later than thirty (30) days after the alleged problem. Written complaints must contain the date of filing, description of problem, and names of school staff involved. Upon receipt of the written complaint/grievance, the Director will first notify the Superintendent and then make a decision no later than ten (10) days following the filing of the complaint/grievance.

4. Beyond this, appeals may be filed to the Superintendent of Pike R-III Schools and then to the Pike R-III Board of Education. The Board of Education reserves the right to refuse to hear anyone who does not follow the proper procedures outlined in steps 1-4.
5. If the Board decides to hear the appeal, the complainant will be notified of the hearing date, time and place. The written decision of the Board will be final.
6. Financial Aid, WIA, and the Practical Nursing program, each have a grievance procedure. In all cases, steps one and two of this procedure are to be followed before filing any grievance action.

The school requires the student to immediately provide the school with a written notice if the student believes the training is inappropriate or inadequate.

STUDENT SERVICES

Student services include information and assistance concerning career planning, counseling, job placement, student activities, resource assistance for students with disabilities, assistance with academic basic skills, and financial aid assistance for adult students. These services are provided by the Admissions/Placement Coordinator, Skills Instructor, and the Financial Aid Officer. Your instructors can assist you in locating these persons.

STUDENT COUNSELING

Students may seek counseling services from the Counselor for aid in finding solutions to academic, personal, and career and technical problems. Testing to determine interests, aptitudes, and abilities in career areas is available. Coordination of their abilities and experiences with industry needs is also available.

If a student is having difficulty maintaining satisfactory progress, or if other problems should arise, additional counseling sessions may be scheduled. All members of the administrative staff are available to any student needing assistance with personal, academic, career and technical and/or financial problems at all times. It is Pike-Lincoln's goal to assist each student to realize his/her fullest potential as a student and as a productive employee in the community.

PLACEMENT SERVICE

Placement services are available for current students and past graduates. Placement is handled through a team approach at the Technical Center utilizing placement personnel, instructors, and the Missouri Division of Workforce Development. A student is referred for job consideration after the student's skills and abilities have been reviewed to determine if these factors match the employer's requested need. Clinical, internship, and work experience as a part of a student's curriculum often lead to employment. This allows students to transfer textbook information to employment settings while allowing the employer to observe the student.

In preparation for employment, students are assisted in preparation of resumes and applications, as well as practice interview experiences.

ACADEMIC SKILLS

An Academic Skills instructor is on staff to assist students whose initial Career Planning Workshop testing scores indicate their academic basic skills need upgrading and to assist students already enrolled who are experiencing academic difficulty. Referrals are made during the admission procedures for applicants and by individual instructors for students already enrolled.

SERVICES FOR STUDENTS WITH DISABILITIES

The staff at Pike-Lincoln Technical Center will assist students with disabilities, and assist instructors who have students with disabilities enrolled in their classes. Such assistance will include development of student's career and technical objectives, curriculum and equipment modification, act as a liaison with agencies, and assist in placement. These concerns should be discussed with the Admissions/Placement Coordinator.

The educational facility is disability accessible.

NO CHILD LEFT BEHIND (NCLB)

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

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

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification of degree held by the teacher, and the field of discipline of the certification.

HOTLINES

CRISIS INTERVENTION

Arthur Center – 1-800-530-5465

Mark Twain Counseling Center – 1-800-356-5395

Boys Town – 1-800-448-3000

Avenues (Crisis/domestic Violence) – 1-800-678-7713

Child Help USA (Abuse) – 1-800-422-4453

MO Child Abuse/Neglect Hotline – 1-800-392-3738

Sexual Abuse/Rape – 1-314-634-4911

Runaways/Troubled Youth – 1-800-231-6946

National Runaway Switchboard – 1-800-621-4000

Life and Crisis Referral – 1-800-356-5395

ALCOHOL/DRUG

National Council on Alcoholism – 1-800-622-2255

Alcohol & Drug Abuse Hotline – 1-800-ALCOHOL

LEGAL

Legal Referrals – 1-573-636-3635

Legal Services of Northeast Missouri – 1-800-767-2018

POLICE

Lincoln County Sheriff – 1-636-528-4586

Pike County Sheriff – 1-573-324-3202

OTHER

Nat'l Sexually Transmitted Disease – 1-800-227-8922

Pregnancy-HELP – 1-800-228-0332

FINANCIAL AID OFFICER

The Financial Aid Officer is available to assist adult students develop a financial aid package that best meets the needs of the adult student.

ARTICULATION AGREEMENTS

Articulation agreements allow students to gain free college credit for skills mastered while attending Pike-Lincoln Technical Center that are also a part of a program of instruction at another technical school or community college. Pike-Lincoln has several of these agreements in place. Interested students should contact the Counselor's Office to determine how they could benefit from such an agreement.

