



Reaching New Heights

Adult Student Handbook
2011/2012



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School

Hillyard Technical Center is a part of the St. Joseph Public School District. As a public area school, HTC serves adults, as well as high school students from the following cities: St. Joseph, Oregon, Savannah, Union Star, King City, Maysville, Stewartsville, Osborn, Gower, Faucett, Plattsburg, and Dekalb, Missouri.

History

Hillyard Technical Center’s primary goal is to provide today’s training for tomorrow’s workforce. N.S. Hillyard Vocational-Technical School was founded in 1943 through the persistent efforts and generous donation of time and wealth of Newton Scott Hillyard. From the beginning, HTC has been operated by the St. Joseph Public School District.

A leader in job training since World War II, HTC helped provide defense plant workers and then helped to retrain veterans for civilian jobs after the war. In 1982, the school moved to its present facility at 3434 Faraon Street, St. Joseph, MO 64506-5100. This \$9 million facility is one of the most modern facilities in the United States. The administration and staff work diligently to keep the school in tune with advances in technology. Effective March 1999, in response to the developing mission of the school, the St. Joseph School District School Board voted to change the name of the school to Hillyard Technical Center.

Mission Statement

“Prepare HTC students for workforce success and continuous learning.”

Vision Statement

“ HTC will meet the needs of the future with innovation and excellence.”

Core Values

Respect
Integrity
Responsible
Cooperation
Progressive

Accreditation

Hillyard Technical Center is accredited by North Central Accreditation, a national recognized accreditation association, as well as the Missouri Department of Elementary and Secondary Education. Individual Program Accreditation are listed in each Program’s Handbook. The accreditation credentials are available for review at the St. Joseph School District offices, 925 Felix Street, St. Joseph, MO 64501.

Philosophy

The philosophy of the 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 offer both secondary and adult students, who participate in the training, the skills necessary to enable them to compete in the labor market for entry level jobs or to become better trained in order to advance in their present employment.

To implement our philosophy, district administration has made every effort to see that all instructors employed at HTC are occupationally competent and certified by the Missouri State Department of Career and Adult Education, and meet the requirements of individual program accreditation agencies. The staff and administration have made every effort to keep abreast of business and industrial needs.

All courses offered are planned utilizing job and trade analysis in order to ensure that skills and related information are current and in proper sequential order.

Current occupational information is obtained through the use of 1) general advisory committees, and 2) special advisory committees. These committees assist the school to: (1) determine the needs of the community, (2) promote needed programs to stay current with industry standards,

and (3) recommend policy and programs in accordance with guidelines of the State Department of Career and Adult Education and the state advisory committees on vocational education.

Student Population

Selection and acceptance of students who can reasonably be expected to profit from the instruction is based on:

- attitude toward learning and using occupational skills to earn a living
- interest and personal qualities as required of other beginning workers in a chosen field of training
- aptitude as based on valid tests
- review of previous educational achievement and school attendance
- consultation with counselors and/or school administrators

The HTC staff accepts the reality that all students are not equal in aptitude and ability. Our policy is to teach to the level of individual abilities, with advancement occurring commensurate with increased capability. We strive to teach the interpersonal and social skills that are necessary for a student to succeed in the world of work.

Admission Requirements

All adult students must complete the Adult Admission Application, provide documentation of graduation from an accredited high school, or have completed the requirements for a GED certificate and provide a copy of scores. All students seeking admission to a program of training will participate in an assessment program to determine academic levels in mathematics and reading. Enrollment is limited in order to assure that each student in a program receives ample training opportunities.

Consideration for acceptance into all technical programs is based on attitude, interest and personal qualities, aptitude, review of previous educational achievement and attendance, date of application, consultation, and background check. Consideration for acceptance into the Dental Hygiene, Practical Nursing, Radiologic Technology, Surgical Technology, and Ultrasound programs is based on a separate application process. For more information on these and/or other programs available please contact the school at 816-671-4170.

All requests for information regarding admission to any training program and all application forms should be obtained from and submitted to Hillyard Technical Center. **Information disclosed during the application process must be true and accurate to the best of the applicant's knowledge and ability.** Failure to provide accurate information will automatically result in denial of enrollment and/or financial aide.

Admission Restriction

Hillyard Technical Center adheres to the St. Joseph School Board Policy JEC in regard to admission restriction in accordance with RSMo 167.171

Enrollment Fee

All students are charged a \$50.00 application/assessment fee. A \$100.00 - \$500.00 enrollment deposit is due when accepted for admissions to a program based on the program of choice. This non-refundable enrollment deposit is applied toward tuition when a student attends.

Hours of Attendance

Hillyard Technical Center is a clock hour school. Classes meet five days a week unless otherwise specified. A full-time technical student will have class from 7:45 to 10:35 A.M., a lunch break from 10:35 until 11:30 A.M., with classes resuming at 11:30 A.M. and concluding at 2:20 P.M. Half-time students will meet the A.M. or P.M. session. We do not have less than half-time students. Our technical programs are nine (9) months in length (approximately 1080 hours).

Class and clinical hours for Dental Hygiene, Practical Nursing, Radiologic Technology, Surgical Technology, and Ultrasound are available in the individual program's handbook.

