



**STUDENT HANDBOOK  
2009-2010**

## **SPECIAL SERVICES AVAILABLE AT THE ELDON R-1 SCHOOL DISTRICT**

The Eldon R-1 School District is responsible to locate, evaluate and identify all children with disabilities who are under the jurisdiction of the agency, including those who are homeless or migrant, and those in private schools. The Eldon district assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include: autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Eldon district has developed a Local Compliance Plan for the implementation of state regulations for the Individuals with Disabilities Education Act (IDEA). Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age 21 that reside in the district, by December 1 of each year. The information is treated confidentially, and meets the requirements of the Family Educational Rights and Privacy Act (FERPA). The district also seeks to identify, evaluate and provide free and appropriate educational services in the least restrictive environment to all qualified students with disabilities within the definitions of Section 504 of the Rehabilitation act of 1973 and the Americans with Disabilities Act (ADA).

**If you have a child with a disability or know of a child with a disability who is not attending public school, please contact the Special Services Department at: (573) 392-8003**

The following opportunities and programs are also available through the School District:

- **Parents as Teachers Program** (for children from ages birth to five).
- **Early Childhood Education and Early Childhood Special Education Programs**
- **Programs for Migrant and Homeless Students**
- **Programs for English for Speakers of Other Languages**

For more information on any of the special programs above, please contact the offices of:  
Elaine O'Neal, Assistant to the Superintendent: (573) 392-8003

### **NOTICE OF: PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARRASSMENT**

The Eldon R-1 School District 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, parents of elementary and secondary school students, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Eldon R-1 School District is strictly prohibited in accordance with law, and are hereby notified that our School District does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, disability, age, or any other characteristic protected by law. The Eldon R-1 School District is an equal opportunity employer.

Sexual harassment is a form of discrimination on the basis of sex prohibited by law in education, as well as employment. Sexual harassment is defined as unwelcome conduct that occurs when benefits or decisions are 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, the school or work environment becomes permeated with intimidation, ridicule or insult that is sexual in nature 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. All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute illegal discrimination or harassment. (Board of Education Policies AC, JG, JGR)

Any person having inquiries concerning our School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination in Employment Act (ADEA), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Titles II

and III of the Americans with Disabilities Act of 1990 (ADA) is directed to the Compliance Coordinator below, who has been designated by our School District to coordinate our School District's efforts to comply with the laws and regulations implementing Title VI, Title IX, the ADEA, Section 504 and the ADA.

The Eldon R-1 School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The Compliance Coordinator of the applicable law, whose name is listed below, will provide information regarding those procedures upon request. (Board of Education Policy AC: Prohibition Against Illegal Discrimination and Harassment)

Any person who is unable to resolve a problem or grievance arising under the laws and regulations cited above may contact the Office for Civil Rights, Region VII, U. S. Dept of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; phone (816) 268-0550.

**COMPLIANCE COORDINATOR FOR LAWS LISTED IN THIS NOTICE:  
Elaine O'Neal, Assistant to the Superintendent: (573) 392-8003**

**NOTIFICATION OF RIGHTS UNDER FERPA**

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 within 45 days of the day the School receives a request for access.

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 otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. 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 is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

## TABLE OF CONTENTS

<p>Asbestos Hazard Emergency Response ACT ..... 25</p> <p>Absenteeism and Extra Curricular Events ..... 20</p> <p>Attendance ..... 24</p> <p>Bell Schedule &amp; Grading Scale ..... 8</p> <p>Cafeteria ..... 21</p> <p>Clean-up of Lab Area (shops) and Worksites ..... 25</p> <p>Computer Usage ..... 9</p> <p>Cooperative Education ..... 23-24</p> <p>DECA ..... 27</p> <p>Departure Schedule –Sending Schools ..... 9</p> <p>Dismissal From School ..... 24</p> <p>Dispensing of Medication at School ..... 18</p> <p>Distribution of Non-commercial Foods ..... 26</p> <p>Distribution of Non-curricular Student Publications ..... 18</p> <p>Driving and Parking Cars ..... 21-22</p> <p>Earthquake Procedure ..... 28</p> <p>ECC Sponsored Trips ..... 23</p> <p>Eldon Career Center Honor Roll ..... 28</p> <p>Eldon Career Center Mission Statement ..... 5</p> <p>Eldon Career Center School Organizations ..... 27</p> <p>Eldon District Goals ..... 5</p> <p>Eldon School Calendar (2006-2007) ..... 32</p> <p>Eldon School Calendar Events ..... 7</p> <p>Eldon Vision Statement ..... 5</p> <p>Electronic Devices ..... 26</p> <p>Emergency Building Evacuation Plan ..... 29</p> <p>Evacuation of Handicapped Students ..... 30-31</p> <p>Faculty &amp; Staff ..... 6</p> <p>Family Education Rights and Privacy Act ..... 30</p>	<p>FBLA ..... 27</p> <p>Federal &amp; State Legal Grievance Procedures ..... 29</p> <p>FFA ..... 27</p> <p>Guidance and Counseling ..... 21</p> <p>Guidelines for Students Attending ECC School Trips ..... 23</p> <p>In-School Suspension (ISS) ..... 19-20</p> <p>Internet Guidelines ..... 9</p> <p>Interrogations &amp; Searches by School Personnel ..... 17-18</p> <p>Introduction to Student Code of Conduct ..... 14</p> <p>Leaving School ..... 21</p> <p>Out-of-School Suspension (OSS) ..... 20</p> <p>Placement ..... 24</p> <p>Policies &amp; Procedures From Other Schools ..... 25</p> <p>Procedure Following an Absence ..... 20</p> <p>Requirements for Graduation ..... 20</p> <p>Safety Glasses/Helmets ..... 25</p> <p>Safety Policies ..... 24</p> <p>Severe Storm Procedures ..... 28</p> <p>SKILLS USA ..... 27</p> <p>Special Services Available at School District ..... 1</p> <p>Student Authorization to Drive Form ..... 23-24</p> <p>Student Discipline ..... 10-17</p> <p>Student Injuries ..... 26</p> <p>Student Lockers ..... 26</p> <p>Student Responsibilities ..... 9-10</p> <p>Table of Contents ..... 2-3</p> <p>Telephone ..... 26</p> <p>Vocational Resource Education ..... 21</p> <p>Welcome ..... 4</p>
---	--

## **WELCOME TO ELDON CAREER CENTER**

You have enrolled at the Eldon Career Center and are preparing for an occupation or field of work. This is an important step for you in preparing to earn a living. Whether you are enrolled for one class hour, two class hours, three class hours or more per day, I hope you will make the most of the opportunities offered during your time here. You have the opportunity to develop the knowledge skills, work habits, attitudes, and personality traits that will enable you to secure employment, maintain and succeed in your chosen occupation.

