

**WELCOME**

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# Student Handbook

**Franklin Technology Center**

**8/17/2011**

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# WELCOME

Dear Student,

Welcome to a new school year at Franklin Technology Center. Our staff members are dedicated to providing quality technical education opportunities for our students. We believe that the same characteristics needed to succeed in the workplace will make you successful at Franklin Technology Center. Commitment to school, good attendance and the right attitude will put you on track toward a bright and promising future in any endeavor you choose.

Each school year brings with it many opportunities to participate in activities in and out of the classroom. Take advantage of the experience and talents offered by the instructors and support staff at Franklin Technology Center and make this a meaningful and enjoyable school year. We want you to participate in one of our many vocational student organizations. These organizations offer you a chance to develop your leadership skills, civic mindedness, social intelligence, and understanding of many vocational opportunities in the world of work.

Franklin Technology Center is operated by the Joplin School District, but we want all of our students from the sending schools of Carl Junction, Webb City, Diamond and Sarcoxie as well as College Heights Christian School and McAuley Regional High School to feel like this is their home school as well. We hope that after your time here with us, that you will cherish the friendships, as well as the skills and knowledge that you have gained from our programs. We are very glad to have you here!

Sincerely,

Dave Rockers  
Director  
Franklin Technology Center

“Shoot for the moon, even if you miss, you’ll land among the stars.” (Les Brown)

# INTRODUCTION

## ACCREDITATION

Franklin Technology Center is accredited by the Missouri State Board of Education and is part of the Joplin R-VIII School District. The school is working on becoming or currently is a certification site in the following programs:

- EPA certification site for Refrigerant Handling
- A National Institute for Metalworking Skills (NIMS) certification site for Machine Tool Technology
- CISCO training site for Computer Repair Technology
- National Restaurant Association Certification for Sanitation for Culinary Arts
- American Culinary Federation Certification for Culinary Arts

## CURRICULUM

Programs contain specific skills called competencies, which are achieved by mastery of a series of lessons or tasks. All programs are competency based. Most curriculum is based on national standards.

## HISTORY

Franklin Technology Center is rich with tradition. Secondary training in vocational education began in Joplin in 1937 with about 24 students enrolled in auto mechanics and cabinet making.

The first classes were held at 4th and Byers. During WWII, an additional building was constructed at the Lafayette School site to provide war production training programs for workers in defense plants. Programs in machine tooling, welding, and sheet metal were started. Students in the Auto Mechanics Program were bussed to Fort Crowder daily where they repaired jeeps and trucks bound for overseas deployment.

In 1946, a large maintenance building at Fort Crowder Neosho was donated by the U.S. Government. It was moved to 1301 Pearl, the site of the former Franklin Elementary School. In 1965, a new building was constructed at 2020 Iowa. In 1979, an addition was built that doubled the size of the existing structure. Further expansion was made in 1995 with the relocation of the Allied Health Programs to the campus of Missouri Southern State College. In 1996, Franklin Technical School's name was changed to Franklin Technology Center. In 1998 the Natural Resources Technology facility was built on the main campus and the Business & Office Technology, Medical Office Assistant and Machine Tool Technology Programs were relocated to Missouri Southern State College. The Surgical Technology Program was started in 1999. Construction Technology was added with yet another building being built on the main campus in 2007.

Following the tornado of May 22<sup>nd</sup>, 2011, the 2020 Iowa campus was completely destroyed along with Joplin High School. Temporary locations for the facilities were set up at the following locations:

Franklin Technology Center (Trade and Health Programs) @ 420 South Grand, Joplin, MO 64801

Franklin Technology Center (Natural Resources Technology, Technology Education, Business Technology, and Marketing)

@ Memorial Education Center and Shopco Education Center at Northpark Mall in Joplin

## **JOPLIN R-VIII MISSION STATEMENT**

The Joplin R-VIII School District, in serving the diverse regional hub of the four-state area, will ensure every student can achieve his/her potential to become a productive member of society by providing quality educational opportunities through a school, home, and community partnership.

## **FRANKLIN TECHNOLOGY CENTER MISSION STATEMENT**

The mission of Franklin Technology Center is to provide outstanding career/technical educational programs that offer students the opportunity to develop knowledge, skills and attitudes essential for employment in increasingly complex work settings.

## **FRANKLIN TECHNOLOGY CENTER VISION STATEMENT**

To ensure that Franklin Technology Center maintains and improves its mission, we have adopted the following vision statement: By working in partnership with labor and management, we will provide a stimulating learning environment in which a team of highly-trained staff provide quality instruction in well resourced buildings to address the needs of the community and provide students with values including honesty, integrity, character, good judgment and a respect for others.

## **OUR FOCUS**

Our focus is on career enhancement. Opportunities are offered to students who wish to acquire entry-level technical skills for immediate employment out of high school, advanced placement into post secondary (college) technical associate degree programs or a technical foundation for a baccalaureate degree program. To this end, FTC strives to set standards that ensure students are best equipped to handle the technical content of their chosen field of study, experience success, and acquire skills to a level maximizing their abilities. Students are enrolled and tuition fees are paid by the student's home high school. Enrollment in FTC's programs is a significant investment made by your local school district on your behalf.

You will get a different feeling about your education at FTC. Our primary function is to provide you with the skills, attitudes, and knowledge required to enter your chosen career field. At FTC, you will begin doing things and applying knowledge in ways you have not experienced before.

Your instructors have had extensive experience in the trade they are teaching and will create a classroom and shop atmosphere that will promote your success in their trade.

# **GENERAL INFORMATION**

## **ADMISSIONS**

Eleventh and twelfth grade students from the sending high schools (Joplin, Carl Junction, Diamond, Sarcoxie, Webb City, College Heights and McAuley as well as homeschool students) are eligible to apply for courses offered at Franklin Technology Center. In addition, a limited number of sophomores are admitted on a select basis. Students should apply through their home high school counselor prior to regular registration for the first semester of their junior or senior year. McAuley, College Heights, and other private or parochial schools located within the School District of Joplin must enroll through Joplin High School.

Each applicant is reviewed with the sending school counselor to determine if the applicant's program choice is realistic in view of the student's performance and future career plans.

When qualified applications outnumber two-year program openings, participants are determined using the following priorities:

1. Students who have successfully completed one year of a two year program and are enrolled in the second year of the program.
2. Juniors and select sophomores who are enrolling in a program for the first year.
3. Seniors who are enrolling in the program for the first time.
4. Adult students who wish to enroll are admitted on a space available basis.

When qualified applicants outnumber one-year program openings, participants are determined using the following priorities:

1. Seniors who are enrolling
2. Juniors who are enrolling
3. Adult students who wish to enroll

## **RETURNING JUNIORS**

Juniors with at least 90% attendance record, "C" or above grade, and who have not had a chronic discipline problem, will be allowed to return their senior year. These students must also obtain a recommendation from their present instructor to continue in their current program or change to another.

## **DAILY SCHEDULE**

For 3-hour block classes, you will attend one of two instructional block periods scheduled each Monday through Friday. The morning period begins at 8:30 a.m. and ends at 10:50 a.m. The afternoon period is scheduled from 12:30 p.m. until 3:30 p.m. One hour and two hour courses are scheduled throughout the day.

Franklin Technology Center's administrative office hours are from 7:30 a.m. to 4:00 p.m. daily, except holidays.

## **COMMONLY REFERENCED NUMBERS**

Franklin Technology Center Director	625-5260
Student Services	625-5265

## **PARENT CONFERENCE**

Parents/guardians or those entrusted with a student's welfare are welcome to visit our facilities at any time. Parent involvement is encouraged. Please contact us at any point a question arises. We want to address your concerns promptly. By providing input, you allow us to ensure a quality environment for your student and others.

A formal parent conference may be requested by the Director or Assistant Director or a parent/guardian on your students' behalf to address issues of academic performance, discipline, attendance or classroom behavior. A conference will be scheduled with the parent/guardian's and student's schedule in mind to provide the greatest convenience. Parents/Guardians can contact the Director to request a conference with an instructor or school administrator.

## **STUDENT HEALTH AND SAFETY**

FTC believes in providing learning experiences in laboratory settings that closely emulate the settings found in a trade, business or industry. Because every industry has some degree of occupational hazard associated with it, students may be exposed to conditions that present potential dangers if appropriate safety procedures are not observed. Student SAFETY is of paramount concern; therefore, students are required to demonstrate appropriate knowledge and safe operating procedures before being allowed to perform tasks in a laboratory setting. Students must pass safety tests with 100% accuracy.

## **LABORATORY TOOLS, MACHINE AND CLINICAL CARE PERMIT**

A permission form is provided to students to obtain parent/guardian consent to operate hand and power tools, operate and maintain machinery, and provide patient care in clinical sites consistent with the instructional requirements of a course and under the supervision of a qualified instructor. Students will be required to return the permit **prior** to participation in any laboratory exercise.

## **MEDICAL TREATMENT**

Emergency first aid measures will be taken to treat any student injuries occurring on campus. If the emergency requires a level of treatment beyond that of the capability of staff and is viewed as an injury requiring immediate treatment, an ambulance will be summoned. Every attempt will be made to notify the parent/guardian or emergency contact given on the student's medical emergency information card. **The parent/guardian will be legally responsible for the cost of any medical services or care provided.** FTC **does not** staff a school nurse, but does have access to the Joplin High School nurse housed across the street.

## **PRESCRIPTION MEDICATION**

Parents/Guardians are asked to inform the Director of any need for students to carry and administer to themselves prescription medications. FTC cannot dispense any medication (including aspirin) to any student under the age of 18 who is under parent/guardian care without parental/guardian consent.

