



Hillyard Technical Center

Student Handbook

2011-2012



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

www.hillyardtech.com



School District of St. Joseph

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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 fell 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 success year.

*Regenia Briggs
Director*

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:

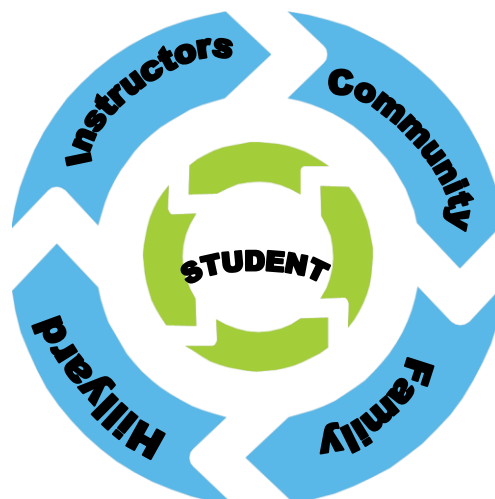
- Be committed to implementing innovative and creative technical programs for students.
- Seek opportunities to communicate openly and share responsibility for student's success.
- Promote continued professional growth for themselves and students.
- Effectively participate in planning and decision making.

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>	Aaron Gudde
<i>Ag Science/Greenhouse & Landscaping</i>	Jill Huntsman
<i>Anatomy and Physiology (Adult Only)</i>	Jeremy Traas
<i>Prerequisite for all adult Health Programs</i>	
<i>Auto Collision</i>	Tony Farmer
<i>Automotive Technology</i>	Jeff Adams
.....	Brenton Becerra
<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
.....	Toni Cannon, Jennifer Jones
<i>Diagnostic Medical Sonography (Adult Only)</i>	Tabitha Hatfield
.....	Bobbie Milne (on-line classes)
<i>Electronic Technology</i>	Rick Sharp
<i>Emergency Medical Technology</i>	Becky Mercer
<i>Fire Science</i>	Angela Jones
<i>Health Science</i>	Tracy Arnold
.....	Tammy Jordan
<i>Medical Transcription/Coding</i>	Jodi Hodge
<i>Practical Nursing (Adult Only)</i>	Rosemary Hathaway
.....	Holly Burch, Natasha Parker
<i>Precision Machining</i>	Robert Swordy
<i>Radiologic Technology (Adult Only)</i>	Shirley Bartley
.....	Mallary Hann, Lorinda Ross
<i>Refrigeration/Heating & Cooling</i>	Rick Dorssom
<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

Dawn Miller

Career Education Coordinator

Charlene Piel

Secretarial Staff:

Melanie Colgan

Molly Tanner

Roxann Schmerbach

Vicky Dobosz – Evening Secretary

Donna Griggs - Bookkeeping

Custodial Staff:

Darren Hale

Chris Wright

Lena Pease

Jeff Meadows

Robin Zeltwanger

Support Staff:

Sharon Bradford

Reba Hebert

Kerry Wood

Career Fields

HTC offers skills training in 22 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

King City

Lafayette High School – St. Joseph

LeBlond High School – 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 Hillard Technical Center. 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 grades 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.**

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:

Truancy is an elective absence that is 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.



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 belongs 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.

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.

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.

100% - 94%	A
93% - 90%	A-
89% - 87%	B+
86% - 83%	B
82% - 80%	B-
79% - 77%	C+
76% - 73%	C
72% - 70%	C-
69% - 67%	D+
66% - 63%	D
62% - 60%	D-
59% - 0%	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.

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.

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.

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 of the glasses. If a student loses their safety glasses they will be required to purchase them from the front office or bring an approved pair from home. 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 personal that need the records to effectively serve district students. A complete version of this policy can be found in Board Policy JO.

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.

St. Joseph School District High School Handbook

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>.

Attendance Policy

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.

4. Assignments are to be picked up at the school. Failure to do so after three (3) will result in the absences recorded as unexcused.
5. Notification of absences is extremely important. Parents should contact school whenever a child is absent or going to be absent.
6. 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.