Attendance Policy

CLASS ATTENDANCE – The attendance policy governs **all adult students**. No more than 36 clock hours of absence per enrollment period (18 clock hours/enrollment period for half-time students) will be tolerated in any given academic year **regardless** of excuse. If a student exceeds 36 hours of absences during an enrollment period, the student will be placed on probation. A student who exceeds 72 hours of absences during their program year will be required to meet with the attendance review board for disciplinary recommendation that may include but is not limited to; remediation, makeup assignment, probation, or termination. If at any time, 5 consecutive days are missed without acceptable notification to the instructor, a student will be terminated.

***Students must check with their program handbook and/or their instructor for their program's requirements for calling in for being absent and/or tardy.**

TARDY and **PARTIAL ABSENCES** – This policy governs **all adult students**. If you are late to class or to a clinical rotation you will be reported as tardy. Tardies accumulate toward the student's total number of hours absent. If a student exceeds 6 tardies during an enrollment period, the student will be placed on probation. A student who exceeds 12 tardies during their program year will be required to meet with the attendance review board for disciplinary recommendation that may include but is not limited to; remediation, makeup assignment, probation, or termination. If you leave class or a clinical site at any time during scheduled hours you will be reported as a partial absence. Partial absences accumulate toward the student's total number of hours absent.

***Students must check with their program handbook and/or their instructor for their program's requirements for calling in for being absent and/or tardy.**

Instructors are in the best position to judge the effect of an absence on any student's program.

1. Attendance will be taken in every class, shop, lab and/or clinical rotation.

2. The student should see his/her instructors concerning any work missed during absences. A student on suspension will not be allowed to make up any work missed. Any make-up work/time will be at the instructor's discretion.
3. If a student must be absent, he/she should inform the instructor in advance whenever possible. ***Students must check with their program handbook and/or their instructor for their program's requirements for calling in for being absent and/or tardy.**
4. Students suspended from a program must check in with the Director/Assistant Director of HTC before returning to their program.
5. A student may use the appeal process for policy decisions.

Absence/Tardy due to summons for Jury Duty

A student who has documentation of actual appearance for Jury Duty (not just a summons) will be marked as a school activity and "0" hours of absence. They are required to make up work missed within 2 days of returning from Jury Duty. If they fail to make up their work, the school activity will be changed to an absence or tardy and time away will be counted towards their accumulative absence time.

Absence/Tardy due to Subpoena to appear in court

A student who is absent or tardy due to a subpoena to appear in court other than for Jury Duty will be counted absent or tardy and the absence or tardy will be counted towards their accumulative absence time unless granted special permission from the HTC Administration.

Competency Requirements

Adults are assigned additional competencies to be covered above and beyond those required for our secondary population. These competencies are identified in each program competency list with an asterisk (*) in front of the title and description.

Grade Report

Grade reports are usually issued to the student one-week after the quarter has ended. The final grade/transcript will be mailed directly to the student's last reported address.

Explanation of Letter Grades

Many factors determine a grade for a given course. Preparation of all daily assignments, test scores, class attitude, participation, and attendance are all factors. Hillyard Technical Center's grading system is as follows unless otherwise indicated per program:

Technical Classes

A	90-100	Excellent Work
B	80-89	Satisfactory Work
C	70-79	Average Work
D	60-69	Below Average Work (Unsatisfactory)
F	59-below	Failure Work
I		Incomplete
W		Withdrawal

Dental Hygiene/Practical Nursing/Radiologic Technology/Surgical Technology/Medical Diagnostic Sonography

(See individual program handbook for a more detailed explanation)

A	93-100	Excellent Work
B	84-92	Above Average Work
C	75-83	Average Work

No grade below a “C” is acceptable.

Retention of Student Records

The official student academic record of enrollment for credit will be retained permanently at the school. All other documents which are used to create, update, and support a student’s file will be retained for five years from the last date of enrollment.

All student federal financial aid records will be retained for three years following the end of the fiscal year in which funds were awarded. By state law, some financial records will be retained additional years.

All placement records will be retained for 5 years following the last date of enrollment.

Release of Information

A student’s records and information are confidential and released for legitimate purposes only. Students must submit a signed “Release of Information” form prior to the release of any records and information. Public information, commonly referred to as directory information*, will be routinely released unless the student files a written request to the Counselor or Adult Coordinator, within ten (10) days after the student’s initial enrollment in School.

Student's name; parent's name; address; telephone number; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; most

recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy

If a student is or has received federal financial aid, other information will be released in an appropriate manner. Hillyard Technical Center will comply with request of release of information from school officials within HTC. Information requested by Federal or State education authorities, and information needed in connection with the receipt of financial aid will also be released.

Records not available for inspection are personal records of education personnel (e.g., instructor's grade book); law enforcement or security records; employee records; and medical or other professional records.

Release for Advertising

Student's consent that all photographs taken of them at HTC may be used by HTC for the purpose of illustration in brochures, catalogs, website and/or other forms of advertising.

Issuance of Transcript

A program transcript including grades and competencies is to be issued only upon written request by the student or former student. Transcript Release Forms are available in the HTC office. No telephone requests will be honored. The program transcript request will be kept on file in the financial aid office. A \$5.00 charge per transcript is assessed.

Change of Name and/or Address

It is essential that the HTC have, at all times, a correct record of the student's current address. If at any time during the term you change your name or address, you must notify the office, as well as your instructor.

Resource Educator

The Resource Educator is available to provide assistance to students through individualized instruction by appointment.

Placement

HTC instructors, administration, and staff all work together to help graduates attain employment. Students must be aware that they are responsible for finding their own employment. For specific information on job placement rates, contact the HTC Placement Office.