## **EMERGENCY MEDICAL INFORMATION**

In the event of a medical emergency, it is important to know of chronic conditions (diabetes, seizure disorders, allergies or other factors). Please inform the FTC attendance office of information important to a student's health and safety by completing and returning the Emergency Medical Information Card sent home to parents/guardians during the first week of school or by calling 625-5265.

## **EMERGENCY EVACUATION**

Instructions informing students of the procedure for emergency evacuation or the building are posted by the door of each classroom. Everyone will follow the instructions given by their instructor.

## **SAFETY GLASSES**

FTC provides safety glasses to students participating in lab learning situations. Students may purchase their own pair of safety glasses. The safety glasses are to be worn in all appropriate work areas for the safety and protection of the student. The student will be responsible for the glasses and the cost of replacement for glasses that are lost or damaged. Students will not be allowed to participate if proper safety practices are not followed.

## **EMERGENCY/ACCIDENT**

Students are to report all injuries or illnesses immediately to their instructor; then, if deemed necessary, to the office of the FTC Director. Ill or injured students must receive permission from the office before calling parents or leaving the premises. If a student needs emergency hospital or medical aid, the school will notify the parents. If the parent or guardian cannot be reached, the hospital or physician named on the emergency form will be contacted.

## **ACCIDENT INSURANCE**

Missouri State Law does not permit a school district to carry accident insurance on students. However, it is important that parents/guardians consider carrying an accidental or medical policy on their students while enrolled in programs at FTC that require shop or medical laboratory experiences. In such programs, the students may be exposed to such things as: hand tools, power equipment, and machinery or in medical settings, contagious disease. **MEDICAL & ACCIDENT INSURANCE IS THE RESPONSIBILITY OF THE INDIVIDUAL STUDENT AND HIS/HER PARENT/GUARDIAN.** For more information on accident insurance, contact your home school office.

## **VISITATION TO SCHOOL**

FTC is very proud of its programs and visits from parents, family, or home school officials are always welcomed. We also open our door for group tours. So as not to disrupt the quality of instruction and maintain the highest degree of security for students, all visitors to campus are asked to report first to the nearest administrative office upon entering one of our campus buildings. We request group tour arrangements be made in advance through the Guidance Counselor's office.

## **STUDENT RECORDS**

A cumulative record is maintained for each student **while enrolled at FTC** that includes student data, grade performance, attendance, standardized test results, awards/achievements, and notes of action for discipline. After 5 years, records must be obtained from students home high school. Records of high school students will be released on request to parents/guardians of non-emancipated students and students under the age of 18. It is the responsibility of the legal guardian to inform the school when changes occur with respect to legal custody of a student.

## STUDENT TRANSPORTATION

Transporting students to and from FTC is the responsibility of each sending school district. **STUDENTS ARE ENCOURAGED TO UTILIZE THE TRANSPORTATION THAT IS PROVIDED.**

## ARTICULATED CREDIT

Local colleges recognize the value of technical education. Students completing Franklin Technology Center training programs may receive college credit in the vocational/technical area at select institutions. The awarding of credit varies by program area and is based on the student's successful completion of competencies.

The following colleges and universities articulate credit with Franklin Technology Center.

<u>PROGRAM</u>	<u>COLLEGE</u>	<u>HOUR</u>
Accounting	Ozarks Technical Community College	4
	Crowder College	6
Heating/Ventilation/Air-Conditioning & Refrigeration	Ozarks Technical Community College	12
Automotive Technology	Crowder College	18
Business Leadership Technology	Crowder College	7
Business Computer Applications (DC)	Missouri State University	2
Computer Networking	Crowder College	9
Culinary Arts	Ozarks Technical Community College	6
Pre-Engineering & Engineering Graphics	Crowder College	12
	Missouri Southern State University	9
	Ozarks Technical Community College	8
Greenhouse/Landscape	Crowder College	3
Welding Technology	Crowder College	15
	Ozarks Technical Community College	8

Students may apply on an individual basis for further articulation credit through Missouri Southern State University and Ozarks Technical Community College in Vocational Programs not listed above.

See the Vocational Guidance Counselor at Franklin Technology Center to apply.

[cfields@joplin.k12.mo.us](mailto:cfields@joplin.k12.mo.us)

Franklin Technology Center

2020 Iowa St.

Joplin, MO 64804

(417) 625-5260

(417) 625-5265

### Embedded Credit Program at FTC

The Math and English embedded credits are earned in conjunction with the Technology Program and will be called Technical Math and Applied Communication Arts. Students are enrolled in Technical Math and Applied Communication Arts by virtue of being in a Technology Program at FTC. Again it is part of the tech program; participation in embedded work assignments is not an option.

A student may earn  $\frac{1}{2}$  unit of credit for Technical Math and Applied Communication Arts each year he/she is enrolled in the Technology Program. Upon completion of a two- year tech program the student may earn a full credit for both the Technical Math and Applied Communication Arts. The letter grades earned will be reflected on a grade report and transcript.

**EMBEDDED CREDIT** Credit may be given by the sending school for the Core academic courses being embedded in the career education courses/programs that follow

<b>Teacher</b>	<b>COURSE/Program</b>	Applied Communications <b>COMM. ARTS</b>	Technical Math <b>MATH</b>	Life Science <b>SCIENC E</b>
Culter, Jason	Bio Technology			x 1 credit after one full year
Cutler, Jason	Greenhouse/Landscaping	x ½ Credit Year One and additional ½ credit after Year Two of program	x ½ Credit Year One and additional ½ credit after Year Two of program	
Essley, Karen	Culinary 1	x ½ Credit Year One of program	x ½ Credit Year One of program	
Barksdale, Jennifer	Culinary 2	x ½ Credit Year Two of program	x ½ Credit Year Two of program	
Anderson, Deonna	Engineering Graphics	x ½ Credit Year One and additional ½ credit after Year Two of program	x ½ Credit Year One and additional ½ credit after Year Two of program	
Tyrrell, Mark	HVAC	x ½ Credit Year One and additional ½ credit after Year Two of program	x ½ Credit Year One and additional ½ credit after Year Two of program	
England, Doug	Collision Repair	x ½ Credit Year One and additional ½ credit after Year Two of program	x ½ Credit Year One and additional ½ credit after Year Two of program	
Rutledge, John	Auto Tech	x ½ Credit Year One and additional ½ credit after Year Two of program	x ½ Credit Year One and additional ½ credit after Year Two of program	
Noah, Dave	Welding	x ½ Credit Year One and additional ½ credit after Year Two of program	x ½ Credit Year One and additional ½ credit after Year Two of program	
Curtis, Lorin	Construction	x ½ Credit Year One and additional ½ credit after Year Two of program	x ½ Credit Year One and additional ½ credit after Year Two of program	
Harrison, Edie	Intro to Medical Science	x ½ Credit Year One of Medical Program		x 1 credit after one full year
Coble, Heather	Certified Nurse Assistant	x ½ Credit Year Two option of Medical Program		
Strait, Tom	Diversified Health Occ.	x ½ Credit Year Two option of Medical Program		
Bradfield, Steven	Computer Information Systems	x ½ Credit Year One and additional ½ credit after Year Two of program	x ½ Credit Year One and additional ½ credit after Year Two of program	

## **TUITION**

Students living in Joplin may enroll at “no cost”, since over one-half of all operational costs are paid by the Joplin R-VIII School District. Students from the Carl Junction, Diamond, Webb City, or Sarcoxie School Districts may attend tuition-free, as their tuition is paid by the sending school district.

Cost of attendance varies from year to year based on the actual cost of operation for all vocational classes, less the state vocational aid received by the Joplin R-VIII School District.

## **GRADING SYSTEM**

Grades are assigned in a fair, objective manner, and reflect the total performance of the student. Factors such as shop performance, related classroom performance, attitude and attendance are considered. Students should be aware from the first day of class what the requirements for their program would be. Grades are given to sending schools quarterly. Progress reports are also sent at mid-quarter if the student is deficient.

Teachers will consistently make an effort to keep the student informed of progress and when possible hold conferences to lend assistance in improving. Unsatisfactory Reports (reflecting a student’s lack of progress in class) are sent to parents at the end of the fifth week in each quarter. This provides the student four weeks to improve prior to grade cards being issued.

# **STUDENT SUPPORT SERVICES**

## **COUNSELING SERVICES**

Services of a full-time vocational counselor are available to every student in the school. These services include assistance in the following areas:

1. Information on careers (educational training required, salary, future demand, skills needed etc.);
2. Career planning based on interests, abilities and values;
3. Selection of college, technical training or military service;
4. Financial aid resources (grants, loans, scholarships) for continued education;
5. Testing and assessment (career interest and ability);
6. Personal growth and development (attendance problems, thinking about dropping out, drug/alcohol problems, family or friend problems).
7. Services for students who have mobility, visual, hearing and/or learning impairments, including adaptive testing arrangements.

Stop by the guidance office to set up an appointment, which works with your schedule.

## **FOLLOW-UP**

Students are expected to keep the school informed regarding employment status. Forms for this purpose will be sent to each student 180 days after graduation or termination of a program.

## **CAREER RESOURCE CENTER**

The Career Resource Center at Franklin Technology Center is available to help students determine their career direction and prepare for placement in the job market. The Center's computer lab provides career-interest assessment, information about wages, educational requirements and program availability and resume-writing instruction. The Center also provides a collection of resource materials for use by students and teachers. Employability skills workshops, covering such topics as resumes, job applications, and interviewing, are offered to prepare students for the work environment. Placement assistance is available to all students. Qualified graduates usually have no difficulty finding jobs if willing to relocate. Some may have to go where the job opportunities are, since all graduates cannot be placed locally. The school is proud of its graduates' outstanding placement record and desires to maintain that record for the future. Toward that goal, Franklin Technology Center has developed a comprehensive placement assistance program, which includes a job referral system and publications to increase industry awareness of the school's program. It is the intent and specific objective of the program to involve the school's administrative and instructional staff, advisory committees, students, and alumni in locating suitable employment for graduating students.

