

Student Handbook

2008 - 2009



Hillyard Technical Center
3434 Faraon Street
St. Joseph, MO 64506
816-671-4170

www.hillyardtech.com

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Note: A complete copy of all board policies referred to in this handbook can be found on the district's website: <http://web.sjsd.k12.mo.us>.

Welcome

The administration and staff of Hillyard Technical Center (hereafter called HTC) welcomes you to our campus. Please know that you are important members of our total student body. You will quickly observe many adult students who attend classes at HTC. In fact, adult students may be in your class.

As you begin the last year or two of your “free public education,” we feel your choice to attend HTC for career training is a good one. We hope that you will find us helpful, knowledgeable in the program in you have chosen for training, responsible in providing a clean, well-equipped environment for learning, and demanding that you do your best.

We will provide qualified teachers, a strong supportive staff, a solid curriculum developed with the help of Advisory Committees, and an excitement about the good things the future holds for those who prepare for it. At HTC you have a chance to prepare for your future. On behalf of the staff, best wishes for a very successful year.

Regenia Briggs, Director
Hillyard Technical Center

Philosophy

The philosophy of Hillyard Technical Center is to provide the type of technical training that will be suitable to the individual and meet the needs of business and industry. Our purpose is to equip students, both secondary and adult, who participate in trade, technical, industrial, business, or health occupations, training to the degree of competency that will enable them to compete in the labor market for entry-type jobs or to become better trained in order to advance in their present jobs.

Mission Statement

“To provide students training in an environment that is responsive to the needs of our community and a changing global society through the use of advisory boards, innovation, and technology.”

Values

Our schools will:

- Provide diverse technical curriculum, which includes hands-on student activities.
- Utilize accepted workplace standards.
- Develop varied student evaluation methods, which will allow for demonstration of learned skills and individual differences.
- Provide students with a safe and caring environment.
- Maintain a pupil/teacher ratio which is conducive for effective learning in a technical area.
- Provide educational opportunities beyond the secondary level for adults.

Our students will:

- Be actively engaged in and responsible for learning a technical skill.
- Have a job-based experience through on-the-job training and internship.
- Demonstrate behaviors and attitudes expected by industry.
- Benefit through increased communications with business and industry.

Our staff will:

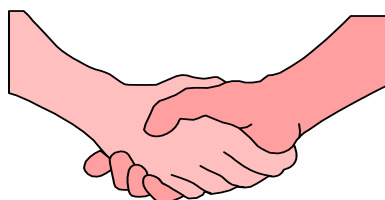
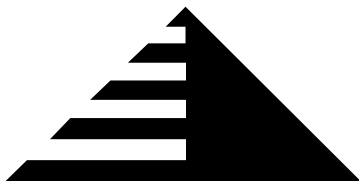
- Be committed to implementing innovative and creative technical programs for students.
- Seek opportunities to communicate openly and share responsibility for student's success.
- Promote continued professional growth for themselves and students.
- Effectively participate in planning and decision making.

Our families/parents will:

- Share responsibility for a student's success by participating in activities which are related to technical training.
- Actively participate in advisory committees and other support groups to provide input in the development of technical programs.
- Demonstrate self-respect and respect for others as they relate to the workplace.

Our community will:

- Be supportive of skilled technical training for secondary students and adults.
- Be dedicated to the integration of work and school in order to expand learning opportunities.
- Serve as mentors to students and staff and assist with the establishment of program curriculum, which meets industry standards.



Teaching Staff

<i>Ag Science & Veterinary Science</i>	David Hoy
<i>Ag Science/Greenhouse & Landscaping</i>	Jill Huntsman
<i>Anatomy and Physiology (Adult Only)</i>	Dr. Eric Jorgensen
<i>Prerequisite for all adult Health Programs</i>	
<i>Auto Collision</i>	Tony Farmer
<i>Automotive Technology</i>	Jeff Adams
.....	Steve Samuels
<i>Computer Aided Drafting</i>	John Delee
<i>Computer Service Technology</i>	Denise Goldsmith
<i>Construction Technology</i>	George Hoeffner
<i>Dental Hygiene (Adult Only)</i>	Kathy Stockett
<i>Diagnostic Medical Sonography (Adult Only)</i>	Bobbie Milne
.....	Sara Mark, Stacey Cameron
<i>Electronic Technology</i>	Rick Sharp
<i>Emergency Medical Technology</i>	Becky Mercer
<i>Fire Science</i>	George Albert
.....	Patrick Linscott
<i>Health Science</i>	Tracy Arnold
.....	Brenda Petree
<i>Medical Transcription/Coding</i>	Jodi Hodge
<i>Practical Nursing (Adult Only)</i>	Rosemary Hathaway
.....	Kristie Haynes, Teresa Robbins, Julie Turner
<i>Precision Machining</i>	Robert Swordy
<i>Radiologic Technology (Adult Only)</i>	Shirley Bartley
.....	Lisa Presnell, Lorinda Ross
<i>Refrigeration/Heating & Cooling</i>	Rick Dorsom
<i>Surgical Technology (Adult Only)</i>	Linda VanDyke
.....	Teckla Willumsen
<i>Welding Technology</i>	Roger Day