Student Activities

The student organizations listed below have been established at Hillyard Technical Center. For further information concerning these groups contact the departments involved or an instructor.

SkillsUSA – SkillsUSA is a professional organization for trade, industrial, technical and health occupations students. SkillsUSA is dedicated to developing well-rounded students and future employees. It provides leadership, citizenship and character development programs as well as job skill training. SkillsUSA builds and reinforces self-confidence, positive work attitudes and good communication skills through its program.

FFA- FFA is a national leadership organization. It encourages students to build skills in the areas of public speaking, career development, and community service. The FFA organization brings together the classroom, supervised agricultural experience, balanced ecology training, and leadership skills needed to seek careers in the agri-business and industry fields.

Honors

Certificates of Completion – A student may receive a **Certificate of Completion** with his/her name, subject area, and date of attendance if he or she has: (1) a cumulative grade point average of 2.0 (C) with no semester grade below “D”, (2) completed all program competencies as defined and assigned by the individual program’s instructor for completion, (3) taken care of any financial obligations to the school.

Passport of Excellence – A student may receive a **Passport of Excellence** with his/her name, subject area, and dates of attendance if he or she has: (1) received a **B** or above for all quarter grades, (2) maintained **95%** attendance throughout the program (54 hours absent of 1080 or 27 hours absent of 540 hour), (3) completed all program competencies as defined and assigned by the individual program’s instructor for completion, (4) shown qualities of **excellence** in **all** areas of work as defined by the individual program’s instructor, and (5) taken care of any financial obligations to the school.

Disciplinary Terminology and Regulations

See Appendix C page 26 of this handbook

Student Discipline

A student enrolling at Hillyard Technical Center assumes an obligation to conduct himself/herself in a manner compatible with the School’s function as an educational institution and the published School regulations.

Students of the School shall obey the laws and regulations for the nation, state, community, and school.

Appeal – All students shall have the right to appeal disciplinary action taken against them. The appeals process will be followed. **See appendix A, page 20 of this handbook, for the appeals process.**

Due process is intended and provided in each situation. HTC, however, is not restricted to the steps as presented. If the school officer involved deems the severity of the violation sufficient, probation, suspension or dismissal may be the first action taken against the student.

A copy of the official letter of disciplinary action shall be placed in the student's personal file. Student's personal file will be kept for 5 years.

*Whereby Adult Students are not issued in-school suspension, a one day out-of-school suspension may be issued in its place.

Student Information

Housing

Hillyard Technical Center is a commuter campus. The student will need to seek his/her own arrangements for housing.

Parties

The giving of parties and gifts to instructors is strictly against School District policy.

Appearance and Safety

Reasonable cleanliness and appearance in dress are expected of all students. When and where safety factors are involved, each program will continue to establish those regulations considered in the best interest of the students. Program safety regulations shall be posted. Safety glasses are required in most programs.

Dress Code

Approved by the St. Joseph Board of Education

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.

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.

Gang related apparel

Clothing that doesn't sufficiently cover the body including: tube tops, swimsuit, 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.

Excessively short skirts or shorts

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.**

Telephone

Incoming calls for students will be handled through the office, and the student will be called from class **ONLY** in an emergency. Student cell phones, pagers, and/or other electronic communication devices are not allowed.

Break Rooms

Microwaves and vending machines are available for student use.

Safety Practice and Procedures

In compliance with Senate Bill 519: "...all students, regardless of age, working in potentially hazardous areas **will** utilize appropriate eye protection equipment." All such areas are posted throughout the building. It is the responsibility of the student to obtain safety glasses. These are available through your instructor.

"Safety Procedures Booklet" is posted in each classroom for use during any crisis.

Electronic Devices

Use of the following will not be allowed in the school unless directly related to an instructional purpose and prior approval is obtained from the program instructor.

- Cellular Telephones
- Pagers
- Compact disc players
- Headphones
- Laser pointers
- Mp3 players

Medication

No medication will be allowed on the school campus without prior approval.

Tools

HTC supplies the majority of the tools and equipment needed for training. However, almost all students will find the need to purchase some tools and equipment for themselves. Instructors will give you a tool list for your area of training.

HTC does not carry insurance on student-owned tools. Students should carry their own insurance.

Breaks

Students are permitted two breaks daily, mid-morning, and mid-afternoon. Breaks will begin and end at the scheduled times. Please maintain quiet and order in the halls during this time and leave the break room clean and in order. **All food and drink must be kept in the break room.** Breaks are a privilege, not a requirement, and should not be abused.

Smoking or Chewing Tobacco

Smoking or chewing tobacco is not allowed on school property, school sponsored trips, or at school events. **See Appendix B, page 24 of this handbook**

Personal Security

Do not leave your books, bags or tools unattended. Be sure to lock your car at all times. The school carries no insurance for personal items, such as tools, car stereos, etc. If left overnight on school property, they are still the student's responsibility. **Please watch your personal possessions – avoid being a victim.**

Technology Usage Student/Employee Quick Reference Guide August 20, 2002

See <http://www.sjsd.k12.mo.us/cipa/CIPA.htm> for complete list of rules and regulations

- All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
- Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
- Student users shall not agree to meet with someone they have met on-line without parental approval.
- A student user shall promptly disclose to his/her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
- Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.