Articulation agreements are updated annually with each institution. Pike-Lincoln Technical Center has articulation agreements with the following schools/apprenticeship programs:

St. Charles Community College

Linn State Technical College

Associated General Contractors Carpenters Joint Apprenticeship Program

Appendix I

CAMPUS POLICIES REGARDING PROCEDURES TO REPORT CRIMINAL ACTION OR EMERGENCIES OCCURRING ON CAMPUS**CAMPUS SECURITY AND CRIME POLICIES:**

All crimes or emergencies should be reported verbally to your instructor immediately following the crime, or following your awareness of the crime. If your personal safety or if property safety is endangered, the nearest instructor or person in authority will immediately report the crime or emergency to the Director's Office. A written report describing the incident must be written by the student or instructor and filed with the Director's Office. The Director will determine if the Pike County Sheriff's Department should be contacted, and he/she (or his/her designated person will make the contact if such contact is deemed necessary. A report of the incident will then be filed with the superintendent's office. All employees and students are encouraged to act responsibly for their own security and the security of others.

Policies regarding crime and security will be reviewed with students during student orientation following student enrollment.

CAMPUS SECURITY: Since the campus is small, the school will rely on the local, county and state law enforcement agencies to provide security. Access to campus facilities will be during regularly scheduled hours.

PERSONAL THEFT: All students are encouraged to keep valuables in their lockers, and to keep their lockers locked when not being used. Students in programs without lockers may leave valuables in the central office if class activities require students to be unable to protect them.

SEXUAL ASSAULT: Sexual harassment and sexual assault are unacceptable on this campus by either faculty, or students. To discourage either, faculty and students are requested to dress and to use language to discourage promotion of sexual harassment or sexual assault. To report occurrences of either sexual harassment or assault one should follow the policy as described under CAMPUS SECURITY AND CRIME POLICIES.

**CRIME AWARENESS AND CAMPUS SECURITY
DISCLOSURE STATEMENT**

THE STUDENT'S RIGHT TO KNOW

The following statistics indicate the number of reported criminal actions committed against students or faculty and reported to legal authorities:

| | 2005-06 | 2006-07 | 2007-08 | 2008-09 | 2009-10 | 2010-11 |
|---------------------|---------|---------|---------|---------|---------|---------|
| Murder | #0 | 0 | 0 | 0 | 0 | 0 |
| Rape | #0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | #0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | #0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | #0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | #1 | 0 | 0 | 0 | 0 | 0 |
| Theft | #1 | 0 | 0 | 1 | 1 | 0 |

There are no off-campus student organizations.

The following statistics indicate the number of arrests for the following crimes occurring on campus:

| | | | | | | |
|-----------------------|----|---|---|---|---|---|
| Liquor Law Violations | #0 | 0 | 0 | 1 | 0 | 0 |
| Drug Abuse Violations | #0 | 0 | 1 | 0 | 0 | 0 |
| Weapon Possessions | #0 | 0 | 0 | 0 | 0 | 0 |

I have read the criminal disclosure statement.

NAME _____ DATE _____

DRUG/ALCOHOL-FREE AWARENESS DISCLOSURE STATEMENT

I CERTIFY I HAVE BEEN INFORMED OF THE:

1. School's policy on the unlawful possession, use, or distribution of drugs and alcohol.
2. Applicable local, state, and federal sanctions for possession, use, or distribution of drugs and alcohol.
3. Health risks associated with use of illicit drugs and abuse of alcohol.
4. Counseling, treatment, and rehabilitation programs available in this area.
5. Sanctions will be imposed by the school for violation of the standards of conduct.

NAME _____ DATE _____

Appendix II

PIKE-LINCOLN TECHNICAL CENTER DRUG POLICY

Student Drug Testing

This policy is intended to promote the health and safety of participants in the Allied Health Programs of Pike-Lincoln Technical Center and those individuals with whom such participants come into contact in the clinical setting. Clinical experiences are required for students to complete the Allied Health program and to earn a competency certificate. Because they work closely with health care professionals and have direct access to patients and other vulnerable individuals, Allied Health students carry an especially weighty responsibility to preserve the health and safety of themselves and others with whom they come into contact. This responsibility necessitates that Allied Health students avoid the abuse of drugs and contribute to a drug-free environment.

Further, substance abuse by Allied Health students is inconsistent with the expectations of the drug-free environment in which these students will gain practical experience. The vast majority of modern-day health-care providers require regular and/or random drug testing for those individuals who deliver services within their facilities. Many of these providers also require drug-testing of students who participate in clinical activities in order to ensure the safe and careful delivery of health services in the respective facilities.

