



Student Handbook

Training Tomorrow's Workforce Today



Approved by
Pemiscot County Special School District
Board of Education
Approved August 11, 2016

Pemiscot County Career & Technology Center
Student Handbook Form

Welcome to Pemiscot County Career & Technology Center! We are excited about having you here. We have had a valuable and important history here at the Career & Technology Center and we look forward to having a vital and positive future. We want you to be a contributing part of that future. Our main purpose is to provide you with the skills, attitudes, and knowledge required to enter your chosen field of work.

After reading this handbook, if you still have questions, please feel free to ask any staff member for assistance. We look forward to an exciting school year!

Director of Career Education

Parents and Students: Please sign where indicated and return to the school so we will know that you have received the STUDENT HANDBOOK and this acknowledgement letter..

Student Signature

Date

Parent or Guardian

As the parent or guardian of this minor, I have read the condition for the student handbook. I hereby understand the rules and regulations of the Pemiscot County Career & Technology Center.

Parent or Guardian (Print)

Signature

Telephone

Date



Pemiscot County Career & Technology Center

Hayti, MO 63851

Dear Parent:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records including “directory information” about the student. General student directory information includes such items as student names, address and phone number as well as graduation year, school activities, photos, and other information typically found in school yearbooks. The District is required to notify parents that this information may be released in the context of student achievements and awards, such as participation in officially recognized activities and sports (which might include pictures, videotaping, field trips and/or tests necessary for various education and/or athletic programs) as well as academic accomplishments. Release of certain directory information makes it possible for students to be honored and recognized for achievements. Some examples of this type of information could include a student recognized in the local newspaper for academic achievements; a student’s name and photo included in the school scrapbook.

If your student attends Pemiscot County Career & Technology Center and you object to the release of this type of directory information, please complete the form below and return it to the building principal to make sure your written objection is on file in the student’s record.

The Release of Student Director Information is Denied.

Name of Student

Grade

Parent or Legal Guardian’s Signature

Date



Survey Permission

PARENT PERMISSION FORM FOR STUDENT PARTICIPATION IN STATE/FEDERAL SURVEYS FOR 2014-2015 SCHOOL YEAR

FOR STUDENTS IN GRADES 6-12

According to “No Child Left Behind”, local schools and school districts are required to participate in different types of surveys in order to meet state and/or federal guidelines and standards. Students’ participation in the surveys assists the school to gather local data regarding specific issues and ensure federal funding for critical areas. In some cases, such as the Title IV Safe and Drug-Free Schools and Communities Survey, the survey results are used to identify problems so that programs can be developed to target those issues. Before a student can participate in these surveys, it is essential that parents or guardians give their permission.

PLEASE NOTE: Under no circumstances are students asked to identify themselves on the survey form. ALL RESPONSES ARE ANONYMOUS AND COMPLETELY VOLUNTARY. A student may skip any question and can quit the survey at any time.

Upon granting your permission for your child to participate, you will be notified in advance of the type of survey and will have access to the questions included in the survey. If, at that time, you do not want your child to complete the survey, you can opt out by notifying the Director of Federal Programs for your district.

Student Name: _____ Grade: _____

School: _____

In compliance with the information provided above, my child has permission to participate in surveys conducted by the school during the 2013-2014 school year.

Parent/Guardian Signature: _____

Date: _____

Armed Forces Recruiting

Armed Forces Recruiting
This Pertains ONLY to Students in Grades 11 and 12

Pemiscot County Career & Technology Center
Hayti, MO 63851

Dear Parent:

The “No Child Left Behind Act of 2001” passed certain new requirements with respect to Armed Forces Recruiter Access to Students and Student Recruiting Information. Unless the parent requests otherwise, the District must provide, upon request by military recruiters, access to the name, address and telephone number of students in Grades 11 and 12. The parent (if the student is age 17 or below) or the student (if the student is age 18 or above) may request that the name, address and telephone listing not be released without prior parental consent. Schools are required to notify parents of the option to make such a request and to comply with any such request made by parents.

If your student is in either Grade 11 or 12 and you object to the release of information to military recruiters, please complete the form below and return it to the Director of the Career Center to make sure your written objection is on file in the student’s record.

- - - - -

_____ The Release of Information To Military Recruiters is Denied.

Name of Student

Grade

Parent or Legal Guardian’s Signature

Date

Protection of Pupil Rights

SURVEYING, ANALYZING OR EVALUATING STUDENTS

Inspection

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board policy.

