

Pike-Lincoln Technical Center

Student Handbook



PIKE-LINCOLN TECHNICAL CENTER

342 VoTech Road • Eolia • MO • 63344

(573) 485-2900

Accredited and/or approved by: Missouri Department of Elementary and Secondary Education; Missouri State Board of Nursing (PN Program); Commission of the Council on Occupational Education; Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Profession (Paramedic Program). Accreditation documents are available for review in the Pike-Lincoln Technical Center Administration Office.

ADMINISTRATIVE PERSONNEL

Mark Harvey, Superintendent/District Compliance Coordinator

Martin Hanley, Director

Andy Jolly, Assistant Director

NOTICE: This Handbook is meant to be purely informational and does not serve as a contract or offer to contract with any student. All students are required to maintain a current understanding of Pike County R-III ("Clopton") Board of Education policies, which are amended from time-to-time during the school year. Updated versions of such policies are accessible on the Clopton School District's website.

Welcome

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. Adult students are enrolled in our programs on a space available basis except for those programs which are designated as "adult-only". Please see the current course catalog for a listing of those courses.

The school and its programs operate within the policies established by the Clopton School District (referred to herein as the "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. Our highest priority is your learning!

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.

We look forward to working with you and helping you achieve your education and career goals. We want to make your experience rewarding and successful.

If you have questions, please call Pike-Lincoln Technical Center at 573-485-2900. We look forward to the school year and the many opportunities it will present.

Sincerely,

Martin Hanley, Director

573-485-2900

hanleym@pltc.k12.mo.us

Notice of Nondiscrimination

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the District are notified that the District does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law.

Any person having inquiries concerning the District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA) should contact the Compliance Coordinator identified below, who oversees the District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The District's Compliance Coordinator will provide information regarding those procedures upon request.

COMPLIANCE COORDINATOR

Mark Harvey, Superintendent
Pike County R-III School District
28176 Highway WW
P.O. Box 218
Clarksville, MO 63336
(573) 485-2488

Commitment to Compliance under the Americans with Disabilities Act

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), the District does not discriminate on the basis of disability against qualified individuals with a disability with respect to its services, programs or activities.

Employment: The District does not discriminate on the basis of disability in its hiring or employment practices. The District complies with the federal regulations under Title I of the ADA, governing the application of the ADA in the hiring and employment setting.

Effective Communication: The District will comply with the ADA with respect to providing auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in District programs, services, and activities. These aids and services are designed to make information and communications accessible to people who have impairments, in areas such as speech, hearing, and vision. The District will not place a surcharge on a qualified individual with a disability, or any group of qualified individuals with disabilities, to cover the cost of providing auxiliary aids/services or reasonable modifications of policy (for example, retrieving items from locations that are open to the public but inaccessible to users of wheelchairs). Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a service, program, or activity of the District must contact the Compliance Coordinator listed below. Such contact must be made as soon as possible, but not later than two (2) business days before the event.

Modifications to Policies and Procedures: The District will make reasonable modifications to policies and programs to ensure that qualified individuals with disabilities have an equal opportunity to enjoy its services, programs and activities.

The ADA does not require the District to take action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a District service, program, or activity is not accessible to persons with a disability may be directed to the Compliance Coordinator, identified above.

Mission

To provide each and every student with the opportunity to succeed through an enriching learning experience.

Vision

Each of the program curriculums will be designed as rigorous to enrich the high school experience that prepares students for their chosen career

As districts enhance the career readiness of their students, PLTC will be an effective partner in providing a level of technical skill proficiency that is aligned with the student's chosen career pathway. This partnership will be designed to enhance students' employability in the ever- changing global economy.

PLTC will contribute to the student's development of:

- Goal setting and planning
- Clear and effective communication
- Critical thinking and problem solving
- Working productively in teams and independently
- Effective use of technology
- Ethical decision making and social responsibility

All school districts served will engage in a comprehensive and aggressive promotion campaign to communicate the benefits provided by PLTC. This campaign will communicate that "college bound" and "career bound" must begin with career goals. Working collectively, districts will help students take responsibility for charting a course that aligns with personal interest, talents and abilities.

This comprehensive strategy will be designed to raise the bar for all students. As students progress through career awareness and exploration, they will find the support needed to navigate their chosen career pathway. PLTC programs are designed to help students experience a fulfilling, financially secure and successful career.

The two counties will recognize PLTC as an effective economic development tool necessary for their citizens to adapt to an ever-changing global economy. PLTC will provide the leadership for a renewed commitment to lifelong learning available to everyone.

Values and Beliefs

1. Students have the opportunity for a new start at PLTC which improves their self-esteem. PLTC students make important individualize contributions to the success of our programs.
2. Education is designed to 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. Students are respected 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.