Our faculty and staff are ready to assist you in anyway. All of your teachers have successful work experience in the occupations they are teaching and will share this information and experience with you. I hope you will work closely with your teachers and allow them to help and assist your learning.

Our staff is proud of our facilities and up-to-date equipment that is available here at the Eldon Career Center. We hope you will share our pride and help us maintain these facilities for you.

We strive to have a minimum number of rules. However, if we are to maintain an environment conducive to learning, we must have some regulations and responsibilities for everyone. This handbook outlines the student's responsibilities and the school's operating policies. Please keep the handbook and refer to it throughout the school year.

If you have any questions, please feel free to contact your instructor, office personnel or the Director. We sincerely hope that you have a very successful and enjoyable school year.

Willard Haley,  
Director

## **ELDON CAREER CENTER MISSION STATEMENT**

*The Eldon Career Center strives to elevate students in the areas of technical and academic competencies. Becoming skilled workers and lifetime learners through an approved, structured curriculum is a goal for students. Leadership skills are also encouraged through involvement in student and professional organizations, motivating students to become critical thinkers and valuable citizens of their community.*

### **Eldon R-I Mission Statement**

*Learning for all...*

### **Eldon R-I Vision Statement**

*The Eldon R-I School District will foster a sense of pride through our professional learning community. We will focus on the needs and achievements of all learners. We will support and build upon the strengths of our students, staff, parents and community to promote excellence through education.*

### **Eldon R-1 Core Values** (identified by the District Professional Learning Communities Committee)

1. *Cooperation and communication are essential for progress.*
2. *Individuals are responsible for contributing their unique gifts and talents for the betterment of their community.*
3. *An investment in the community is an investment in the future.*
4. *Accountability and mutual respect build trust.*
5. *All individuals have the right to live and learn in a safe and secure environment.*
6. *Positive role models are crucial for character development.*
7. *Learning is a lifelong process that is nurtured through the partnership between home, school and community.*
8. *Pride is vital to the ongoing progress and spirit of our community.*
9. *Excellence is a result of high expectations.*

### **Eldon R-1 Objectives**

1. *To have 100% of students graduate and move on to post-secondary education or a skilled career as measured by DESE performance standards.*
2. *To identify and serve 100% of the at-risk children in the Eldon R-1 school district.*
3. *To have annual improvement of 3% in communication between home, school, and community as measured by annual Advance Questionnaire data.*
4. *To have 100% of students and staff feel safe and secure in facilities that are conducive to a positive learning environment as measured by annual Advance Questionnaire data.*

### **Eldon R-1 Goals**

1. *Develop and implement plans to effectively communicate with our school community.*
2. *Develop and implement accountability structures.*
3. *Provide a positive learning climate.*
4. *Model and reinforce positive character traits.*
5. *Improve student achievement.*
6. *Decrease the dropout rate to 3.5% or less.*

## ECC OFFICE STAFF

Willard Haley, Director  
 Kelli Engelbrecht, Placement Coordinator  
 Gabe Branstetter, Community Ed Coordinator  
 Darla Schulte, Secretary to the Director  
 Ray Sidebottom, Custodian

## ECC PRACTICAL NURSING STAFF

Shelly Wehmeyer, Practical Nursing  
 Coordinator/Instructor  
 Grace Pruet, Practical Nursing Instructor  
 Debbie Yarnell, Practical Nursing Instructor  
 Lora Klein, Practical Nursing Secretary

## ECC INSTRUCTORS

Matt Biddle, Agriculture  
 Chuck Campbell, Marketing  
 Emery Evans, Auto Technology  
 Sonny Farris, Marine Services  
 Jerri Haley, Business & Office  
 Shelly Henderson, Business & Office  
 Kevin Otto, Building Trades  
 Gary Reichel, Agriculture  
 Samuel Schulte, Collision Repair  
 Rick White, Drafting/Surveying  
 Joel Wilson, Computer Information Systems  
 Rebecca Dickerson, Health Occupations  
 Adam Wolf, Agriculture  
 Jim Wright, Graphic Arts