Accordingly, for the protection of students, patients, and employees of the District and clinical facilities, Allied Health students are prohibited from consuming or taking any prohibited drug, as that term is defined below, and must consent to testing for such prohibited drugs as a condition of participation in clinical activities.

Participants in the Allied Health program are subject to three different types of testing: (1) Initial Participation; (2) Random; and (3) Reasonable Suspicion. These categories are described more fully below.

GENERALLY APPLICABLE TESTING RULES AND PROCEDURES

Definition of “Prohibited Drugs”

Under this policy, the term “prohibited drugs” shall include the actual drug or its synthetic or generic equivalent (or derivatives, salts, metabolites, or isomers thereof) which is illegal under federal, state, or local laws, including but not limited to marijuana, hashish, cannabis, heroin, opiates, cocaine, hallucinogens, depressants containing barbituric acid, phencyclidine, amphetamines, narcotics, narcotic pain medication, and methamphetamines. This term shall also include adulteration indicators such as creatinine, nitrates, and pH (which are always present in urine but variations of which may indicate adulteration of the sample).

Sample Collection

Urine samples will be collected using a method intended to balance the intrusiveness of the procedure with the need to achieve testing accuracy.

Testing will be conducted by authorized employees or agents of the Pike County Memorial Hospital or Lincoln County Medical Center, at the request of the district. Testing administration (i.e., retrieval of sample and test protocol) will occur in accordance with the policy and procedure of the respective facility.

Protection of Information (Privacy)

Each student will be assigned to a specimen number that shall serve as the identifier for all materials. The student and his or her parent/guardian shall have access to the specimen number. Either immediately before or shortly after sample collection, students tested will provide to the Director of the Pike-Lincoln Technical Center, in a sealed envelope, a list of any medications they have taken in the last 30 days, including legally prescribed and over-the-counter medications and herbal/vitamin supplements. Additionally, the parent/guardian of each respective student is responsible for submitting a separate list to the Technical Center Director, also in a sealed envelope, of medications (as that term is described in the previous sentence) which the student has taken within the last 30 days, which will be used for confirmation purposes in the event of a positive test result. The sealed envelopes will be opened by the testing entity's medical review officer in the event of a positive test result as described more fully below. If the sample does not test positive, the envelopes will be shredded without being opened.

The testing administrator will report positive test results directly to the superintendent or designee. The superintendent or designee will only notify the student, the instructor of the program, the parent/guardian of the student, the sending school principal, and other persons the superintendent or designee determines need to know the information to implement district policies or procedures.

Positive Test Results

If the test result is negative, that fact will be reported to the district. If the test result is positive, the laboratory shall refer the result to the laboratory's medical review officer for assessment. Following a confirmed positive result, the student's and parent's envelopes will be opened by the testing facility, and that facility's medical review officer will assess the list of the student's medications. If it appears that a prescription medication could be causing a positive test result, the student or parent/guardian shall be given the opportunity to submit a copy of the prescription, prescription bottle, or other documentation from the prescribing physician that can be verified by a licensed pharmacy. The documentation must confirm that the prescription is for the student tested. Ultimately, the medical review officer of the testing facility will make the determination, based upon her/his judgment, as to whether the test result shall remain a confirmed positive result.

Consequences of Confirmed Positive Test Result

Following a confirmed positive test result, the superintendent or designee will immediately remove the student from the clinical setting (if the student has begun participation in the clinical setting) and will schedule a conference with the student, parent/guardian (if applicable) and the program instructor. This conference is required and not optional.

A high school student will be allowed to continue classroom activities until the end of the semester. The high school student will not be allowed to attend clinical sites. In lieu of clinical activities, alternative assignments will be provided to the student until the end of the semester. At the end of the semester, the high school student will be removed from the program. An adult student with a confirmed positive test result will be immediately dismissed from the program.

Notification and Consent

An orientation session shall be held before the commencement of drug testing (initial and random) to inform students and parents/guardians of the testing program. Parents of students who enroll in the Health Sciences, Nursing, or other Allied Health programs shall receive a copy of this policy and must read and review it carefully. Similarly, the student participants will also review a copy and are expected to read and review it carefully. Additionally, each student shall be required to return a signed drug testing consent form to the program instructor. The form must be returned within five (5) calendar days of the first day of attendance in the program. A signed consent form shall be valid for one calendar year and will remain effective until revoked in writing by a parent/guardian (or eligible student age 18 and above). Students who do not return the signed consent form shall not be allowed to participate in clinical activities.