Academic Reassignment

Students who receive an out of school suspension may attend Academic Reassignment offered from 8:00-3:00 at the Buchanan County Academy. Schoolwork completed by the student while present at Academic Reassignment is eligible for full credit in the regular classroom. Students who choose not to attend Academic Reassignment will receive no credit for the work they missed during their suspension. Transportation to the Buchanan County Academy is the responsibility of the student and the parent.

Bus Safety

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. The suggested use of how conduct notices can be handled is as follows:

- First Notice: student will receive a warning, with the notice signed by the parent the bus driver, and the principal.
- Second Notice: student will conference with a principal and could face school discipline or further suspension from the bus not to exceed 3 school days.
- Third Notice: student will conference with a principal and could face school discipline or further suspension from the bus not to exceed 5 days.
- Fourth Notice: student will conference with a principal and could face school discipline or further suspension from the bus not to exceed 10 days.
- Subsequent Notices: Should a student receive a 5th notice, a meeting must occur between the parent, principal, and representatives from the transportation division to determine next steps for the student.

Any student found guilty of substance abuse or any other safe schools violation will face possible removal from the bus for the remainder of the school year. Should bus students misbehave at school and be detained after school, parents will be given one day's notice to make transportation

arrangements. The school principal has full authority to apply the consequences for bus misconduct and considers the requests of school bus drivers. The principal is not obligated, however, to issue certain consequences on demand of the bus driver, but instead has full authority to determine the course of action in the best interests of students and school bus safety.

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.

Corporal Punishment Prohibited (Board Policy JGA)

No person employed by or volunteering on behalf of the St. Joseph School District shall administer or cause to be administered corporal punishment upon a student attending district schools.

A staff member may, however, use reasonable physical force against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district. Principals should make every effort to inform parents if any physical effort has been made to control the student.

Detention and/or In-School Suspension (Board Policy JGB)

The provisions of detention or an in-school suspension program for student violations of policies, rules, and regulations shall provide principals with an additional alternative for dealing with disciplinary problems that occur in the schools. When this alternative is appropriate, students will be assigned to serve a specified time period in the in-school suspension program. These assignments, and the determination of the time period for them, shall be determined by the principal, or his or her designee.

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, or 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.

The consequences assigned for a disciplinary infraction can include those mentioned below in addition to Wednesday School, Saturday School, or Academic Reassignment.

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 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.

1. **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.

2. **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.

3. **Assault**

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.

4. **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.

5. **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 actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyber bullying or cyber threats. Cyber bullying is sending or posting harmful or cruel text or images using the Internet or other digital communication and or electronic devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

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.

6. **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.

7. **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.
8. **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.
9. **Drugs/Alcohol (see Board policies JFCH and JHCD)**
- 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.
10. **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.

11. **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 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 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.

12. **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.

13. **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.

14. **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.

15. **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.

16. **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.

17. **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.

18. **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.

19. **Sexual Harassment (see Board policy AC)**

- a. 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.

- b. 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 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.

20. **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.

21. **Technology Misconduct (see Board policies EHB and KKB)**

- a. 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.

- b. 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.

- c. 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.

- d. Use of audio or visual recording equipment in violation of Board policy KKB.

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.

22. **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.
23. **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.
24. **Tobacco**
- 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.
25. **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.
26. **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.
27. **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.

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

- a. Possession or use of any weapon as defined in Board Policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

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.

Student Suspension and Expulsion (Board Policy JGD)

The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules and regulations of the school district. This observance of school policies, rules and regulations is essential for permitting others to learn at school.

Therefore, the administration may exclude a student from school because of violation of school rules and procedures, conduct which materially or substantially disrupts the rights of others to an education, or conduct which endangers the student, other students or the property of the school. Furthermore, if a student poses a threat to self or others, as evidenced by the prior conduct of such student, the administration may immediately remove the student from school. Such actions will be taken in accordance with due process and with due regard for the welfare of both the student and the school.

The term "suspension" refers to an exclusion from school that will not exceed a specific period of time. The term "expulsion" refers to exclusion for an indefinite period.

Suspensions

In Missouri, a principal or designee may suspend a student for up to ten (10) school days. A superintendent or designee may suspend a student for up to 180 school days. Procedures for suspending a student are outlined below.