Support Service Staff

Director

Regenia Briggs

Assistant Director

Dennis Merritt

Adult Coordinator

Shirley Day

High School Counselor/Placement/Testing

Paula Stegeman

Financial Aid

Connie Myers

Resource Educator

Billie Sharp

Career Education Coordinator

Charlene Piel

Secretarial Staff:

Pam Albert

Roxann Schmerbach

Vicky Dobosz – Evening Secretary

Donna Griggs - Bookkeeping

Custodial Staff:

Darren Hale

Chris Wright

Lena Pease

Jeff Meadows

Support Staff:

Sharon Bradford

Reba Hebert

Kerry Wood

Career Fields

HTC offers skills training in 21 career fields. The program options currently include:

- ⇒ Agriculture Education (*High School Students Only*)
- ⇒ Auto Collision Technology
- ⇒ Automotive Technology
- ⇒ Computer Aided Drafting
- ⇒ Computer Service Technology
- ⇒ Construction Technology
- ⇒ Dental Hygiene (*Adult Only*)
- ⇒ Electronic Technology
- ⇒ Emergency Medical Technology
- ⇒ Fire Science
- ⇒ Greenhouse (*High School Students Only*)
- ⇒ Health Science (*High School Students Only*)
- ⇒ Landscaping Design (*High School Students Only*)
- ⇒ Medical Transcription
- ⇒ Practical Nurse Program (*Adults Only*)
- ⇒ Precision Machine Technology
- ⇒ Radiologic Technology (*Adults Only*)
- ⇒ Refrigeration/Heating/Air-Conditioning
- ⇒ Sonography (*Adults Only*)
- ⇒ Surgical Technology (*Adults Only*)
- ⇒ Vet Science (*High School Students Only*)
- ⇒ Welding Technology

Participating Schools

HTC is comprised of juniors and seniors from surrounding high schools, along with freshman and sophomores from Benton, Central, and Lafayette.

Benton High School – St. Joseph
Buchanan County R-IV
Central High School – St. Joseph
East Buchanan
East Side Baptist Academy
King City
Lafayette High School – St. Joseph
LeBlond – St. Joseph
Maysville

Mid-Buchanan
Osborn
Plattsburg
Savannah
South Holt
St. Joseph Christian – St. Joseph
Stewartsville
Union Star

HTC operates two instructional sessions each Monday through Friday. The morning session begins at 7:45 a.m. and ends at 10:35 a.m. The afternoon session is scheduled from 11:30 a.m. until 2:20 p.m. Adult programs may have separate schedules.

Accidents/Illness:

Students are to report all injuries or illnesses immediately to their instructor; then, if deemed necessary, to the HTC office. **Ill or injured students must receive permission from the office before calling parents or leaving the premises.**

If a student

needs emergency hospital or medical aid, the school will notify the parents.

If the parent or guardian cannot be reached, the hospital or physician

named on the emergency form will be contacted. **MEDICAL & ACCIDENT INSURANCE IS THE RESPONSIBILITY OF THE INDIVIDUAL STUDENT.**

Insurance forms are available at their home school, not at HTC.



Attendance

Attendance Policy:

Daily attendance in school is very important to the instructional program of the public schools. It is sometimes very difficult to make up material covered when a student is absent. If that material can be made up, the student still loses something by not being included in classroom and shop/lab participation. Regular attendance is extremely important. Each student is expected to attend school every day, except when illness, injury, or some other condition beyond the student's control prevents attendance. After returning to school, students are expected to make up work missed due to absence. Depending on the reason for the absence make-up work is not always accepted. Frequent absences, for any reason, are almost certain to affect a student's schoolwork adversely. An automated telephone message will be used to call parents when an absence and/or tardy occurs. Parents/Guardians will be notified of excessive or consistent absences by the student's instructor or by the Assistant Director.