- Students who graduate from Pike-Lincoln Technical Center become productive members of our local communities.

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migrant workers, and neglected or delinquent students. For more information, contact the PLTC counselor.

School Year Calendar

The school calendar will be provided separately from the handbook. The calendar is approved by the Pike County R-III Board of Education each year. Students are expected to be at PLTC whenever class is in session unless excused in accordance with policy.

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

Practical Nursing*	7:30a.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.

*** Note *** Students, per the policy below, are allowed to be in the building for times outside these listed for extra help or projects.

Program Instructors

3D Animation and Modeling	Lori Collins
Auto Collision Technology	Scott Hipes
Auto Mechanics Technology	Les Harding
Building Trades Technology - Troy	Joseph Pietzman
Diesel Technology	
Digital Media	Ashley Tracy

Computer Networking Technology..... Dennis Hale
 Health Sciences 1.....Beth Straube, RN, BSN
 Health Sciences 2..... Amanda Reading, RN
 Law Enforcement..... Jeff Salois
 Paramedic..... Dianne Eisenbath, Dave King and Tyler Beachamp
 Practical Nursing Instructors.....Jessica Reinhardt, BSN, RN and Nikki Stroud, BSN, RN
 Welding..... Aaron Ervin

Student Services

Counselor/VRE/Admissions..... Sam Utterback
 Placement and Attendance..... Kristin Evans

Support Staff

Administrative Executive Assistant..... Brenda Akers
 Adult & Community Ed/Financial Aid Admin. Asst.Sydney Beauchamp
 Building and Grounds Maintenance..... Rob Lucas
 Nursing Administrative Assistant..... Kristin Evans
 Receptionist.....

Administrative Team

Director..... Martin Hanley
 Assistant Director..... Andy Jolly
 Counselor/VRE/Admissions..... Sam Utterback
 PN Coordinator..... Michelle Booth, BSN, RN

General Admission Requirements

All applicants must meet Pike-Lincoln Technical Center’s General Admission Requirements described below, as well as all additional prerequisites and admission criteria that are applicable to specific programs.

Adult

Pike-Lincoln Technical Center admits as regular students only persons having a high school diploma, or a recognized equivalence or HiSET. These students are also required to meet all other admission requirements of the program in which they are enrolling. Adult student admission files must be completed before starting classes.

All financial aid documentation and payment arrangements must be finalized before the 2nd week of class or the student may be dropped from the program.

Secondary

Students are selected to attend the Pike-Lincoln Technical Center by the sending school. Students must 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, PLTC guidance counselor, and the Technical Center Director

Awards and Certificates

Passport Outstanding Achievement Award

This award recognizes students who demonstrate outstanding achievement in the following areas: academic and skill performance, leadership, and attendance. 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 and first year adult 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 program 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 of the Month

During the months of September through March, secondary students will be nominated to be named student of the month. Each instructor should nominate a student in each of the sessions. Nominations may also come from support staff and administration. The number of nominations that a student receives will not be factored into the final decision. All nominations will be due by the end of the school day on the day of that month's board meeting.

On the next working day after nominations are due, the counselor, director, assistant director, and any other staff member they invite will go through the nominations and select the student to be named as that month's Student of the Month. See rubric below on nomination form. The selection committee retains the right to select the student based upon the rubric and any and all additional factors they see fit.

The student will receive a certificate, another physical prize to be determined at the start of each year, letters will be sent to their parent or guardian and their sending school principal, and the school board of Pike County R-III will be notified of the recipients during the next scheduled board meeting. Additionally, students who have been selected will be eligible to participate in the Student of the Year Scholarship process. Students who receive a Student of the Month recognition as a junior will be eligible for the scholarship process during their senior year if they are still attending PLTC. Students may earn Student of the Month once per school year.

Student of the Year Scholarship

Nomination Process

Only secondary students who have been selected as a PLTC Student of the Month recipient are eligible to apply for this award. This award will only be given to those who will be graduating from high school at the end of the current school year. After the March Student of the Month is selected, all Student of the Month recipients will receive an application. The student needs to have an instructor recommend them and write a short 3-5 minute speech on how attendance at PLTC has impacted their lives and their plans for continuing education. These documents must be turned in to the counselor no later than April 15.

Selection Process

On the next working day after applications are due, the counselor, director, assistant director, and any other staff member they invite will go through the applications and select the student to be named as that year's Student of the Year scholarship recipient. The selection committee retains the right to select the student using any and all additional factors they see fit and their decision is final. The selection committee also reserves the right to award the scholarship to two students if they choose.

