This handbook contains rules, regulations, and guidelines at Hillyard Technical Center. Throughout the academic year, the SJSD Board of Education reviews and revises district policies. Please visit www.sjsd.k12.mo.us for updated policies.
NOTICE OF NONDISCRIMINATION

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.

ABOUT HILLYARD

Hillyard Technical Center’s primary goal is to provide today’s training for tomorrow’s workforce. N.S. Hillyard Vocational-Technical School was founded in 1943 through the persistent efforts and generous donation of time and wealth of Newton Scott Hillyard. From the beginning, Hillyard Technical Center has been operated by the St. Joseph Public School District. A leader in job training since World War II, Hillyard Technical Center helped provide defense plant workers and then helped to retrain veterans for civilian jobs after the war.

In 1982, the school moved to its present facility at 3434 Faraon Street, St. Joseph, MO 64506. This $9 million facility is one of the most modern facilities in the United States. The administration and staff work diligently to keep the school aligned with technological advancements. In March 1999, as a response to the developing mission of the school, the St. Joseph School District School Board voted to change the name of the school to Hillyard Technical Center. In February 2017, the Advanced Science Research Center opened at Hillyard Technical Center. This addition was specifically designed to enhance the teaching of science, technology, engineering and math through rigorous academic instruction.

Attending Schools
Hillyard Technical Center serves adults, as well as high school students from the following cities: DeKalb, Dearborn, Gower, Faucett, King City, Maysville, Oregon, Osborn, Plattsburg, Rosendale, Savannah, Stewartsville, St. Joseph and Union Star.

Accreditation
Hillyard Technical Center is accredited with the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. The toll-free telephone number is 800.917.2081 and the website is www.council.org. Hillyard Technical Center is accredited as well with the Missouri Department of Elementary and Secondary Education. Individual Program Accreditations are listed in each Program’s Handbook. The accreditation credentials are available for review at Hillyard Technical Center, 3434 Faraon Street, St. Joseph MO 64506.
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Jill Huntsman  Assistant Director
John DeLee  Adult Education Coordinator
Roxann Beckham  Career Services Coordinator
Becky Whitmer  Counselor
Diana Slater  Office Administrative Supervisor
Diane Cameron  Administrative Assistant
Mary DeShon  Administrative Assistant
Jalaina Kanatzar  Administrative Assistant
Kim Penland  Administrative Assistant
Roxann Schmerbach  Administrative Assistant
Donna Griggs  Bookkeeper
Nena Cross  Financial Aid Officer
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Section 1 – General Information

CONTACT INFORMATION

Telephone 816.671.4170
Fax 816.671.4479
Website www.hillyardtech.com
Twitter https://twitter.com/HillyardTech

GUIDING PRINCIPLES OF HILLYARD TECHNICAL CENTER

- Our Mission is “to prepare students for workforce success and continuous learning.”
- Our Vision is to “meet the needs of the future with innovation and excellence.”
- Our staff is committed to respect, integrity, responsibility, cooperation and being progressive.

PHILOSOPHY OF HILLYARD TECHNICAL CENTER

The philosophy of the Hillyard Technical Center is to provide the type of technical training that will be suitable to the individual and meet the needs of business and industry. Our purpose is to offer both secondary and adult students, who participate in the training, the skills necessary to enable them to compete in the labor market for entry level jobs or to become better trained in order to advance in their present employment.

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

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

Current occupational information is obtained through the use of 1) general advisory committees; and 2) special advisory committees. These committees assist the school to: (1) determine the needs of the community; (2) promote needed programs to stay current with industry standards; and (3) recommend policy and programs in accordance with guidelines of the Missouri Department of Elementary and Secondary Education and the state advisory committees on career education.
STUDENT SELECTION GUIDELINES

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

- Interest in learning and using occupational skills to earn a living
- Interest and personal qualities as required of other beginning workers in a chosen field of training
- Aptitude as based on valid tests
- Review of previous educational achievement and school attendance
- Consultation with counselors and/or school administrators

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

ADMISSIONS

Admission requirements are program specific and are listed on the institution’s website at www.hillyardtech.com in the program section. Applications are also available on the website in the program section and are printable. Hillyard Technical Center adheres to the St. Joseph School Board Policy JEC in regard to admission restrictions in accordance with RSMo 167.171.

STUDENT SERVICES

Counseling: The Adult Education Coordinator provides guidance counseling for Hillyard Technical Center’s adult student population. The Adult Education Coordinator is located in the main office complex. A Counselor is also available for personal counseling, on less than an on-going basis. The counselor is located in the main office complex.

Financial Aid Counseling: A financial aid officer is available for financial aid counseling. The Financial Aid Office is located in the main office complex.

Academic Support & Resource Educator: A Resource Educator is available to provide assistance to students through individualized instruction. The Resource Educator is located in room 107 by appointment only.