1. Before suspending a student, a principal or designee, or superintendent or designee, must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension; and give the student an opportunity to present his or her version of the incident.

2. If the principal or designee, or superintendent or designee concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply unless the student is disabled.

3. The principal or designee, or superintendent or designee should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate.

4. If suspension is imposed, the student's parents or guardians must be notified of the suspension and the reasons for the action as soon as possible.
5. If a student is suspended for more than ten (10) school days, the following rules also apply:
 - a. The student, his or her parents, guardians or others having custodial care have a right to appeal the superintendent's or designee's decision to the Board or a committee of the Board appointed by the Board president.
 - b. If the student gives notice that he or she wishes to appeal the suspension to the Board, the suspension may be stayed by the superintendent or designee until the Board renders its decision.
 - c. All notices of appeal shall be transmitted, either by the appealing party or by the superintendent or designee, to the secretary of the Board.
 - d. The superintendent or designee, when notified of an appeal, shall promptly transmit to the Board a full written report of the facts relating to the suspension, the action taken by the superintendent or designee, and the reasons for the action.
 - e. Upon receipt of a notice of appeal, the Board will schedule a hearing and within a reasonable time in advance of the scheduled date, will notify, by certified mail, the appealing party of the date, time and place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.
 - f. Hearings of appealed suspensions will be conducted as described in the section of this policy dealing with student disciplinary hearings.

Suspensions For More Than 180 Days and Expulsions

Only the Board may expel a student or suspend a student for more than 180 days. The applicable procedures are outlined below.

1. Before recommending to the Board that a student be expelled or suspended for more than 180 days, the superintendent or designee must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion; and give the student an opportunity to present his or her version of the incident.
2. If the superintendent or designee concludes that the student has engaged in misconduct and should be expelled or suspended for more than 180 days, the procedures described below apply unless the student is disabled. (In the case of a disabled student, the procedures described in the policy dealing with the discipline of disabled children shall apply.)
 - a. The superintendent or designee will recommend to the Board that the student be expelled or suspended for more than 180 days. The superintendent or designee may also immediately suspend the student for up to 180 days.
 - b. Upon receipt of the superintendent's or designee's recommendation, the Board will follow the procedures described in the section of this policy dealing with student disciplinary hearings.
3. If the student is expelled, he or she may later apply to the Board for readmission. Only the Board can readmit an expelled student.

Student Discipline Hearings

The Board of Education may originate student discipline hearings upon recommendation of the superintendent or designee. In such cases, the Board of Education will review the superintendent's or designee's report and determine whether to conduct a discipline hearing. In addition, student discipline hearings also will be held upon written request of the student or the student's parents, to consider appeals from student suspensions in excess of ten (10) school days.

A discipline hearing will always be held in cases of suspensions in excess of 180 school days or expulsions, unless after meeting with the superintendent or designee, the parent or guardian waives, in writing, the right to an expulsion hearing.

In all hearings, whether initiated by the Board of Education or by appeal, the following procedures will be adhered to:

1. The student and the parents/guardians will be advised of the charges against the student; their right to a Board hearing; the date, time and place of the hearing; their right to counsel; and their procedural rights to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the student's parents or guardians. The Board shall make a good-faith effort to have the parents or guardians present at the hearing.
2. Prior to the Board hearing, the student and the student's parents/guardians will be advised of the identity of the witnesses to be called by the administration and advised of the nature of their testimony. In addition, the student and the student's parents/guardians will be provided with copies of the documents to be introduced at the hearing by the administration.
3. The hearing will be closed unless the Board decides otherwise. The hearing will only be open with parental consent. At the hearing, the administration or their counsel will present the charges and such testimony and evidence to support such charges. The student, his or her parents/guardians or their counsel shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges. A licensed court reporter may record the hearing and prepare a written transcript.
4. At the conclusion of the hearing, the Board of Education shall deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student for a specified period of time; or to expel the student from the schools of the district. The administration or its counsel, by direction of the Board of Education, shall promptly prepare and transmit to the parents/guardians written notice of the of the decision.