Attendance Procedures:

The staff and faculty at HTC believe that regular attendance in school is vitally important. When students are absent from school, regardless of the reason, they miss a valuable lesson. In the world of work, salary to the employee and profit to the employer lost through absenteeism can never be recovered. The same applies to class attendance. A day of missed instruction may be lost forever. Attendance is one item of information most often requested by prospective employers when they contact our instructors or the Placement Office for references. Because of the nature and makeup of technical programs (each day's class period is two and one-half hours in length) all absences are taken into consideration when viewing student's achievement, competencies, and the student's total growth. A student's attendance reflects on his/her integrity, citizenship, dependability, responsibility and employment opportunity. In order to hold a job or to receive a grade a student must have excellent attendance and promptness.

The school district will work in conjunction with the Buchanan County Prosecuting Attorney's Office and the Buchanan County Juvenile Office to assure compliance with the Missouri attendance law. Parents of students who are unexcused will be notified when their child reaches five (5) days of unexcused absences. If absences per semester exceed fifteen (15) days for elementary students and seven (7) days for middle and high school students, the case may be referred to the Prosecuting Attorney's Office for consideration of criminal prosecution as a class C misdemeanor.

The Prosecuting Attorney uses the following guidelines when considering some days as unexcused absences.

1. Assignments are to be picked up at the school. Failure to do so after three (3) consecutive days will result in the absences recorded as unexcused.
2. Notification of absences is extremely important. Parents should contact school whenever a child is absent or going to be absent.
3. If a child is absent for more than two (2) consecutive days, it is presumed that medical treatment will be sought. If no doctor's excuse is provided after five (5) consecutive days, the absence will be considered unexcused.

If there are extenuating circumstances causing the excessive absences, parents should contact the building principal. When a student returns to school from any absence, a written excuse is required.

Leave Permits:

If a student needs to leave during class for a doctor or dentist appointment, etc., a leave permit must be issued from the front office before a student can leave the building. Permission for leave permits must be called into our front office (816-671-4170) by a parent or guardian. Notes from parents/guardians will not be accepted. **No one will be permitted to leave without verbal consent from the parent or guardian. Students are not to leave the building during regular class periods without permission from the front office.** No one may go to the parking lot during school hours without a permit from the office

School Activities:

Students represent their schools in a variety of athletic and academic activities. When a student serves as an authorized representative of the school, the student is not considered absent. Students who choose to participate in extracurricular activities resulting in classes missed are to make up all assignments. **The student is responsible for obtaining a written excuse signed by the home school principal and activity sponsor. This note must be turned in to their HTC instructor at least 1 school day prior to the school activity.**

Tardies:

Tardies will be dealt with on an individual basis and excessive tardies may require the student to make up instructional time, loss of driving privileges, or other disciplinary action. Three tardies will constitute one absence.

Truancy:

An elective absence that was not approved in advance by parents or by school officials. Work missed because of a truancy may not be completed for credit. Truancy is a violation of state statutes as well as school regulations and may result in suspension or other disciplinary action.

Books & Equipment:

Textbooks and most instructional supplies will be provided by HTC. All texts, reference materials, hand tools, etc., checked out to a student must be returned to the instructor. Any lost or damaged items must be paid for upon completion or withdrawal from the course.



Care of Area:

Each student is responsible for cleaning his/her own personal work area, as well as the total classroom, shop area and break room. Students are to do their part in keeping the school in good appearance and the equipment in a good state of repair. Maintenance personnel are here to clean the building not to pick up after others.

Cell Phones/Electronic Gear:

The use of cell phones is not permitted on school grounds.

Parents may contact a student by calling the school telephone number (816-671-4170). **However, only in the case of an emergency will a student be called from class.** The office staff will convey a message to a student if requested to do so by the parent. If a student needs to call a parent, they may do so from the front office during their break. **Cell phones that are being used for phone calls, texting messaging, etc. will be confiscated and a parent/guardian will be required to pick up the cell phone from the front office.**



Beepers, mobile pagers, laser pointers, DVDs and CDs are not to be brought to school. All unauthorized equipment will be confiscated and a parent will be requested to pick them up. Items will not be released to students.

Check Policy:

Personal checks are welcome at the St. Joseph School District. The School District retains a collection service to recover all bad checks. When paying by check it is important that the check writer is aware that they are authorizing any

dishonored checks to be collected electronically from their account along with a minimum service fee of \$25.00. The check writer is also responsible for all other collection costs.

Computer Usage:

Computers are an expensive but useful technical tool used by the majority of all students at HTC. Students will be assigned a login username and password upon completion of all required registration paperwork. No students are allowed to use email, use chat lines, or surf the net without expressed permission and supervision from their instructor. Failure to comply with these rules may constitute loss of computer privileges that may considerably lower the student's grade.



Discipline:

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots and school transportation, or at a school activity, whether on or off school property.