Refusal to Submit or Altering/Falsifying Results

A student is considered to have refused to submit for drug testing when he or she fails to undergo a drug test or to provide adequate urine for testing when directed to do. Any student who acts or attempts to dilute, falsify, or otherwise alter a drug testing specimen, or who obstructs the testing process, will be immediately dismissed from the clinical activity and may be subject to additional disciplinary action in accordance with district policies.

Self-Reporting

When a student, of his or her own volition, self-reports consuming drugs or alcohol in violation of district policy to an administrator, supervisor, coordinator, or program instructor before receiving notification that he or she will be tested, that student shall be treated in the same manner as a student who has a confirmed positive test result. A self-report is considered the same as testing positive.

Access to Records

Parents of students who are under age 18 and who still have the right of access to student records will have the right to access the information received as a result of the testing of their children under this policy. All information and records relating to a student's participation in the testing program under this policy shall remain confidential as required by law and shall be maintained in a file separate from the student's educational records.

Effect on Other Policies

This policy does not invalidate or supplant other policies and practices of the district regarding drug-related issues, including but not limited to discipline codes and rules of eligibility for participation in extra-curricular activities.

TYPES OF TESTING

1. INITIAL PARTICIPATION TESTING

All students will be selected for initial drug testing prior to the beginning of clinical experiences and during the first semester of the student's enrollment in the Allied Health program. Initial Participation Testing is conducted in accordance with the rules and protocols described above.

2. RANDOM TESTING

Random Selection

The district may choose to randomly select fifty (50) percent of students for drug testing during each of the remaining enrollment quarters. The random selection process will result in an equal probability that any participating student could be chosen. District employees shall not have the authority to waive the testing of any student.

3. SUSPICION-BASED TESTING

A student may be required to submit to a drug test when there is reasonable suspicion that a student is under the influence of or has recently consumed or taken any drug prohibited by district policy. In addition to the prohibited drugs identified above in this policy, alcohol will be considered a prohibited drug for purposes of suspicion-based testing.

When a District or clinical facility employee or official observes or otherwise receives information indicating that a student may have consumed, taken, and/or been under the influence of a prohibited drug or alcohol, such individual will report such suspicions to the program instructor and/or building administrator or designee as soon as possible. An appropriate district administrator will determine if reasonable suspicion exists such that drug testing is warranted. The district's attorney may be consulted as necessary. The district is responsible for the cost of suspicion-based drug testing.

DRUG/ALCOHOL COUNSELING, TREATMENT, OR REHABILITATION OR RE-ENTRY

Pike-Lincoln Technical Center is committed to having a drug free working environment for both students and faculty. The following information is available for students and staff referral.

Bridgeway Counseling, 481 Main Street, Troy, MO 63379, 636-528-7611. An Alcohol & Drug Outpatient Clinic. Sliding Fee Rate. Also provides an Alcohol Related Traffic Offenders Program (ARTOP) certified by the state of MO Department of Mental Health. Verification of course completion will be sent to proper authorities. ARTOP available through St. Charles Office, 314-946-5045 and cost is \$100.00.

Arthur Center, 704 E. Monroe, Mexico, MO 65265, 800-530-5465. The alcohol and drug treatment facility is for insurance and private pay individuals only. Accepts very few involuntary holds with emphasis on voluntary patients.

Hannibal Council on Alcohol and Drug Abuse, Hannibal, MO 573-248-1196. Facility will accept any resident of MO. Will accept most involuntary holds. Carter House--Men residents--Hope House--Women residents--573-221-7024.

St. Joseph Health Center, 300 First Capitol Drive, St. Charles, MO 63301. Outpatient Chemical Dependence Services: Pike County Memorial Hospital, Louisiana, MO 573-754-5531; St. Joseph Hospital West, 314-625-5200, ext. 384 or 314-625-5384. SSM Recovery Center at St. Joseph, St. Charles, MO 314-947-5140. Outpatient Relapse Prevention Counselor can be reached at 314-947-5140.

TOLL-FREE INFORMATION

1-800-COCAINE--Cocaine Helpline-- Around-the-clock information and referral service for drug user, parents, private treatment centers, and public seeking information.

1-800-NCA-CALL--National Council on Alcoholism Information Line is a national nonprofit organization combating alcoholism, other drug addictions, and related problems. Also provides referral services to families and individuals seeking help with an alcohol or other drug problem.

1-800-663-HELP--NIDA Hotline--NIDA Hotline is operated by the National Institute on Drug Abuse, is a confidential information and referral line that directs callers to cocaine abuse treatment centers in local communities. Free materials on drug use also are distributed in response to inquiries.