## **NEW TRADITIONS**

New Traditions is a statewide network of resource centers and resource personnel. The goal of New Traditions is to help members of special populations enroll, enter and complete vocational programs. New Traditions offers a variety of presentations and activities to promote success in school and in preparation of the competitive job market. Presentations are available to students, faculty and interested individuals in the service area.

# **STUDENT ACTIVITIES**

## **FIELD TRIPS**

Instructors may arrange for field trips when they are advantageous to the course and can be arranged conveniently. These arrangements shall have prior approval of the Assistant Superintendent for Curriculum & Instruction and Assistant Director of Franklin Technology Center.

## **ASSEMBLIES**

Franklin Technology Center will make an effort to accommodate the assembly schedules of the sending schools, when notification is received well in advance that such assembly needs to be attended by all students. There may be times when students will not be able to participate in assemblies at their home school. In the event a student needs to participate in an assembly, they should contact the Assistant Director.

# **STUDENT ORGANIZATIONS**

## **CAREER AND TECHNICAL STUDENT ORGANIZATIONS**

Career and Technical Student Organizations are available to all students enrolled in technical programs. The SkillsUSA is the national organization for students in trade, industrial, technical and health occupation programs across the country. DECA (Distributive Education Clubs of America) serves distributive education students. FFA (Future Farmers of America) serves students in the Agricultural/Natural Resource Program, and FBLA (Future Business Leaders of America) serve students in business education.

All the clubs are an integral part of the curriculum and provide activities that are designed to produce a well-rounded individual with the following goals in mind.

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

#### 4. Community understanding and love of country

Students must maintain a good academic record, good attendance, and be a good citizen to participate in club activities. To be a class/school/district or state officer to compete, students must:

Maintain a “C” average in program area

Keep a 90% attendance

Not have any discipline referrals

### **CAREER AND TECHNICAL STUDENT ORGANIZATION PRESIDENT’S COUNCIL**

Each vocational class will elect a set of officers to operate classroom organizations. The class president will serve on the all school CTSO President Council. The President’s Council will serve as FTC Ambassadors.

### **NATIONAL TECHNICAL HONOR SOCIETY**

The National Technical Honor Society is an honor organization for outstanding seniors enrolled in occupational, vocational or technical programs. The society promotes service leadership, honesty, career development and skilled workmanship; rewards student achievement; encourages student education and career goal setting; promotes a strong linkage between local vocational-technical institutions and business and industry; and promotes the image of vocational-technical education in America. Candidates will:

1. Have an A in vocational program and 2.5 overall GPA on 4.0 scale
2. Have outstanding attendance, no more than 3 absences per semester, good character, creditable achievement and exhibit leadership.
3. Plan to pursue a career in their field of vocational-technical study
4. Must be a CTSO member

## **DECA**

The emblem is a diamond-shaped symbol with lines extending from the diamond. The lines signify action, which is essential in the constantly changing world of marketing and management. “DECA” is emblazoned over these lines and the descriptive line; “An Association of Marketing Students” identifies the membership of DECA. The four points of the DECA diamond symbolize:

\*VOCATIONAL UNDERSTANDING

\*CIVIC CONSCIOUSNESS

\*SOCIAL INTELLIGENCE

\*LEADERSHIP DEVELOPMENT

DECA is a non-profit, non-political, non-sectarian vocational student organization. This organization focuses on leadership development, vocational understanding, reinforcement of academic skills and knowledge, civic consciousness, and social intelligence.

\*DECA Sponsor: Alan Linden

\*Classes that qualify for DECA: Marketing Management, Marketing COE, Small Business Management and Ownership.

\*National Website address: <http://www.deca.org>

The Marketing and Cooperative Education teacher-coordinator serves as the adult advisor for the chapter. Management of the chapter provides tremendous learning opportunities for students as they serve as chapter officers and committee members. Through planning, organizing, implementing, and evaluating chapter activities, they gain valuable life and career skills.

#### The DECA Creed

I Believe in the future which I am planning for myself in the field of Marketing and Management and in the opportunities that my vocation offers.

I Believe in fulfilling the highest measure of service to my vocation, my fellow beings, my country and my God - that by so doing, I will be rewarded with personal satisfaction and material wealth.

I Believe in the democratic philosophies of private enterprise and competition, and in the freedoms of this nation - that these philosophies allow for the fullest development of my individual abilities.

I Believe that by doing my best to live according to these high principles, I will be of greater service to both myself and to mankind.

## **FBLA**

FBLA prepares students by promoting business leadership, understanding of private enterprise, establishing career goals, and developing character and self-confidence in its members.

\*FBLA Sponsor: Rayma Taylor

\*Co-Sponsor: Kristi McGowen

\*Classes that qualify for FBLA: Accounting I & II, Business Technology, Business Computer Application, Supervised Business Experience

\*National Website Address: <http://www.fbla-pbl.org>

#### FBLA Pledge

I solemnly promise to uphold the aims and responsibilities of Future Business Leaders of America and as an active member; I shall strive to develop the qualities necessary in becoming a responsible business leader.

#### FBLA GOALS

- \* Promote competent, aggressive business leadership
- \* Understand American business enterprise
- \* Establish career goals
- \* Promote sound financial management
- \* Develop character and self-confidence
- \* Facilitate transition from school to work

To accomplish these goals, FBLA holds conferences and seminars; sponsors a competitive awards program; produces national publications; and provides scholarships, programs, and other services for its members.

#### FBLA Creed

I believe education is the right of every person.

I believe the future depends on mutual understanding and cooperation among business, industry, labor, religious, family, and educational institutions, as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all these groups.

I believe every person should prepare for a useful occupation and carry on that occupation in a manner that brings the greatest good to the greatest number.

I believe every person should actively work toward improving social, political, community and family life.

I believe every person has the right to earn a living at a useful occupation and that this right should not be denied because of race, color, creed, sex, or handicap.

I believe every person should take responsibility for carrying out assigned tasks in a manner that brings credit to self, associates, school and community.

I believe I have the responsibility to work efficiently and to think clearly. I promise to use my ability to make the world a better place for everyone.

## FFA

The official emblem of the National FFA Organization shall include five symbols, namely: the plow, representing labor and tillage of the soil; the owl, representing wisdom, the rising sun, representing progress, a cross-section of an ear of corn, representing common agricultural interests; and an American eagle surmounting the cross-section of the ear or corn, representing the national scope of the organization. The emblem shall also include the letters FFA, and the words "Agricultural Education."

\*FFA Sponsor: Mr. Jason Cutler

\*Classes that qualify for FFA: Cooperative COE Industrial/Agri-Business Education, Greenhouse Management, Landscaping, Natural Resources Technology/Animals, Natural Resources Technology/Plants, Advanced Natural Resources Technology.

\* National Website Address: <http://www.agriculture.com/contents/FFA/index.html>

FFA Motto    Learning to Do    Doing to Learn    Earning to Live    Living to Serve

### FFA CREED

I believe in the future of agriculture with a faith born not of words but of deeds--- achievements won by the present and past generations of agriculturists; in the promise of better days through better ways, even as the better things we now enjoy have come to us from the struggles of former years.

I believe that to live and work on a good farm, or to be engaged in other agricultural pursuits, is pleasant as well as challenging, for I know the joys and discomforts of agricultural life and hold an inborn fondness for those associations which, even in hours of discouragement, I cannot deny.

I believe in leadership from ourselves and respect from others. I believe in my own ability to work efficiently and think clearly, with such knowledge and skill as I can secure, and in the ability of progressive agriculturists to serve our own and the public interest in producing and marketing the product of our toil.

I believe in less dependence on begging and more power in bargaining; in the life abundant and enough honest wealth to help make it so---for others as well as myself; in less need for charity and more of it when needed; in being happy myself and playing

square with those whose happiness depends on me.

I believe that American agriculture can and will hold true to the best traditions of our national life and that I can exert influence in my home and community which will stand solid for my part in that inspiring task.

### **FFA Facts...**

\*FFA is a school-based part of agricultural education programs in public schools, and is federally chartered by Congress through the U.S. Department of Education.

\*Chapters are organized in schools with agricultural education programs. There are 7,241 FFA chapters across the country.

\*Members are junior high, high school and post-secondary students, ages 12-21. Ninety percent of the 449,814 members are in grades nine through twelve.

\*Student officers work closely with their advisors to conduct business at the chapter, state and national levels.

## **SkillsUSA**

Symbolism of the SkillsUSA emblem

The shield represents patriotism

The gear represents the industrial society

The torch represents knowledge

The orbital circles represent technology

The hands represent the individual

SkillsUSA goal is to develop employability, participatory and quality skills to compliment the occupational skills developed by students in trade and technical education classrooms or work-based learning sites. Students participate in State, National and International skill competition each year.

\*SkillsUSA Sponsor: Ms. Deonna Anderson

SkillsUSA Co-Sponsor: Mr. John Rutledge

\*Classes that qualify for SKILLSUSA: Heating/Ventilation/Air- Conditioning & Refrigeration, Auto Collision Repair, Automotive Technology, Culinary Arts, Engineering Graphics, Computer Networking, Health Science Technology I & II, Medical Office Technology, Nursing Options, Welding.

\*National Website Address: <http://www.skillsusa.org>

The Total Quality Curriculum emphasizes the competencies and essential workplace basic skills identified by employers and the U.S. Secretary of Labor's Commission on Achieving Necessary Skills (SCANS).

The Professional Development Program guides students through 70 employability skills lessons. These include goal setting, career planning and community service.

\*SkillsUSA District Skill and Leadership Competitions are held at MSSC, OTC, and Crowder College.