- Accessing, viewing or disseminating information using district resources, including e-mail or internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
- Users shall receive or transmit communications using only district-approved and district managed communication systems. For example, users may not use web-based e-mail, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the district.
- Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the districts technology licenses. Copying for home use is prohibited unless permitted by the district's license, and approved by the district.
- All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.
- Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
- The introduction of computer "viruses," "hacking" tools, or other disruptive/destructive programs into a school computer, the school network, or any external networks is prohibited.
- Using another person's user ID and/or password is prohibited.
- Sharing one's user ID and/or password with any other person is prohibited
- A user will be responsible for actions taken by any person using the ID or password assigned to the user.
 - All users must adhere to the same standards for communicating on-line that are expected in the classroom, and consistent with district policies, regulations and procedures.

General Information

Cancellation of Classes

Travel for students and staff is not recommended nor encouraged if there is any question about being able to reach the campus safely. If a student lives out of the St. Joseph School District, is unable to travel and classes are missed, make-up work will be provided.

When a decision is made to cancel classes, every effort will be made to contact the media by 6 A.M. or earlier. **Remember, Hillyard Technical Center is a part of the St. Joseph Public School District. If the St. Joseph Public School classes are cancelled, HTC classes are cancelled.** The following media will be notified if classes are cancelled.

Channel 2	-	KQTV
68 AM	-	KFEQ Radio
105.1 FM	-	KKJO Radio
1050 AM	-	KKJO Radio
1270	-	KGNM Radio

Drills and Evacuation

Fire drills are held periodically during the year. Directions for exiting the building are posted in each classroom. Each instructor will inform students of the exit to be used in emergency evacuation. The signal to leave the building will be a continuous bell. Whenever this occurs, everyone is to immediately leave the building in an orderly manner. Students are to move away from the building at least 50 feet and are not to block the exits or sidewalks or congregate around fire hydrants. A signal will be sounded to return to the building. (See “Safety Procedures Booklet” posted in classroom.)

Tornadoes and Severe Storms

In case of severe weather warnings or threat of tornado, students will be warned by way of an intermittent bell. Severe weather procedures are posted in each classroom. Follow the instructor’s directions and move in an orderly fashion to an assigned shelter area. When an “ALL CLEAR” has been sounded, students will be notified and given further instructions. (See “Safety Procedures Booklet” posted in classroom.)

First Aid

The School’s First Aid is located in the Main Office. Every injury, however slight, should be reported. The school makes every effort to provide emergency first aid. First aid kits are also located in each classroom.

Illness, Accident, and Injury/ General Liability Insurance

Hillyard Technical Center reserves the right to call a physician or take a student to the Med-Clinic or Heartland Regional Medical Center Emergency in case of student illness or injury and to call for ambulance service to deliver a student to the hospital. Judgment of school officials shall determine such action. Such action is taken only when deemed necessary and is at the student's expense unless injury is a result of faulty equipment or school negligence.

Accidents can and do happen on school property. HTC, however, is NOT responsible for accidents that occur on school property as a result of student negligence. Students are urged to have their own health insurance to cover costs should such accidents occur. The School does have general liability insurance to cover accidents that occur as a result of faulty equipment or School negligence.

Every effort will be made to prevent accidents, but the school incorporates the following statement as part of the understanding between itself and the students: "Hillyard Technical Center assumes no liability, express or implied, for the results of sickness or accidents involving personal injury to any student whether in connection with the school's instructional program wherever conducted, or incidental to other activities on the school's property or elsewhere."

Pregnancy

The policy of the School Board of St. Joseph with reference to maternity leave will form the basis for HTC student regulations. As long as the student and/or baby's health is not endangered, and her physical condition does not impair her ability to perform assigned duties, the student may continue in the program. A physician's written and signed order must be provided if for any portion of time a student may not fulfill any shop requirements due to the pregnancy. Each case will be reviewed indirectly as to the best interest of the student and HTC. **NOTE:** Power lifting and power tools are used extensively in the technical classes and lifting, tugging and pushing are required. Masks, respirators, and other safety breathing devices are required in classes where chemicals are used. **PLEASE** notify your physician that you are in a technical class. The school will furnish you and/or your physician the needed information.

Communicable Disease Control

Hillyard Technical Center shall cooperate with county and state health departments in developing procedures for control of communicable diseases. All procedures shall conform to the regulations for communicable disease control set up by the State Health Department.

Campus Security

Hillyard Technical Center is concerned about the safety and security of students on its campus, in the school's facilities, and at school sponsored activities. The school monitors potential risk

and maintains crime information as required by the Crime Awareness and Campus Security Act of 1990. Crimes are classified in two categories:

1. Crimes against persons, and
2. Crimes against property

The statistical data shall be kept for the following on-campus criminal offenses: murder, sexual assault (forcible and non-forcible), robbery, aggravated assault, burglary and motor vehicle theft. Statistics shall be kept for the number of arrests occurring on campus for liquor law, drug abuse and weapons possessions violations. During officially sponsored activities, any crimes committed against participants, their property or the facilities are considered crimes committed on campus.

HTC does not employ campus police or persons specifically charged with security issues. Security is viewed as the responsibility of the entire School Community. A City of St. Joseph police person is assigned to each district school as a liaison officer and as such makes periodic visits.

Any student, staff member or employee of HTC must report any criminal activity at the earliest possible opportunity to the Director.

The Director shall contact the appropriate law authority to determine

- 1) that illegal activity was reported
- 2) to determine what action the School should take to cooperate in an investigation.

All access to campus facilities is controlled. Procedures to use the campus facilities are outlined in the Rules and Regulations of the St. Joseph School District. In general, Hillyard facilities are available only to school and school related organizations.