1-800-ALCOHOL – Alcohol and Drug Abuse Hotline

PIKE R-III SCHOOL DISTRICT DISCIPLINE PROCEDURES

The school's philosophy is designed to help all students to learn those behaviors which reflect respect for themselves, each other, and the community. Every effort will be made to help our students with those learning experiences, and all disciplinary action will be implemented in a fair, but firm manner. Suspension or expulsion will ordinarily be recommended only in extreme cases, or when attempts to bring about more acceptable behavior have been unsuccessful.

The director has the authority to temporarily suspend any student for misbehavior or for other sufficient reason.

Students who conduct themselves in such a manner as to have a detrimental and demoralizing effect on the student body may, on the recommendation of the director, be suspended for up to ninety (90) days by the superintendent, or be expelled from school by the Board of Education.

No student will be suspended (home suspension) without an effort being made to contact the parents or guardian. No student will be allowed to return to school from a home suspension without a conference being requested with at least one parent or guardian and the student being present.

A "Student Behavior Policy" was revised Spring 1997 to comply with the Safe Schools Act. **Please** read the policy. Copies are on file in the director's office and superintendent's office. Each teacher was provided a copy when it was completed. **This discipline policy is not all-inclusive.** Any other policy written in the student information handbook, district policy manual, or directed to students by proper authorities serve as part of the student discipline policy. Revisions may also be made during the school year that would be effective when written. The list of offenses is not exhaustive. The district can discipline a student for any action that is disruptive to the school environment, whether it occurs on or off school property. The consequences listed may be increased or decreased depending on the circumstances. The district works cooperatively with the police and will report crimes to the police.

A. SUSPENSION

A suspension is a disciplinary action taken by school officials, which temporarily prohibits a student from attending regular classes. The length of suspension will vary from one to ten days, depending upon the seriousness and/or frequency of the misbehavior.

There are two types of suspension:

- (1) **In-School Suspension (ISS)**--The student is assigned to a suspension area under a supervisor for the day and does not participate in the normal school day procedures. In the case of in-school suspension, a student is expected to do the homework that is assigned in what would normally be his/her regular classes. (In some cases of in-school suspension, teachers may be asked to bring assignments to the office.)

- (2) Out of School Suspension (OSS)--The student is to remain at home, away from the school. The student may NOT participate in or come to ANY school functions during OSS time. This can only be effective if the parents/guardians make the suspension period something more than a vacation from school.

B. EXPULSION

Expulsion is the last resort to be taken when a student still continues to reject the rules and regulations of the school. When all steps have been taken to adjust the student with no satisfactory results, expulsion proceedings will take place.

The Board of Education is the only body that has the power to expel a student from school. After an expulsion period of ninety (90) days, a student may reapply to the Board of Education for readmission to school.

NOTE: The Technical Center reserves the right to assign in-school suspension in lieu of after school detentions.

C. OTHER INFRACTIONS

Infractions which carry automatic detention, suspension or expulsion:

- (1) Tobacco Use—Student found to be using tobacco - (includes possession of a lighted cigarette, smokeless tobacco, or chewing tobacco). Possession of tobacco is also against school rules.

Any tobacco product may be confiscated, only to be returned to the student's parents/guardian.

1st Offense--3 days after-school detention and 1 day in-school suspension

2nd Offense--3 days in-school suspension

3rd Offense--10 school days OSS

4th Offense--30 school days OSS

- (2) Fighting—The person who makes the first contact, whether by push, slap, shove, kick, or punch, will be considered as the one who started the fight. If it is impossible to determine who is at fault, all participants will be punished equally.

1st Offense--3 in-school suspension days and/or OSS

2nd Offense--3-5 school days OSS

3rd Offense--10 school days OSS with referral to superintendent for extension of suspension

4th Offense--Expulsion

- *(3) Student Alcohol Abuse—possession, use, or attendance under the influence of alcohol

1st Offense--suspension from school for 5 school days

2nd Offense--suspension from school for the remainder of the semester (minimum of 10 school days) and loss of credit units for the semester. A student must have school administration approval before being readmitted to school classes and events.

3rd Offense--Expulsion

*(4) Student Drug Abuse—possession, use, or attendance under the influence of controlled substances other than alcohol

1st Offense--suspension from school for 15 school days

2nd Offense--suspension from school for the remainder of the semester (minimum of 20 school days) and loss of credit units for the semester. A student must have approval before being readmitted to school classes and events.

3rd Offense--Expulsion

*(5) Truancy—Absence from school without knowledge and consent of their parents/guardians and/or the administration, or students who leave school during any session without consent of the principal

1st Offense--unexcused absence, no make-up work, tests, assignments, etc. AND detention equal in clock hours to hours of school time missed during truancy. Option--after school detention may be assigned equal up to one-half the time missed during truancy.