Job Placement Service: Students must be aware that they are responsible for finding employment. Hillyard Technical Center instructors, administration, and staff all work together to help graduates attain employment. For specific information on job placement rates, contact the Adult Education Coordinator.

Students with Disabilities: Hillyard Technical Center will make reasonable accommodations for the known disabilities of qualified applicants. Contact the Adult Education Coordinator located in the main office complex.

TRANSFER POLICY

The transfer policy at Hillyard Technical Center is as follows:

- Transfer of students between programs is not allowed.
- Transfer of students into programs from other institutions is not allowed.
- Transfer of credit and or clock hours is not allowed.

TUITION DEPOSIT

Upon acceptance into a program, a tuition deposit is required for students enrolling. This enrollment deposit is applied toward tuition when a student attends.

SCHOLARSHIP OPPORTUNITIES

There are scholarship opportunities available (up to $1,000) for students who enroll in an adult program who have completed a high school program at Hillyard Technical Center. This opportunity is open to all Hillyard high school students.

STUDENT FINANCIAL AID INFORMATION

The primary responsibility of paying for education rests with the student, his/her parents, or a spouse. Hillyard Technical Center full time programs have been approved for various financial aid programs. This includes federal assistance such as Federal Pell, Federal SEOG, and state programs such as single parent, sex equity, and others. Please contact each agency that you feel might be able to assist you. Each agency has their specific set of requirements and their own application time lines.

Missouri Career Center
816.387.2380

Vocational Rehabilitation
816.387.2280

WITHDRAWAL PROCEDURES

Any student who wishes to withdraw from Hillyard Technical Center must complete a formal withdrawal interview and exit survey with the Adult Coordinator. Tuition refunds are based on your official drop date and are calculated accordingly (see the refund policy in the financial aid handbook). It is extremely important, for billing purposes, that you report your withdrawal date as soon as possible. An exit interview must be done in the financial aid office.
PROGRAM & COURSE TUITION AND FEES

The amounts indicated below for the 2017/18 school year were established at the time of publication of this handbook. These are estimated costs and are subject to change. A $35 application non-refundable fee is due when a completed application is submitted. Tuition and fees are to be paid in full before the student starts class unless other arrangements and an agreement has been signed with Hillyard Technical Center’s Financial Aid office.

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition</th>
<th>Printed Materials*</th>
<th>Tools**</th>
<th>Supplies</th>
<th>Fees</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automobile Service Technology</td>
<td>$ 6,000.00</td>
<td>$ 154.00</td>
<td>$ 797.00</td>
<td>$ 220.00</td>
<td>$ 58.00</td>
<td>$ 7,229.00</td>
</tr>
<tr>
<td>Carpentry</td>
<td>$ 6,000.00</td>
<td>$ 154.00</td>
<td>$ 330.00</td>
<td>$ 220.00</td>
<td>$ 227.00</td>
<td>$ 6,931.00</td>
</tr>
<tr>
<td>Collision Repair &amp; Refinish</td>
<td>$ 6,000.00</td>
<td>$ 110.00</td>
<td>$ 1,100.00</td>
<td>$ 693.00</td>
<td>$ 773.00</td>
<td>$ 8,676.00</td>
</tr>
<tr>
<td>Computer Aided Drafting Technology</td>
<td>$ 6,000.00</td>
<td>$ 500.00</td>
<td>$ 403.00</td>
<td>$ 220.00</td>
<td>$ 228.00</td>
<td>$ 7,351.00</td>
</tr>
<tr>
<td>Computer Service Technology</td>
<td>$ 6,000.00</td>
<td>$ 604.00</td>
<td>$ 1,100.00</td>
<td>$ 379.00</td>
<td>$ 537.00</td>
<td>$ 8,620.00</td>
</tr>
<tr>
<td>Dental Hygiene (costs for entire 2 yrs)</td>
<td>$36,000.00</td>
<td>$ 1,477.00</td>
<td>$ 4,092.00</td>
<td>$ 2,455.00</td>
<td>$ 3,370.00</td>
<td>$47,394.00</td>
</tr>
<tr>
<td>Diagnostic Medical Sonography (costs for entire program)</td>
<td>$20,500.00</td>
<td>$ 1,821.00</td>
<td>-</td>
<td>$ 475.00</td>
<td>$ 2,003.00</td>
<td>$24,799.00</td>
</tr>
<tr>
<td>Electronics Technology</td>
<td>$ 6,000.00</td>
<td>$ 1,207.00</td>
<td>$ 1,100.00</td>
<td>$ 220.00</td>
<td>$ 138.00</td>
<td>$ 8,665.00</td>
</tr>
<tr>
<td>EMT Paramedic</td>
<td>$ 7,700.00</td>
<td>$ 616.00</td>
<td>-</td>
<td>$ 393.00</td>
<td>$ 1,472.00</td>
<td>$ 10,181.00</td>
</tr>
<tr>
<td>HVACR</td>
<td>$ 6,000.00</td>
<td>$ 275.00</td>
<td>$ 1,100.00</td>
<td>$ 220.00</td>
<td>$ 494.00</td>
<td>$ 8,089.00</td>
</tr>
<tr>
<td>Medical Transcription</td>
<td>$ 6,000.00</td>
<td>$ 833.00</td>
<td>-</td>
<td>$ 402.00</td>
<td>$ 1,112.00</td>
<td>$ 8,347.00</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>$ 11,100.00</td>
<td>$ 1,843.00</td>
<td>$ 330.00</td>
<td>$ 154.00</td>
<td>$ 1,119.00</td>
<td>$ 14,546.00</td>
</tr>
<tr>
<td>Precision Machine Technology</td>
<td>$ 6,000.00</td>
<td>$ 270.00</td>
<td>$ 1,100.00</td>
<td>$ 660.00</td>
<td>$ 208.00</td>
<td>$ 8,238.00</td>
</tr>
<tr>
<td>Radiography (costs for entire 2 yrs)</td>
<td>$25,200.00</td>
<td>$ 1,407.00</td>
<td>-</td>
<td>$ 863.00</td>
<td>$ 1,930.00</td>
<td>$29,400.00</td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>$13,500.00</td>
<td>$ 1,007.00</td>
<td>-</td>
<td>$ 137.00</td>
<td>$ 1,195.00</td>
<td>$15,839.00</td>
</tr>
<tr>
<td>Welding Technology</td>
<td>$ 6,000.00</td>
<td>$ 154.00</td>
<td>$ 550.00</td>
<td>$ 935.00</td>
<td>$ 238.00</td>
<td>$ 7,877.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Courses (do not qualify for financial aid)</th>
<th>Tuition</th>
<th>Printed Materials*</th>
<th>Tools**</th>
<th>Supplies</th>
<th>Fees</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNA (Certified Nurse Assistant)</td>
<td>$ 1,000.00</td>
<td>$ 50.00</td>
<td>-</td>
<td>-</td>
<td>$ 265.00</td>
<td>$ 1,315.00</td>
</tr>
</tbody>
</table>