Awards

The student will be asked to read their speech at the Student Recognition Night ceremony. PLTC administrators will require each student to submit their speech for approval in advance. At the ceremony, the student will receive a certificate and a letter with information on how to receive the scholarship funds. Those funds will be released to the student upon successful (C average or better) completion of their first semester of post-secondary education and validation of enrollment in the second semester. This information along with mailing address needs to be mailed or delivered to the counselor at least one week prior to the January board meeting (typically the 3rd Monday of January). Upon receipt of the required documentation, the payment request will be submitted and within two weeks after the board meeting, a check will be mailed to the student.

The scholarship amount will be determined by the fund-raising activities that have happened over the year. No set amount is implied or guaranteed.

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

Students must meet the respective class academic requirements in order to participate in internships, state board exams, extracurricular activities, and the like. Questions regarding such requirements should be directed to the class instructor.

Student Expectations and Progress Reports

Mid-quarter progress reports will be sent home throughout the year. In an effort to reduce waste, PLTC will be using the online system for progress reports. If you are unable to access the online system, please notify the Director's office.

Technical Skills Attainment Tests and Industry Recognized Certifications

Students who complete a program at PLTC will be required to take a Technical Skills Attainment test. This test will be given towards the end of the school year in either March or April. This test is the Career and Technical Education equivalent of an End of Course Assessment at the sending schools and is required by the Carl D. Perkins Act. There is no fee associated with this test.

Additionally, students may have the opportunity to take an Industry Recognized Certification test when they complete a program. This test will provide the students with an industry recognized credential. Examples include CNA license, ASE student certified, and AWS certification. Any fees associated with these optional tests will be the student's responsibility. Students in the Health Sciences 2 CNA class will be expected to pay for and take the CNA test. For updated costs, speak with the program instructor.

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. Students with excessive absenteeism may be removed from the program. See Appendix IV.

Tardies

High School Students

Each accumulation of three tardies will result in an absence. A total of nine (9) tardies may result in disciplinary action up to and including dismissal from the Technical Center.

Adult Students except P.N.

Class roll call will begin at 8:15 a.m. for class. The students are allowed 30 minutes for lunch. At 11:45 a.m. roll will be taken again.

- 3 Tardies = unexcused absence
- 6 Tardies = attendance probation and an additional unexcused absence.
- 9 Tardies = Immediate dismissal

Practical Nursing Students

The Practical Nursing tardy policy is contained in the PN Student Handbook.

No Call Policy

Pike-Lincoln Technical Center not only strives to teach the skills necessary to get a good job or to continue one's education, but to work habits necessary to obtain and keep a good job. A "no call" is recorded in the attendance record when an adult student does not call the school prior to an absence.

Once a student has accumulated 3 "no calls", the student will be subject to discipline up to and including dismissal.

Make Up Time

Students will not be allowed to make up time missed. Exceptions to this rule will be considered on a case-by-case basis and must be pre-approved by the Director.

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 student's responsibility to complete the School Activity Form, secure proper signatures, and return the form to the Technical Center. 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 percent may 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.

Tobacco Free Campus

Pike-Lincoln Technical Center prohibits use of any tobacco or e-cigarette products. Infraction of this policy will result in a disciplinary action.

Drug or Alcohol Use

Drug/alcohol possession or use is strictly prohibited. Students also are forbidden from being present on District property if they are under the influence of any substance that is prohibited under District policy. Violators are subject to suspension or expulsion from PLTC and also may be reported to law enforcement.

For reasons of safety and security of patients, students enrolled in an Allied Health Program offered by PLTC will be required to undergo drug testing. The applicable drug-testing policy appears within the appendices to this Handbook.

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.)*

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. Students are expected to abide by the following rules:

- Attend classes daily, clinical or work experience daily.
- Be in the proper classroom at the proper time and remain in the area until dismissed by your instructor.
- Maintain an attitude that will promote learning for yourself as well as fellow students.
- Conform to all PLTC rules and policies established by the Board of Education of the Pike County R-III School District.

General Consequences for Misconduct

When a PLTC student fails to comply with policies established by the Board of Education of the Pike County R-III School District, programmatic rules, or staff directives, the PLTC administration will take appropriate action in accordance with its professional judgment and in accordance with Pike County R-III School District policies, rules and regulations. In addition to disciplinary action at PLTC, students may also be subject to disciplinary action from their sending district.

Although PLTC has established a sequential program of office referrals as a mechanism to address student violations of PLTC rules and/or District policies, students are not entitled to such referrals. PLTC reserves the right to proceed to suspension/expulsion as provided for below.