	Ext	Name	Title/Department	E-Mail Address
392-8018	-	Biddle, Matt	AG/FFA	Biddle@mail.eldon.k12.mo.us
392-8060	521	Branstetter, Gabe	Community Education	Gabe_Branstetter@mail.eldon.k12.mo.us
392-8060	524	Campbell, Chuck	Marketing/DECA	C_Campbell@mail.eldon.k12.mo.us
392-8060	516	Dickerson, Becky	Health Occupations	Rebecca_Dickerson@mail.eldon.k12.mo.us
392-8060	525	Engelbrecht, Kelli	Career Service/SkillsUSA	Engelbrecht@mail.eldon.k12.mo.us
392-8060	531	Evans, Emery	Auto Technology	Emory_Evans@mail.eldon.k12.mo.us
392-8065	-	Farris, Sonny	Power Sports Tech	Sonny_Farris@mail.eldon.k12.mo.us
392-8060	527	Haley, Jerri	Business/FBLA	J_Haley@mail.eldon.k12.mo.us
392-8060	502	Haley, Willard	Director	W_Haley@mail.eldon.k12.mo.us
392-8060	533	Henderson, Shelly	Business/FBLA	Henderson@mail.eldon.k12.mo.us
392-8060	504	Klein, Lora	PN Secretary	Lora@mail.eldon.k12.mo.us
392-8060	530	Otto, Kevin	Building Trades	Kevin_Otto@mail.eldon.k12.mo.us
392-8060	511	Pruett, Grace	PN Instructor	Grace_Pruett@mail.eldon.k12.mo.us
392-8018	-	Reichel, Gary	AG/FFA	Gary_Reichel@mail.eldon.k12.mo.us
392-8060	502	Schulte, Darla	ECC Secretary	D_Schulte@mail.eldon.k12.mo.us
392-8060	529	Schulte, Samuel	Collision Repair	Schulte@mail.eldon.k12.mo.us
392-8060	512	Wehmeyer, Shelly	PN Coordinator	Shelly_Wehmeyer@mail.eldon.k12.mo.us
392-8060	526	White, Rick	Drafting	R_White@mail.eldon.k12.mo.us
392-8060	528	Wilson, Joel	Computer Info Systems	Joel_Wilson@mail.eldon.k12.mo.us
392-8018	-	Wolf, Adam	AG/FFA	Adam_Wolf@mail.eldon.k12.mo.us
392-8060	506	Wright, Jim	Graphics	Wright@mail.eldon.k12.mo.us
392-8060	510	Yarnell, Debbie	PN Instructor	Debbie_Yarnell@mail.eldon.k12.mo.us

# Eldon School Calendar 2009-2010

## “Home of the Mustangs”

AUGUST						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	<b>17</b>	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL						
S	M	T	W	TH	F	S
				1	2	3
4	*5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17*	18*	19*	20*	21*	22
23	*24	25	26	27	28	29
30	31					

Any days missed due to inclement weather may extend the school year beyond May 20.  
 \*Possible make up days are marked with an asterisk  
 May 21 through May 29 will be used for make up days 1 - 6 respectively.  
 April 13 will be make up day 7.

= Students Do Not Attend     
  = Students Dismissed Early

- August 13 & 14      Teacher Orientations
- August 17      First Day For Students
- Sept. 7      Labor Day Vacation
- September 23      Curriculum Day
- October 16      End of First Quarter
- Oct 22 & 27      Parent/Teacher Conf.
- October 26      No School
- November 25,26 & 27      Thanksgiving Break
- December 22      End First Semester
- Dec 23 - Jan 1      Christmas Break

- January 15      Professional Dev. Day
- January 18      Martin Luther King
- February 15      President's Day
- March 12      End Third Quarter
- Mar 16 & 18      Parent Teacher Conf.
- March 19      No School
- April 2 & 5      Spring Recess
- April 28      Curriculum Day
- May 14      Last Day Students & Teachers
- May 31      Memorial Day

## Bell Schedule

### Regular

Mon, Tue, Thu, Fri

7:50-	Five Minute Bell
7:55 - 8:42	1 <sup>st</sup> Period
8:47 - 9:34	2 <sup>nd</sup> Period
9:39 - 10:26	3 <sup>rd</sup> Period
10:31 - 11:18	4 <sup>th</sup> Period
11:18 - 11:41	Lunch A
12:12 - 12:35	Lunch B
11:46 - 12:35	5 <sup>th</sup> Period A
11:23 - 12:12	5 <sup>th</sup> Period B
12:40 - 1:28	6 <sup>th</sup> Period
1:33 - 2:23	7 <sup>th</sup> Period
2:28 - 2:53	8 <sup>th</sup> Period

### Compressed

Wednesday

7:50 -	Five Minute Bell
7:55 - 8:35	1 <sup>st</sup> Period
8:40 - 9:25	2 <sup>nd</sup> Period
9:30 - 10:15	3 <sup>rd</sup> Period
10:20 - 11:05	4 <sup>th</sup> Period
11:05 - 11:28	Lunch A
11:52 - 12:15	Lunch B
11:33 - 12:15	5 <sup>th</sup> Period A
11:10 - 11:52	5 <sup>th</sup> Period B
12:20 - 1:03	6 <sup>th</sup> Period
1:08 - 1:53	7 <sup>th</sup> Period
2:00 - 3:00	PLC

## Grading Scale

A	95-100
A-	90-94
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	Below 60
P	Pass
INC	Incomplete
NC	No Credit

## **Computer Usage**

No student is allowed to use online database equipment without signing the Eldon R-I District MORENet/Internet Access User Agreement.

- Failure to follow computer guidelines will result in disciplinary action. First Offense: ISS, 1-10 days OSS, Subsequent Offense: Loss of all computer privileges for the year.

## **Internet Guidelines**

Use of the internet at ECC is a privilege. Failure to follow the guidelines stated below will result in loss of this privilege, and disciplinary action will be taken. First Offense: ISS, 1-10 days OSS, Subsequent Offense: Loss of all computer privileges for the school year.

1. Students may only use Internet in conjunction with approved assignment from your instructor.
2. Students will use search engines appropriately.
3. Students are **NOT** to give out personal information on the Internet. Examples, name, address or phone number.
4. A user agreement, signed by the parent and the student, is required in order for that student to have access to the Internet.

## **Student Responsibilities**

At Eldon Career Center, every student is expected to:

1. Comply with their home school, ECC and Eldon R-I district policies and regulations.
2. Respect and obey all persons in authority.
3. Be prompt and regular in attendance, equipped with the necessary books, paper and other supplies.
4. Meet classroom standards of behavior and performance.
5. Maintain appropriate habits of speech, dress and personal cleanliness.
6. Cooperate with pupils who have been given special responsibilities.
7. Respect the dignity, rights and property of others and avoid any activity, which may endanger the health and safety of others.
8. Assume responsibility for the care of school property
9. Accept the consequences of his or her actions.
10. Make a positive commitment to academics and an attitude of willingness to learn.