*Printed Materials include books, workbooks, handouts, folders, etc.

**Not all tools are available through Hillyard Technical Center. A tool list will be made available to students at the beginning of class. The cost for tools provided by Hillyard Technical Center is an estimated figure. The student is responsible for the purchase of tools not provided by the institution.
Section 2 – Student Expectations

CHANGE OF NAME AND/OR ADDRESS

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

DRESS CODE

Board Policy JFCA

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

Messages on the body, clothing, jewelry, and personal belongings that relate to gangs, drugs, alcohol, violence, tobacco, sex, vulgarity or that reflect adversely upon persons because of their race, sex, color, creed, national origin or ancestry. Clothing that doesn’t sufficiently cover the body including: shirts and tops such as tube, swimsuit, backless, halter or strapless, bare midriff, see-through or basketball jerseys that are cut low on the sides, excessively short skirts or shorts. Caps, hats or head coverings may not be worn unless approved by the Director.

Reasonable cleanliness and appearance in dress are expected of all students. When and where safety factors are involved, each program will continue to establish those regulations considered in the best interest of the students. Program safety regulations shall be posted. Safety glasses are required in most programs. Individual programs may have additional requirements based on the nature of the shop, lab, or clinical/internship.

ELECTRONIC COMMUNICATION

Student cell phones, pagers, and/or other electronic communication devices are prohibited in the classroom.

INSTRUCTIONAL BREAKS

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

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

**PARTIES & GIFTS**

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

**PERSONAL SECURITY**

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

**TOOLS**

Hillyard Technical Center supplies the majority of the tools and equipment needed for training. However, almost all students will find the need to purchase some tools and equipment for themselves. Instructors will give you a tool list for your area of training. Hillyard Technical Center does not carry insurance on student-owned tools. Students should carry their own insurance.

**STUDENT DISCIPLINE**

A student enrolling at Hillyard Technical Center assumes an obligation to conduct himself/herself in a manner compatible with the School’s function as an educational institution and the published School regulations. Students of the School shall obey the laws and regulations for the nation, state, community, and school. See pages 19-28 for disciplinary policies, procedures and regulations.

**Appeal Process**

All students shall have the right to appeal disciplinary action taken against them. The appeals process will be followed. See pages 29-34 of this Handbook for the appeals process.

Due process is intended and provided in each situation. Hillyard Technical Center, however, is not restricted to the steps as presented. If the school officer involved deems the severity of the violation sufficient, probation, suspension or dismissal may be the first action taken against the student. Whereby adult students are not issued an in-school suspension, a one day out-of-school suspension may be issued in its place. Students will be allowed to make up any missed work during suspension as per St. Joseph School District Board of Education policy JED page 2, item 5.