Remedial Conference

Prior to the readmission or enrollment of any student who has been suspended out of school in excess of ten (10) days or expelled in accordance with this policy, a conference must be held to review the student's conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials and may include any teacher directly involved with the conduct that resulted in the suspension or expulsion, the student, and the parent or guardian of the student or any agency having legal jurisdiction, care custody or control of the student. The Superintendent, or designee, shall notify, in writing, the parents or guardians and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference.

Discipline of Students with Disabilities (Board Policy JGE)

It is the goal of the St. Joseph School District to provide a safe and productive learning environment for all students. The district does not believe in a double standard for misbehavior and holds the welfare and safety of all persons in the district in highest regard. Students with disabilities will be disciplined in accordance with the district's discipline code applicable to all students, subject to the modifications mandated by law. All students, including those with disabilities, will be referred for law enforcement action when required by law and when their conduct constitutes a crime.

The district will comply with all state and federal laws governing the discipline of students with disabilities, including the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, applicable regulations and state and local plans for compliance with the law. In addition to the process outlined in special education law, students with disabilities will receive the same due process afforded other students.

The Board delegates to the superintendent or designee the authority to seek the removal of a student with a disability as allowed by federal or state law to an alternative educational setting through the state hearing process or to seek a court injunction ordering removal or a different educational placement.

Procedures for Discipline of Students with Disabilities

Once a student with an Individualized Education Plan has been suspended for 10 days or more in the same school year, the building principal shall contact the Special Services Department to discuss if a meeting to determine if a manifestation determination is required.

If the behavior that violated the student code of conduct was not a manifestation of the child's disability, and the disciplinary change of placement would exceed 10 school days in a row, school personnel may apply the disciplinary procedures to that student with a disability in the same manner and for the same duration as it would to students without disabilities, except that the school must provide services to that child as prescribed by the student's IEP team.

If the behavior that violated the student code of conduct was a manifestation of the child's disability, the student's IEP team must either: (1) Conduct a functional behavioral assessment, unless the school district had conducted a functional behavior assessment before the behavior resulted in the change of placement occurred, and implemented a behavior intervention plan for the child; or (2) if the behavioral intervention plan already has been developed, review the behavior intervention plan, and modify it, as necessary, to address the behavior. The school district must return the child to the placement from which the child was removed, unless the parent and the district agree to a change of placement as part of the modification of the behavioral intervention plan.

Special circumstances include that whether or not the behavior was a manifestation of the child's disability, school personnel may remove a student to an interim alternative educational setting (determined by the child's IEP Team) for up to 45 school days, if the child:

1. Carries a weapon (see the definition below) to school or has a weapon at school, on school premises, or at a school function, or a school sponsored event;
2. Knowingly has or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function, or school sponsored event; or
3. Has inflicted seriously bodily injury upon another person while at school, on school premises, or at a school function, or a school-sponsored event.

Legal Ref: Procedural Safeguards Notice, Part B of the Individuals with Disabilities Education Act (IDEA), October 2006, as provided by the Missouri Department of Elementary and Secondary Education

Discipline Reporting and Records (Board Policy JGF)

In compliance with state law, the Board of Education establishes explicit channels of communication between teachers, administrators, law enforcement officials and other schools concerning acts of school violence and other behaviors that endanger the welfare or safety of students, staff or patrons of the district. The purpose of this policy is to designate specific actions committed by students that must be reported to teachers, administrators and/or law enforcement officials as well as those actions that must be documented in a student's discipline record.

Definitions

The following definitions and terms apply to this policy:

Act of School Violence/Violent Behavior -- The exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including while on school transportation in service on behalf of the district or while involved in school activities.

Serious Physical Injury -- Physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of any part of the body.

Serious Violation of District's Discipline Policy -- One (1) or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violence/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.

Need to Know -- Relates to school personnel who are directly responsible for the student's education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

School Property -- Property utilized, supervised, rented, leased or controlled by the school district including, but not limited to, school playgrounds, parking lots, designated bus stops, school transportation and any property on which any school activity takes place.