Consent Required

In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as "protected information survey") that reveals any of the following information without written consent of a parent:

1. Political affiliations or beliefs of the student or the student's parent.
2. Mental or psychological problems of the student or the student's family.
3. Sex behavior or attitudes.
4. Illegal, antisocial, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
7. Religious practices, affiliations or beliefs of the student or the student's parent.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

Protection of Pupil Rights

Protection of Pupil Rights cont'd

SURVEYING, ANALYZING OR EVALUATING STUDENTS

Notice and Opportunity to Opt Out

In accordance with law, parents will receive prior notice and an opportunity to opt a student out of:

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

The district will directly notify parents at the beginning of the school year of the specific or approximate dates during the school year when the above-listed activities will occur or are expected to be scheduled.

Notification of Policy and Privacy

In accordance with law, parents will be directly notified of this policy at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law. All student educational records will be protected in accordance with law and Board policy .

The provisions of this policy applicable to parents will transfer to a student who is 18 years old or emancipated.

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Statement of Philosophy

We, the educators of Pemiscot County Career & Technology Center, believe the following ideas to be necessary for the continuing progress of the students enrolled.

We believe in the right of each individual in the Pemiscot County Career & Technology Center to equal consideration for placement in a curriculum. The consideration will be based on guidelines set forth by state and area school regulations, regardless of race, creed, or social economic status.

We believe that each person receiving the benefits of the Pemiscot County Career & Technology Center should have the opportunity to develop intellectually, socially, and vocationally commensurate with his/her developmental ability.

We believe that the area Career Center is a cooperative agency working with the home, church, industry and other constructive agencies in the education of each individual student.

We believe in the area career center staff dedication to the ideals of creating and maintaining an atmosphere conducive to learning.

We believe guidance is essential for the continuing vocational growth of each individual.

We believe the area career & technology center must develop a curriculum relevant to changing conditions and commensurate with the needs of its students.

Notice of Nondiscrimination

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admissions and employment, and all unions or professional agreements with Pemiscot County Career and Technology Center are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to or treatment of employment in its programs and activities. Any person having inquiries concerning Pemiscot County Career and Technology Center compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact the Superintendent of Pemiscot County Special School District, 1317 West State Highway 84, Hayti, MO (573) 359-0021. The Vocational Resource Education for Pemiscot County Special School District has been designated by the Pemiscot County Special School District to coordinate the institution's effort to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary of Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations Title VI, Title IX, or section 504.

Accommodations for students with Special Needs

Notification and Assessment Requirements:

Students requesting accommodations for special needs must notify the school of their needs. In order for the school to make appropriate accommodations, students must provide current (less than one year old) assessments identifying their needs. The assessment is to be accompanied with recommendations for accommodations that are made by the agency performing the assessment. Such assessments are at the student's expense.

Americans with Disabilities Act of 1990

If you have special needs as addressed by ADA, please discuss this with your instructor once you are accepted to your program of study. Reasonable efforts will be made to accommodate your special needs. Questions concerning special services available to students may be directed to the Superintendent's office located at 1317 West State Highway 84, Hayti, MO 63851. Telephone 573-359-0021.

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as an migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Pemiscot County Career & Technology Center assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairment, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and your child with a developmental delay.

The Pemiscot County Career & Technology Center assures that personally identifiable information collected, used, or maintained by the agency for the purpose of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy to other rights of their child. Parents have the right to file complaints with the US Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Pemiscot County Career & Technology Center has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurance that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Board of Education Office or any school counselor's office.

This notice will be provided in native language as appropriate.

Attendance Policy

It is our opinion that attendance in class activities is most essential for successful learning. Therefore, we encourage students to be in class at all times possible. The following steps will be followed if a student has problems with attendance.

1. If a student is absent for six (6) days a letter will be sent home notifying student and parent that their absences are becoming excessive. Additionally, the Director will meet with the student after the sixth absence.
2. There are no excused absences at the career center. Daily attendance credit may be given if you are kept at the home school for an activity. Students who miss more than eight (8) days in a semester will receive no credit for the semester. There will be no make up days.
3. After the ninth (9) day absent, the student must appear before a scheduled Absentee Committee hearing with their parent or legal guardian with justification for all days missed (doctor's excuse, some exceptions may be accepted).
4. If a student misses eight (8) days consecutively without prior notification or extreme reasons (hospital stay) the student will be un-enrolled from their career program. Student may elect to return at the quarter with the Director's approval.
5. Any student who transfers from one school in Pemiscot County to another school in the county will be allowed up to one excused absence during the transfer period.