**Documentation in Student Records**

A copy of the official letter of disciplinary action shall be placed in the student’s personal file. A student’s personal file will be kept for five (5) years.
TECHNOLOGY USAGE

See [http://www.sjsd.k12.mo.us/cipa/CIPA.htm](http://www.sjsd.k12.mo.us/cipa/CIPA.htm) for complete list of rules and regulations.

- All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
- Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
- Student users shall not agree to meet with someone they have met on-line without parental approval.
- A student user shall promptly disclose to his/her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
- Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
- Accessing, viewing or disseminating information using district resources, including email or internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
- Users shall receive or transmit communications using only district-approved and district managed communication systems. For example, users may not use web-based e-mail, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the district.
- Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the districts technology licenses. Copying for home use is prohibited unless permitted by the district’s license, and approved by the district.
- All users will use the district’s property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.
- Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
- The introduction of computer “viruses,” “hacking” tools, or other disruptive/destructive programs into a school computer, the school network, or any external networks is prohibited.
- Using another person’s user ID and/or password is prohibited.
- Sharing one’s user ID and/or password with any other person is prohibited.
- A user will be responsible for actions taken by any person using the ID or password assigned to the user.
- All users must adhere to the same standards for communicating on-line that are expected in the classroom, and consistent with district policies, regulations and procedures.
**ALCOHOL/DRUG POLICY**

Board Policy JFCH

Hillyard Technical Center and all Hillyard Technical Center programs follow the St. Joseph School Board Policy with regard to Student Alcohol/Drug Abuse Policy. 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.

Hillyard Technical Center Faculty has the authority to order random drug screens for an individual student or the entire class at any time. Failure to comply with this regulation and/or a drug screen resulting in a positive finding is cause for dismissal from the program.

**MEDICATION**

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

**TOBACCO-FREE CAMPUS**

Board Policy AH

Smoking or chewing tobacco is not allowed on school property, school sponsored trips, or at school events. To promote the health and safety of all students and staff, and to promote the cleanliness of all facilities, The School District of St. Joseph bans the use of all tobacco products in all school facilities, buildings and school buses at all times. This ban extends to all employees, students, and patrons attending school-sponsored athletic events and meetings. The Board issues this ban in a sincere appeal to all employees, students, and patrons to cooperate in helping to create within our facilities a truly healthy environment for all concerned.
Section 3 – Student Attendance

HOURS OF ATTENDANCE

Hillyard Technical Center is a clock hour school. Skilled Technical Sciences Courses meet five (5) days a week for nine months unless otherwise specified. A full-time skilled technical student will have class from 7:45 to 10:35 a.m., a lunch break from 10:35 until 11:25 a.m., with classes resuming at 11:30 a.m., and concluding at 2:20 p.m.

Skilled Technical Sciences students are encouraged to complete at least 6 hours of documented Work Experience, outside of the regular school hours, monthly September through April. Instructors will help arrange these experiences.

Allied Health Sciences classes and clinical hours for Dental Hygiene, Diagnostic Medical Sonography, Practical Nursing, Radiography and Surgical Technology are available in the individual program’s handbook.

ATTENDANCE POLICY

*Dental Hygiene, Practical Nursing, Radiography, Surgical Technology & Diagnostic Medical Sonography*

In order to be a program completer and sit for certification exam, all students must follow the Hillyard Technical Center Attendance Policy. This policy constitutes no more than 10% of absences per academic year. Hours will be defined as the start of program to the completion of the first year OR the start of 2nd year to the completion of the program. In the event a student reaches the outlined hours below the following will ensue:

- At 25% of hours missed per academic year – Student & Instructor (counseling session with required documentation)
- At 50% of hours missed per academic year – Student, Instructor & Adult Education Coordinator
- At 75% of hours missed per academic year – Student, Adult Education Coordinator, Financial Aid Officer & Assistant Director
- At 100% of hours missed per academic year – Termination meeting

If at any time, five (5) consecutive days are missed without acceptable notification to the department chair or lead teacher, a student will be terminated.

Student’s attendance hours will encompass all tardies and partial absences.

Only under extreme circumstances will a student be allowed to make up absentee time. The student will be required to request a meeting with an attendance review committee and provide documentation and justification to make up time. The review committee will consist of the following: Adult Education Coordinator, Assistant Director, Program Director, Financial Aid Officer and at least one other adult instructor from another program.
Trade & Industry
In order to be a program completer, all students must follow the Hillyard Technical Center Attendance Policy. This policy constitutes no more than 58 hours of absences per program year (defined as the start of program to the completion of the program). In the event a student reaches the outlined hours below the following will ensue:

- At 12 hours missed – Student & Instructor (counseling session with required documentation)
- At 23 hours missed – Student, Instructor & Adult Education Coordinator
- At 35 hours missed – Student, Adult Education Coordinator, Financial Aid Officer & Assistant Director
- At 46.3 hours missed – Termination meeting

If at any time, five (5) consecutive days are missed without acceptable notification to the department chair or lead teacher, a student will be terminated.