Reporting to School Staff

School administrators shall report acts of school violence to teachers and other school district employees with a need to know the information to adequately supervise the students and to protect themselves or others. In addition, any portion of a student's Individualized Education Program (IEP) that is related to demonstrate or potentially violent behavior shall be provided to any teacher and other district employees with a need to know the information.

The superintendent or designee of any act committed or allegedly committed by a student in the district that is reported to the district by a juvenile officer or an employee of the Children's Division (CD) of the Department of Social Services, sheriff, chief of police or other appropriate law enforcement authority in accordance with state law. Such reports shall not be used as the sole basis for denying educational services to a student.

Reporting to Law Enforcement Officials

Any crime listed in this section, or any act that if committed by an adult would be a crime listed in this section, that is committed on school property, on any school transportation or at any school activity must be reported by the appropriate school administrator to the appropriate law enforcement agency as soon as reasonably practical. The following acts 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.
17. Harassment under § 565.090, RSMo.
18. Stalking under § 565.225, RSMo.

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 school district is aware is under the jurisdiction of the court.

All employees shall immediately report to the principal any incident that constitutes a crime, including any incident in which a person is believed to have committed an act that if committed by an adult would be first, second or third degree assault, sexual assault or deviate sexual assault against a student or school employee, while on school property, school transportation or at school activities. The employee shall also inform the principal if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. The principal shall immediately report these offenses to the appropriate law enforcement agency and the superintendent.

The superintendent or designee and the appropriate law enforcement agency may develop a written agreement outlining the procedure for reporting any incident in which a student is believed to have committed an act that if committed by an adult would be third degree assault. If such an agreement exists in the district, the principal shall report third degree assaults to the appropriate local law enforcement agency in accordance with the agreement.

School districts may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in state and federal law.

Student Discipline Records

The Board of Education directs the superintendent or designee to compile and maintain records of any serious violation of the district's discipline policy for each student enrolled in the district. Such records shall be made available to all district employees with a need to know and shall be provided to any school district in which the student subsequently attempts to enroll within five (5) business days of receiving the request, in accordance with state law. If a student is placed in another school by the CD, the records will be transferred to the new school within two (2) business days after notification by the CD. Personally identifiable student records will only be released or destroyed in accordance with state and federal law.

Pursuant to Department of Secondary and Elementary Education (DESE) data reporting requirements, the District shall report rates and durations of, and reasons for, suspensions of ten (10) days or longer and expulsions.

Confidentiality

Any information received by a school district employee relating to the conduct of a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline are maintained in the schools.

Liability

Teachers and authorized district personnel, including volunteers selected with reasonable care by the district, shall not be civilly liable when acting in accordance with the Board's discipline policies or when reporting to the appropriate supervisor or other person acts of school violence or threatened acts of school violence, pursuant to law and district policy.

Drug Free Schools Policy (Board Policy JFCH)

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.

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.

End of Course Exams

High School 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 course

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 require a testing period of a minimum of one full class period.

Each end of course exam, including those issued by the State of Missouri, will count for 10% of the student's total semester grade.

Except where testing is defined at the district level as articulated in the SJSD school board approved assessment plan, 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.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records. Parents or eligible students should submit to the school principal or 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.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or in violation of the student's privacy. Parents or eligible students should write the principal or appropriate official, clearly identify the part of the record they want changed and specify why it is inaccurate, misleading or in violation of the student's privacy. If the school decides not to amend the record as requested 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 amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibility as authorized by the district. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. 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. Complaints should be directed to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

The district has determined that the following information regarding the district's students is not harmful or an invasion of privacy and therefore will release this information without first obtaining parental consent. If a parent, guardian, person acting as a student's parent in absence of a parent or guardian, or the student (if 18 or older) does not want the district to release the information listed below, they must notify the district in writing within ten (10) days of receiving this handbook.

The following information may be released without obtaining parental consent:

- **Students in kindergarten through eighth grade** -- Student's name; parent's name; 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; 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.
- **High school and vocational school students** -- 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.

Pursuant to federal law, military recruiters and institutions of higher education may request and receive the names, addresses and telephone numbers of all high school students, unless their parents or guardians notify the school not to release this information. Please notify the district if you do not want this information released.

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 materials 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.