Any student who comes to the career center late, must see or call their home principal's office before coming out to the career center. The principal will then call our office, verifying that you are coming to the career center. This applies whether you drive your own vehicle or are brought by someone else.

Free/Reduced Lunch Program

Lunch will be offered to those students that are in attendance all day at the Career Center. If you are a morning or afternoon student, you will eat lunch at your home school.

It is recommended that any student who meets the income guidelines take advantage of the free or reduced price lunch program. Application forms are sent home at the beginning of every school year. Students who buy their breakfast/lunch may pay weekly or monthly. Lunch bills cannot be carried over past the last day of the month. If a student does not pay by the last school day of the month, the student will need to bring his/her lunch until the bill is paid.

Dress Code

Results of a recent survey conducted by employers revealed that a major concern about students applying for jobs was the student's appearance. All employers demand that new employees be neat, clean, and wear clothing that is appropriate to the job. It would benefit you very little to spend one or two years learning a job skill and not be able to work in that field because you refused to comply with the standards of dress and appearance that employers demand.

Students are expected to dress in an appropriate manner at all times. The following guidelines will be strictly enforced. Failure to follow the dress code as outlined will result in disciplinary action.

1. No house slippers.
2. Overalls must have both straps hooked at all time.
3. No muscle shirts without a t-shirt underneath (sleeveless shirts are not considered muscle shirt.).
4. No low cut shirts that expose the cleavage or back.
5. No tops or blouses which expose any part of the under clothing (boxer short, bra straps).
6. No see through clothing.
7. No biker shorts or spandex clothing.
8. No sagging or baggy pants will be allowed. Pants, shorts, shirts, skorts, etc. must fit around the waist or belted and be belted to fit the waist. Students will not simply be asked to pull their pants up. This will be considered a dress code violation.
9. No inappropriate graffiti or slogans on clothing (no references to drugs, alcohol, bars, tobacco, violence, sex).
10. No lettering, slogans, graffiti, or pictures across the seat of pants, shorts, skirts, shirts, etc..
11. No headgear of any kind (rags, bandanas, caps, stocking caps, sweat bands, etc.)
12. No picks or combs may be worn in the hair. (This does not include hair clips or bows used to hold hair back)
13. Shorts, skorts, skirts, dresses must extend within 3 inches of the top of the knee.

It is not possible to compile an exhaustive list of all clothing items that can and cannot be worn. As is true with any policy or procedure, teachers and administrators must use reasonable judgment in implementing and administering this dress code.

All criteria of the school dress code will apply at all school sponsored field trips.

Because our main purpose is to provide you with the skills, attitudes and knowledge required to enter your chosen field of work, we will try to simulate the working world. We want you to feel that, to a certain extent, you are actually working. There will be enough classroom work and theory given so that you will feel comfortable while working in the lab or shop.

Refunds and Tuition and Fees

In the event that a student withdraws or is dismissed from school, the following refund policy shall apply to all students enrolled at Pemiscot County Career & Technology Center.

For the students who begin classes, 100% of the books, supplies, and fee allowances are considered expended. Tuition is the only expense that may be refunded and will be done so in accordance with the institutional refund policy.

| If a student withdraws or is dismissed | % of Tuition Refunded |
|---|-----------------------|
| Within the First Week of classes | 90% |
| Within the Second Week of classes | 75% |
| Within the Third Week of Classes | 50% |
| Within the Fourth Week of classes | 25% |
| After the Fourth Week of classes | 0% |

Grading Policy

95 to 100% = A

90 to 94% = A-

87 to 89% = B+

83 to 86% = B

80 to 82% = B-

77 to 79% = C+

73 to 76% = C

70 to 72% = C-

67 to 69% = D+

63 to 66% = D

60 to 62% = D-

Below 60% = F

Report Cards

At the end of a quarter, a quarterly grade will be given to each student to show student progress in their course. A copy will be given to each student, and sent to each sending school so that the sending school may add the grades to the student report card. Report cards will then be distributed to each student.

NOTIFICATIONAL OF RIGHT UNDER FERPA

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

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record (s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.