The maintenance staff of HTC has been vested by the Board with the authority to enforce all school rules and regulations. In addition, the maintenance staff has been informed that they shall maintain a program of crime deterrent activities including a review of all campus entry/exit points, locks, and individual window and door security devices (including alarm systems). Maintenance staff shall review campus lighting at regular intervals.

Data for August 1, 2010 through July 31, 2011 are as follows:

There were 0 incidents of theft

There were 0 incidents of vandalism

There were 0 incidents against persons

Currently, Police Officer David Loyde is assigned to HTC as a liaison officer with the St. Joseph Police Department.

Traffic and Parking

Student Cars: Cars should be used only to get the student to and from school. Speed limit on campus is 10 mph. Exercise extreme caution. All state and local traffic regulations are in effect on campus. If speed limits are abused, driving privileges on campus may be revoked and a fine issued.

Student parking is restricted to assigned areas. Visitors Lot, Faculty Parking, Handicapped Parking, and designated NO PARKING ZONE are restricted from general student use. Vehicles parked in unauthorized areas will be towed at the owner's expense.

Students may not back into parking lot stalls and must park properly in designated parking areas.

Outdoor repair of automobiles on or off the student parking lot is discouraged. Inoperable vehicles will be towed away at the owner's expense if allowed to remain on campus property an unreasonable length of time. Major mechanical work is not permitted on campus or in parking areas.

2011-2012 Tuition and Fees

Tuition and fees are to be paid in full before the student starts class unless other arrangements and an agreement has been signed with the financial aid office. If for any reason it becomes necessary for the student to withdraw from school, Hillyard Technical Center will refund a percentage of the tuition based on a pro-rata refund. See Appendix A of this handbook.

Program	Tuition	Printed Materials	Tools*	Supplies	Fees	Total
Auto Collision	\$ 4,500.00	\$ 100.00	\$ 750.00	\$ 568.00	\$ 46.00	\$ 5,964.00
Automotive Technology	\$ 4,500.00	\$ 140.00	\$ 720.00	\$ 200.00	\$ 46.00	\$ 5,606.00
Computer Aided Drafting	\$ 4,500.00	\$ 275.00	\$ 350.00	\$ 200.00	\$ 151.00	\$ 5,476.00
Computer Service Technology	\$ 4,500.00	\$ 480.00	\$ 630.00	\$ 345.00	\$ 487.00	\$ 6,442.00
Construction Technology	\$ 4,500.00	\$ 140.00	\$ 450.00	\$ 200.00	\$ 53.00	\$ 5,343.00
Dental Hygiene 1 st year	\$14,500.00	\$ 905.00	\$ 1,110.00	\$ 800.00	\$ 375.00	\$ 17,690.00
Dental Hygiene 2 nd year	\$ 12,250.00	\$ 380.00		\$ 1,200.00	\$ 1,430.00	\$ 15,260.00
Electronic Technology	\$ 4,500.00	\$ 685.00	\$ 500.00	\$ 200.00	\$ 31.00	\$ 5,916.00
Emergency Medical Tech	\$ 2,250.00	\$ 130.00	\$ 35.00	\$ 80.00	\$ 272.00	\$ 2,767.00
Fire Science	\$ 2,250.00	\$ 113.00		\$ 30.00	\$ 220.00	\$ 2,613.00
Med. Transcription/Coding	\$ 4,500.00	\$ 625.00		\$ 390.00	\$ 61.00	\$ 5,576.00
Practical Nursing	\$ 8,100.00	\$ 1,055.00	\$ 283.00	\$ 75.00	\$ 1,115.00	\$ 10,628.00
Precision Machining	\$ 4,500.00	\$ 225.00	\$ 899.00	\$ 400.00	\$ 101.00	\$ 6,125.00

Radiology 1 (2011 grads)	\$ 9,900.00	\$ 665.00		\$ 338.00	\$ 439.00	\$ 11,342.00
Radiology 2 (2010 grads)	\$ 8,400.00	\$ 300.00		\$ 368.00	\$ 828.00	\$ 9,896.00
Refrigeration/Heating & Cool	\$ 4,500.00	\$ 160.00	\$1,000.00	\$ 200.00	\$ 237.00	\$ 6,097.00
Surgical Technology	\$ 10,725.00	\$ 465.00		\$ 128.00	\$ 1,039.00	\$ 12,357.00
General Diagnostic Medical Sonography	\$ 13,500.00	\$ 1,100.00		\$ 362.00	\$ 1,369.00	\$ 16,331.00
Welding Technology	\$ 4,500.00	\$ 140.00	\$ 350.00	\$ 810.00	\$ 31.00	\$ 5,831.00

*The student is responsible for the purchase of tools. Not all items are available through Hillyard Technical Center. A tool list will be made available to students at the beginning of class. The cost for tools is an estimated figure. The amounts indicated above for the 2011-2012 school year were established at the time of publication of this handbook. These are estimated costs and are subject to change. Increases are anticipated for future years.