2nd Offense--3 days in-school suspension and 3 school days at-home suspension

3rd Offense--10 school days at home suspension

(6) Academic Dishonesty or Cheating—A staff member witnessing the copying of answers from any source not sanctioned by the teacher and/or allowing another student to copy one's work.

1st Offense--Credit will be lost for the assignment and parents notified.

2nd Offense--Credit will be lost for assignment. The student's grade for the quarter will be dropped one letter grade and the student will be given 5 days after school detention and /or 1 day ISS.

3rd Offense--The student will be dismissed from the class.

*(7) Weapons—Students are forbidden to bring into school or onto school grounds or property or to any school function any item that is normally considered to be a weapon. Examples include knives, guns, chains, metal knuckles, or explosives. Violators of this provision will be referred to the appropriate legal authorities. Intent to do harm will be a highly considered factor.

1st Offense--1-180 school days suspension (Safe School Act allows up to 180 days OSS, or expulsion, and documentation in student's discipline record.)

2nd Offense--possession – Expulsion (Safe School Act allows documentation in student’s discipline record.)

***(8) Sexual Harassment**—

A. Use of verbal, written or symbolic language that is sexually harassing.

1st Offense--principal/student conference, ISS, 1-180 days OSS, or expulsion, and documentation in student’s discipline record.

2nd Offense--ISS, 1-180 days OSS, or expulsion, and documentation in student’s discipline record.

B. Physical contact that is sexually harassing.

1st Offense--ISS, 1-180 days OSS, or expulsion, and documentation in student’s discipline record.

2nd Offense--11-180days OSS, or expulsion and documentation in student’s discipline record.

(9) **Insubordination**—The refusal to follow reasonable directions from a teacher or administrator. The directions of a teacher will be assumed reasonable, and therefore the burden of proving the direction unreasonable will be upon the student. Refusal of assigned penalty or disciplinary action for any violation is considered insubordination.

1st Offense--1-5 days after-school detention and/or 1-3 days ISS and parental conference.

2nd Offense--3-5 days ISS and/or up to 3 days OSS

3rd Offense--Dismissal from the program.

(10) **Disruption**—Behavior that disrupts the educational process will not be tolerated. Each teacher will determine the steps they will use for referring disruptive students to the director. These steps will be discussed on the first day of classes and will be clearly posted in every classroom. Once a student has been referred to the office the following steps will be taken.

1st Referral—1-3 days ISS

2nd Referral—Student will serve 2-5 days ISS

3rd Referral—Dismissal from program

*APPROPRIATE LEGAL AUTHORITIES WILL BE NOTIFIED

D. NOTIFICATION OF SUSPENSION

In a suspension of less than ten (10) days, notice and hearing for the student will take place immediately. In a situation involving ten to ninety (10-90) days, the hearing shall take place as soon as practicable.

E. SPECIFIC CAUSES FOR DETENTION, SUSPENSION, OR EXPULSION

1. Continued willful uncooperativeness
2. Little or no effort to do passing work
3. Damaging or defacing school property
4. Repeated truancy
5. Profanity or vulgarity
6. Stealing
7. Immoral conduct
8. Smoking, gambling, illegal use of drugs/alcohol
9. Defiance or disrespect to authority
10. Fighting
11. General harassment of others
12. Leaving school grounds without permission from Director's office
13. Assault
14. Weapons at school
15. Extortion
16. Illegal entry into school buildings
17. Violation of food policy
18. Truancy
19. Careless driving
20. Improper display of affection

For more specific information concerning the definitions of any of the above infractions or the specific disciplinary actions dealing with them, refer to the Clopton Student Behavior Policy. The policy also includes the statement of philosophy concerning student behavior, a statement of student rights and responsibilities, and specific information concerning suspensions and expulsions.

H. GENERAL INFORMATION ON DISCIPLINE

Remember, if you discipline yourself, others will not have to!! School is an opportunity of which you should take advantage, and rules are very necessary.

In a regular classroom setting, teachers are acting in place of the parent. A teacher may discipline a student on any rational basis, short of suspension or expulsion, as presently provided by our school policies. In the event normal and regular discipline will not suffice, the director should be notified.

Appendix IV

ATTENDANCE POLICY

Our primary focus is to prepare students for success in their chosen field. Success includes proper skills, attitude and good attendance. Employers consider regular attendance as the first quality necessary in a successful, productive employee. Our attendance policy is designed to promote good attendance and good decision-making related to attendance. The policy applies to all secondary and adult students attending daytime programs.