First Referral to the Director's Office

The Director or Assistant Director will discipline the student according to the District discipline policy. For those actions not defined by board policy, appropriate disciplinary action up to and including removal from the program will be determined by and at the discretion of the Director or Assistant Director. *In addition, a PLTC official will notify the student's parents or guardians (if the student is under age 18) and the sending school Principal of the referral.*

Second Referral to the Director's Office

The Director or Assistant Director will discipline the student according to the District discipline policy. For those actions not defined by board policy, appropriate disciplinary action up to and including removal from the program will be determined by and at the discretion of the Director or Assistant Director. *In addition, a PLTC official will notify the student's parents or guardians (if the student is under age 18) and the sending school Principal of the referral. A behavior contract may also be developed to set forth specific standards of conduct to which the student must adhere as a condition of continued participation in Technical Center courses, as well as to highlight possible consequences of continued misconduct. A conference with the student and the parents will be required.*

Third Referral to the Director's Office

The student will be removed from the Technical Center program. *In addition, a PLTC official will notify the student's parents or guardians (if the student is under age 18) and the sending school Principal of the referral.* PLTC officials retain the right to impose alternative consequences for a third referral under certain rare circumstances, but removal will be the standard result.

Suspension/Expulsion of Secondary Students

PLTC's suspension and expulsion of secondary students (i.e., students who are formally enrolled in a sending school district's program of instruction) is conducted in accordance with the student disciplinary policies and regulations of the Pike R-III School District Board of Education.

Suspension/Expulsion of Adult Students

Because adult students' participation in PLTC programming is a privilege, the District reserves the right, at all times, to immediately expel (i.e., remove) an adult student for any violation of any PLTC or District policies, rules or regulations. Disciplinary consequences may be issued in accordance with the Administration's professional judgment and need not conform to the student discipline policies and regulations of the Pike R-III School District Board of Education or the disciplinary referral provisions contained above.

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.

Student dress in the classroom setting must follow their District's policies. However, within each program at PLTC, program-specific items of clothing may be required for student safety and professionalism. The instructor will inform students of such program-specific clothing, and students are expected to wear such clothing as a condition of their participation in the program.

Students found violation of their classroom clothing requirements may be subject to discipline up to and including removal from the program.

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. Students should report any concerns about bullying to a member of staff so that appropriate action can be taken. Please see Board Policy JFCF for more information.

School Entry & Exit

Students are required to enter and leave the building through the appropriate entrance and exit as directed by their instructor. Loitering on school property is not permitted.

Appropriate Language

Appropriate language must be used at all times. Use of abusive, profane, and/or obscene language may be referred to the Director and may result in disciplinary action.

Concealed Weapons

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

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.** MEDICAL INSURANCE AND ALL MEDICAL COSTS ARE THE RESPONSIBILITY OF THE INDIVIDUAL STUDENT. The District, PLTC, and District personnel are not responsible for medical costs, personal property cost/loss of any other associated costs relating to student accidents or injuries

Accidents

Every accident in the school building, on the school grounds, or at any school sponsored activity must be reported immediately to the teacher in charge. Students are required to participate with the District in reporting any accidents or injuries occurring on campus or at a school sponsored event.

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. PLTC will attempt to notify the parent/guardian or emergency contact given on the student's medical emergency information card. **The parent/guardian or adult student will be legally responsible for the cost of any medical services or care provided (including but not limited to ambulance fees, if any).** PLTC does not staff a school nurse. **Pike-Lincoln Technical Center does not provide or administer medication (aspirin or other) for students.**

School Nurse

Because PLTC does not staff a school nurse, students seeking services of a school nurse are strongly encouraged to seek the services of a licensed health care professional outside of PLTC prior to attending the Technical Center, or after returning to their home school. Injuries should be reported to the Director's office.

Epinephrine or Emergency Asthma Medication

PLTC does not have access to Epinephrine or emergency asthma medication.

Prescription and Over-the-Counter Medicines

It is the policy of the Pike County R-III school district that student not be in possession of these items unless medically required by a doctor. Proper notification must be given to the school. Please see the board policy for specific information.

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.

Tools and 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.

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.

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. All lockers must be locked at all times. If a lock is lost, a replacement lock must be purchased from the Director's office for \$10.

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 also seek the assistance of law enforcement drug dogs 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. Therefore, students are warned that the presence of any prohibited substance in a personal vehicle and/or otherwise on District property is strictly forbidden and may subject the student to school disciplinary action and/or consequences from law enforcement.

Return of Book, 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.

Student Organizations

Ambassadors, FBLA (Future Business Leaders of America), SkillsUSA, PBL (Phi Beta Lambda), PLTC Ambassadors, 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 organization 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. In response to a student's on-campus or off-campus misconduct, violation of federal, state or local laws, or violation of organizational rules, the District may impose disciplinary consequences, which may include the removal of the student from the organization. Each of the student organizations with the exception of the Ambassadors Program have different membership requirements that are set at the national level. See the classroom instructors for more information on those organizations.