## **Student Discipline**

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

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

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

1. First or second degree murder under §565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under §565.024, RSMo.
3. Kidnapping under §565.110, RSMo.
4. First, second or third degree assault under §565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under §566.040, .070, RSMo.
6. Forcible rape or sodomy under §566.030, .060, RSMo.
7. Burglary in the first or second degree under §569.160, .170, RSMo.
8. Robbery in the first degree under §569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §195.211, .212, RSMo.
11. Arson in the first degree under §569.040, RSMo.
12. Felonious restraint under §565.120, RSMo.
13. Property damage in the first degree under §569.100, RSMo.
14. Child molestation in the first degree pursuant to §566.067, RSMo.
15. Sexual misconduct involving a child pursuant to §566.083, RSMo.
16. Sexual abuse pursuant to §566.100, RSMo.

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

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

### **Documentation in Student's Discipline Record**

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

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

### **Prohibited Conduct**

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

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

**First Offense:** ISS -- 1-180 days OSS (OSS), or expulsion.

**Subsequent Offense:** 1-180 days OSS or expulsion.

2. **Assault**

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

**First Offense:** Principal/Student conference, ISS (ISS), 1-180 days OSS or expulsion.

**Subsequent Offense:** ISS, 1-180 days OSS, or expulsion.

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

**First Offense:** Expulsion

3. **Automobile/Vehicle Misuse**—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, ISS or 1-10 days OSS.

**Subsequent Offense:** Revocation of parking privileges, ISS, or 1-180 days OSS

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

**First Offense:** ISS or 1-180 days OSS

**Subsequent Offense:** 1-180 days OSS or expulsion.

5. **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.

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

**First Offense:** Nullification of forged document. Principal/Student conference, ISS, or 1-10 days OSS.

**Subsequent Offense:** Nullification of forged document. ISS, 1-180 days OSS, or expulsion.

7. **Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)** – Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

**First Offense:** Principal/Student conference, ISS, or 1-10 days OSS

**Subsequent Offense:** ISS, 1-180 days OSS, or expulsion

8. **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:** ISS or 1-180 days OSS

**Subsequent Offense:** 1-180 days OSS or expulsion.

c. 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:** ISS, 1-180 days OSS.

**Subsequent Offense:** Expulsion.

d. 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 OSS or expulsion.

**Subsequent Offense:** Expulsion.

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

**First Offense:** Principal/Student conference, ISS, or OSS.

**Subsequent Offense:** ISS, 1-180 days OSS or expulsion

10. **False Alarms-** Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening disturbing, disrupting or causing the evacuation or closure of school property.

**First Offense:** Restitution. Principal/Student conference, ISS, 1-180 days OSS, or expulsion

**Subsequent Offense:** Restitution. ISS, 1-180 days OSS, or expulsion.

11. **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, ISS, or 1-180 days OSS.

**Subsequent Offense:** ISS, 1-180 days OSS, or expulsion.

12. **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:** ISS or 1-180 days OSS.

**Subsequent Offense:** 1-180 days OSS or expulsion.

13. **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, ISS, or 1-180 days OSS.

**Subsequent Offense:** ISS, 1-180 days OSS, or expulsion.

14. **Sexual Harassment (see Board policy AC and regulation AC-R)**

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

**First Offense:** Principal/Student conference, ISS, 1-180 days OSS, or expulsion.

**Subsequent Offense:** ISS, 1-180 days OSS, or expulsion.

b. Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. Examples include, but are not limited to, touching or

fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.

**First Offense:** ISS, 1-180 days OSS, or expulsion.

**Subsequent Offense:** 1-180 days OSS or expulsion.

**15. Technology Misconduct (see Board policy EHB and regulation EHB-R)**

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

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

**Subsequent Offense:** Loss of user privileges, 1-180 days OSS or expulsion.

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

**First Offense:** Principal/Student conference, ISS, or 1-180 days OSS.

**Subsequent Offense:** Loss of user privileges, 1-180 days OSS or expulsion.

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

**First Offense:** Principal/Student conference, ISS, 1-180 days OSS, or expulsion.

**Subsequent Offense:** Return of or restitution for property. 1-180 days OSS or expulsion.

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

**First Offense:** Principal/Student conference, ISS, 1-180 days OSS, or expulsion.

**Subsequent Offense:** ISS, 1-180 days OSS, or expulsion.

**18. 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, or ISS.

**Subsequent Offense:** Confiscation of tobacco product. ISS or 1-10 days OSS.

- 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, ISS, or 1-3 days OSS

**Subsequent Offense:** Confiscation of tobacco product. ISS or 1-10 days OSS.

19. **Truancy (see Board policy JEDA)** – Absence from school without the knowledge and consent of parents/guardian and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

**First Offense:** Principal/Student conference, or 1-3 days ISS

**Subsequent Offense:** 3-10 days ISS.

20. **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, ISS, or 1-180 days OSS.

**Subsequent Offense:** 1-180 days OSS or expulsion.

21. **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, ISS, or 1-180 days OSS, or expulsion.

**Subsequent Offense:** Restitution. ISS, 1-180 days OSS, or expulsion.

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

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

**First Offence:** ISS, 1-180 days OSS, or expulsion.

**Subsequent Offense:** 1-180 days OSS or expulsion.

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

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

**Subsequent Offense:** Expulsion.

### **Interrogations and Searches by School Personnel**

School lockers and desks are the property of the Board of Education and are provided for the convenience of students and as such, are subject to periodic inspection without notice. Lockers and desks may be searched by school administrators who have reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons or other items posing a danger to the health or safety of students and school employees.

Students, or student property, such as backpacks, may be searched based on a reasonable suspicion of a violation of district rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. Personal searches and searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and never in front of other students. Students shall not be required to undress although they may be asked to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

Students are permitted to park on school premises as a matter of privilege, not a right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

## **Distribution of Noncurricular Student Publications**

Within the guidelines of Board Policy IGDBA, students may distribute at reasonable times and places, unofficial written material, petitions, buttons, badges or other insignia. Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the Director or his or her secretary 24 hours in advance of desired distribution time.