Financial Aid

(see Student Financial Aid handbook)

Appendix A

Regulations for Student Complaints and Grievances

Definitions of Student Complaints and Grievances

1. Grievance – Alleged violations, misinterpretation, arbitrary or discriminatory application of HTC policy, administrative regulations or procedure which applies personally to the grievant relating to the privileges, responsibilities or terms and conditions of enrollment.
2. Grievant – The person or persons presenting a grievance.
3. Respondent – The staff member or members against who a grievance is made.
4. Immediate Supervisor – The Adult Program Coordinator.
5. HTC Appeals Committee – The committee on Student Rights and Responsibilities.
6. Witness – A person with firsthand knowledge of the facts or circumstances upon which a grievance is based.
7. Formal Decision – The deliverance of the appropriate form, containing the answers and reasons thereof, to the grievant.
8. Days – Includes SJSJ calendar days only. During the summer months when school is not in session, days include weekdays but exclude legal holidays
9. Occurrence – The date a grievant knew, or reasonably should have known, of the occurrence of the event or omission constituting grounds for grievance. Where the grievance arises out of a series of events or omissions, date of occurrence shall be the last event or omission in the series.

General Procedures

Time Limits

1. The number of days indicated at each step of this procedure shall be considered as the maximum period except as herein provided.
2. Time limits may be extended by mutual agreement of the parties concerned if confirmed in writing, although every reasonable effort should be made to expedite the process.
3. In the event the appropriate administrative officer fails to make a timely response, as herein provided, the grievant may appeal to the next level.

Waiver

1. Failure by a grievant to comply with the provisions of this policy shall constitute a waiver to further redress of grievance.
2. Failure by a grievant to meet specified time limits without mutual agreement, in writing, shall constitute a waiver to further redress of grievance.

Disqualification

An alleged grievance may be disqualified from further redress on the grounds of its being “out of order”. Such rulings may be made if the alleged grievance does not conform to the definition for grievance as set forth in these procedures. Such rulings may be made by the Superintendent of Schools at the time a grievance is filed at Level 1. A grievant shall have five (5) days from receipt of Notification of disqualification to amend the original request to conform to the definition for grievance and resubmit the request in amended form to Level I.

Withdrawal

1. A grievant may withdraw a grievance from further consideration without prejudice or record by notifying in writing to the appropriate administrative officers.
2. Such withdrawal shall acknowledge forfeiture to further pursuance of stated grievance.

Forms

1. Appropriate forms for filing grievances shall be comprised in this policy in the Adult Student Handbook.

Reprisals

1. No harassment or reprisals of any kind shall be taken against any party to the grievance procedure.

Administrative Channels

Administrative channels for the purpose of processing a grievance through the building/department and District procedures shall be as follows:

Building/Department Procedure

- (1) Level I – Immediate Supervisor, Adult Program Coordinator
- (2) Level II – HTC Appeals Committee, Assistant Director is facilitator
- (3) Level III Director of HTC

District Procedures

- (4) Level IV Assistant Director of Secondary Education
- (5) Level V Superintendent of Schools

There shall be no deviation from the above!

Hearing of Inquiry

All Level I & II hearings shall be termed “Hearings of Inquiry.” It shall be their function to serve as a forum in which the parties to a grievance can introduce testimony and evidence in support of their positions to a reasonably impartial presiding officer. The presiding officer will hear presented testimony and evidence, and after reviewing same, shall render a formal decision in favor of either the grievant or the respondent. All evidence and testimony must be submitted to a Level I & II hearing for original deliberation.

Hearing of Review

All Level III, Level IV, and Level V hearings shall be termed “Hearing of Review.” It shall be their function to review evidence and testimony presented in a Level II “Hearing of Inquiry” and the decision of the Level I officer, should the grievance be appealed to their respective levels. If the grievant elects, both the respondent and the grievant may present pleas to the Hearing Officer for a period of time not to exceed fifteen minutes each side. Level III, Level IV and Level V have the authority to overturn lower level decisions should their interpretation of the HTC policy, administrative regulation or procedure be found not in keeping with said lower level decisions. In the event Level III, Level IV, or Level V find procedural error in the admissions of evidence or testimony in a lower hearing based on appeal, they shall have the authority to order the lower level to be reconvened should their findings be such as to benefit the grievant’s case significantly and to have potential for a lower level finding favorable to the grievant.

Grievance Procedures

Building/Department Procedure

1. A grievant shall first discuss an alleged grievance with adult program coordinator, with the objective of resolving the issue informally.
2. Such allegation shall be made within five (5) days of occurrence
3. The adult program coordinator shall render an oral/written decision within ten (10) days of occurrence.

4. Should no decision be rendered, or shall the grievance not be resolved at this time, the grievant may petition HTC appeals committee within five days of Adult Program Coordinators decision and no longer than fifteen (15) days of occurrence.

5. A meeting of the Appeals Committee will be held within (2) days of receiving the grievance and a decision by the Appeals Committee will be made within (2) days of the meeting.

6. As a final attempt, aimed at resolving the grievance at the building/department level, the grievant may submit the alleged grievance, in writing, within twenty (20) days of occurrence. Failure to do so constitutes a waiver to further redress.

7. The building director shall arrange a conference with the grievant to review the written grievance with the intention of resolving the grievance. The director shall render a written decision after this conference within twenty-five (25) days of occurrence.

8. Should the grievant accept the director's reply, then the grievance should be terminated. Should the grievant not accept the director's reply, then the grievant may elect to present the grievance to Level IV of these procedures.

District Procedures

Level IV

1. Should the grievant feel that a fair and equitable solution has not been offered after exhausting the Building Procedure, he/she may present the grievance, in writing, and the building director's formal decision to the Assistant Director of Secondary Education's office within five (5) days of the building director's formal decision.

2. A Review Hearing shall be scheduled within five (5) days and held no later than ten (10) days of the appeal being filed at Level IV.