Ambassadors Program

On the first Friday after Labor Day, all secondary instructors will nominate one AM secondary student and one PM secondary student for the Ambassadors Program. Each of these students will be asked to prepare a 2-3 minute speech on why they chose to come to Pike-Lincoln. The students will present the speech to the entire group of nominees. The Director, the Assistant Director, and Counselor will then compile a list of those students who will make presentations at the sending schools.

Throughout the year, the Ambassador group will meet to practice presenting and to assist in other activities for the school. Below are some of the activities where the Ambassadors will assist.

If a student does not maintain at 80% grade average, has any discipline referrals, more than 4 absences, they will be removed from the Ambassador program. In this event, at the election of the Director, Assistant Director, and Counselor, the instructor may be asked to nominate a replacement.

Possible Ambassador Activities:

- Recruitment visits to sending schools
- Recruitment visits to area middle schools
- Acting as a tour guide for guests in our buildings
- Assisting with 8th grade tours and activities
- Helping at student recognition night
- Helping at open houses
- Helping with fundraisers for the PLTC Student of the Year Scholarship

This list is not all inclusive. Other activities may be requested.

Benefits to Students:

- PLTC Ambassador t-shirt (minimal charge may be assessed for special printing)
- Recommendation letters
- Meals provided during recruitment
- Strengthens scholarship applications and resumes

Break Time

Break is limited to 10 minutes during any class session. Break time is determined by the instructor and is at the instructor and Director's discretion. Students are not allowed to visit other class areas during break. Break times

may be adjusted by the teacher for students who leave early. Students must be back at their assigned locations at the conclusion of break.

Soda & Snack Policy

Any snacks or drinks brought by secondary students are subject to search and confiscation at the discretion of the administration.

The adult commons area is provided for adult students to be used as a lunchroom and study area. This room is off-limits to secondary students. The general commons area is provided for student break time. Vending machines are provided for student use. Soda and snacks may be available at break time. 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

Each program will have their own policies about food and drinks in the classroom. In all cases, students are responsible for making sure that 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 must consider any break with access to the vending machines as a privilege which can be revoked at any time.

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.

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. Driving or riding without authorization or leaving before the bus will cause the privilege to be revoked.

Building Hours and Supervision

Building hours for high school and regular adult students are 8:00 a.m. – 3:15 p.m. No students shall be allowed inside the building at other times for any reason without permission and supervision of school personnel.

Cell Phone and Other Electronic Equipment

Students will not be excused from class to place or receive telephone calls except in emergency situations. Parents may contact their students through the main office secretary if there is an emergency situation at 573-485-2900.

We suggest that students leave their cell phones and other electronic devices at home or in their cars. **Students who do bring electronic devices do so at their own risk. The school will assume no responsibility for the loss, damage or theft of these devices, nor will we search for missing devices.** Each program will have their own rules

for utilizing electronic devices. Students are expected to follow those rules. Disciplinary action may occur if electronic device rules are violated.

According to Board Policy KKB and EHB, students are not to record classroom instruction, discussion, or any other interaction in any way unless required for class or approved by the Director. Possession of electronic images and text will be considered the same as possession of a hard-copy.

In some cases, staff members may use personal communication devices to communicate with students to facilitate extra-curricular activities or work place experiences (clinical rotations). Typically these will be with FBLA and SkillsUSA members or health sciences students. For any other instances, the parent/guardians will be notified.

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. Long-distance calls that are not for authorized school business are not allowed.

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. If you do not have the appropriate safety equipment, you will **not** be allowed to participate in shop/lab work until you have the safety equipment. You will **not** be allowed to make up any missed work.
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.

Emergency Responses & Drill Procedures

Fire: The purpose of fire exit drills is to insure the efficient and safe use of the exit facilities. Proper drills prevent panic which is often the cause of injuries and loss of life when disasters occur.

1. The fire signal will be communicated over the intercom system or by a very loud buzzer.
2. Students will line up by classes and go out single file upon a signal from the teacher. Each teacher will provide the proper instructions for the drills. Students are to follow the directions of the teacher in charge and shall **refrain from talking**. The group will proceed to a designated exit from their particular room.

3. A diagram showing the fire exit from each room is to be on display in all classrooms. In the event exits are blocked, each instructor is responsible for evacuating students by the safest and fastest route.
4. Should the fire alarm go off while students are at lunch, at break, in the restroom, or in another part of the building, students should leave the building in an orderly manner by the closest exit and report to their instructor.

The fire exit plan will be used in all evacuations.

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. Students should assume the safe position on knees, bending forward with hands covering the back of the head. If possible get into a position away from windows and underneath tables or desks.