Reporting to Law Enforcement:

It is the policy of the St. Joseph School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law.

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or second degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.

6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools. In addition, any offense that constitutes a "serious violation of the district's discipline policy" must be documented in the student's discipline record in accordance with law. Policy JGF defines a "serious violation of the district's discipline policy" as one (1) or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violence or violent behavior.
2. Any offense that occurs on school property, on school transportation or at any school activity and that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than ten (10) school days.

Prohibition against Being on or near School Property during Suspension:

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee.

Any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian or custodian.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian, in

advance, in writing, to the principal of the school that suspended the student.

3. The student is in an alternative school that is located within 1,000 feet of a public school in the district.
4. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates this prohibition he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension," listed below.

Prohibited Conduct:

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

1. **Arson**--Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

2. **Assault**

Physical conflicts among individuals while under school supervision will not be tolerated. Students have an obligation to conduct themselves in a manner to avoid any such incidents. Student who initiate such incidents or become involved in them are eligible for suspension or expulsion from the program.

- a. 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.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

- b. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First Offense: Expulsion.

3. **Automobile/Vehicle Misuse**--Discourteous or unsafe driving on or around school 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 school property.

First Offense: Suspension or revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Revocation of parking privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

4. **Bullying (see Board policy JFCF)**--Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group.

First Offense: Detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

5. **Bus or Transportation Misconduct** -- Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.



Student safety is of great importance to the St. Joseph School District. Our school bus transportation service is one area in which we place a heavy emphasis on safety. Misbehavior simply cannot be permitted and will be treated through a bus conduct notice system. Here is how conduct notices will be handled:

1st Notice: Student will be warned, with the notice signed by the parent and bus driver.

2nd Notice: Student will be removed from the bus for 3 school days.

3rd Notice: Student will be removed from the bus for 5 school days.

4th Notice: Student will be removed from the bus for the remainder of the school year.

Any student found guilty of substance abuse may be removed from the bus for the remainder of the school year and face consequences with the school. Under certain circumstances, the building principal, after consulting with the transportation director, may deviate from the above procedures.

6. **Dishonesty**--Any act of lying, whether verbal or written, including forgery.

First Offense: Nullification of forged document. Principal/Student conference, detention, in-school suspension or 1-10 days out-of-school suspension.

Subsequent Offense: Nullification of forged document. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

7. **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 and that is rude, vulgar, defiant, in violation of district policy or 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. All students have a right to attend school without having to hear profane and/or threatening language. Obscenities and/or name calling do not show respect for the rights of others. Students showing this type of behavior are subject to suspension or other disciplinary action as deemed necessary.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

8. **Drugs/Alcohol (see Board policies JFCH and JHCD)**
The use of liquor and/or drugs on the Hillyard Technical Center campus is prohibited by state law. If you are observed violating this law or if your instructor suspects you are using drugs, your home school counselor or principal will be asked to pick you up. Your parents will be notified. Your future at HTC will be discussed and cooperatively decided by your home school, HTC administration, and your parents or guardian.

- a. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

- b. 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 of the Controlled Substances Act.

First Offense: In-school suspension, 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

- c. 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 of the Controlled Substances Act.

First Offense: 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

9. **Extortion**--Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

10. **Failure to Meet Conditions of Suspension**--Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy is a serious violation of the district's discipline policy. See section of this regulation entitled, "Prohibition against Being on or near School Property during Suspension."

In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy.

First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

11. **False Alarms (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, disturbing, disrupting or causing the evacuation or closure of school property.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

12. **Fighting (see also, "Assault")**--Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

13. **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 school-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

14. **Public Display of Affection**--Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

15. **Sexual Harassment (see Board policy AC and regulation AC-R)**
Inappropriate sexual behavior will not be tolerated in school. Appropriate steps will be taken if a student is found guilty of inappropriate sexual behavior, which may include a conference with counselor, notification to parent, and suspension from school.

- a. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

- b. Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

16. **Sexual Misconduct**—Intentional physical conduct of a sexual nature, consensual or non consensual.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

17. **Technology Misconduct**

- a. Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.

First Offense: Restitution. Principal/Student conference, loss of user privileges, detention, in-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

- b. Violation other than those listed in "a," or of Board policy EHB and regulation EHB-R, administrative procedures or netiquette rules governing student use of district technology.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

18. **Theft--**Theft, attempted theft or knowing possession of stolen property. Stealing from students, school personnel, and/or a school building shall not be tolerated. A student who steals or extorts shall be subjected to suspension or expulsion from the program.