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 of a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosures 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 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 education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school will disclose 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 US Department of Education concerning alleged failures by Pemiscot County Career & Technology Center to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Rights & Responsibilities

Parent Rights

If a parent or eligible student has a complaint regarding the district's failure to comply with any District policy, he/she has a right to file that complaint with the United States Department of Education

Responsibilities of the Student

- a. Each student has the responsibility to develop good work and study habits.
- b. The student should clarify with the teacher any questions pertaining to the instructions for homework at the appropriate time.
- c. The student should learn to budget his/her time.
- d. When study time is provided during the day, the student should take advantage of it.
- e. Long-term assignments should be planned so they do not have to be done all at once.
- f. It is the student's responsibility to return all work completed to the teacher by the date requested.
- g. The student should also make up work missed during an absence.

Breaks

Students are allowed two breaks a day, one break in the morning and one break in the afternoon according to the teacher's schedule. Please make your purchases quickly and return to your classroom area. Instruction will begin promptly 10 minutes after the beginning of the break. Breaks are a privilege. You may lose your break for violation of classroom or school rules.

Severe Weather, Fire and Earthquake Drill Instructions

Each room will have instructions posted. Notification to move to protective areas will be by bell or handheld megaphone. Teachers will escort students to assigned areas.

Student Field Trips

All student field trips will require permission in writing from the parent (s) or guardian (s) prior to the field trip.

Medication Policy

All medications whether prescription or non prescription are to be administered by the school nurse ONLY. If a student has a severe allergy, and is required to use an Epi-Pen, when needed, they may carry an inhaler and/or Epi-Pen for emergency use. I will need to be prescribed to the student that will be using the medication.

Safety Policy

Pants or jeans that cover the full length of the legs are necessary for your safety. Shorts will not be worn in the following skill areas and labs; Automotive Technology, Building Structures & Construction Trades, Culinary Arts/Hospitality, Health Occupations, and Welding.

No extremes of dress or personal habits will be allowed which would interfere with the health and safety of yourself or others.

As of August 31, 1976, the law requires that students working in shop classes must wear safety glasses or eye protection. Safety glasses will be furnished by the school, and it will be the student's responsibility for their care and return them at the end of the school year. If a student loses their safety glasses, they will be charged for every pair there after.

All classes and the equipment therein will be selected and placed to minimize accident potential. It is the responsibility of the student, however, to conduct himself/herself in such a manner throughout the school day so as to help prevent accidents by displaying only safe work habits. Students should use all safety devices provided in the shop, such as goggles, gloves, guards, etc., and follow safety rules taught in each class.

Each section of classes will participate in safety drills for fire, tornado, and earthquake and crisis management plan. Procedures are posted in each classroom and they will be explained by your instructor. Our hope is not to have to use these drills for real, but in case we have an emergency, we ALL need to know what procedures to follow.

Communicable Diseases—Board Policy EBB

The Pemiscot Co. Spec. School Dist. School Board recognizes its responsibility to protect the health of students and employees from the risks posed by communicable diseases. The Board also has a responsibility to protect individual privacy, educate all students regardless of medical condition and treat students and employees in a nondiscriminatory manner.

Immunization

In accordance with law, students cannot attend school without providing satisfactory evidence of immunization, unless they are exempted from immunization.

Universal Precautions

The district requires all staff to routinely employ universal precautions to prevent exposure to disease-causing organisms. The district will provide the necessary equipment and supplies to implement universal precautions.

Categories of Potential Risk

Students or employees with communicable diseases that pose a risk of transmission in school or at school activities (such as, but not limited to, chicken pox, influenza and conjunctivitis) will be managed as required by law and in accordance with guidelines provided by the Department of Health and Senior Services (DHSS) and local county or city health departments. Such management may include, but is not limited to, exclusion from school or reassignment as needed for the health and safety of students and staff. Students or employees infected with chronic communicable diseases that do *not* pose a risk of transmission in school or at school activities (such as, but not limited to, hepatitis B virus or HIV) shall be allowed to attend school or continue to work without any restrictions based solely on the infection. The district will not require any medical evaluations or tests for such diseases.

Exceptional Situations

There are certain specific types of conditions, such as frequent bleeding episodes or uncoverable, oozing, skin lesions that could potentially be associated with transmission of both bloodborne and nonbloodborne pathogens. In the case of students, certain types of behaviors, such as biting or scratching, may also be associated with transmission of pathogens.