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

Sign-in and Sign-Out

When arriving at school late or leaving school early a student will be expected to “sign-in” and “sign-out” in the Director’s office and notify the attendance coordinator of the absence.

Exiting or Early Withdrawal

Students exiting (whether completing or withdrawing early) must complete all exit forms. Students exiting prior to completion of a program must also notify the school in writing in addition to completing all exit forms. All fees and tuition must be paid and all books returned. Students exiting and not completing proper forms will have transcripts, references and services withheld until such forms are completed. Exit forms include:

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

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, and the Financial Aid Officer. Your instructors can assist you in locating these persons.

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners,

students with disabilities, homeless students, the children of migrant workers, and neglected or delinquent students. For more information, contact our school counselor.

Student Advisory Services/Assistance

Students may seek advisory services from the PLTC Counselor for aid in finding solutions to academic, personal, and career and technical problems. Please note that PLTC is an educational institution and thus does not provide health care services to students except emergency first aid as address above in this Handbook. Testing to determine interests, aptitudes, and abilities in career areas is available. Coordination of student abilities and experiences with industry needs is also available.

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.

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
- Hannibal-LaGrange University

Prohibition Against Discrimination, Harassment, and Retaliation

Complaints/grievances alleging conduct that is impermissible on the basis of a legally protected category (as defined in the Notice of Nondiscrimination) will be processed under Clopton Board of Education Policy AC. For

more information regarding your rights under this policy, please see the Notice of Nondiscrimination that appears at the beginning of this Handbook and Appendix VII, which contains a copy of the policy.

Academic Complaint Procedure

This procedure applies only to actions or decisions which affect a student's participation, grade, or completion of any requirement of the PLTC program. A student who disagrees with an action or decision of an instructor, staff member, or fellow student, may use this procedure to attempt to resolve the complaint.

1. All complaints shall be made in writing to the Director no later than ten (10) calendar days after the action or decision giving rise to the complaint.
2. The Director may encourage the student to attempt to resolve the matter informally, or may attempt to negotiate a resolution on the student's behalf.
3. If informal resolution is not possible or desirable, the Director, or his/her designee, will conduct a prompt, reasonable investigation. Following the investigation, the Director will reach a decision and notify the student of the decision within fifteen (15) calendar days from receipt of the complaint.
4. The student may appeal the decision to the Pike County R-III (Clopton) Superintendent, in writing, no later than ten (10) calendar days after receipt of the Director's decision. The Superintendent will conduct a reasonable investigation and notify the student of his/her decision, within fifteen (15) calendar days from receipt of the student's appeal.
5. The decision of the Superintendent shall be final, unless additional due process is required by law.

Financial Aid, WIA, and the Practical Nursing program, each have a program-specific grievance procedure. In all cases, steps one and two of this complaint procedure described immediately above are to be followed before filing any grievance action under the program-specific procedure. In addition, **students must provide the school with prompt written notice if the student believes that any program-specific training is inappropriate or inadequate.**

Complaints alleging discrimination or harassment on the basis of a protected category will be processed under Clopton Board of Education Policy AC.

Student Records/Access to Records

The Pike County R-III School District complies fully with the Family Educational Rights and Privacy Act ("FERPA"), which affords parents/guardians ("parents") and students who are at least age 18 ("eligible students") specific rights. See Board Policy JO-i1 for full details and information.

Appendix I – Campus Security and Crime Policies

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.

Appendix II – Drug Testing Policy for Allied Health Program Students

PIKE-LINCOLN TECHNICAL CENTER DRUG TESTING POLICY FOR ALLIED HEALTH PROGRAM STUDENTS

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

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 do 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.

Appendix III Pike-Lincoln Technical Center 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.

Please read the "Student Behavior Policy" which contains legal standards and requirements established under the Safe Schools Act. Copies are on file in the director's office and superintendent's office. 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.

This policy contains a philosophy that reflects the idea that standards are important. The consequences of failure to obey standards of conduct set by the local board of education are outlined in this policy. The policy addresses the rights of special education students, as well as the general population. A statement is included outlining the students' rights under due process, especially in situations regarding suspension and expulsion.

All school district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on any school property, on any school bus going to or returning from school, during school-sponsored activities, or during intermission or recess periods.

One must also keep in mind that a history of previous disciplinary infractions will be taken into consideration when assigning consequences for undesirable behaviors and/or further infractions of school rules and regulations.

The student discipline code becomes an integral component of the education process and a symbol of the commitment of parent, students, and administrators to the maintenance of an effective learning environment.

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 will remain at their sending school during the time they would normally be in attendance at Pike-Lincoln Technical Center. Instructors will provide the sending school with assignments for the student to work on. Students may not be able to make up some lab projects due to project completion.