Student’s attendance hours will encompass all tardies and partial absences.

Only under extreme circumstances will a student be allowed to make up absentee time. The student will be required to request a meeting with an attendance review committee and provide documentation and justification to make up time. The review committee will consist of the following: Adult Education Coordinator, Assistant Director, Program Director, Financial Aid Officer and at least one other adult instructor from another program.

Hillyard Technical Center follows the Federal guidelines as a clock hour institution. Absences due to school canceling may be made up on alternative days in order to complete program hourly requirements.

CANCELLATIONS & EMERGENCY CLOSINGS

Travel for students and staff is not recommended nor encouraged if there is any question about being able to reach the campus safely. **Hours missed must be made up or will be counted against attendance.** Please note that Hillyard Technical Center is a part of the St. Joseph Public School District. If classes in the St. Joseph Public School are cancelled, Hillyard Technical Center classes are cancelled as well.

When school is closed or canceled due to inclement weather or emergency situations, an official announcement will be issued through the news media. In addition, the SJSD will post the information on the following sites: Twitter, Facebook, SJSD website, mobile app, parent link, and Channel 13.

**SJSD Mobile App:** Receive school cancellation notifications directly to your mobile phone and have all your updates and calendars in one place. Go to your Google Play or iTunes store and search “St. Joseph School District” for the free app. Then choose which school(s) you would like to receive notifications and updates.

**ParentLink Alerts:** Sign-up for phone, text and email alerts from the SJSD. Choose which notifications to receive and how you want to receive them at [https://sjsd.parentlink.net](https://sjsd.parentlink.net).
RETENTION OF STUDENT RECORDS

The official student academic record of enrollment for credit will be retained permanently at the school. All other documents which are used to create, update, and support a student’s file will be retained for five (5) years from the last date of enrollment. All student federal financial aid records will be retained for three (3) years following the end of the fiscal year in which funds were awarded. By state law, some financial records will be retained additional years. All “Student Graduate Follow-Up” records will be retained for five (5) years following the last date of enrollment.

RELEASE OF INFORMATION

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

*Student's name, parent's name, address, telephone number, date and place of birth, grade level, bus assignment, enrollment status (e.g., full-time or part-time), participation in school-based activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, artwork or coursework displayed by the district, most recent previous school attended, and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

If a student is or has received federal financial aid, other information will be released in an appropriate manner. Hillyard Technical Center will comply with request of release of information from school officials within Hillyard Technical Center. Information requested by Federal or State education authorities, and information needed in connection with the receipt of financial aid will also be released. Records not available for inspection are personal records of education personnel (e.g., instructor’s grade book), law enforcement or security records, employee records, and medical or other professional records.

RELEASE FOR ADVERTISING

Students will be asked for consent that all photographs taken of them at Hillyard Technical Center may be used by Hillyard Technical Center for the purpose of illustration in brochures, catalogs, website and/or other forms of advertising.
Grade reports can be accessed through Power School upon request. The final grade/transcript will be mailed directly to the student’s last reported address.

Explanation of Letter Grades
Many factors determine a grade for a given course. Preparation of all daily assignments, test scores, class attitude, and participation are all factors. Hillyard Technical Center’s grading system for skilled technical science courses is as follows unless otherwise indicated per program:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Explanation of Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
<td>Excellent work</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
<td>Satisfactory work</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
<td>Average work</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
<td>Below average work (Unsatisfactory)</td>
</tr>
<tr>
<td>F</td>
<td>0-59%</td>
<td>Failure</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td></td>
<td>Withdrawal</td>
</tr>
</tbody>
</table>

For the Dental Hygiene, Diagnostic Medical Sonography, Paramedic, Practical Nursing, Radiography, or Surgical Technology programs, please see individual program handbook for individual program grade scales. Grades that do not meet minimum requirements are considered failing.

Late Work Policy:
If a student turns in the assignment on the scheduled due date by the beginning of the class, the student will receive all of the points earned. If assignment is not turned in by that time, a 10% reduction will be made to the grade earned. If the assignment is not turned in by the end of the following day (including clinical or class) a 0 for the assignment will result.

Issuance of Transcript A program transcript including all grades is to be issued only upon written request by the student or former student. Transcript Release Forms are available in the Hillyard Technical Center office. No telephone requests will be honored. The program transcript request will be kept on file in the Administrative Assistant’s office. A minimal charge per transcript is assessed.