The SkillsUSA Motto

Preparing for leadership in the world of work.

## The SkillsUSA Pledge

Upon my honor, I pledge:

To prepare myself by diligent study and ardent practice to become a worker whose services will be recognized as honorable by my employer and fellow workers.

To base my expectations of reward upon the solid foundation of service.

To honor and respect my vocation in such a way as to bring repute to myself.

And further, to spare no effort in upholding the ideals of the SkillsUSA

## The SkillsUSA Creed

\*I believe in the dignity of work: I hold that society has advanced to its present culture through the use of the worker's hands and mind. I will maintain a feeling of humbleness for the knowledge and skills that I receive from professionals, and I will conduct myself with dignity in the work I do.

\*I believe in the American way of life: I know our culture is the result of freedom of action and opportunities won by the founders of our American republic, and I will uphold their ideals.

\*I believe in education: I will endeavor to make the best use of knowledge, skills and experience that I will learn in order that I may be a better worker in my chosen occupation and a better citizen in my community.

\*I believe in fair play: I will, through honesty and fair play, respect the rights of others. I will always conduct myself in the manner of the best professionals in my occupation and treat those with whom I work, as I would like to be treated.

\*I believe satisfaction is achieved by good work: I feel that compensation and personal satisfaction received for my work and services will be in proportion to my creative and productive ability.

\*I believe in high moral and spiritual standards: I will endeavor to conduct myself in such a manner as to set an example for others by living a wholesome life and by fulfilling my responsibilities as a citizen of my community.

## **STATE QUALIFICATIONS FOR HONOR CORDS**

- **90% Attendance**
- **"B" in Program**
- **Professional development Program Levels 1,2,3 Completed**

## **Additional Qualifications for Honor Cords at Franklin Technology Center**

- **Participate in a Leadership Conference**
- **Participate in a Planned Community Service**
- **Participate in a Fund Raiser**
- **Instructor Recommendation**

## **COMPUTER USAGE**

Computer usage and internet access are unparalleled opportunities to interact with the world at large. This opportunity brings with it a number of responsibilities. Please read the following carefully.

1. All internet users must have a signed acceptable internet use agreement on file. The District wide acceptable use policy governs the use of the internet and all district facilities. Failure to abide by the conditions of the agreement will result in privileges being suspended.
2. The Joplin R-VIII School District reserves the right to any material stored in files to which all users have access and will edit or remove any material which the staff, in its sole discretion, believes may be objectionable.
3. All materials and information placed in home pages must meet the same standards for acceptable language and content as any other school publication, and must have building administration approval.
4. Information contained on the network is placed there for general information purposes and is in no way intended to refer to, or be applicable to, any specific person, case, or situation.
5. The network does not warrant that the functions of the system will meet any specific requirements you have, or that it will be error-free or uninterrupted. The District shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or profits) sustained or incurred in connection with the use, operation, or inability to use the system.
6. Accessing proxy sites or any of the following offenses will result in loss of computer privileges and or ISD.

### **Cyber Offenses – Disciplinary Actions** **For computers or any school electronic device**

- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> Offense | 3 days off Internet and possibly up to 3 days ISD<br><i>(*Or more stringent consequences depending on the severity of the offense)</i>   |
| 2 <sup>nd</sup> Offense | 10 school days off Internet and possibly up to 5 days ISD<br><i>(*Or more stringent consequences depending on the severity of the offense)</i>   |
| 3 <sup>rd</sup> Offense | Loss of Internet privileges for rest of semester or up to 90 days<br>And possible 3 -10 days OSS<br><i>(*Or more stringent consequences depending on the severity of the offense)</i>                                    |
| 4 <sup>th</sup> Offense | Removal of all Internet privileges for entire school year and possible<br>10 days OSS and possible recommendation for long term OSS<br><i>(*Or more stringent consequences depending on the severity of the offense)</i> |

#### **\*Flagrant Cyber Violations – Example**

Hacking systems, destroying equipment, distributing inappropriate materials, down loading or installing software (Intent) can use 4<sup>th</sup> offense consequences immediately. In addition, if any or all of the examples above students removed could receive an F for the class if removal from the computers is detrimental to completion of course objectives.

Examples of prohibited activities on the school network or district owned computers:

1. Accessing online email services for personal use such as Yahoo Mail and MSN Hot Mail. Students can access their accounts for communicating to teachers or sending attachments of schoolwork but should not use to read and compose personal emails to each other or people outside of district unless it is school related.
2. Accessing instant messaging services such as Yahoo Instant Messenger, iChat or MSN instant messenger. No exceptions!
3. Accessing streaming video or audio sites unless directed to site by a teacher and previously authorized by network administrator.
4. Accessing unauthorized social networking sites such as MySpace or FaceBook.
5. Accessing gaming sites of any kind such as Yahoo Games or Pogo.
6. Accessing music or video download sites, such as iTunes, Napster or Livewire.
7. Copying music or video content from iPods, CD, DVD, USB drives, or other external media to a computers hard drive. Students can listen to CDs played on computers or their iPods with teacher permission but they can't copy their music libraries to district computers.
8. Installing any kind of software including plug-ins for applications.
9. Accessing sites that contain inappropriate content such as pornography, profanity or violence.
10. Accessing any type of Proxy sites in attempt to bypass our districts filtering system.

### **EXTRA-CURRICULAR and COCURRICULAR ACTIVITIES CODE OF CONDUCT**

The Joplin School District desires to provide activities for students in a wholesome, healthy, drug-free environment. Participation in extracurricular and co-curricular activities provides students with opportunities that cannot be duplicated in the classroom experience. Educational research has demonstrated repeatedly that a high correlation exists between participation in activities and academic achievement. Extra-curricular and co-curricular programs seek to develop leadership abilities as well as the mental, physical, social, emotional and moral well being of student participants. An excellent extra-curricular and co-curricular activities program promotes school spirit and loyalty in addition to preparing youth to make a positive contribution to their society.

Students must understand to represent their school and fellow students, as a participant in the activities program is a privilege, not an inherent right. Being a part of an activity places additional responsibilities upon students. Student participants are ambassadors

for their school and community. *They are in the public eye and thus, their personal conduct must always be above reproach.* They have an obligation to create a favorable image and gain the respect of fellow students, teammates, and members of the Joplin community. Program sponsors and coaches are expected to be of high character, modeling positive attitudes and characteristics to their students. Winning should always be stressed but never at the expense of lowering any moral or legal standard as outlined by the Joplin School District Board of Education, the Missouri State High School Activities Association, or rules of the game. Although participation in extra-curricular and co-curricular activities is viewed to be of great value for the total development of the student, participation must necessarily be of secondary importance to the student's academic development. The successful completion of the regular program of studies leading to graduation from high school must be primary. This policy is in effect 365 days per year.

### *Missouri State High School Activity Standards*

*For those activities governed by the Missouri State High School Activities Association (MSHSAA), students must abide by the rules and regulation set by MSHSAA in addition to requirements of their school. The following rules are included in the MSHSAA official handbook and are listed here to help students and parents understand state requirements. Also, this information is shared to help avoid a misunderstanding that could lead to a violation of eligibility standards.*

- 1. A student shall not be permitted to practice or compete until the school has verification that he/she has basic athletic insurance coverage.*
- 2. The school shall require of each student before the student is allowed to practice or participate, a physician's certificate stating that he/she is physically able to participate in athletic contests of his/her school.*
- 3. Non-school competition: Before competing in any nonschool competition check with your coach or athletic director. Refer to MSHSAA handbook, by-law 235.0.33*
- 4. A middle school or high school student may be eligible in a public school only in the district in which his parents, legally established guardian, or a person with whom he/she has been living for one (1) calendar year resides, and which is designated as the school for him/her to attend by the Board of Education.*
- 5. A student in grades 9-12 must be currently enrolled in courses that offer a total of two and on-half units of credit, and must have earned two and one-half units of credit in courses that met the preceding semester in which he/she was in attendance in high school. This basically means he/she must pass 5 out of 7 classes the preceding semester in order to be eligible for participation during the current semester.*
- 6. A student in grades 7-8 must be enrolled in a normal course load for their grade at the member school and must have been promoted to a higher grade prior to the first day of classes for the new school year. However, even though you have been promoted, you will be ineligible if you failed more than two (2) courses the previous semester.*
- 7. Any student who withdraws from school because of disciplinary measures shall not be eligible for any interscholastic activity for one (1) full year from the date of withdrawal.*
- 8. A student who misses class on the date of a contest without being excused by a principal shall not be considered eligible to represent his/her school on that date.*
- 9. It is the responsibility of the coaches and the administration to inform both players and parents of MSHSAA regulations and to enforce these guidelines.*

## **Extra-Curricular And Co-Curricular Activities Code of Conduct of the Joplin School District**

The Joplin School District insists that student behavior be in compliance with the policies of the Board of Education, Student Handbook Disciplinary Code and Regulations, and with public laws. Students who exhibit behavior not in compliance may be suspended from participation in the activities program. While it is not possible to cite every example of behavior that violates policies, regulations, or public laws, the following addresses the more common behaviors that lead to a disciplinary action. Unless otherwise indicated, when an infraction leads to suspension from participation, the student will not be allowed to participate in competition. However, the participant will be expected during the duration of the period of the suspension to fulfill all responsibilities to the team, such as attending practices, team meetings, attending contests, etc. This policy is in force 365 days of the year.