(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. Instructors will

provide the sending school with assignments for the student to work on. Students may not be able to make up some lab projects due to project completion.

B. Removal from the PLTC Program

This is the last resort when a student is unwilling to comply with PLTC and classroom policies. In this case, the student will not return to PLTC for the rest of the year. The student’s grade will be determined based upon the amount of time left the in the semester and in conjunction with Pike County R-III and sending school policies. Students who have been removed from their program may be eligible to reapply to attend PLTC during the next school year.

C. 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.

D. Specific Causes for Detention, Suspension, or Expulsion

	1 st	2 nd	3 rd
Academic Dishonesty - Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.	No credit for the work and parents notified.	No credit for the work, removal from CTSO and other extra-curricular activities.	Course failure and student will be dropped from PLTC program.
Arson – Starting or attempting to start a fire, or causing or attempting to cause an explosion.	10 Days OSS, Restitution if appropriate, appropriate authorities notified	Student will be dropped from PLTC program. Restitution if appropriate. Appropriate authorities notified	
Assault – 1 - Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.	3-5 OSS	5-10 OSS	Student will be dropped from PLTC program.
2- Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.	Student will be dropped from PLTC program. Appropriate authorities notified.		
Automobile/Vehicle Misuse – Uncourteous or	Suspension or	Revocation of parking	Student will be

	1 st	2 nd	3 rd
unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.	revocation of parking privileges	privileges, 1-3 ISS	dropped from PLTC program.
Bullying and Cyberbullying (see Board policy JFCF) – Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.	1-3 ISS	1-10 OSS	Student will be dropped from PLTC program.
Dishonesty – Any act of lying, whether verbal or written, including forgery.	Nullification of forged document, parent notification, 1-3 ISS	Nullification of forged document, parent notification, 1-3 OSS	Student will be dropped from PLTC program.
Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved) – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.	1-5 ISS	1-5 OSS	Student will be dropped from PLTC program.
Dress Code Violation - student will be required to correct violation	1-3 ISS	1-5 ISS	Student will be dropped from PLTC program.
Drugs/Alcohol (see Board policies JFCH and	1-3 ISS	1-5 OSS	Student will be

	1 st	2 nd	3 rd
JHCD) 1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.			dropped from PLTC program.
2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.	1-10 OSS	Student will be dropped from PLTC program.	
3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.	1-10 OSS	Student will be dropped from PLTC program.	
Extortion – Threatening or intimidating any person for the purpose of obtaining money or anything of value.	1-5 ISS	1-10 OSS	10 OSS
False alarm(see also "Threats or Verbal Assault") – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.	1-10 OSS	Student will be dropped from PLTC program.	
Fighting (see also, "Assault") – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.	1-3 ISS/OSS	3-5 school days OSS	Student will be dropped from PLTC program.
Gambling – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on	1-3 ISS	3-5 ISS	3-5 OSS

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outcomes of activities, assignments, contests and games.			
General horseplay and rough-housing	Warning	1-3 ISS	1-10 ISS
Harassment, including Sexual Harassment (see Board policy AC) 1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.	1-5 ISS and documentation in student's discipline record.	1-10 OSS and documentation in student's discipline record.	Student will be dropped from PLTC program.
2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.	1-5 OSS and documentation in student's discipline record.	5-10 OSS and documentation in student's discipline record.	Student will be dropped from PLTC program.
Hazing (see Board policy JFCF) – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants.	1-5 ISS	1-5 OSS	Student will be dropped from PLTC program.
Incendiary Devices or Fireworks – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as	1-3 OSS & Confiscation.	1-10 OSS & Confiscation	Student will be dropped from PLTC program.

	1 st	2 nd	3 rd
part of an educational exercise and supervised by district staff; possessing or using fireworks.			
Illegal entry of building – legal authorities will be notified Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.	1-10 OSS	Student will be dropped from PLTC program.	
Nuisance Items – Possession or use of toys, games, MP3 players and other electronic devices (other than mobile phones) that are not authorized for educational purposes.	Confiscation. Warning	Confiscation. 1-3 ISS	Confiscation. 1-3 OSS/ Additional occurrences may result in removal from program
Profanity	1 ISS	1-3 ISS	3-10 OSS
Public Display of Affection – Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.	Warning	1-3 ISS	1-3 OSS
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.	Confiscation. 1-3 ISS	Confiscation. 1-3 OSS	Student will be dropped from PLTC program.
Sexual Activity – Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.	1-5 OSS	Student will be dropped from PLTC program.	
Safety Violation - Violation of program safety rules	1-5 ISS	1-5 OSS	Student will be dropped from PLTC program
Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP)	Restitution, loss of user privileges for 2	Student will be dropped from PLTC program.	