**This policy is also posted in its entirety on the bulletin board in the hall.**

## **Dispensing of Medication at School**

**Prescription Drugs:** (those prescribed by a physician)

If a secondary student needs to take prescribed medication during school hours, the medication must be in the container from the pharmacy with only those doses to be given at school. A physician must fill out an **Authorization for Medications to be taken During School Hours** form from the ECC office or from the student's high school. This must be provided to the ECC office before the Director's designee will give the medication. Any questions should be directed to Mr. Davis. A week's supply of medication may be sent at one time. **Do not send more than a week's worth of medication.** The medication must be given to the ECC office as soon as the student arrives at school with a note from the parent stating when the medication is to be given. As soon as the child gives the medication to the ECC office or the Director's designee it will be locked up to prevent misuse or accidental ingestion.

**Nonprescription Drugs:** (Any over the counter medication)

1. Responsibility for taking over the counter medication should be assumed by the student (unless otherwise indicated on an individual health plan). If it is deemed that the student can assume responsibility for medication, no more than a daily dosage should be carried. A parent's written authorization can be in the form of a note to the school acknowledging the parent's approval, dosage, times, date prescribed, name of medicine, purpose of medicine, possible side effects and the termination date for administering the medication. The ECC office will keep this note.
2. Selling, dispensing or distributing any kind of medication by any student will be grounds for disciplinary action.
3. All long-term prescription medication must be given to the Director's designee and have a physician authorization form on file in the ECC office.

### **In-School-Suspension (ISS)**

Procedural guidelines for the administration of the District's ISS program shall be as follows:

#### **Reasons for Referral**

1. Truancy from classes or school
2. Major behavioral problems, including disruption of classes, improper bus behavior, abusive language, defiance of authority or assault behavior
3. Fighting
4. Use or possession of tobacco products as prohibited by School Board Policy.
5. Theft
6. Other behavioral problems which have a detrimental effect on other students or the school

#### **Inductive Procedure for ISS**

Students will report for ISS at the designated start of the school day. Students will bring with them:

1. All textbooks from all courses in which they are enrolled
2. Supplies of notebook paper, pencils, erasers etc.
3. Assignments to be done in ISS (Students will collect these from their teachers the day prior to ISS.)

When arriving at the ISS classroom, each student will be:

1. Assigned to an individual workstation.
2. Informed of regulations and time schedule of ISS.

#### **Rules and Regulations for ISS**

1. Students will be productive in course assignments.
2. No food or drink will be allowed in ISS.
3. ISS students will eat during the lunch period in the cafeteria at an assigned table with the ISS teacher.
4. Two restroom breaks will be allowed -- 3<sup>rd</sup> & 6<sup>th</sup> hours.
5. Failure to report to ISS at the proper time will result in the student spending the remainder of the current day in ISS and making up the time missed. The parent or guardian of any student assigned to ISS will be notified immediately of the decision. Upon completion of the suspension, the parents or guardians may be required to report with the student for a conference with the principal or assistant principal before being readmitted to regular classes.
6. Any student who is removed from ISS for violation of ISS regulations will be given OSS, but must complete ISS assignment upon returning to school. Parents or guardians and juvenile authorities may be notified.
7. Repeated disciplinary infractions may result in OSS instead of ISS.
8. Failure to complete assignments to the satisfaction of the ISS teacher, or the regular classroom teacher who has assigned the work will result in additional ISS placement to complete the work.

9. Absences will delay, not eliminate, days of ISS missed. The time will be served upon returning to school. Medical excuses from a physician may be required if the absence occurs during the time ISS is assigned.

### **Extra/Co-Curricular Activities While in ISS**

Students will be unable to participate in any manner, in extra-curricular and co-curricula activities during the twenty-four hour period (midnight to midnight) of the assigned ISS. All students will be assigned to ISS on a first come, first served basis.

### **Out of School Suspension (OSS)**

According to Missouri law, a Principal/Director or Assistant Principal may suspend a student or students for a maximum of 10 school days. The Superintendent may suspend students for a maximum of 90 school days. The local Board of Education has the authority to expel students from school. Students, who are suspended for any period of time, will not be allowed to make up class work missed and will receive a zero for the days suspended. Students being on or around school grounds during a suspension without permission will receive additional suspension time. This includes all extra curricular activities sponsored by the school.

### **Absenteeism and Extracurricular Events**

A student participating in any extracurricular or co-curricular activity must be in school ALL DAY in order to participate. Exceptions, due to valid extenuating circumstances, shall be granted only through the Superintendent, Principal, Director or Assistant Principal. No student will be penalized for missing a class activity or extra curricular activity. Students are responsible for all make-up work.

### **Procedure Following an Absence**

After any absence, the student has one school day to bring a written note from home (including doctor's note) or the parent should call explaining the absence. The note is to be brought to the office so an admit slip can be filled out before the student can attend classes again. After one school day, unexcused absences will not be changed. The admit slip is made in duplicate. The duplicate is kept in the office with the note from home attached. The duplicate is to be taken to the teacher for re-admittance to class.

### **Requirements for Graduation**

Eldon Career Center awards certificates to all students who successfully COMPLETE a skill training program (s) with a cumulative grade point average of C or higher. "Completion of a program" means completion of 2 years if it is a 2-year program or 1 year of training in programs which consist of a 2 or 3 hour block. Health Occupations is a 1-year program for all students.

## **Leaving School**

No student, secondary or post secondary, is permitted to leave ECC before the usual dismissal time without permission from the ECC office and the sending school (when applicable). Secondary Students may not leave without permission from the ECC office. Students need to provide the ECC office with a written note, signed by a parent or guardian, giving the reason for dismissal or the parent or guardian may call the ECC office requesting dismissal. A sending school may request that students be dismissed either in writing or by phone. **All ECC students must sign out in the ECC office before leaving. Upon returning to school all students must report in to the ECC office before returning to class.**

## **Placement**

ECC maintains a placement service for students seeking part-time work while attending school and permanent placement upon graduation. The placement coordinator will assist students in securing employment commensurate with their vocational training.

## **Guidance and Counseling**

A guidance counselor is available to students desiring occupational and educational information, career decision information and personal counseling to assist students in working out solutions to problems with class work, progress, resource information, etc.