Excused Absences

- **Sick Days/Doctor's Appointments:** The first two absences will be excused without penalty during the quarter for illness, doctor's appointments, or other medical illness within your immediate family (parent, guardian, sibling, spouse, grandparent, child). (High school student must provide written verification from parent/guardian within 3 school days for the absence to be excused. High school admit slips are not acceptable excuses.)
- If you have provided proper documentation, signed by a doctor, for each absence beyond two, if returned in 3 days, no penalty will be assessed.
- Every attempt needs to be made to schedule appointments outside of school hours.
- **Penalties:** Absences beyond two per quarter will be penalized at 2% off your quarter grade per absence if doctor's note is not brought to Attendance Office. Any written verification received after 3 school days will result in a 2% grade reduction for the absence.
- **Funeral leave** will be excused and not counted as one of the allowable sick days for death in the immediate family (parent, guardian, sibling, spouse, grandparent, child).
- **Extenuating Circumstances:** Circumstances can occur where a student could need to be absent, yet not ill. Two Extenuating Circumstance Days are set aside for this purpose each year. Once used, no further extenuating circumstances will be accepted for the school year except in situations where the Pike-Lincoln Technical Center Attendance Committee agrees it is warranted. An Extenuating Circumstance form must be completed and approved in advance by your instructor, high school principal, and Pike-Lincoln Technical Center attendance counselor. High school students must recognize that your school may not accept this as an excused absence, therefore it will not be considered excused.
- **School Activities:** A school activity/college/career day is not counted as an absence if the activity is school sponsored and you have completed the School Activity Form in advance. It is always the student's responsibility to check with the instructor to get work made up for the absence. (If not completed & turned in prior to activity day, there will be a 2% penalty assessed).

Unexcused Absences

- **Penalty:** The student will fail any quarter in which they have three or more unexcused or unacceptable absences. (No employer would accept three unacceptable absences in nine weeks.)
- **Tardies:** Every accumulation of 3 tardies to class will result in an unexcused absence. Early leaves will be handled in the same manner as tardies.

For Adults

A total of nine (9) tardies will result in dismissal from the Technical Center

- **Adults** are required to notify their instructor before an absence occurs. Failure to notify prior to class time will result in a 2% reduction in grade. Calls are accepted here after 7:00 a.m. daily. Any secretary will take your call and notify the instructor. Failure to call will result in a No Call notice. Three no-call notices will result in dismissal.
- **Attendance Probation:** Any student with an attendance below 95% or who has 2 or more unexcused absences in any given quarter will be placed on attendance probation and will not be allowed to participate in the internship, work experience program, and school activities sponsored by the sending school and/or Pike-Lincoln Technical Center. Students on probation may be prohibited from returning to Pike-Lincoln Technical Center the next year.
- **ISS** will result in a 2% grade reduction per day.
- **OSS** will result in a 2% grade reduction per day and could be cause for failure.

Required court appearance (Subpoena) will be an excused absence (documentation must be provided prior to court appearance). If a court appearance is because of the student's fault then the student will receive a 2% grade reduction for each absence and could be cause for failure

Please sign and return to PLTC to verify you have read and understand this attendance policy

Student Signature: X _____

Parent or Guardian Signature: X _____ **Date:** _____

Appendix V

COMPUTER AND INTERNET USE POLICY

Use of the computers, Internet, and other electronic media provides great educational benefits to students. Unfortunately, however, some material accessible via computers and other electronic media may contain items that are illegal, defamatory, or potentially offensive to some people. Access to computers and other electronic media is given as a privilege to students who agree to act in a considerate and responsible manner and as with any privilege, it may be revoked.

1. Students are responsible for good behavior on computers and other electronic media just as they are in school. General school rules for behavior and communications apply.
2. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files will always be private.
3. The following are **NOT** permitted:
 - a. Sending or displaying offensive messages or pictures
 - b. Using obscene language
 - c. Harassing, insulting, bullying, or attacking others
 - d. Damaging computers, computer systems, or computer networks, or changing any computer settings
 - e. Violating copyright laws
 - f. Using another's password
 - g. Trespassing in another's folder, work or files
 - h. Employing the network for commercial purposes
 - i. Revealing the personal address or phone number or yourself or any other person without permission from your instructor
 - j. Email other than school authorized
 - k. Playing online games.**
 - l. Playing online music or watching streaming videos**
 - m. Text messaging to cell phones
 - n. Chat including Instant Messenger and Novell messaging
 - o. Printing anything not required in school
 - p. Ordering merchandise or services through the Internet
 - q. Attempting to bypass computer security systems in place within the district
 - r. Reading, deleting, changing or copying files and/or data belonging to others without their permission
 - s. file sharing
 - t. Using computers without supervision by a teacher or other authorized person**
 - u. Visiting or attempting to visit inappropriate Internet sites
 - v. Attach personal electronic equipment to the network; including but not limited to laptops, flash drives, and cell phones.
4. Cyber bullying is prohibited. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:
 - a. Physically, emotionally, or mentally harming a student;
 - b. Placing a student in reasonable fear of physical, emotional or mental harm;
 - c. Placing a student in reasonable fear of damage to or loss of personal property; or
 - d. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.
5. The following are permitted only with the permission **and** supervision of an authorized staff member.