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

Passport of Excellence – A Skilled Technical Sciences student may receive a Passport of Excellence with his/her name, subject area, and dates of attendance if he or she has: (1) received a B or above for all quarter grades; (2) maintained 95% attendance through the third quarter of the program; (3) completed all program competencies as defined and assigned by the individual program’s instructor for completion; (4) shown qualities of excellence in all areas of work as defined by the individual program’s instructor; and (5) taken care of any financial obligations to the school.
Section 6 – Student Safety

CAMPUS SECURITY

Hillyard Technical Center is concerned about the safety and security of students on its campus, in the school’s facilities, and at school sponsored activities. The school monitors potential risk and maintains crime information as required by the Crime Awareness and Campus Security Act of 1990, in addition the Violence Against Women Reauthorization Act of 2013 (Pub. Law 113-4) is complied with and monitored. Crimes are classified in two categories: (1) Crimes against persons, and (2) Crimes against property.

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

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

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

The Director shall contact the appropriate law authority to determine: (1) that illegal activity was reported and (2) to determine what action the School should take to cooperate in an investigation.

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

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

Data for August 1, 2013 through July 31, 2014 are as follows:
There were 0 incidents of theft
There were 0 incidents of vandalism
There were 0 incidents against persons

Data for August 1, 2014 through July 31, 2015 are as follows:
There were 0 incidents of theft
There were 0 incidents of vandalism
There were 0 incidents against persons
Data for August 1, 2015 through July 31, 2016 are as follows:
There were 0 incidents of theft
There were 0 incidents of vandalism
There were 0 incidents against persons

**COMMUNICABLE DISEASE CONTROL**

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

**FIRE DRILLS & EVACUATION**

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

**FIRST AID**

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

**ILLNESS, ACCIDENT & INJURY/GENERAL LIABILITY INSURANCE**

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

Accidents can and do happen on school property. The school district has general liability insurance. However, Hillyard Technical Center is not responsible for accidents that occur on school property as a result of student negligence. Students are urged to have their own health insurance to cover costs should such accidents occur.

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

The policy of the School Board of St. Joseph with reference to maternity leave will form the basis for Hillyard Technical Center student regulations. As long as the student and/or baby’s health is not endangered, and her physical condition does not impair her ability to perform assigned duties, the student may continue in the program. A physician’s written and signed order must be provided if for any portion of time a student may not fulfill any requirements due to the pregnancy. Each case will be reviewed indirectly as to the best interest of the student and Hillyard Technical Center.

NOTE: Power lifting and power tools are used extensively in the technical classes and lifting, tugging and pushing are required. Masks, respirators, and other safety breathing devices are required in classes where chemicals are used. PLEASE notify your physician that you are in a technical class. The school will furnish you and/or your physician the needed information.

SAFETY PRACTICE & PROCEDURES

In compliance with Section 170.005.1 in Chapter 170 Instruction—Materials and Subjects of the Missouri Revised Statues: “…all students, regardless of age, working in potentially hazardous areas will utilize appropriate eye protection equipment.” All such areas are posted throughout the building. It is the responsibility of the student to obtain safety glasses. These are available through your instructor. A “Safety Procedures Booklet” is posted in each classroom for use during any crisis.

SEXUAL HARASSMENT

Hillyard Technical Center is committed to creating a positive and productive environment for all students. As part of that commitment, it is the policy that no one, staff nor students, should be subject to unwelcome sexual overtures of conduct-verbal or physical. Sexual harassment is a serious form of misconduct that will not be tolerated. The Board and Administrative staff personnel are responsible for helping to create a positive and professional work environment and for taking prompt and decisive action at any time they are made aware of sexual harassment and intimidation. Substantiated instances will be met with disciplinary action up to, and including, dismissal. Instances of false accusations will also be dealt with appropriately.

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

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

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

Reporting and Resolution Procedures:
If a student believes that he or she has been the subject of sexual harrassment they should immediately report the incident to district personnel. All informtaion will be held in confidence and will only be disclosed on a need to know basis in order to investigate and resolve the issue.
In instances where district personnel believes that the individual may not be aware that his or her behavior is perceived to be inappropriate or where further occurrences may be averted, and where it will not be jeopardizing personal safety, the employee should communicate the incident(s) immediately to administration for investigation. Administration will investigate and address the behavior in accordance with policy, as allowed by law.

In instances where the district personnel or the student believes any person who would normally handle a step in the investigative process is involved in sexual harassment, the employee or student may initially report the incident to the person(s) responsible for handling the next succeeding step in the investigation.

Any allegation of sexual harassment will be investigated and appropriate action to resolve the complaint will be initiated while protecting the anonymity of all individuals involved. The Human Resources Office of the St. Joseph School District will retain all confidential documentation of allegations and investigations.

**TORNADOES & SEVERE STORMS**

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

**TRAFFIC & PARKING**

Student Cars: Cars should be used only to get the student to and from school. Speed limit on campus is 10 mph. Exercise extreme caution. All state and local traffic regulations are in effect on campus. If speed limits are abused, driving privileges on campus may be revoked and a fine issued. Student parking is restricted to assigned areas. Visitors Lot, Faculty Parking, Handicapped Parking, and designated NO PARKING ZONE are restricted from general student use. Vehicles parked in unauthorized areas will be towed at the owner’s expense. Students must park properly in designated parking areas.