First Offense: Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

19. **Threats or Verbal Assault--**Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

20. **Tobacco**



USE OF TOBACCO:

Use of tobacco in any form is not permitted at HTC

- a. Possession of any tobacco products on school grounds, school transportation or at any school activity.

First Offense: Confiscation of tobacco product. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension.

- b. Use of any tobacco products on school grounds, school transportation or at any school activity.

First Offense: Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.

Subsequent Offense: Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.

21. **Truancy**--Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense: Principal/Student conference, detention, or 1-3 days in-school suspension.

Subsequent Offense: Detention or 3-10 days in-school suspension.

22. **Unauthorized Entry**--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.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

23. **Vandalism (see Board policy ECA)**--Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

Taxpayers have provided the necessary equipment and facilities so that students may have an opportunity to obtain an education. It is important that all students utilize the equipment and facilities in the proper manner. Damage or destruction of school property shall be looked upon as a serious matter. Any student who is found to have willfully damaged or destroyed school property shall be required to make restitution and shall be subject to disciplinary action. Violators will be prosecuted to the fullest extent of the law.



First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

24. **Weapons (see Board policy JFCJ)**

It is unlawful for any person to carry, conceal, have upon or about the person or directly or indirectly sell, deliver, or loan any kind of firearms,



bowie knife, spring-back knife, razor, metal knuckles, billy club, sword cane, dirk, slingshot, dagger, explosive devices or similar deadly weapons in school buildings or on or about the District's grounds.

If students are found to have such weapons the administration is required to call the police and report students to the district discipline officer where students will be subject to suspension or expulsion from school.

- a. Possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

- b. 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).

First Offense: One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

Subsequent Offense: Expulsion.

Dress Code:

Student dress can have a significant effect on learning and behavior. Clothing must cover the body sufficiently and avoid attracting excessive attention or causing disruptions. The following have been found to be a distraction to the learning process and therefore are unacceptable for wearing:

1. Messages on the body, clothing, jewelry, and personal belongings that relate to gangs, drugs, alcohol, violence, tobacco, sex, vulgarity, or that reflect adversely upon persons because of their race, sex, color, creed, national origin, or ancestry.
2. Gang related apparel.
3. Clothing that doesn't sufficiently cover the body including: tube tops, swimsuits, backless, halter or strapless tops, bare midriff, mid-cut shirts or tops, see-through shirts or basketball jerseys that are cut low on the sides.
4. Excessively short skirts or shorts.

5. Caps, hats or head coverings, unless approved by the Director.

Individual programs may have additional requirements based on the nature of the shop, lab, or clinical/internship. Students are expected to dress in shorts, t-shirt and tennis shoes for physical education. Jewelry that may interfere with participation or cause a safety issue should be removed before participation in physical education class.

Drug Free Schools Policy: (Board Policy JFCH)

The St. Joseph District is concerned with the health, welfare, and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance, or imitation controlled substance as defined in the Narcotic Drug Act 195.010, RSMo., and in schedules I, II, III, IV and V in section 202 © of the Controlled Substances Act, 21 U.S.C. 812©.

Students may only in possession of medication as detailed in Board policy JHCD. Searches of person reasonably suspected to be in violation of this policy will be conducted in accordance with Board policy.

Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's discipline policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to local law enforcement.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

Procedure used for violation of drugs and/or alcohol:

The St. Joseph School District makes available confidential counseling services for students seeking help for alcohol and drug abuse. Outside referrals to licensed therapist are offered and drug testing is available through Preferred Family Healthcare located at the district's alternative resource center.

For students who are in treatment facilities outside of the district, a transition coordinator will act as liaison between district and agency. A parent "Release of Information" will be required for education records to be transferred between agencies.

Early Placement:

The early placement option will be available to qualified seniors during the last quarter of the school year. In addition to the conditions listed below, the student must make application for early placement and the instructor and other school personnel must approve that application. The work must be directly related to the training being received at HTC.

1. Only seniors who are completing the second year of a two-year program are eligible for early release to related work placement
2. No student earning a third quarter grade below a "C" will be eligible for early placement.
3. The student must have the recommendation of their instructor.
4. The student must sign a contract with the high school counselor.
5. If any part of the contract is broken, the student will be pulled from early placement and will be required to come back to HTC for classes.

Emergency Evacuations:

Instructions informing students of the procedure for emergency evacuation of the building are posted by the door of each classroom. Everyone will follow the instructions given by their instructor. Procedures for emergency drills will be held routinely throughout the year.

End of Course Exams:

Teachers must make use of comprehensive end of course examinations as a means of preparing students for post-secondary education. End of course exams should be conducted in such a manner that they effectively evaluate the achievement of students in terms of source objectives and goals. The form and type of end of course examination should be determined by individual teachers, except in the case where the State of Missouri issues an end of course exam, whereby the teacher will issue the state's end of course exam in place of his/her

own. Each end of course exam should be planned within a full period examination covering major areas of course study.