Health of the Student

If the student has a known health problem or allergy, please report this to the school nurse or principal.

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), maybe 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.

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 with BMI calculation. Parents/Guardians will receive a written notice of any screening results that indicates a condition that might interfere with a student's educational 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. Parents will be notified of specialty programs or screenings (such as scoliosis, growth and development, and AIDS). 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.

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 and Compliance with Title IX Civil Rights Act

General Rule

The St. Joseph School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. The St. Joseph School District is an equal opportunity employer. Students, employees and others will not be disciplined for speech in circumstances where it is protected by law. The Board also prohibits:

1. Retaliatory actions based on making complaints of prohibited discrimination or harassment or based on participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination or harassment.
3. Discrimination or harassment against any person because of such person's association with a person protected from discrimination or harassment due to one (1) or more of the above-stated characteristics.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute illegal discrimination or harassment.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination or harassment might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

Consequences

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from school grounds or otherwise restricted while on school grounds. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported to the Children's Division (CD) of the Department of Social Services.

Definitions

Discrimination - Conferring, refusing or denying benefits or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law, or based on a belief that such a characteristic exists.

Harassment - A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law or a belief that such a characteristic exists: graffiti; display of written material or pictures; name calling; slurs; jokes; gestures; threatening, intimidating or hostile acts; theft; or damage to property.

Sexual Harassment - A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.

Grievance - A verbal or written report (also known as a complaint) of discrimination or harassment made to the compliance officer.

Compliance Officer

The Board designates the following individual to act as the district compliance officer:

Doug Flowers, Director of Human Resources
925 Felix Street

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Beery Johnson, Asst. Director for Student Services
925 Felix Street
816-671-4000

Reporting

All persons must report incidents that might constitute illegal discrimination or harassment directly to the compliance officer or acting compliance officer. All district employees will direct all persons seeking to make a grievance directly to the compliance officer. Even if the potential victim of discrimination or harassment does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding discrimination or harassment prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Students, employees and others may address concerns directly with the person alleged to have caused harassment or discrimination in an attempt to resolve the issue, but are not expected or required to do so.

Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination and harassment between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. The administrator has the ability to immediately discipline a student for any behavior that otherwise would lead to disciplinary action in accordance with the district's discipline policy. The administrator will report all incidents of harassment and discrimination to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

Investigation

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination or harassment, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

Confidentiality and Records

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record.

Nondiscrimination on the Basis of Disability

Under the Public Law 93-112, Section 504 of the Rehabilitation Act of 1973, Public Law 94-142, The Education for All Handicapped Children Act of 1975, and the Americans With Disabilities Act, The School District of St. Joseph:

- May not discriminate against qualified disabled persons in any aspect of school district employment solely on the basis of disability, and will make reasonable accommodations for the known disabilities of qualified applicants and employees.
- Must make facilities, programs and activities accessible, usable and open to qualified disabled persons. The building administrator will ensure mobility-impaired persons have access to the District's programs or activities held in inaccessible sites by relocating those programs and activities to accessible sites. In order to make these accommodations patrons will give a 30 day notice to the building administrator for any specified program or activity. In the event this timeline is not met the building administrator will make every effort to meet such accommodation within the limited time frame.

- Must provide free appropriate education at elementary and secondary levels, including nonacademic and extracurricular services and activities to qualified disabled persons.
- May not exclude any qualified disabled persons solely on the basis of disability from participation in any preschool education or day care program or activity, or from any adult education or vocational program or activity.
- Must provide each qualified disabled person with the same health, welfare and other social services as are provided other persons.

General Dress Guidelines Specific to Physical Education

High School: Students are expected to dress out in shorts, t-shirt and tennis shoes for physical education. Uniforms are not required. In some schools, school shirts and shorts may be purchased for wear in physical education. Team uniforms and cheerleading outfits are not appropriate for physical education and should not be worn during physical education class. Jewelry that may interfere with participation or cause a safety issue should be removed before participation in physical education class.