### **DRUG TESTING PROCEDURE**

Each student participating in extra-curricular and/or co-curricular activities shall receive copies of the “Student Extra-curricular and/or Co-Curricular Activities Drug Testing Policy” and “Student Extracurricular and/or Co-Curricular Activities Drug Testing Consent” form which shall be read, signed and dated by the student, parent and/or guardian. 10th-12th grade students must turn in the Student Extra-curricular and/or Co-Curricular Activities Testing Consent” form to the high school office by the first Tuesday of September before the student will be allowed to continue or begin practice or participation in any extra-curricular and/or co-curricular activity. Any student (10th-12th) who does not turn in the required forms by this time will not be eligible to participate in any extra-curricular and/or co-curricular activity during the remainder of the school year. Freshmen students will be allowed to return the form anytime during their 9th grade year. Form must be returned before the student participates. Transfer students will be placed in the testing pool within one week of enrolling in the Joplin RVIII School District if they intend on participating in extra-curricular and/or co-curricular activities. Students to be drug tested are those in any extra-curricular, cocurricular, school sanctioned/sponsored team or activity. Teams/activities to be tested include but are not limited to: Band, Chess Club, Key Club, Music, National Honor Society, Sports Teams, Vocational/Technical Organizations, etc.

#### **Procedure**

1. On a random selection basis from a list of all students in off-season and/or in-season activities.
2. At any time requested based on reasonable suspicion to be tested for illegal drugs. Any drug test required by the Joplin RVIII School District under the terms of the policy will be administered by or at the direction of a professional laboratory chosen by the Joplin RVIII School District using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing. All aspects of the drug use-testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of students to maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor

has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal who will then determine if a new sample should be obtained. If during the drug testing procedure, the student delays urination beyond a reasonable period of time or if there is suspicion of use of a test alternating substance, the school district may send the sample to the drug lab for more specific and accurate tests. If the initial drug test is positive, the initial test result will then be subject to confirmation by a second and different test of the same specimen. In order to keep the results of the initial testing confidential, the school district may also choose a certain number of samples for a confirmation test. The second test will use gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. If the gas chromatography/mass spectrometry test for any student has positive results, the medical review officer will confirm the positive result and contact the principal or other administrator with the results. Once a positive is determined, the student will become ineligible to compete in any in-season athletic or other activity. The students may remain involved in the activity, i.e. practice, meetings, etc., if involvement does not adversely affect the team/activity. The Principal will contact the Athletic Director, the student, the head coach/sponsor and the parent or guardian of the student and schedule a conference. At the conference, the Principal will solicit any explanation of the positive result. If the student asserts that the positive test result was caused by other than consumption of an illegal drug, the student will then be given an opportunity to present evidence of such to the Principal. The Joplin RVIII School District will rely on the opinion of the laboratory, which performed the confirmation test in determining whether the positive test result was produced by other than consumption of an illegal drug. The Principal and/or Athletic Director will make a decision within five (5) working days. The decision may be appealed in writing within five (5) days to the appeals committee, composed of a principal, the athletic director, a coach or sponsor. Further appeals to follow the steps of B.O.E. Policy 5210. A student who has tested positive will be required to undergo one or more additional drug tests to determine whether the student is no longer using illegal drugs before he or she may rejoin an extracurricular and/or co-curricular activity. All parents or guardians of students who test negative in the initial screening will be contacted via letter by personnel of the Joplin RVIII School District within five (5) working days of testing.

### **Violations**

Any student who tests positive in a drug use test under this procedure shall be subject to the following restrictions:

1. For the first offense, the student shall be suspended from participation in all in-season or off-season extra-curricular and/or co-curricular activities for 90 days. During this time, it is recommended that the parent/guardian obtain a substance abuse evaluation and education/counseling for the student. Students enrolled in a class that involves cocurricular activities will remain in the class during the 90 day period and may participate in classroom activities, but may not participate in any activities outside the regularly scheduled class time. If a participant in an extra-curricular activity is suspended from participation for a period of time less than the duration of the entire season, the participant may be expected to fulfill all team responsibilities including attendance at practice, team meetings, games and other expectations at the discretion of the coach/sponsor. At the end of the 90 day period, the student will be retested. If

he/she refuses to be retested, this will be considered the second offense.

2. For the second offense, the student shall be suspended from participation in all activities for 180 days. The stipulations of the first offense shall continue to apply. At the end of the 180 day period, the student will be retested. If he/she refuses to be retested, this will be considered the third offense.

3. For the third offense, the student shall be suspended from participation in all in-season or off-season activities including all meetings, practices, performances, and competitions for the length of the student's enrollment at Joplin RVIII School District from the date of the initial report of the third offense as stated in this procedure. Reduction Clause: A student may have the penalty reduced from 90 days to 45 days (first offense) or from 180 to 90 days (second offense) by having a substance abuse evaluation and providing written documentation of enrollment and regular attendance in a certified drug education counseling program approved by the school. The student would still be retested at the assigned reentry time within the 45 or 90 days as described in number one (1) above.

#### **Refusal to Submit to Drug Use Test**

If a student refuses to submit to a drug use test authorized under this policy, such student shall be ineligible to participate in any extracurricular and/or co-curricular activities including all meetings, practices, performances and competitions for 90 days and until such time that a drug use test has been administered and passed. After the 90 day period, the participating student shall again be subject to the Joplin RVIII School District Drug Testing Policy. Any student who has a positive initial test and refuses to complete the required paperwork for a confirmation test will be treated as a refusal.

#### **CONSENT FORM**

#### **EXTRA-CURRICULAR AND CO-CURRICULAR CODE OF CONDUCT AND DRUG-TESTING POLICY JOPLIN R-VIII SCHOOL DISTRICT**

APPROVED BY THE JOPLIN R-VIII BOARD OF EDUCATION:

Participant Name (Print): \_\_\_\_\_ Grade: \_\_\_\_\_

I, the undersigned participant in the extra-curricular and/or co-curricular activities program in the Joplin RVIII School District, Joplin, Missouri, am willing and consent to take a drug screening test for illegal substances in accordance with District policies and procedures. I understand the restrictions that would be imposed on me for failure to consent to the drug screening test. I also understand that the results of such tests will be considered toward determining my continued eligibility for participation in activities.

***I consent to allow a specimen of my urine to be collected by the drug testing collection agency designated by the Joplin RVIII School District and to have a drug testing collection agency and/or testing laboratory designated by the District perform a substance abuse analysis on the specimen. I also consent to the release of the results of the analysis by the drug testing collection agency and/or testing laboratory to the authorized district personnel via electronic or other means, i.e., telephone, teleprinter, facsimile, computer, etc.***

Signature of Student Participant: \_\_\_\_\_ Date: \_\_\_\_\_

***My signature below signifies that I have read and understand the Joplin School District Extra-Curricular and Co-Curricular Code of Conduct participant's pledge.***

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

This form must be signed and returned to the JHS Athletic Office by the first Tuesday in September by all Sophomore, Junior and Senior students planning to participate in any activity at JHS. Freshmen students may enter the program at anytime during their

*Freshmen year prior to participation in an activity. (Clarification: Calendar day is to be considered during the regular school term. Refusal to submit also implies failure to appear after receiving notification.)*

## **AWARDS AND SCHOLARSHIPS**

### **STUDENT OF THE QUARTER**

A student from each class may be selected as Student of the Quarter. The student's will be presented with a certificate. A letter notifying parents of this accomplishment will be sent home. Pictures are displayed on the bulletin board in the foyer.

### **SCHOLARSHIPS:**

#### **OPTIMIST CLUB AWARDS**

The Optimist Club believes it is extremely important to recognize those students who have exhibited a good attitude, good attendance record, and exceptional knowledge in their program areas, cooperative team spirit, and other qualities that exemplify a good worker. For this purpose, at the end of each school year, one senior in every program area is selected to receive the Hise Green - R.W. Baker Award sponsored by the Optimist Clubs of Joplin. These outstanding seniors are rewarded for excellence with a plaque and \$50.00 savings bond from Liberty Bank.

#### **CLAUDE HULSEY MEMORIAL SCHOLARSHIP**

The Claude Hulsey Memorial Scholarship fund was established in 1994 in memory of Claude Hulsey who was killed in an automobile accident in November 1993. Scholarships are awarded to students who wish to pursue a career in a vocational/technical field and plan to continue they're training at a college or accredited technical school. Each scholarship award is \$500.00.

### **ROBERT NEIL ATTERBURY SCHOLARSHIP**

The Robert Neil Atterbury Scholarship is to provide financial assistance to students with a declared major in Machine Tool Technology or Welding Technology. The amount of the award is variable. The students must be enrolled in Machine Tool or Welding and have a 2.0 G.P.A. on a 4.0 scale and have 90% attendance.

### **CROWDER COLLEGE DIRECTOR'S SCHOLARSHIP**

Provide assistance to students wishing to continue technical education at Crowder College. Amount of award is \$800 and students must maintain a minimum 3.0 GPA. Students must declare a major in a technical field of study at Crowder College, be enrolled in a minimum of 12 credit hours, have a 3.0 minimum GPA in three semesters at FTC and meet the admissions for Crowder College.

### **OTTO & FRAN RENNER MEMORIAL SCHOLARSHIP**

Provide financial assistance to students that have earned their Automotive Technology Certificate at FTC and plan to pursue Post-Secondary education in this field at an accredited College.

Amount of Award: \$500 and \$100 Incidentals

Eligibility: (1) FTC Automotive Technology Certificate  
(2) 3.0 GPA in Automotive Technology  
(3) Continuing Post-Secondary Education in Automotive Technology  
(4) Interview by Scholarship Committee

### **BROWN TRUST SCHOLARSHIP**

\$1000 Scholarship for students planning to continue their education in a Technical related degree program.

### **MISSOURI SOUTHERN DIRECTOR'S SCHOLARSHIP**

A \$500 scholarship for students planning on majoring in Drafting, Machine Tool, or Graphic Arts Technology. Requirements are: GPA of 2.5 or higher - 3.0 for technical program, high school attendance of 90% or higher, and a score of at least 16 on the ACT.