- a. School authorized email
 - b. Chat
 - c. Installing, downloading, or running materials, files or programs
 - d. Creation, use, or viewing of blogs or web logs.
 - e. Using personal disks, CD's, DVD's, or other storage media, unless scanned for viruses by instructor.
6. Pike County (Clopton) R-III makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damage a user suffers.
 7. Student access may be limited to a specific time because of the potentially large number of individuals who may need to use school computers.
 8. Any unauthorized deliberate action which damages or disrupts computer use, alters normal performance, or causes malfunction is prohibited. Intentional attempts to "crash" any computer, group of computers, or network will result in the user or his/her guardian being responsible for all costs for damages incurred and the suspension of computer access to that student. Violations may also result in a loss of access as well as other disciplinary or legal action.

Students found to be in violation of the User Agreement will be disciplined by the appropriate district administrator. Disciplinary actions may include, but not be limited to:

- Referral to the Director's Office with In-School-Suspension assigned
- Temporary loss of technology use privileges
- Loss of technology privileges for an extended period of time
- Permanent loss of technology use privileges.

Appropriate authorities may be contacted if a violation of law or regulation is suspected. It should be noted that the student's loss of technology user privileges could hinder the student's ability to successfully complete schoolwork, and thus, affect the student's grade.

I have read the rules for acceptable behavior, understand the rules, and agree to comply with the above-stated rules. Should I violate the rules, I understand that I may lose network privileges at my school.

STUDENT NAME

DATE

I also give my permission for my photograph, first name and work completed for class to be used on school's web page and other promotional materials.

STUDENT NAME

DATE

As the parent or legal guardian of the minor student signing above, I grant permission for the above student to access networked computer services such as electronic mail, the Internet, and other electronic media. I understand that some materials on the Internet may be objectionable, but I accept responsibility for providing guidance to the above student on Internet use both inside and outside of the school setting, and for conveying standards for the above student to follow when selecting, sharing or exploring information and media.

PARENT OR GUARDIAN SIGNATURE

DATE

I give permission for my child's photograph, first name, and work completed for class to be used on the school's web page and other promotional materials.

PARENT OR GUARDIAN SIGNATURE

DATE

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

The Pike County R-III 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 by contacting the Superintendent of Schools Office at 573-485-2388.

Appendix VII



Pike-Lincoln Technical Center
 PO Box 38
 Eolia, MO 63344
 573-485-2900
 FAX: 573-485-2388
 Krista Flowers, Director
flowersk@pltc.k12.mo.us

STUDENT HANDBOOK ACKNOWLEDGEMENT

Dear Parent/Guardian:

The student handbook provides an overview of our education programs at Pike-Lincoln Technical Center. It will prove to be helpful to you as we progress through the 2011 – 2012 school year.

In any good organization, rules and regulations are important for efficient operation. This handbook is designed to help the student obtain a general understanding of the school and its activities, regulations, and curriculum. Students should keep this booklet, read it carefully, and refer to it throughout the school year. With each student’s help, this can be one of the most successful school years in the history of our school.

However, please remember that all policies are subject to revision. The policy handbook may not be all inclusive! Any policy within this handbook or presented during the school year in student bulletins, etc., also represent school policy.

Thank you for reviewing the contents of the handbook with your child.

I understand that my child is to participate in a manner that is acceptable in the school setting. I acknowledge that I have spoken with my child about my child’s need to comply with the specific rules and requirements, all District policies and procedures, and the rules of conduct set forth in the Student Handbook and Student Discipline Policies.

By signing this form, I hereby release the District, as well as its directors, officers, administrators, employees, volunteers, and other agents from all liability for any and all injuries arising out of my child’s participation in the activity. I further agree to indemnify and hold harmless the District, as well as its directors, officers, administrators, employees, and other agents, against any claims asserted by my child as a result of his or her participation in the activity.

I have reviewed the content of the Student Handbook. I agree to the above.

| | | |
|------------------------------|---------------------------|------|
| Student Name (Print) | Student Signature | Date |
| Parent/Guardian Name (Print) | Parent/Guardian Signature | Date |
| Parent/Guardian Name (Print) | Parent/Guardian Signature | Date |

Director's Expectations of Students
Quality
Good Attitude
Safety
Hard Work
Pride

Professionalism
Respect
Initiative
Dependability
Employability Skills

And

Follow Your Dreams

Dedication
Responsibility
Excellence
Attendance
Motivation