Quarterly Bonus

All students have the opportunity to earn additional time, to be called a Quarterly Bonus, in which they can elect to use for the following activities: community service, career exploration, job shadowing, or college visits. Students with perfect attendance during a quarter will receive a bonus ½ day to use for any of the above mentioned activities. A ½ day is defined as 2 class periods plus an advisement period. The quarterly bonus can be used on the day of an early out, but the 2 class periods + advisement period rule still remains in effect. The quarterly bonus can also be banked and used in the subsequent semester only. (Students may not carry over the quarterly bonus more than one semester.) The quarterly bonus cannot be used on any day in which an end of course examination occurs. Seniors in their final semester can use the banked bonus time in their last days of school at the discretion of the building administration. In order to take the quarterly bonus, students must complete a pre-excused absence form and submit to the proper school officials. The use of all quarterly bonus days is subject to the approval of the administration. There are no exemptions for absences EXCEPT for school business, which is defined as a school-sponsored event in which the student is under the direct supervision of a teacher from the school.

Refund on Activity Ticket

Refunds on Activity Tickets will be \$15 through October 31 and nothing thereafter. If actual usage is known, the amount of the refund may be determined at the discretion of the school principal. If a student transfers to a different high school within the District, a new activity ticket fee will not be collected.

No refund will be made on ID cards.

Student Records and Information (Board Policy JO)

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 who need the records to effectively serve district students.

The superintendent or designee will provide for the proper administration of student records in accordance with law, will develop appropriate procedures for maintaining student records and will standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The building principal shall assist the superintendent in

developing the student records system, maintaining and protecting the records in his or her building and developing protocols for releasing student education records. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

Health Information

Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage.

Directory Information

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as directory information:

- Students in kindergarten through eighth grade -- Student's name; parent's name; 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; 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.
- High school and vocational technical school students -- 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.

Parent and Eligible Student Access

All parents will have the right to inspect their child's education records as allowed by law. As used in this policy, a "parent" includes a biological or adoptive parent, a guardian or an individual acting as a parent in the absence of a natural parent or guardian. The district will extend the same rights to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally revoked. The rights of the parent transfer to the student once the student turns 18, or attends an institution of postsecondary education, in accordance with law. If a parent or eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student's privacy, he or she may ask the district to amend the record by following the appeals procedures created by the superintendent or designee.

For further information, see Board Policy JO.

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

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights pertaining to the district's collection and use of information for marketing purposes as well as how the district conducts surveys and certain physical exams. These include the right to:

1. Give consent before students are required to submit to a survey that concerns one (1) or more of the following protected areas (Aprotected information survey@) if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 - a. Political affiliations or beliefs of the student or student=s parent.

- b. Mental or psychological problems of the student or student=s family.
 - c. Sex behavior or attitudes.
 - d. Illegal, antisocial, self-incriminating or demeaning behavior.
 - e. Critical appraisals of other individuals with whom respondents have close family relationships.
 - f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
 - g. Religious practices, affiliations or beliefs of the student or the student=s parent.
 - h. Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of:
- a. Any other protected information survey, regardless of the funding source.
 - b. 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.
 - c. Activities involving collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing the information to others.
3. Inspect, upon request and before administration or use:
- a. Protected information surveys of students.
 - b. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes.
 - c. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor. The St. Joseph School District has adopted policies, in consultation with parents, regarding these rights and has made arrangements to protect the privacy of student records. The district will directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The district will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. Parents will also be provided notification of surveys and activities scheduled after the start of the school year.

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please contact the following school official:

Director of Curriculum, Instruction, and Assessment
925 Felix
St. Joseph, MO 64501

Parents who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Textbooks

Textbooks are provided by the school district. At the middle and high school levels, a deposit of \$15 will be charged during registration. This deposit will be refunded at the close of school the student's 8th grade and senior year if all books are returned. If a textbook is damaged or lost, a fine will be imposed. The following schedule is used to determine cost:

First year (new book)	100% of replacement cost
Two-year-old books	80% of replacement cost
Three-year-old books	60% of replacement cost
Four-year-old books	40% of replacement cost
Books five or more years old	20% of replacement cost

Visitor Guidelines

5. 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.
6. Building principal arranges a mutually agreed upon time for the visit/observation, based upon the teacher/classroom schedule.
7. 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 the building principal.
8. 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.

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.