	1 st	2 nd	3 rd
1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.	weeks, 1-5 ISS		
2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch in violation of classroom electronic devices policies	Confiscation	Confiscation, 1-5 ISS	Confiscation, 1-5 OSS 4 th : Student will be dropped from PLTC program.
3. Violations of Board policy EHB and procedure EHB-AP other than those listed in (1) or (2) above.	Restitution. 1-3 ISS	Restitution, loss of user privileges for 2 weeks, 1-5 ISS	Student will be dropped from PLTC program.
4. Use of audio or visual recording equipment in violation of Board policy KKB.	Confiscation. 1-3 ISS	Confiscation. 1-5 ISS	Confiscation. 1-5 ISS
Theft – if more than \$50, legal authorities will be notified	Return of or restitution for property and 1-3 OSS	Return of or restitution for property and 1-10 OSS	Return of or restitution for property and Student will be dropped from PLTC program.
Threats or Verbal Assault – Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.	1-10 OSS or Student will be dropped from PLTC program.	Student will be dropped from PLTC program.	
Tobacco Possession of any tobacco or e-cigarette products on district property, district transportation or at any district activity. Use of any tobacco or e-cigarette products on district property, district transportation or at any district activity.	Confiscation of tobacco product and 1-3 ISS	Confiscation of tobacco product. 1-5 ISS	1-10 OSS 4 th : Student will be dropped from PLTC program.

	1 st	2 nd	3 rd
Truancy or Tardiness (see Board policy JED and procedures JED-AP1 and JED-AP2) – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.	1-3 ISS	1-5 ISS	Student will be dropped from PLTC program.
Vandalism (see Board policy ECA) – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.	Restitution, 1-5 OSS.	Restitution, Student will be dropped from PLTC program.	
Weapons (see Board policy JFCJ) 1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.	1-10 OSS or Student will be dropped from PLTC program.	Student will be dropped from PLTC program.	
2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).	Student will be dropped from PLTC program.		
3. Possession or use of ammunition or a component of a weapon.	1-3 ISS or 1-5 OSS	1-5 OSS or Student will be dropped from PLTC program.	Student will be dropped from PLTC program.

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.

Appendix IV - Pike-Lincoln Technical Center Attendance Policy

Our primary focus is to prepare students for success in their chosen field. Employers consider regular attendance as one of the most important attributes of a quality employee. Our attendance policy is designed to promote good attendance and success in our programs. Student grades are based in large part to attendance with daily participation grades given. The policy applies to all secondary and adult students attending daytime programs.

Absences

Students will be allowed 7 absences per semester. All absences will be counted toward the seven (7) allowable days, regardless of their nature. Parent-verified absences, doctor's excuses, funerals, and others will be counted toward the seven (7) days. However, documentation from doctor's office visits, funerals and other absences will still be collected.

Communication

Parents and students will be notified at the 4th absence via a conference with the counselor and a letter sent home to the parents.

After the 7th absence, the student will meet with the attendance committee. The attendance committee is comprised of the Director, Assistant Director, Counselor, and any other personnel the Director may assign at the start of the school year. Parents will be informed of this meeting. At the meeting, a decision will be made regarding the student's credit and ability to continue in the program. Possible outcomes include, but are not limited to, immediate removal from the program and removal from the program at the end of the semester. In the event that a student is removed from the program, no credit will be earned for the time spent in the program. The decision of the committee may be appealed in accordance with the Academic Complaint Procedure.

School Activities

Pike-Lincoln Technical Center and Sending School activities do NOT count toward the 7 absences per semester. However, a school activity form must be filled out prior to the activity. With sending school permission, students may be allowed to return the form within one week of the activity.

No Call/No Show

Adult students must notify PLTC of any absence the morning of the absence. Students in any healthcare related class must notify PLTC and/or their clinical site if they will not be present. Three no call/no show days will require the student to meet with the attendance committee as above.

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. Cyberbullying 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. Student access to District computers is not a right, but a privilege.
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.

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.

Student Handbook Signature Page

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 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 must keep this Handbook, read it carefully, and refer to it throughout the school year.

However, please remember that all policies are subject to revision. The policy handbook may not be all inclusive! Students are expected to maintain an updated understanding of Pike County R-III School District policies. An updated copy of such policies is maintained on the District's Website: www.cloptonhawks.com

I have reviewed the content of the Student Handbook. I agree to comply with the provisions of the Handbook and, also, with the policies of the Pike County R-III School District.

Student Name: _____

Sending School: _____

PLTC Program: _____ Time: ____ Early ____ Late

Signature of parent/guardian _____ Date _____

Signature of student _____ Date _____