Principals shall establish an examination schedule for use during end of course examinations. The exams must be taken within the last 2 weeks of the semester. To allow for grading of end of course exams, teachers will be given a 2 hour early release the day before the last day of the semester. In addition, teachers will receive a ½ day to complete records prior to the beginning of the second semester. School activities and extracurricular activities should be held to a minimum during the examination period during both semesters.

Grades & Credit:

Grade cards are issued four times a year on a quarterly basis. The following grade system applies unless the instructor gives a modified version.

90-100%	A
80-89%	B
70-79%	C
60-69%	D
59% or lower	F

Inc. - Incomplete (the adjusted grade will be recorded and credit given for incomplete work that is satisfactorily completed within a reasonable length of time; otherwise, a failure will be recorded). No incompletes can be given for semester grades.

Human Sexuality Curriculum:

Pursuant to requirements of state law, if the district chooses to use any course materials and instruction relating to human sexuality and sexually transmitted diseases the material and instruction shall be medically and factually accurate. Students may be separated by gender for human sexuality instruction. The Board shall determine the specific content of the district's instruction in human sexuality, in accordance with the requirements of state law. Instruction in human sexuality is to be appropriate to the age of the students receiving such instruction. Further information can be found in Board Policy IGAEB.

Insubordination:

All students who attend HTC are expected to recognize the importance of cooperation with all officials of the institution. As a matter of courtesy, students should not address instructors by their first names. Any student who refuses

through verbal or other action to immediately comply with any legitimate request of an instructor or administrator is subject to suspension.

Medication

Administering Medication to Students:

Medications will be given to students during school hours if absolutely necessary. If possible, the parent/guardian will be encouraged to schedule the medication to be given before or after school. However, if this is not possible the following instructions must be followed:

Prescription Medication:

1. Medication container must have a label attached by a pharmacist and/or physician and will include:
 - Child's name
 - Name of medication
 - Dosage of medication
 - Route of medication
 - Name of doctor
2. Written permission from parent/guardian to give medication.
3. Time of day medication is to be given.
4. Dosage limited to one-day supply – container returned home daily with student for short-term prescription medications.

Physician ordered long-term medications may have a 30-day supply at school.

Non-Prescription Medications: (over the counter medications)

A written request from the parent/guardian for non-prescription (over the counter) medication for minor pain, such as Tylenol or Ibuprofen (not Aspirin), may be given to middle school and high school students. A parent/guardian will complete the necessary permission form and provide the school with the non-prescription medicine in the original container. The parent/guardian may send the medication to school with the student to be given to the school nurse/or to the school office staff upon arrival at school. Dosage of the medication will not exceed manufacturer's recommendations unless written order from a physician/authorized prescriber is received with the medication. This form will be available through the School Office/School Health Office.

All long term (10 days or more) and emergency medications, prescriptions and non-prescription, must have a special form completed by the physician/authorized prescriber and parent/guardian. The form is to be completed and returned to the school nurse or principal. Forms are available in the school office/school health office. Further information can be found in board Policy JHCD.

Medical Information:

In the event of a medical emergency it is important to know of chronic conditions (diabetes, seizure disorders, allergies or other factors). **Please make the**

attendance office aware of information important to your health and safety. It is extremely important to have correct telephone numbers of your parents/guardian, both at home and at work. Students should not bring medicine to school unless parents have made arrangements through our office.

Physical Examinations and Screenings:

Screening tests for various health conditions (such as vision, hearing, scoliosis, dental and head lice) will be conducted in accordance with administrative procedures. Students may also be weighed and measured. Parents/Guardians will receive a written notice of any screening results that indicates a condition that might interfere with a student's progress or health. In general, the school district will not conduct physical examinations of a student without parental consent, unless health or safety of the student is in question or unless by court order. All parents will be notified at least at the beginning of the school year of screenings for students. Students who wish to participate in certain extracurricular activities may be required to submit to a physical examination to verify their ability to participate in the activity. Students participating in activities governed by the Missouri State High School Activities Association will be required to follow the rules of that organization. Refer to Board Policy JHC for further information.