Students who exhibit such behaviors or conditions may be educated in an alternative educational setting or, if appropriate, disciplined in accordance with the discipline code. In the case of a student with a disability, the Individualized Education Program (IEP) team or 504 team will make any change of placement decisions. Employees who exhibit such conditions will not be allowed to work until the condition is resolved or appropriately controlled in a way that minimizes exposure.

Communicable Diseases Cont'd

Confidentiality

The superintendent or designee shall ensure that confidential student and employee information is protected in accordance with law. Medical information about an individual, including an individual with HIV, will only be shared with district employees who have a reasonable need to know the identity of the individual in order to provide proper health care or educational services. Examples of people who may need to know a student's medical information are the school nurse and the IEP or 504 team if applicable. An example of an individual who may need to know an employee's medical information is the employee's immediate supervisor, if accommodations are necessary.

All medical records will be maintained in accordance with law and Board policy. Breach of confidentiality may result in disciplinary action, including termination.

Reporting and Disease Outbreak Control

Reporting and disease outbreak control measures will be implemented in accordance with state and local law, DHSS rules governing the control of communicable diseases and other diseases dangerous to public health, and any applicable rules distributed by the appropriate county or city health department.

Notification

Missouri state law provides Pemiscot Co. Spec. School Dist., Hayti, Missouri that superintendents who supply a copy of this policy, adopted by the district Board of Education, to DHSS shall be entitled to confidential notice of the identity of any district student reported to DHSS as HIV-infected and known to be enrolled in the district. Missouri law also requires the parent or guardian to provide such notice to the superintendent.

Adopted: April 6, 2006

Revised:

Cross Refs: GBE, Staff Health and Safety

JHC, Student Health Services and Requirements

JHCD, Administration of Medications to Students

Legal Refs: §§ 167.181, .183, .191, 191.650 - .695, 210.003, RSMo.

19 C.S.R. 20-20.010 - .060, 20-28.010

Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 - 1487

The Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794

Americans with Disabilities Act, 42 U.S.C. §§ 12101 - 12213

Technology Usage—Board Policy EHB

The Pemiscot Co. Spec. School Dist.'s technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

Definitions

For the purposes of this policy and related procedures and forms, the following terms are defined:

Technology Resources B Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: computers; modems; printers; scanners; fax machines and transmissions; telephonic equipment; mobile phones; audio-visual equipment; Internet; electronic mail (e-mail); electronic communications devices and services, including wireless access; multi-media resources; hardware; and software. Technology resources may include technologies, devices and services provided to the district by a third party.

User B Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

User Identification (ID) B Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.

Password B A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Technology Usage Cont'd

Authorized Users

The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless excused by the superintendent or designee.

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

User Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with email access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

Technology Usage Cont'd

Technology Administration

The Board directs the superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of district technology resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

Content Filtering and Monitoring

The district will monitor the online activities of minors and operate a technology protection measure (A content filter) on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited. The superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for an adult for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

Online Safety, Security and Confidentiality

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The superintendent, designee and/or the district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

Technology Usage Cont'd

All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms. This instruction will occur in the district's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records.

All users are prohibited from using district technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

Closed Forum

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's webpage will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Technology Usage Cont'd

Records Retention

Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources. The retention schedule must comply with the Public School District Records Retention Manual as well as the General Records Retention Manual published by the Missouri Secretary of State.

In the case of pending or threatened litigation, the district's attorney will issue a litigation hold directive to the superintendent or designee. The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by the district's attorney. E-mail and other technology accounts of separated employees that have been placed on a litigation hold will be maintained by the district's information technology department until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

Violations of Technology Usage Policies and Procedures

Use of technology resources in a disruptive, inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

Technology Usage Cont'd

Damages

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

No Warranty/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis. The district is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions.

The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

Adopted: April 6, 2006

Revised: February 7, 2008, February 9, 2012, June 25, 2012

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation

GBCC, Staff Cell Phone Use

GBH, Staff/Student Relations

IGDB, Student Publications

IGDBA, Distribution of Noncurricular Student Publications

JFCF, Hazing and Bullying

JG-R, Student Discipline

JO, Student Records

KB, Public Information Program

MSIP Refs: 6.4, 6.8

Legal Refs: ' ' 170.051, 182.827, 431.055, 537.525, 542.402, 569.095 - .099, 610.010 - .028, RSMo.

Chapter 109, RSMo.

Chapter 573, RSMo.