## **Vocational Resource Educator**

A Vocational Resource Education (VRE) is available to help students with special needs. The VRE works with the instructors to assist students in the various programs. The VRE Aide helps students in the classroom setting or her office in meeting program objectives. Students who have IEP's are offered help on an individualized basis and can seek help at any time.

## **Cafeteria**

High School Cafeteria is for the convenience of all high school students who desire to purchase school lunches or bring their own lunch and eat in the cafeteria. Secondary students are not permitted to eat lunch in the classrooms. Post secondary students may purchase school lunches from the cafeteria.

## **Driving and Parking Cars**

The sending schools provide bus transportation for their students to ECC which students are required to ride. Sending school students will not be allowed to drive private vehicles to ECC without proper approval from their parents, their school principal and the ECC director. Violation of this policy will result in the student being sent to ISS and high school notified accordingly. When it is necessary for a sending school student to drive

their car, a "Student Authorization to Drive" form must be properly completed and returned the day before the student is to drive. (Sample see below)

Students driving to ECC must drive carefully and quietly at all times. The parking lot north of ECC is for student parking. The parking lot south of ECC is for school staff and visitors ONLY. Students are reminded to refrain from parking in the yellow "NO PARKING" zones around the school campus. Students are not permitted to park in or around the shop areas unless the instructor has given prior approval.

Two handicapped parking spaces are provided in the south parking area for handicapped students.

Students are not to be driving during school hours without the permission of an instructor, or permission from the ECC office or the student's high school office.

## ELDON CAREER CENTER STUDENT DRIVING AUTHORIZATION

\_\_\_\_\_ has permission to:  
Student Name

- drive his/her vehicle
- ride with \_\_\_\_\_

to the \_\_\_\_\_ on \_\_\_\_\_ for the following  
Location Date

reason: \_\_\_\_\_

In order for the student to drive, permission must be obtained from the parent/guardian, sending school principal and the ECC Director.

Other students are not allowed to ride with him/her unless written permission is obtained from the parent/guardian, sending school principal and ECC Director.

A copy of the student's valid driver's license and vehicle insurance must be provided to the ECC office prior to the date he/she wishes to drive.

_____ ECC Director	_____ Date
_____ Sending School Principal	_____ Date
_____ Parent/Guardian	_____ Date

## **ECC Sponsored Trips**

During the school year students may have the opportunity to participate in school sponsored trips. Transportation for these trips will usually be provided by district owned buses. There may be exceptions to the rule when the Building Principal approves alternative means of transportation. Parents and student permission slips must be obtained when alternative transportation is being used.

Students participating in field trip, co-curricular activities or extra duty activities are expected to represent the district in an exemplary manner. All district wide policies will be in effect for students while being transported and while attending any school-sponsored activity. Activity sponsors may actually require more stringent behavior expectations as long as district policies are complied with.

## **Guidelines for Students Attending ECC School Sponsored Trips**

- All school rules do apply while attending school sponsored trips. This would include, but not limited to: following the dress code, use of appropriate language, no use of tobacco, alcohol, or drugs, and no public display of affection.
- Students are to be in assigned areas at all times.
- All sponsors, chaperons, and bus drivers will be treated with respect at all times. Student will comply with directions given by any of the aforementioned.
- Students will sit in assigned seats on school transportation provided or alternative transportation. Students will be separated by gender unless approved for special circumstances by the Building Principal and/or ECC Director.
- Students will ride school-sponsored transportation to all activities unless prior approval is acquired from the Building Principal/ECC Director.
- Activity sponsors may allow a student to return from a school sponsored activity by means other than school provided transportation when a parent or legal guardian signs for the student. The activity sponsor will provide the sign out sheet and will witness the parent/guardian signing. A parent/guardian may make special arrangements for someone else (must be an adult relative or another parent/guardian and given advance approval notice) to sign a student out if approved prior to the trip by the Building Principal/ECC Director. Attendance will be taken before departing after each time students are allowed off the bus.
- Any student not complying with these guidelines may be restricted from attending all sponsored school trips. Please remember that attending these activities is a privilege. The District has high expectations for any group that serves as a representative for our school and community.

## **Cooperative Education**

The primary goals of co-operative education programs are the acquisition of specific job skills and demonstrated performance of those skills in an on the job environment related to the classroom instruction. Students participating in cooperative vocation education programs are expected to perform productive work during their off campus experience

and may receive pay for it. Secondary students are eligible for co-op programs at the beginning of the fourth quarter of their senior if they are in their second year of a vocational program, have maintained an overall average of at least a “C” and have the recommendation of their instructor. However, secondary students may be considered for work experience at other times during the year such as seasonal or peak seasons within particular industries. This would require the approval of the instructor and director. The student would be subject to more classroom instruction if deemed necessary from the employer after consulting with the instructor during the work experience time. Adult students are eligible for a co-op during their second year of training. They should have a “C” average and the recommendation of their instructor. Special permission for a co-operative education program may be arranged, through the Director and Instructor, if extenuating circumstances warrant such consideration. No student may enroll in two co-operative education programs at the same time without special permission from the instructors and the Director.

### **Policies & Procedures of Other Schools**

If a student is disciplined or receives some action for attendance problems from any school, this course of action is recognized and honored by ECC. Example: If you are suspended or dismissed from your home school, then you are likewise suspended from ECC. However if a disciplinary or attendance action is also forthcoming from ECC, you will also receive that action.

### **Attendance**

Regular attendance together with the masterly level of skills is the foundation for a successful school year. Irregular attendance is the cause most often given by instructors and employers for unsatisfactory progress of students or employees. Therefore regular attendance at ECC will be stressed. There will be no differentiation in absences, excused or unexcused. An absence is just an absence.

ECC does not have an attendance policy, however attendance will be taken and reported to schools and agencies as necessary. Secondary students will be governed by the policy of their respective schools. Adults who are receiving financial aid will be governed by the policy of their financial program. Adult students paying their own way will reap the benefits of regular attendance, which will be reflected in their final grade.

The goal of ECC is your success; attendance is a large part of success and your responsibility.