Communicable Diseases:

The St. Joseph School Board recognizes its responsibility to protect the health of students and employees from the risks posed by communicable diseases. The Board also has a responsibility to protect individual privacy, educate all students regardless of medical condition, and treat students and employees in a nondiscriminatory manner. In accordance with the law, students cannot attend school without providing satisfactory evidence of immunization, unless exempt from immunization. Students or employees with communicable diseases that pose a risk of transmission in school or at school activities (such as, but not limited to chicken pox, influenza, and conjunctivitis) will be managed as required by law and in accordance with guidelines provided by the Department of Health and Senior Services (DHSS) and local county or city health departments. Further information can be found in Board Policy EBB.

Parking Rules:



All vehicles must be parked facing curbs. Students must park in designated student parking areas. Students leaving the parking lot where buses are loading must exit the opposite area or wait until the buses have left the parking lot before leaving. Failure to do so may result in loss of driving privileges. **Speed limit on school grounds is 10 mph.**

Passports/Certificate of Completion:

A Passport and/or certificate will be given to each student who satisfactorily completes his/her training program. The following criteria will be utilized at HTC to determine satisfactory completion:

1. Students must complete a HTC training program. For example, be completing the second year of a two-year program or complete a one-year training program.
2. Students must have a grade of A or B for all semesters plus an A or B for their program 3rd quarter of their last year of the program.
3. Students must have maintained 95% attendance for their program to date.
4. Students must complete all program requirements for graduation.
5. Students must exhibit good work and personal attitudes.
6. Students must turn in books, safety glasses, etc. and take care of any financial obligations.
7. Students must have the recommendation of their instructor.

To obtain a certificate of completion, a student must meet the criteria stated above except:

1. Students must complete a HTC training program and receive a semester grade of D or better of all semesters of their program.
2. Students must comply with the HTC attendance policy.

Photograph Permission

During the school year, photographs and videotaping or appropriate school-related activities may be taken of our students. These images, recordings, or likenesses may be displayed within educational and/or promotional materials or on the web site of this school district, and/or within our community and our closely-affiliated educational partners, such as the Missouri Department of Elementary and Secondary Education. Please indicate whether you give permission for your student to be included in photographs and videotaping of school-related activities.

Safety Glasses:

The school provides safety glasses to students participating in lab situations. The safety glasses are to be worn in all appropriate work areas for the safety and protection of the student. The student will be responsible for the care and return of the glasses at the completion of the training program. Students will not be allowed to participate if they do not observe safety practices and wear appropriate clothing.



Student Organizations:

Student clubs have been organized at HTC as an important part of the curriculum. The clubs and the classes they relate to are as follows:

Skills USA

Auto Collision Technology	Construction Technology
Automotive Technology	Medical Transcription
Electronic Technology	Practical Nursing
Computer Aided Drafting	Heating/Refrigeration/AC
Precision Machining	Computer Technology
Welding Technology	

Missouri SkillsUSA is a state association of SkillsUSA

Future Farmers of America (FFA)

Agriculture Education

Membership in an organization is not mandatory; however, students are strongly encouraged to participate since club activities are an integral part of each training program. The activities of each of the three organizations are designed to produce well-rounded individuals with the following goals in mind:

1. Personal growth and self-confidence
2. Leadership and cooperation
3. Respect for work and career development
4. Community understanding and patriotism

Student Records and Information:

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel that need the records to effectively serve district students. A complete version of this policy can be found in Board Policy JO.

Surveying, Analyzing, and Evaluating Students (Board Policy JHDA)

Inspection

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board Policy.

Consent Required

In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as "protected information survey") that reveals any of the following information without written consent of a parent:

1. Political affiliations or beliefs of the student or the student's parent.
2. Mental or psychological problems of the student or the student's family.
3. Sex behavior or attitudes.
4. Illegal, antisocial, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
7. Religious practices, affiliations or beliefs of the student or the student's parent.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

Notice and Opportunity to Opt Out

In accordance with law, parents will receive prior notice and an opportunity to opt a student out of:

1. Any other protected information survey, as defined above, regardless of the funding source.
2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, or any

physical exam or screening permitted or required under state law, except for hearing, vision or scoliosis screenings.

3. Activities involving the collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing information to others.

The district will directly notify parents at the beginning of the school year of the specific or approximate dates during the school year when the above-listed activities will occur or are expected to be scheduled.

Notification of Policy and Privacy

In accordance with law, parents will be directly notified of this policy at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law. All student educational records will be protected in accordance with law and Board policy JO.

The provisions of this policy applicable to parents will transfer to a student who is 18 years old or emancipated.