3. Level IV shall render a formal decision in writing within ten (10) days of completing the Level IV hearing.

Level V

1. As a final attempt, the grievant may submit the alleged grievance, in writing, within fifteen (15) days of the appeal being filed at Level IV. Hearing shall be scheduled within five (5) days of receiving the grievance and held no longer than ten (10) days of the appeal being filed at Level V.

5. Level V shall render a formal decision in writing within fifteen (15) days of completing the Level V hearing.

General Provisions

1. This policy is not intended as a means of airing petty disagreements, but for resolving bona fide issues of contention.

2. Within these procedures, a grievance shall be confined to a single issue of contention and the burden of proof should be on the grievant.

3. Until final disposition of a grievance, a grievant shall continue all educational responsibilities.

4. A grievance shall remain in its initial form throughout these procedures. It shall not be expanded in any way so as to disparage these procedures.

5. Grievance discussions, procedures, and hearing shall be so scheduled that they will not take parties involved away from their regular school assignments. Insofar as possible, Level I & II hearings should be scheduled at the end of the school schedule or at other mutually agreed times.

6. If a grievance is determined to be beyond the authority of the immediate supervisor, such grievance may be initiated and filed at Level III of the Building procedure.

7. Attempt shall be made to keep grievance proceedings as confidential as may be reasonably appropriate at any level of these procedures. This shall not be construed to limit the right of any

participant to discuss the matter informally with any parties to the grievance, or parties in interest, in an attempt to settle the grievance more expeditiously.

8. If more than one individual is aggrieved by the same action, they may, by mutual agreement between themselves and the appropriate administrative officer(s), pursue their grievances jointly under these procedures. If the number of grievant in such a case be so large as to make it impractical for them to be heard individually in a joint proceedings, they may by mutual agreement, elect one or more of their number to act in behalf of all.

9. After completion of the grievance proceedings, any release of information regarding any grievance processed through these procedures shall be in written form and shall be subject to the prior approval of all parties concerned.

10. It is the intent of this policy to be in compliance with all relevant state and federal laws.

Appendix B

Tobacco-Free Buildings

State law prohibits smoking, or other use of tobacco products, in any classroom or student occupied elementary or secondary school building or facility or on any school bus used to transport students to or from school or to or from any place for educational purposes.

However, to promote the health and safety of all students and staff, and to promote the cleanliness of all facilities, The School District of St. Joseph bans the use of all tobacco products in all school facilities, buildings and school buses at all times.

This ban extends to all employees, students, and patrons attending school-sponsored athletic events and meetings. The Board issues this ban in a sincere appeal to all employees, students, and patrons to cooperate in helping to create within our facilities a truly healthy environment for all concerned.

Legal Refs: §§ 191.765 - .77, RSMo.
P.L. 103-227, Goals 2000: Educate America Act (Pro-Children Act of 1994)

Board Policy Adopted: March 9, 1998

Reviewed: August 25, 2006

Student Alcohol/Drug Abuse

The St. Joseph School 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(c) of the Controlled Substances Act, 21 U.S.C. § 812(c).

Students may only be in possession of medication as detailed in Board policy JHCD. Searches of persons 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.

Board Policy Adopted: December 8, 2008
Cross Refs: GBEBA, Drug-Free Workplace
IGAEA, Teaching about Drugs, Alcohol and Tobacco

Legal Refs: §§ 167.115, .117, .161, .171, 195.010, .017, 577.625, .628, 578.250.265,RSMo.
Individuals with Disabilities Education Act, 20 U.S.C §§ 1400 1487
34 C.F.R. § 300.520
Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101 7165
Controlled Substances Act, 21 U.S.C. § 812(c)

Appendix C

Student 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, any aggravated circumstance of any offense or any 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 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 and in accordance with law and policy JGF.

Participation in Activities

Students who are suspended or expelled for any reason are prohibited from attending or taking part in any district-sponsored activity, regardless of location, or any activity that occurs on district property. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension or expulsion.

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. The designation must be made in advance and 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.

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.

First Offense: No credit for the work, grade reduction, or replacement assignment.

Subsequent Offense: No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

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.

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.

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.

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

First Offense: Expulsion.

Automobile/Vehicle Misuse - Uncourteous 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.

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, 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.

Bus or Transportation Misconduct (see Board policy JFCC) - 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.

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.

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.

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.

Drugs/Alcohol (see Board policies JFCH and JHCD)

1. 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.

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 of the Controlled Substances Act.

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

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

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 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.

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.

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 as a serious violation of the district's discipline policy. See section of this regulation titled, "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 discipline 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.

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; or disturbing people, disrupting the educational environment 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.

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.

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 outcomes of activities, assignments, contests and games.

First Offense: Principal/Student conference, loss of privileges, detention, or in-school suspension.

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

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.

Incendiary Devices – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff.

First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.

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

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.

Sexual Activity – Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

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.

Sexual Harassment (see Board policy AC)

1. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature. 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.

2. Unwelcome physical contact based on gender or of a sexual nature. 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.

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.

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 discipline for speech in situations where it is protected by law.

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

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

Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP)

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.

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.

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.

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

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

3. Violation other than those listed in "a," (1), (2) or of Board policy EHB and procedure EHB-AP, .

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.

Theft - Theft, attempted theft or knowing possession of stolen property.

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.

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.

Tobacco

1. 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.

2. 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.

Truancy (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.

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

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

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.

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.

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.

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, 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.

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).

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

Subsequent Offense: Expulsion.