### **Dismissal From School**

ECC reserves the right to dismiss any student on the basis of any of the following:

1. Conduct found to be detrimental to the student, ECC or other students.
2. Failure to maintain a grade point average of 2.0 on a 4.0 scale.
3. See Safety Policies.

## **Safety Policies**

Eldon Career Center prepares students to work in commercial, manufacturing, construction, and other industrial settings. When working in these settings, following safety practices and procedures is required for your protection, and the protection of those working with you. Safety instruction (rules and procedures) will be provided by your program instructor. **ALL SAFETY RULES AND REGULATIONS MUST BE CLOSELY FOLLOWED! FLAGRANT SAFETY VIOLATIONS SHALL RESULT IN YOUR IMMEDIATE DISMISSAL FROM THE VOCATIONAL PROGRAM!**

### **Safety Glasses, Helmets, Etc.**

ECC provides safety glasses to students participating in Lab/Shop learning situations. **MISSOURI STATE LAW REQUIRES** all students to wear approved safety glasses while working in school lab/shop activities. Your instructor will provide more detailed information regarding your class requirements. Please remember that our safety procedures are for the most part the same as those in the occupation for which you will be training. Failure to wear your safety glasses or other protective eyewear will result in the following disciplinary action:

**First Offense:** Sent to the Director's Office and letter sent to parents.

**Second Offense:** 1-3 days ISS and letter sent to parents.

**Third Offense:** 1-3 days OSS and parent conference before returning to class.

**Fourth Offense:** Removal from the program.

### **Clean Up of Lab Areas (Shops) and Worksites**

All students in ECC classes having a lab, shop, or job site setting will be required to engage in clean-up activities at the end of the instructional period (normally the last five minutes). This is part of the instructional day and the instructional learning process for maintaining a clean, safe, and healthy work environment.

### **Asbestos Hazard Emergency Response Act (AHERA – Public Law 99-519)**

On October 22, 1986, the Asbestos Hazard Emergency Response Act (AHERA- Public Law 99-159) was signed into law. This law required the EPA to develop regulations, which provide a comprehensive framework for addressing asbestos problems in public and private schools. One rule requires the schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely fashion. Eldon R-1 conducts semi-annual inspections of all asbestos containing building materials and has an outside-certified agency conduct a comprehensive district-wide inspection every three years. A management plan is on file in the Central Office. Please call 573-392-8000 for further information.

### **Distribution of Non-Commercial Foods**

In the interest of providing a healthy environment, snacks brought by students or parents to share with other students or treats for parties during the school day should be purchased at a store or bakery. Food brought should be individually wrapped or in the original unopened container. Teachers may present learning activities involving food providing all participants use proper hand washing procedures and preparation is closely supervised. In order to ensure all students can participate, alternative foods must be provided to those students with known medical conditions, prohibiting consumption of particular food items.

### **Telephone**

The telephones placed throughout the school are business phones and are not for student's personal use. Students may use the office phone after receiving prior permission.

### **Electronic Devices**

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cell phones in schools poses increasing risks of school disruptions, bullying, criminal activity and academic dishonesty. As a result, beginning with the 2009-10 school year, student cell phones, digital cameras and similar electronic devices will be banned during the instructional day, as well as, in dressing areas during extracurricular activities within the building. Any electronic equipment will be confiscated. Since the above items are not to be brought to school, Eldon R-1 Secondary School will not be responsible or liable for damage, loss or theft.

1<sup>st</sup> Warning, phone kept in the office for the remainder of the day

2<sup>nd</sup> Parent must come to school to pick up the phone

3<sup>rd</sup> Phone kept in office and one day of ISS

Parents may apply to the building principal to obtain a hardship exception. In such cases, the student's cell phone must be retained in the principal's office. Students granted a hardship may visit the office to use their cell phone for approved purposes. Telephones are also available in school offices for parents to leave a message for their student if needed.

### **Student Injuries**

If a student is injured while at ECC, they are to report first to the instructor and then to ECC's main office. The office staff will assist the student in filling out an accident report. Each student is expected to maintain insurance. Inexpensive insurance is available to secondary students through their respective high schools.

### **Student Lockers**

In some of the programs at the Eldon Career Center (such as Auto Tech, Health Occupation, etc.), you may be issued a locker for your convenience. These lockers are ECC property and are subject to inspection at any time. The following are guidelines for the use of these lockers:

1. Keep your locker clean -- both inside and outside.
2. No writing, decals, stickers, etc. are to be placed on the lockers.

3. Locks should be obtained from your instructor. If this is not possible and you buy your own lock, the instructor must be given a key or the combination. ECC has the right to remove any lock from any locker at anytime.
4. You must keep and use the locker assigned to you.
5. ECC is not responsible for any lost or stolen items from locker.

### **Eldon Career Center Organizations**

All students at ECC will participate in at least one of the following co-curricular organizations. One of the competencies that are listed on Instructional Systems Management (ISM) for each student deals with involvement in the appropriate organization corresponding with the student's instructional program. The organizations are described as follows:

#### **SkillsUSA**

SkillsUSA is the organization for students enrolled in the Trade and Industrial programs of Auto Technology, Building Trades, Collision Repair, Electronics, Graphic Communication, Health Occupations, Land Surveying/Drafting and Marine Services.

Membership entitles students to participate in leadership, social and professional development activities. The ECC SkillsUSA chapter is active on the local, state and national levels. Members who choose can participate in Skill and Leadership contests at the District, State and National Level for each training field. ECC consistently has many students who win at the District, State and National levels.

#### **DECA (Distributive Education Clubs of America)**

DECA is the organization for Students enrolled in the Marketing program. Participating in DECA provides students with the opportunity to become involved in many exciting activities related to their marketing curriculum. Involvement in DECA offers students leadership training and a chance to compete in Local, State and National Events in many career areas, all designed to stimulate and motivate classroom interest and vocational competence.