Visitor Guidelines:

1. Parent contacts building principal for permission, providing reason for the visit. If the request involves observing a student with an IEP or 504 Plan, or if the student is in the process of an educational evaluation, the principal discusses the request with the Special Services Department.
2. Building principal arranges a mutually agreed upon time for the visit/observation, based upon the teacher/classroom schedule.
3. If the purpose of the visit is for a professional observation (by a non-district person) or related to a high school career class or higher education assignment, a Confidentiality Statement will be signed by the observer. If the observation is for a specific student, a signed Release of Information (by parent or guardian) will be provided to the building principal.
4. To prevent the interruption of the instructional process, the length of the visit will be held to a minimum. If the observation involves a student with an IEP, a 504 Plan, or one in the process of an educational evaluation, the observation will not extend 2 hours and a member of the Special Services staff may be present for the duration of the observation.

Family Educational Rights and Privacy Act:

The Family Educational Rights and Privacy Act (FERPA) affords parents and

students over eighteen years of age certain rights with respect to educational records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education record that the parent or eligible student believes are inaccurate or misleading. Parents or eligible

students may ask the school to amend a record they believe to be inaccurate or misleading. They should write the school official, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes the disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Officer, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

No Child Left Behind Act:

The St. Joseph School District is required to inform you of certain information that you, according to the No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides

- instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
 - Whether your child is provided services by paraprofessionals and, if so, their qualifications.
 - What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification. In addition to the information that parents may request, districts must provide to each individual parent:
 - Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
 - Timely notice that the parent's child has been assigned or has been taught for four or more weeks by, a teacher who is not highly qualified.

Nondiscrimination:

Anti-Discrimination Law Compliance

As a political subdivision, employer, recipient of federal funds and educational institution, the Board of Education is prohibited from, and hereby declares policy against, engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age or use of leave protected by the Family and Medical Leave Act, in its programs, activities and with regard to employment. The Board is an equal opportunity employer. A complete copy of all procedures associated with Board Policy AC can be found in Board Policy AC and AC-R.

The St. Joseph Public School System is committed to the concept of equal opportunity for all individuals. In compliance with that commitment, the District does not discriminate on the basis of sex in employment procedures or operation of educational programs and activities. The rules and regulations of the Board of Education state that the sex of an applicant shall not be a consideration unless it can be shown that such consideration is essential to the successful operation of the employment function concerned. For example, consideration of sex may be valid for employing someone who must work in a locker room or restroom facility used only by members of one sex.

Sex is not used as a basis for determining admission to educational programs in the St. Joseph Public Schools. Sex is not used as a basis to determine a student's access to or participate in any course. Students may be separated on the basis of sex under the following conditions: where activities, materials and discussion deal exclusively with human sexuality; if physical education classes are engaged in competition in body contact sports. Sex discrimination in academic or vocational counseling is prohibited.

Sex will not be used as a basis for preventing a student's participation in extracurricular activities, school organization, or competitive athletics. This does not require that single co-educational teams be provided for all sports. If the selection is based on competitive skill or the activity involved is a contact sport, athletics may be provide either through separate teams for males and females or through a single team open to both sexes. The school system is not required to spend equal amounts of money on boys and girls teams, but must not discriminate on the basis of sex in providing necessary supplies and equipment.

Compliance Officer Appointment

To ensure that these obligations are met, the Board designates the following individuals to act as the district's nondiscrimination laws compliance officers, who shall also be the appointee for all laws specifically mandating such an appointment, and who shall have the duty of keeping the superintendent informed of the state of compliance with this policy district wide:

*Doug Flowers
Director of Human Resources
925 Felix
St. Joseph, MO 64501*

Sexual Harassment of Students:

(see Board Policy JBA)

Sexual harassment of students of either sex by employees or other students of the opposite or same sex is strictly prohibited in the St. Joseph School District. For purposes of sexual harassment and sexual discrimination policies only, an employee includes any person employed by the district, and any student teacher, intern or school volunteer. A student is any person enrolled in the school district or in district instructional programs. Sexual harassment is defined as sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by a member of the school staff to a student or when made by any student to another student when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress; or
- Submission to or rejection of such conduct by a student is used as the basis for evaluating the student's performance within a course of study or other school-related activity; or
- Such conduct has the purpose or effect of interfering with a student's educational performance or creating an intimidating, hostile or offensive educational environment.
- Such conduct has the effect of favoring another student.

Further information regarding this policy can be found in Board Policy JBA.

HTC Handbook Sign-Off

Dear Student and Parents,

The information contained in this student handbook pertains to you/your son or daughter enrolled at Hillyard Technical Center. It is important that you read and understand this entire document. Any questions you have can be directed to the

director. Once you have read this document, please sign and date below and return it to your child's school.

My signature signifies that I have read and understand the information contained in this handbook.

Print Student's Name

Student Signature

Date

Parent's Signature
Date

Program attending at HTC

Please sign and return to your instructor at HTC.