Board Policy Adopted: November 13, 2006

To Be Implemented: July 1, 2007

Board Policy Revised: March 9, 2009

Cross Refs: JG – Student Discipline

JGF – Disciplining Reporting and Records

JFCC – Student Conduct on School Buses

AC – Non-Discrimination

AC-R – Non-Discrimination and Anti-Harassment Compliance Grievance Procedure

EHB – Technology Usage

ECA – Building and Grounds Security

JFCF – Bullying and Hazing

Appendix D

Sexual Harassment

Hillyard Technical Center is committed to creating a positive and productive environment for all students. As part of that commitment, it is the policy that no one, staff nor students, should be subject to unwelcome sexual overtures of conduct-verbal or physical. Sexual harassment is a serious form of misconduct that will not be tolerated.

The Board and Administrative staff personnel are responsible for helping to create a positive and professional work environment and for taking prompt and decisive action at any time they are made aware of sexual harassment and intimidation. Substantiated instances will be met with disciplinary action up to, and including, dismissal. Instances of false accusations will also be dealt with appropriately.

Definitions – Guidelines established by the Equal Employment Opportunity Commission (29 CFR 1504.11) defined sexual harassment as:

- Unwelcome and sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature...when,
 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decision affecting such individuals, or
 3. Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Academic sexual harassment is the use of authority to emphasize the sexuality or sexual identity of a student in a manner which prevents or impairs that student's full enjoyment of educational benefits, climate, or opportunities. (National Advisory Council of Women's Educational Programs, 1980.)

Procedures – Any employee or student who believes that he or she has been the subject of sexual harassment should act immediately in accordance with the following procedures. All information obtained will be held in confidence and will only be disclosed on a need-to-know basis in order to investigate and resolve the issue.

Reporting and Complaint Resolution Procedures:

- A. In instances where an employee feels that the individual may not be aware that his or her behavior is perceived to be inappropriate or where further occurrences may be averted, and where it will not be jeopardizing personal safety, the employees should communicate the incident(s) in accordance with the grievance policy established by the Board.

- B. Where the employee or student believes any person who would normally handle a step in the grievance process, is involved in sexual harassment, the employee or student may initially file the grievance with the person(s) responsible for handling the next succeeding step in the grievance procedure.

Any allegation of sexual harassment will be investigated and appropriate action to resolve the complaint will be initiated while protecting the anonymity of all individuals involved.

The Personnel Office of the St. Joseph School District will retain all confidential documentation of allegations and investigations.

Appendix E

Campus Equal Opportunity Compliance

The Associate Superintendent for Personnel or the director of Special Services is the coordinator of the School's policy of nondiscrimination including Title IX and Section 504 of the Rehabilitation Act. Information and assistance may be obtained from either of these two offices located at the St. Joseph school District's Board of Education Offices, 925 Felix Street, St. Joseph, MO 64501, 816-671-4000.

Policy Statement of Equal Opportunity

Hillyard Technical Center does not discriminate on the basis of race, color, religion, sex, age, marital status, national origin, ancestry, veteran status or disability, in admissions, administration of its education policies, scholarships, financial aid and loan programs.

Inquiries concerning the application of HTC's policy of nondiscrimination should be directed to the Associate Superintendent of Personnel or the director of Special Services at 925 Felix Street, St. Joseph, MO 64501-816-671-4000.

HTC believes that it is the right of all students to obtain an education in a school environment free from all forms of discrimination or harassment, including sexual harassment. Any student who believes he or she has been the subject of discrimination or harassment should report the incident to a member of the school's professional staff who will bring it to the attention of one of the school's two educational equity representatives.

Section 504 is a part of Public Law 93-112 known as the Rehabilitation Act of 1973. This law prohibits discrimination against all persons with disabilities, both students and employees, by agencies such as school districts receiving federal financial assistance. Section 504 of this law contains requirements including accessibility and employment practices concerning all persons with disabilities. Subpart A of Section 504 outlines eligibility criteria while Subpart D more directly addresses the needs of students with disabilities in an education setting. Subpart D of Section 504 furnished school districts an appropriate process for providing a free and appropriate public education (FAPE) for all students with disabilities at the preschool, elementary and secondary level. The HTC facility is handicap accessible.

Family Rights and Privacy Act of 1974

The St. Joseph School district has developed policies and procedures in compliance with the Family Rights and Privacy Act of 1974. These policies and procedures are available for review and are on file with the Associate Superintendent of Personnel, 925 Felix Street, St. Joseph, MO 64501, 816-671-4000. The rights accorded students shall apply to all students 18 years of age or older, or no longer dependent upon their parents; students in a post-secondary education program, regardless of their age; and parents of dependent students, if the student is under 18 years of age and in a secondary school program.

Generally, students have the right to inspect and review their educational records, have the right to a hearing to challenge the contents of their records and the right to receive copies of all, or part, of their educational records.

FORMAL GRIEVANCE FORM

HILLYARD TECHNICAL CENTER

Name _____ Date _____

Address _____ City _____ State _____ Phone _____

Nature of Problem and
Date Grievance Occurred: _____

Remedy Sought: _____

_____ I request to appear in person to review my complaint

_____ I do not wish to appear before the grievance committee

Signature

Competency Requirements

Adults may be assigned additional competencies to be covered above and beyond those required for our secondary population. These competencies are identified in each program competency list with an asterisk (*) in front of the title and description.

I have read, understand, and agree to abide by the regulations and procedures addressed in the Hillyard Technical Center Adult Student Handbook 2011/2012.

Name (please print)

Signature

Date

Return to the office.