## **S.W. MISSOURI RESTAURANT ASSOCIATION FLAVOR OF THE FOUR STATES SCHOLARSHIP**

This scholarship provides financial assistance to a student who wishes to pursue training in the Culinary Arts Program. The amount of the award is variable. Students must meet the requirements of the Missouri Restaurant Association.

## **KATHY ROUNTREE MEMORIAL SCHOLARSHIP**

A scholarship provided to a Franklin Technology Center Graphic Arts student planning to pursue further education in the Graphic Arts field at a college or accredited technical school. The amount is variable. The student must: have a 2.5 GPA or higher, have 90% attendance, and meet admission criteria at a college or accredited technical school.

## **FTC POST-SECONDARY DIRECTOR'S SCHOLARSHIP**

Provide financial assistance to an individual planning to enroll in a post-secondary program at Franklin Technology Center. This scholarship is awarded to: a current high school senior with a 2.5 GPA or higher, an adult student re-entering the workplace, have attendance must be 90% or higher, and meet the entrance criteria for Franklin Technology Center. The scholarship is worth \$1000.

# **STUDENT GUIDELINES**

*Common sense behavior, attendance and accomplishment is the "code" for students at Franklin Technology Center*

## **CONDUCT**

Students will be expected to conduct themselves in a responsible manner. Each student shall respect school facilities and property and the property of others.

## **SEXUAL HARASSMENT**

Sexual Harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Examples of sexual harassment include requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any employee or student when:

1. Submission of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for employment or academic decisions affecting that individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance, or creating an intimidating, hostile, or offensive environment. **Sexual Harassment will not be tolerated and will be acted upon according to school policy.**

## **DISCIPLINE**

All discipline infractions will be referred to the student's home high school administration staff. Students may be placed on probation by the Director or Assistant Director for failure to meet academic or disciplinary standards.

## **SAFETY INSTRUCTION AND TESTING**

***STUDENTS WHO DO NOT HAVE THE PROPER EYE PROTECTION CANNOT BE INVOLVED IN ANY SHOP OR LAB OPERATION, WHICH REQUIRES SAFETY GLASSES.***

Students will not be allowed to use equipment and machines without:

- a) Passing a knowledge safety test;
- b) Passing a safety operational test;
- c) Having safety tests filed in the student's folder and having a progress chart showing that the student has passed both the knowledge and practical tests.

## **DRESS (Safety minded and appropriate for the workplace)**

Students are encouraged to accept the responsibility of dressing appropriately for their program area. An integral part of Career Education is training students for workplace readiness. Job Shadowing and Internship opportunities are extremely important in determining the long-term success of FTC graduates.

A key factor in determining if a student is to be placed in a job shadowing, internship or Cooperative Occupational Work Experience opportunity is the behavior that has been modeled leading up to that part of the program.

**Students that have not exhibited proper behavior including dressing safely and appropriately for their program area will not be allowed the opportunity to participate in job shadowing, internships, and other workplace readiness activities and may be removed from their FTC program.**

Franklin Technology Center will enforce safety and workplace readiness attributes in the dress code expected for their students as well as those standards set forth by their sending schools.

Below are grooming and dress guidelines for students and parents to help them to avoid attire or grooming which interferes with the learning environment.

## Student Dress Code

The Joplin R-VIII School District believes that a strong relationship exists between what a student wears and the attitude and behavior he/she displays. We ask all parents and students to understand that different modes of dress are appropriate for different activities, and that not all modes are suitable for school or school activities.

Students should always be well groomed and dressed appropriately for the activity in which the students are engaged. Dress and appearance must not present health or safety hazards, be indecent, disruptive, distracting, or inappropriate for the classroom. School officials will determine final decisions as to the appropriateness of dress and personal appearance.

Below are guidelines for students and parents to help them avoid attire or grooming, which interfere with the learning environment. **Examples include but are not limited to the following:**

- Headgear, jacket hoods, hats, caps and bandannas may not be worn in the building.
- Sunglasses and dark glasses, unless required by a doctor, are considered inappropriate attire. Contact lenses or eyewear that are distracting are prohibited.
- Unnatural hair-coloring (fuchsia, green, blue, etc.) and painted faces are a distraction and are not appropriate for school settings.
- Footwear will be worn at all times. House shoes, shoe skates and other footwear that pose safety concerns in program areas are not acceptable.
- Jewelry that is considered excessive or poses a threat to the safety of the student or others (chains, sharp objects, etc.) is not permitted.
- Tattoos that are considered inappropriate (depicting violence, drugs, sex, etc.) must be covered while in school.
- The following examples of clothing are considered unacceptable and will not be permitted: mesh or other see-through clothing; clothes that expose a bare midriff or backside, exposes cleavage or undergarments; halter-tops, tube tops, or other sleeveless tops or shirts with excessively large openings; clothes which are cut or torn above the knees; shorts or skirts that are excessively short; apparel which is excessively tight fitting or excessively loose-fitting.
- Other inappropriate attire includes: gloves, and/or clothing with vulgar, profane, ethnically derogatory messages, and messages, pictures, symbols, depictions or advertisements of gangs, violent acts, illegal substances, drugs or alcoholic beverages.

- Oversized coats, gym bags and duffle bags are to be kept in lockers during the school day for safety reasons.
- Because of safety issues, individual classes may have dress requirements that are more restrictive than those listed above.

Building administrators will make individual evaluations to determine if other similar items are likely to be disruptive or create a potential health or safety problem. Exceptions may be made in the case of appropriate team uniforms, special school events and other specific principal designated activities. Teachers are expected to refer students to the office who are in violation of the dress code. The principal may temporarily suspend any student whose dress or hair style is prohibited by this dress code, but the student will be readmitted promptly upon the correction of the problem. In the event the student is not reinstated by the morning following the suspension, the principal shall handle the matter as he/she would any other disruptive student.

## ATTENDANCE POLICY

Attendance at Franklin Technology Center is modeled after the workplace. As a student, you are expected to be in class and on time every day. Personal business must be taken care of **on your own time**. Approved school functions are the only excused absences. **All other absences other than school functions are unexcused. Dr. appointments, illness, funerals etc. are all days absent.** In the educational process, if instruction and training opportunities are missed, it will be reflected in the marks received by that student, and more than likely affect their grade. Students who accumulate more than nine absences during the semester may not earn credit in that course or be eligible to earn a program certificate. Consequences for exceeding 9 absences include – loss of privilege to participate in student organization’s competition and outside activities, job shadowing, internship opportunities, and potentially the student can be dropped from the program and returned to their sending high school. Students will not be allowed to make up any work or test (after they reach their 9<sup>th</sup> day) unless prior arrangements have been made. All certificate classes are based on a minimum of 950 hours of instructional time. Therefore, if you miss over the 9 days you may not have the required hours needed to earn your program certificate.

- \* After the third absence of the semester, the instructor will call the parent/guardian.
- \* After the fifth absence of the semester, the student will see the Guidance Counselor at FTC.
- \* After the seventh absence of the semester, the FTC Guidance Counselor will call the parent/guardian. The sending school will be notified that the student has an attendance issue.
- \* After the ninth absence of the semester, the student will receive a **Failure to Earn Credit Warning**, the parent/guardian will be notified, and the sending school will be notified.

After the tenth absence of the semester, the student will be referred to the sending school that **Failure to Earn Credit for the Semester** is possible for the student. A recommendation may be made that the student not return to FTC for the following semester.

## **PASSES**

Teachers cannot issue passes to the parking lot or student passes to run “teacher errands.” Any student leaving school on ANY ERRAND must have their parent’s permission and a pass from the main office of Franklin Technology Center. Passes from classrooms are limited to the main office, restrooms and guidance/placement office.

## **DRIVING REGULATIONS**

Parking at Franklin Technology Center is very limited because the school is designed for students riding buses. All area students will ride the bus unless special arrangements are made.

Students are not encouraged to drive. If a student must drive, the student should obtain a “Driving Pass” from the main office at Franklin Technology Center. After completing the form, the student must have it signed by his/her parents/guardian and sending school principal. The student then returns the form to the Franklin Technology Center office for approval by the Director. Upon approval, a parking sticker will be issued to the student at a cost of \$10.00. **STUDENTS MUST PARK IN JOPLIN HIGH SCHOOL’S PARKING LOT EAST OF FRANKLIN TECHNOLOGY CENTER.** Students driving are not to have riders without prior permission from the sending school principal.

## **PARKING**

Franklin Technology Center’s parking lot and service entrance are for **faculty and delivery use ONLY**. Students must park in Joplin High School’s parking lot. If vehicles are to be worked on in shop areas, parking permits must be obtained from the Director’s Office. Otherwise, vehicles are subject to being towed at the owners expense.

## **FOOD AND DRINK**

Board policy adopted in 1971 and reviewed in 1989 states **“TEACHERS OR STUDENTS ARE NOT TO PARTAKE OF ANY FOOD OR BEVERAGE IN THE CLASSROOM (INCLUDING SHOPS) WHEN THE CLASS IS IN REGULARLY SCHEDULED SESSIONS.”** **STUDENTS ARE NOT ALLOWED TO BRING OPEN BEVERAGE CONTAINERS INTO THE BUILDING.**

## **USE OF TELEPHONES**

Shop telephones are to be used for business or emergency use only. Telephones in the

main office will be available for student use only when there is a need to clarify an absence or for an emergency. Students will not be called from class to accept phone calls unless they are of an emergency nature. Office secretaries will pass on only messages from parents. Personal calls by the student may be made during non-class time only.