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

In accordance with EPA regulations, all school buildings have been inspected for materials which contain asbestos and an Asbestos Management Plan has been developed and adopted. Please refer to the Inspection/Management Plan in each building to determine the type of asbestos containing materials found in the buildings, if any. The St. Joseph School District is committed to remaining a safe and healthy environment for all students, employees and guests in our buildings. We will continue, as we have in the past, to monitor, inspect & repair any damaged materials containing asbestos. Copies of our Management Plan and inspection reports are available for viewing upon request at each school office as well as the District Maintenance office at 1000 South 9th. Street. Everett Weed, Maintenance Department, is the Asbestos Program Manager and all inquiries regarding the plan should be directed to him at 1000 South 9th St. (816.671.4260)

**POLICY STATEMENT OF EQUAL OPPORTUNITY**

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

Inquiries concerning the application of Hillyard Technical Center’s policy of nondiscrimination should be directed to the Director of H.R. of the Director of Special Services at 925 Felix Street, St. Joseph, MO 64501 (816.671.4000)

Hillyard Technical Center believes that it is the right of all students to obtain an education in a school environment free from all forms of discrimination or harassment, including sexual harassment. Any student who believes he or she has been the subject of discrimination or harassment should immediately report the incident to the district for investigation.

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act 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.

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

**Reporting to Law Enforcement**
It is the policy of the St. Joseph School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. The Director shall also notify the appropriate law enforcement agency and Superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. In addition, the Superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

**Documentation in Student's Discipline Record**
The Director, 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:

- The student is under the direct supervision of the student's parent, legal guardian or custodian.
- 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.
The student is in an alternative school that is located within 1,000 feet of a public school in the district.

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

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

**PROHIBITED CONDUCT**

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

**Academic Dishonesty** – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person’s work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

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

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

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

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

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

**Assault**

1. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

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

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

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

   First Offense: Expulsion.
**Automobile/Vehicle Misuse** - Uncourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.

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

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

**Bullying and Cyberbullying** (see Board policy JFCF)
Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

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

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

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

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

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

Disrespectful or Disruptive Conduct or Speech
(Board policy AC if illegal harassment or discrimination is involved)

Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

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

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

Drugs/Alcohol (Board policies JFCH and JHCD)

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

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

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

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.

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

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

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.

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

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

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

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

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.
**Failure to Meet Conditions of Suspension** - Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy. See section of this regulation titled, "Prohibition against being on or near School Property during Suspension."

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

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

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

**False Alarms** (see also "Threats or Verbal Assault") - Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening; or disturbing people, disrupting the educational environment or causing the evacuation or closure of school property.

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

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

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

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

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

**Gambling** – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is no limited to, betting on outcomes of activities, assignments, contests and games.

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

Subsequent Offense: Principal/Student conference, loss of privileges, detention, in school suspension, or 1-10 days out-of-school suspension.
**Hazing** (Board policy JFCF)
Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

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

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

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

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

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

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

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

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

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

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

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Harassment, including Sexual Harassment (Board policy AC)

1. **Inappropriate, non-physical harassment:** Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

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

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

2. **Inappropriate Physical Harassment:** Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

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

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

**Sexually Explicit, Vulgar, or Violent Material** – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be discipline for speech in situations where it is protected by law.

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

   Subsequent Offense: Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
**Technology Misconduct** (see Board policies EHB and KKB and procedure EHB-AP)

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

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

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

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Truancy (See Board policy JED and procedures JED-AP1 and JED-AP2) - Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

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

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

Unauthorized Entry - Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

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

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

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

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

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Weapons (see Board policy JFCJ)

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

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

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

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

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

   Subsequent Offense: Expulsion.

3. Possession or use of ammunition or a component of a weapon.

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

   Subsequent Offense: 1 -180 days out-of-school suspension or expulsion.
REGULATIONS FOR STUDENT COMPLAINTS, GRIEVANCES & APPEALS PROCESS

Definitions of Student Complaints and Grievances:

Grievance - Alleged violations, misinterpretation, arbitrary or discriminatory application of Hillyard Technical Center policy, administrative regulations or procedure which applies personally to the grievant relating to the privileges, responsibilities or terms and conditions of enrollment.

Grievant - The person or persons presenting a grievance.

Respondent - The staff member or members against who a grievance is made.

Immediate Supervisor - The Adult Education Coordinator.

Hillyard Technical Center Appeals Committee - The committee on Student Rights and Responsibilities.

Witness - A person with firsthand knowledge of the facts or circumstances upon which a grievance is based.

Formal Decision - The deliverance of the appropriate form, containing the answers and reasons thereof, to the griever.