#### **FBLA (Future Business Leaders of America)**

FBLA is the organization for students enrolled in the Business Education Program. The main goals of FBLA are to promote competent, aggressive business leadership, establish career goals, encourage scholarships and develop character and self-confidence. Anyone previously enrolled or currently enrolled in a business class may become a member of FBLA. The ECC chapter is active at the Local, State and National Levels.

#### **FFA (Future Farmers of America)**

FFA is the organization for students enrolled in the agricultural program. FFA's primary aim is "To develop Agricultural Leadership, Cooperation and Citizenship". FFA provides many opportunities for personal growth. Students develop skills in leadership, public speaking, cooperation and interpersonal communication, all of which can be put to use in any career. The ECC Chapter is active at the Local, State and National Levels.

### **Eldon Career Center Honor Roll**

Students enrolled in half-day or full day programs at ECC will be eligible for the quarter and semester honor rolls if their grades are an A- or above. A post secondary student who is enrolled in two half time programs may be listed on the honor roll for both programs.

### **Federal & State Legal Grievance Procedures**

Information on grievance procedures is posted in each classroom and on the bulletin board in the ECC office. Policies and procedures are essential to maximize the training potential and safety for each student. Students are urged to seek clarification on any policy procedure or other concern they have that is not covered in this handbook.

### **Earthquake Procedures**

1. Custodians are to proceed to the master switches for utilities and shut them off.
2. Since most earthquakes last less than one minute there will probably be no intercom announcement.
3. Instructors are to take immediate precautions in the event of an earthquake.
  - A. Students are to stay calm.
  - B. Students are to crouch under desks or tables or brace themselves in interior doorways.
  - C. Stay away from brick masonry.
4. After the earthquake, the instructor will make a quick assessment of visual structural damage and help you exit the building through the nearest safe exit. Precautions must be taken to stay clear of damaged power lines.

### **Severe Storm Procedures**

The warning for a severe storm is a pulsating tone and a possible announcement over the intercom. Marine Services will be notified by telephone. The all clear will be conveyed verbally by the administrative staff.

With the communication facilities available to us, it is usually possible to have advance warning of an impending storm. Upon receiving such information you will be notified by the intercom warning tone.

Upon hearing the severe storm warning tone:

Students in Building “C” will assemble in the hallway outside the At Risk and Credit Recovery Classroom.

Students in Building “A” shall assemble in the lower hallways.

Students in Building “B” shall assemble as follows: Auto Tech in their classroom. Collision Repair in their classroom. Building Trades will proceed to the Collision Repair Classroom.

Students in the Marine Services class hall assemble in the block restrooms.

### **Emergency Building Evacuation Plan**

The warning for building evacuation is a steady tone and a possible announcement over the intercom and phone call to Marine Services. The all clear message will be conveyed verbally by the administrative staff.

- a. All classes will follow evacuation routes and procedures outline in the faculty handbook. After evacuating your building, all teachers will escort their class to the First Baptist Church. Students will remain at the “Safe Zone” until and “All Clear” has been determined, or until released to a parent or guardian. Teachers, remember to take attendance and maintain accountability for your students.

#### *Building “A” Evacuation*

**Students on the 2<sup>nd</sup> floor of Building “A”** shall proceed single file from the classroom, down the north stairway keeping to one side and exit through northeast exit door.

Assemble at the far end of the north parking lot.

Students on the 1<sup>st</sup> floor of Building “A”:

**Marketing** students shall proceed single file out of the classroom and exit through the front entrance doors. Assemble on the west -side of the street in front of Building “C”

**VRE Aide Room/Adult Students lounge** – Students in these rooms shall proceed single file through the Northwest exit door and assemble on the far end of the north parking lot.

#### *Building “B” Evacuation*

**Building Trades** students shall exit through the north exit doors and assemble at the far end of the north parking lot.

**Collision Repair (Shop)** Students shall exit through the west lab door and assemble at the far end of the north parking lot.

**Collision Repair (Classroom)** Students shall exit through the corridor classroom door, exit through the east exit door, cross the street and assemble.

**Auto Technology** students shall exit through the south and west exits of the shops, cross the street and assemble on the north side of the Baptist Church.

#### *Power Sports Technology Building Evacuation*

**Power Sports Technology** students shall exit through the west doors and continue to alley.

### *Building “C” Evacuation*

**Study Hall/Spanish, GED, Practical Nursing & Health Occupations** students shall exit through the northwest door and assemble on the parking lot behind gym.

**Graphic Communications** students shall exit through the southeast door by the old gymnasium and assemble on the sidewalk along Pine Street.

**At Risk & Credit Recovery** students shall exit through the Northwest door and assemble on the student parking lot behind the gym.

### **Evacuation of Handicapped Students**

1. Each instructor shall appoint two or more students to assist handicapped students during emergency situations and drills.
2. In case of severe weather, handicapped students on lower levels will go to the designated areas as outlined in the severe storm plan. Handicapped students on the 2<sup>nd</sup> floor of Building “A” need to proceed to the handicap lift, if necessary, then proceed to the designated area in the lower level.
3. In case of fire or earthquake, handicapped students should exit at the nearest handicapped accessible exit, then join other students for class roll taken by the instructor.

### **Family Education Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Eldon R-I, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s educational records. However, Eldon R-I may disclose appropriately designated “directory information” with out written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Eldon R-I School District to include this type of information from your child’s educational records in certain school publications.

Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks, In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone

listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want Eldon R-I to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing no later than one week after the beginning of school. Eldon R-I has designated the following information as directory information: (Note: an LEA may, but does not have to include all the information listed below).

- Student’s Name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

The district will provide notice to parents and students annually at the beginning of each school year that:

No student, as part of any federally funded program, without parental consent, shall be required to submit to a survey, analysis or evaluation that reveals: political affiliations; potentially embarrassing mental or psychological problems; sex behavior and attitudes, illegal, anti-social, self-incriminating and demeaning behavior; critical appraisals of other individuals with there is close family relationships; legally recognized privileges; income unless required to determine eligibility for participation in a program or financial aid; religious practices, affiliations or beliefs. The student may provide consent if an adult or emancipated minor.

(Board Policies JHDA and KI)