### **CELLULAR PHONES, PAGERS & PORTABLE ELECTRONIC EQUIPMENT**

Students are extended the privilege of possessing cell phones, pagers and other electronic devices on school grounds; however, their use is limited to non-school days or after 3:00 p.m. on school days. This rule is in effect after school and on non-school days where a quiet atmosphere is necessary such as Computer Labs, CTO activities, performances, etc. A violation will result in collection of the cell phone, pager, or other electronic equipment. They will be returned to the parent or guardian when they come to the office to pick them up. (See Attached Addendum at back of handbook for more information).

### **PERSONAL PROPERTY**

Personal property should be left at home. District guidelines prohibit the possession of skateboards, shoe skates and other items that could be deemed a safety hazard.

### **LIMITS OF LIABILITY**

Franklin Technology Center does not assume liability for items brought into the school to be worked on, modified, altered or maintained. The school will not replace items that are lost, stolen or damaged.

### **NARCOTICS/ALCOHOLIC BEVERAGES/STIMULANT DRUGS**

This policy applies to any student who is on school property, who is in attendance at school or at a school sponsored activity or whose conduct at any time or in any place (including school buses) interferes with or obstructs the missions or operations of the school district or the safety or welfare of students or employees.

It shall be against school policy for any student to possess, use, distribute, sell or be under the influence of any narcotic drug alcohol, hallucinogenic drug, amphetamine, barbiturate, marijuana, glue or narcotic device.

A student's proper use of a medicine authorized by a medical prescription in that student's name will not be considered a violation of this policy. A written statement from the parent or guardian authorizing the student's possession and use of medicine must be reported to the school counselor and/or administrator. Only the amount needed during the school day may be carried by the student.

To insure the fair and prompt handling of any incident involving drug or alcohol abuse by students, school employees will:

- ...report any known or suspected incident involving contraband or controlled substances to an administrator

- ...inform an administrator immediately if substance has been observed

or the student is obviously not in full control of his faculties

The administrator will:

- ...confiscate any substance or material suspected to be contraband or controlled substance
- ...investigate any incident reported or observed involving suspected substance use or possession of contraband or controlled substances
- ...notify the parents or guardians and arrange an immediate conference, if possible, when use or possession is strongly suspected or has been established
- ...contact local law enforcement authorities to report the particulars of the incident and pass on to them any objects or substances confiscated
- ...notify the school counselor when the situation appears to warrant their participation and the student can benefit from such counseling
- ...transmit a written report of the incident to the assistant superintendent within 24 hours
- ...apply the appropriate discipline within the guidelines developed by the administrative staff of the appropriate sending school

## **TOBACCO**

Smoking and the use of tobacco, narcotics, etc., in any form, by students on school premises or property adjacent to the school shall be prohibited during the school day. The assemblage of students gathered to pass around and smoke tobacco is prohibited. Any students found in this position are guilty by association. No tobacco, in any form, will be allowed on campus in possession of the students. The finding of any tobacco in the possession of a student constitutes a disciplinary offense.

## **FTC SECURITY SYSTEM**

The buildings, grounds, students and patrons of Franklin Technology Center are now protected and secured by various cameras and digital recording equipment. Tampering with security equipment can be a felony and will be turned over to local law enforcement officers.

## **SUSPENSION**

Any student who has been suspended from his/her home high school shall not be allowed to be present at any Franklin Technology Center sponsored activity or on the school premises of Franklin Technology Center.

## **TEXTBOOKS, SUPPLIES, PROJECTS, MACHINERY & HAND TOOL USAGE**

FTC Area School Programs will provide textbooks and most instructional supplies. All texts, reference materials, hand tools, etc., checked out to a student must be returned to the instructor. Any lost or damaged items must be paid for upon completion or withdrawal from the course.

**Students will be held responsible for the cost of repairs of damage resulting from willful neglect or abuse.** Some programs may require students to purchase uniforms, tools or books.

## **LAB SHOP CONDUCT**

For reasons of safety, instructors for laboratories and shops have established student conduct procedures. Inattentiveness to established procedures, “horseplay” or willful misconduct or neglect in a laboratory setting or shop is disruptive, demonstrates a lack of professionalism and can lead to accidents. Misconduct in a lab or shop is a serious offense and will be dealt with accordingly.

## **PROTECTIVE LAB CLOTHING**

Instructors will identify for students in their course syllabus the required clothing for their laboratory or shop environment. Failure on a student’s part to have the proper protective clothing or uniform will result in the student not being allowed to participate in the day’s lab exercise. FTC understands the added expense this may present and will work to insure a means is provided for obtaining clothing so that it does not prevent a student from enrollment in a program.

## **LOCKERS**

Lockers will be loaned to students at no cost. However, fees for replacing lost locks or damaged lockers will be assessed.

# **CERTIFICATES OF TRAINING**

One or two year certificates of training will be given to each senior who satisfactorily completes his/her training program. The following criteria will be utilized to determine satisfactory completion.

1. Students must complete two (one-year certificate programs) or four semesters (two-year certificate programs) of study in their program area.
2. Students shall receive no less than an accumulative C letter grade average or better.
3. Students must comply with the attendance procedure for two consecutive semesters for a one year certificate and four semesters for a two-year certificate.
4. Students must exhibit good citizenry.
5. Students must demonstrate 80% mastery of their program’s essential core competencies.
6. Students must demonstrate application of the key academic skills established

for their program of study.

## **TECHNICAL SKILLS/WORK BASED EDUCATION**

### **INTERNSHIPS**

The early placement option will be available to qualified seniors during the last eight weeks of the school year. In addition to the conditions listed below, the student must make application for internship and the instructor and other school personnel must approve that application. The work must be directly related to the training being received at FTC. The program instructor, Franklin Technology Center Career Specialist, counselor or administrator will assist student placement on internship sites. This is not merely a job; Franklin Technology Center instructors are tracking learning.. A training plan between the company and Franklin Technology Center will list the competencies which students will be expected to complete. The instructor will coordinate the progress of students on a weekly basis. Instructors must visit the worksite, set up an initial training agreement and check on the students at least every four weeks. A final evaluation of the students' progress will be placed in students' permanent file. The internship is scheduled during the vocational block of time. Students must be in class when not scheduled at the worksite. Summer internships are available on a limited basis. Internships may be paid or non-paid. Often times, the intern is offered a full-time position upon completion of the internship. Internships not only benefit the student in professional development, but also, Franklin Technology Center is meeting employment needs of area business and industry.

1. Senior Internships are available to students who have completed three semesters of a two-year program.
2. Students must have a "C" average for the training program based on the previous three semesters.
3. Students must have a cumulative 90% attendance record or above.
4. Students must have a good citizenship record at their sending school and FTC.
5. FTC program competencies must be completed prior to starting the internship.

### **JOB SHADOWING**

Students will have the opportunity to observe business and industry during their vocational block of time once or twice per school year. This program allows students to observe skilled workers within their program area of study to help them develop career goals. Students are required to obtain permission from their parent/guardian and from their sending school by completing a Job Shadowing Contract. Students must have "C" average and 90% attendance. Recommendation of faculty is required.

### **COOPERATIVE PROGRAM**

Students are released from school for a portion of the day for training-related employment with a local employer. Students receive pay and credit for work experience. Programs include:

1. Supervised Business Education for students interested in a career in the business field.
2. Marketing COE Work for those students interested in retail and marketing careers/hospitality industry.
3. Supervised Ag Experience (SAE) for those students in the Natural Resource/Ag Program.

A training agreement is developed with business and industry professionals, and instructors coordinate progress of students at the worksite. Students are evaluated on progress. Students must have 90% attendance and at least a “C” accumulative grade average to apply.

### **“MICRO-EMPLOYMENT” WORK-BASED EXPERIENCE**

Vocational-technical students participant in the “Micro-Employment” program have the opportunity to apply for a short-term “micro” training position within a local business. This program will provide participating students up to 10 days on a job learning skills related to their FTC career training. Students will be exposed to the products, processes or services of a business from an employee standpoint. Students will receive supervised training from a skilled technician or manager on the job site. Training will be targeted in an area that enhances or extends beyond what a student can be exposed to at FTC. “Micro Employment” experience will be substituted for the student’s scheduled attendance at FTC. The student must have a 2.5 GPA and a 90% attendance. They must have genuine interest in the employer and must demonstrate good citizenship at FTC and their home school.

### **Supervised Clinicals**

Health Science students will have the opportunity to be placed with a health services facility to gain valuable hands-on work experience during their senior year. The clinicals are closely monitored and evaluated by the FTC Instructor and employer. Since this is an essential part of the program, a large percentage of the grade is based on this experience, therefore, it is vitally important that all requirements are met and managed throughout the program. Contracts will be signed by each participating student and parent prior to their involvement.

## **PARTICIPATING AREA HIGH SCHOOLS**

Carl Junction High School

Joplin High School

Sarcoxie High School

Webb City High School

Diamond High School

College Heights Christian School

McAuley Regional High School

## **Notice of Non-Discrimination**

The School District of Joplin R-VIII and Franklin Technology Center does not discriminate on the basis of race, color, national origin, gender, age or disability. This policy pertains to admissions, access to, and/or employment in its programs and activities.