Days - Includes SJSD calendar days only. During the summer months when school is not in session, days include weekdays but exclude legal holidays.

Occurrence - The date a grievant knew, or reasonably should have known, of the occurrence of the event or omission constituting grounds for grievance. Where the grievance arises out of a series of events or omissions, date of occurrence shall be the last event or omission in the series.

“If a mutually agreeable resolution cannot be reached at the institutional level, the student or prospective student may proceed with the Missouri Department of Higher Education’s (MDHE) formal complaint process. The complaint must be submitted in writing, using a complaint form provided by the MDHE. It may be mailed or faxed to the department and should include any other supporting documentation. The MDHE will acknowledge receipt of the complaint, either in writing or by email. Such acknowledgment, however, will not constitute a determination that the complaint addresses a law applicable to the institution or otherwise is a complaint covered by the policy. If there is no indication that institutional remedies have been exhausted, the complaint will be returned for that purpose. Filing a complaint pursuant to this policy cannot, and does not, extend or satisfy any statutory deadlines that may apply to filing particular complaints with any other state or federal agency having jurisdiction over such matters.

Complaints that fall within the jurisdiction of the Coordinating Board of Higher Education (CBHE) will be investigated and resolved as appropriate by the relevant unit of the MDHE. Complaints that fall within the jurisdiction of another State agency or are within the purview of an institution’s accrediting body will
be forwarded to that agency for appropriate investigation and resolution. The agency to which the complaint is forwarded will keep the MDHE apprised of on-going status and final disposition of the complaint. All parties to the complaint will be notified of its resolution by mail.

The MDHE will keep a log of all complaints and record the date received, the name of the complainant, the institution against which the complaint is made, a brief description of the complaint, the agency addressing the complaint, and the date and nature of its disposition.

Note: Prior to initiating this formal process, complainants must first call the MDHE at 573-526-1577 to indicate their desire to file a complaint. At that time, the MDHE will ascertain whether the issue can be resolved through informal means and also determine whether administrative processes available within the institution of concern have been exhausted. If after that screening the complainant still desires to initiate a formal complaint, the MDHE will send the complainant the form to be filled out and returned for that purpose.

**GENERAL PROCEDURES**

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

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

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

**Withdrawal**
A grievant may withdraw a grievance from further consideration without prejudice or record by notifying in writing to the appropriate administrative officers. Such withdrawal shall acknowledge forfeiture to further pursuance of stated grievance.
Forms
Appropriate forms for filing grievances shall be comprised in this policy in the Adult Student Handbook.

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

ADMINISTRATIVE CHANNELS

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

Building/Department Procedure
Level I – Immediate Supervisor, Adult Education Coordinator
Level II – Hillyard Technical Center Appeals Committee, Assistant Director is facilitator
Level III – Director of Hillyard Technical Center

District Procedures
Level IV – Director of Secondary Education
Level V – Superintendent of Schools

There shall be no deviation from the above!

HEARING OF INQUIRY

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

HEARING OF REVIEW

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

1. A grievant shall first discuss an alleged grievance with Adult Education Coordinator, with the objective of resolving the issue informally.

2. Formal allegation shall be made within five (5) days of occurrence.

3. The Adult Education Coordinator shall render an oral/written decision within ten (10) days of occurrence.

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

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

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

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

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

DISTRICT GRIEVANCE PROCEDURES

Level IV

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

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

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

Level V

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

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

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

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

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

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

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

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

- Attempt shall be made to keep grievance proceedings as confidential as may be reasonably appropriate at any level of these procedures. This shall not be construed to limit the right of any participant to discuss the matter informally with any parties to the grievance, or parties in interest, in an attempt to settle the grievance more expeditiously.

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

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

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

ACCREDITATION

Hillyard Technical Center is accredited by the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. The toll-free telephone number is 800.917.2081 and the website is www.council.org.
Name ___________________________ Date ___________________________

Address ___________________________ City ___________________________
State ___________________________ Phone ___________________________

Nature of Problem and Date Grievance Occurred: __________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

Remedy Sought: ______________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

I request to appear in person to review my complaint

I do not wish to appear before the grievance committee

__________________________________________________________
Signature
### SJSD Academic Calendar for 2017-2018

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#### CALENDAR LEGEND

- **No Student or Teacher Attendance**
- **Half-Day**
- **No Student Attendance/Teacher Workday**
- **Makeup Day**
- **First/Last Day of School**
- **Summer School**

**BOE approved on 3/27/2017**

168 Student Days (84/84) ■ 181 Teacher Days (93/88)

There are 4 built-in weather days plus May 21-22. The end of semester dates may change in the event of inclement weather.
I have read, understand, and agree to abide by the regulations and procedures addressed in the Hillyard Technical Center 2017-2018 Adult Student Handbook. Please sign below and return to the office.

Name (please print)

________________________________________

Signature

________________________________________

Date