Any person having inquiries or grievances concerning compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, is directed to contact:

C.J. Huff, Superintendent of Schools  
1717 E. 15th Street  
Joplin, MO 64801  
417-625-5200

Assistant Secretary for Civil Rights  
U.S. Department of Education  
330 "C" Street  
Washington, DC 20202-1242

## ***FRANKLIN TECHNOLOGY CENTER STAFF***

### **ADMINISTRATIVE STAFF**

Dave Rockers	Director
Steve Reed	Assistant Director
Jim Weber	Special Services Coordinator Job Placement Coordinator
Marian Gibby	Secretary to the Director
Meridith Johnson	Secretary/Receptionist

### **STUDENT SERVICES STAFF**

Janet Reppert	New Traditions Counselor
Cheryl Fields	Vocational Counselor
Paula Patton	Guidance Secretary

### **BUILDING MAINTENANCE STAFF**

Tom Frost	Building Engineer
Franklin Queen	Custodian
Jerry Love	Custodian
Johnny Wells	Custodian

## ***SECONDARY INSTRUCTIONAL STAFF***

Heating/Ventilation/Air Conditioning/Refrigeration	Mark Tyrrell
Auto Collision Repair	Doug England
Automotive Technology	John Rutledge
Accounting I & II Medical Office SBE	Patricia Brigman
Business Technology I & II Advanced Computer (Dual Credit)	Kelly Pyle
Computer Networking	Steven Bradfield
Construction Technology	Lorin Curtis
Advanced Culinary Arts	Jennifer Barksdale
Culinary Arts I	Karen Essley
Pre-Engineering Engineering Graphics	Deonna Anderson
Intro to Medical Science	Edie Harrison
Diversified Health Occupations	Dr. Tom Strait
Marketing I Marketing II and/or COE Sports Marketing	Alan Linden
Natural Resources Technology Conservation of Natural Resources Greenhouse/Landscape	Jason Cutler
Certified Nurse Assistant	Heather Coble
TV Production	Bruce VonderHaar
Welding Technology	Dave Noah

## Appendix I

### Complaint for Alleged Discrimination/Harassment

1. Full Name \_\_\_\_\_
2. Address \_\_\_\_\_
3. Telephone Number \_\_\_\_\_
4. Status: (Check One) Student \_\_\_\_\_ Certified Staff \_\_\_\_\_  
Non-Certified Staff \_\_\_\_\_ Employment Applicant \_\_\_\_\_
5. Social Security Number \_\_\_\_\_
6. Today's Date \_\_\_\_\_
7. If Employee, state position in school \_\_\_\_\_  
Name of School \_\_\_\_\_
8. If Student, state grade level \_\_\_\_\_  
Name of School \_\_\_\_\_
9. If Applicant, for what position applied? \_\_\_\_\_
10. Date Complaint Submitted \_\_\_\_\_
11. State the exact program or activity, which you feel, is discriminatory. Attach additional sheets if more space is necessary. Be specific and be sure to include the following:
  - ( a ) The date of the event or occurrence about which you are complaining.
  - ( b ) The names and positions of every person involved;
  - ( c ) The exact date and nature of each incident involved.
12. State the reasons you believe the incidents described above constitute discrimination.
13. State the remedy you seek for these alleged discriminatory programs or activities.

### Reporting Procedures

Any employee or student who observes, overhears or otherwise witnesses discrimination or harassment which may be unlawful, to whom such behavior is reported, or to whom such behavior occurs must take prompt and appropriate action to stop the behavior and prevent its reoccurrence. This person shall immediately notify their immediate

supervisor or building administrator, or the next level administrator who is not the subject of the complaint, as may be appropriate under the circumstances. No person who is the subject of the complaint shall participate in such an investigation.

### **Steps for Reporting Possible Unlawful Acts of Discrimination, Including Harassment**

**Step 1.** The Person alleging discrimination must first notify the building supervisor (in most case the building principal) within fourteen (14) calendar days following the alleged discriminatory act, for the purpose of defining the alleged discrimination and identifying the educational program or activity involved. The building administrator will notify the Compliance Coordinator of all allegations, even if they are resolved informally.

A. After consultation with the building supervisor, and in the event the grievance cannot be resolved, the person alleging discrimination, may initiate a complaint procedure. The exact nature of the complaint and remedy requested must be reduced to writing on a form available in all administrative offices, and submitted to the building supervisor within seven (7) calendar days of the consultation with the building supervisor.

B. After the building supervisor has reviewed the written complaint, and if his decision regarding the complaint remains the same, he will forward it to the Superintendent of Schools within forty-eight (48) hours of receiving said written complaint.

C. The Superintendent of Schools or his designee will investigate the written claim of discrimination.

**Step 2.** If there is a reasonable cause to believe that the written claim of discrimination may have merit the Superintendent or his designee will arrange a meeting with the complainant and representatives of the alleged discriminatory program or activity within seven (7) calendar days of receipt of the written claim.

A. Consideration of the problem set forth in this step shall be limited to those issues raised in the written complaint.

B. If the Superintendent or his designee finds that the complaint has merit; he shall implement whatever changes are necessary to remedy the alleged discriminatory practice or occurrence. Should the Superintendent or his designee be unable to unilaterally resolve the complaint, at the complainant's request the Superintendent or his designee shall submit the original written account of the alleged discriminatory act or practice to the Board of Education.

C. Sixteen (16) calendar days will be allowed at this step.

**Step 3.** The complainant will receive the Board of Education's consideration and shall be informed of their decision no later than the first regular meeting of the Board after the meeting in which the complaint was presented.

If the complaint is not satisfied with the decision at the Board of Education level, the complainant may contact offices at the following locations:

U.S. Department of Health and Human Services  
601 E. 12<sup>th</sup> St.  
Kansas City, MO 64106  
816-426-2821

U.S. Department of Education  
Office for Civil Rights

10220 North Executive Hills Boulevard, 8<sup>th</sup> Floor  
Kansas City, MO 64153-1367  
816-880-4200

Equal Employment Opportunity Commission  
2401 E. Street N.W.  
Washington, D.C. 20506

Wage and Hour Division  
Department of Labor  
Washington, D.C. 20210

### **Grievances Procedure**

Problems within a school system can and should be solved on the level on which the problem originates, but occasionally this becomes impossible. In order to provide a channel by which these problems may be expedited and solved, grievance procedures have been established. This policy will apply when a person/student, employee, patron, or other interested party-believes that there has been a misinterpretation, misapplication or violation of any provision of Board policy, or any law, rules, order, or regulation, with the exception of teacher evaluation and non-renewal or dismissal of teacher. Teacher exceptions will be handles in accordance with State law.

A. In the event that a person believes that there is a basis for a grievance, he shall first discuss the alleged grievance with his building administrator within fifteen (15) calendar days of the alleged grievance.

B. If as a result of the informal discussion with the administrator a grievance still exists, or if the administrator is the person involved, the concerned individual may invoke the formal procedure personally. If the concerned person chooses to invoke the formal procedure, he or she must do so within ten (10) calendar days from the date of the informal discussion. A copy of the alleged grievance shall be delivered to the Compliance Coordinator.

C. Within ten (10) calendar days of receipt of the grievance, the administrator(s) shall meet with the concerned person in an effort to solve the grievance. The building administrator(s) shall indicate the disposition of the grievance in writing within five (5) calendar days of the meeting and shall provide a copy thereof to the concerned person.

D. If the person is not satisfied with the disposition of the grievance, or if no disposition has been made within ten (10) calendar days of such meeting, the person may transmit the grievance to the Superintendent of Schools. Within (10) calendar days the Superintendent or his designee shall met with the person on the grievance and shall indicate his disposition of the grievance in writing within five (5) calendar days of the meeting.

E. If the person is not satisfied with the disposition of the grievance by the Superintendent, or if no disposition has been made within the period provided above, within ten (10) days the person may submit the grievance to the Board of Education for final determination. The Board shall hear the grievance within thirty (30) calendar days after receipt of the grievance and shall provide the teacher with the decision within five (5) calendar days thereafter. This decision shall be in writing.

### **Consequences**

Any school employee or student found to have violated this policy may be subject to action including, but not limited to, warning, remedial training, education or counseling, suspension, exclusion, transfer, termination or discharge. Employees, students or patrons who believe that their complaint has not been satisfactorily resolved may utilize the grievance procedure.

### **Retaliation**

Retaliation includes but is not limited to any form of punitive action, intimidation, reprisal or harassment. When proven, retaliation creates an independent violation of law, and thus of this policy, even where the underlying allegation of discrimination has not been substantiated. The District will discipline or take appropriate action against any person/student, teacher, administrator, or other school employee-proven to have retaliated against a person who reports discrimination or harassment.

### **Confidentiality and Records**

To the extent permitted by law, any public record held by this school district that is generated or received pursuant to this policy shall be closed and available only to the Board acting as a quorum, a committee appointed by the Board to carry out this policy on a permanent or ad hoc basis, the compliance coordinator and other administrators whose duties require access to the record in order to carry out this policy. Such persons may share access, on an individual basis, to such records with complainants or participants in a grievance or other resolution, only to the extent such disclosure promotes the purposes of this policy and is not prohibited by FERPA or any other law. Certain other limited disclosures may be required when material in the records is integral to an action affecting a constitutionally recognized property or liberty interest.

### **Public Notice and Dissemination**

A copy of this policy will be available in all principals' offices and at the administration building. Notice of nondiscrimination will be distributed annually to employees, parents or guardians, and students. The administration is directed to further publicize this policy and provide for such training or instruction as necessary to ensure district-wide compliance with anti-discrimination laws, including instruction in recognizing behavior indicative of a violation of this policy.

### **Limitations**

Nothing in this policy shall be construed as creating a cause of action. Neither the proscriptions of, nor actions taken under, this policy shall on that basis stop the Board from fully arguing for or against the existence of any fact and the scope or meaning of any law in any forum.

## **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) afford 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. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate. 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 process 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 until personnel); a person serving on the School Board, a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his 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.

(Optional) 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 20202-4605

Note: In addition, a school may want to include its directory information public notice, as required by 999.37 of the regulations, with its annual notification of rights under FERPA.)

#### Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of-

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others

Inspect, upon request and before administration or use-

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. School District will/has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt her child out of participation of the specific activity or survey. School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to review and pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

Collection, disclosure, or use of personal information for marketing, sales or other distribution.  
Administration of any protected information survey not funded in whole or in part by ED  
Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901