Electronic Communications Privacy Act, 18 U.S.C. ' ' 2510 - 2520

Stored Communications Act, 18 U.S.C. ' ' 2701 - 2711

Family Educational Rights and Privacy Act, 20 U.S.C. ' ' 1232g

No Child Left Behind Act of 2001, 20 U.S.C. ' ' 6301 - 7941

Children=s Internet Protection Act, 47 U.S.C. ' ' 254(h)

47 C.F.R. ' ' 54.520

Federal Rule of Civil Procedure 34

City of Ontario v. Quon, 130 S. Ct. 2619 (2010)

Reno v. ACLU, 521 U.S. 844 (1997)

Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260 (1988)

Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675 (1986)

Sony Corp. of America v. Universal City Studios, Inc., 464 U.S. 417 (1984)

FCC v. Pacifica Foundation, 438 U.S. 726 (1978)

Ginsberg v. New York, 390 U.S. 629 (1968)

Biby v. Bd. of Regents of the Univ. of Nebraska, 419 F.3d 845 (8th Cir. 2005)

Henerey v. City of St. Charles Sch. Dist., 200 F.3d 1128 (8th Cir. 1999)

Bystrom v. Fridley High Sch. Ind. Sch. Dist., 822 F.2d 747 (8th Cir. 1987)

Beussink v. Woodland R-IV Sch. Dist., 30 F. Supp. 2d 1175 (E.D. Mo 1998)

Pemiscot Co. Spec. School Dist., Hayti, Missouri

Transportation

Sending school students must ride the bus provided by their home school unless special permission is granted by their home school principal and the director. If there is a need for a student to drive a vehicle to the career center, a special Vehicle Driving permit may be secured in the career center office to be filled out by the student and approved by the parent, instructor, director, and home school principal BEFORE a vehicle is driven to the career center. The permit will be for the driver of the vehicle only—NO PASSENGER! FAILURE TO COMPLY TO THE ABOVE POLICY WILL RESULT IN SUSPENSION, NO EXCEPTIONS!

STUDENT CONDUCT

Students will be expected to conduct themselves as mature men and women at all times. The rights and feelings of others are to be respected.

Display of affection is not a public activity and should be reserved for privacy. It reflects poor taste in most instances. Disciplinary action will be taken and parents contacted concerning this activity.

There will be no cursing or use of profane or obscene language.

Students may not bring radios, tape player/recorders, MP3 players, cell phone, CD players, and IPOD's to school. Radios, etc. are not to be played in the classroom (Exception—Career Restaurant). Failure to follow these rules as outlined will result in disciplinary action.

Each student will be assigned a specific area of the classroom/shop to clean each day.

Student Time Requirements

Classes at the Pemiscot County Career & Technology Center begin each day at 8:40 each morning and 12:05 pm in the afternoons. There are different dismissal times for each sending school. Please see the list; below to know when your school will be arriving and departing. School is in session for a minimum of six hours per day. Secondary students attend six hours of time worth three credit hours per year. The juniors attend the morning session and the seniors attend the afternoon session. This schedule is for the secondary students. Adult Students will have the option to attend Career & Technology courses on a full time or part time basis, in which their tuition will be based.

The schedule is designed, so that one-year programs can be completed in one year and two-year programs can be completed in two years. As much as possible, the schedule is aligned with the county public school's calendar. The times programs are offered meet state requirements.

The Pemiscot County Career & Technology Center is in session when the county public schools are in session. The county school's calendars met or exceeds all state requirements.

| | Morning Schedule | | Afternoon Schedule | |
|----------------|------------------|-----------|--------------------|-----------|
| | Arrival | Departure | Arrival | Departure |
| Caruthersville | 8:40 | 11:20 | 12:05 | 2:45 |
| Cooter | 8:40 | 11:20 | 12:05 | 2:20 |
| Delta | 8:40 | 11:20 | 12:05 | 2:30 |
| Hayti | 8:40 | 11:10 | 12:05 | 2:45 |
| North Pemiscot | 8:40 | 11:20 | 12:05 | 2:45 |
| South Pemiscot | 8:40 | 11:20 | 12:05 | 2:15 |

Certificate of Training

A certificate is awarded each quarter to students who master the competencies for the module of work. Anyone completing eight (8) modules of a program will receive a program completion certificate if they meet the following requirements: Absent no more than four (4) days in any quarter during second year, Maintain a “C” or above average for each quarter of the second year.

Job Placement

The technology center placement representative and the instructors work on a regular basis locating job opportunities and work situations for students. Employment opportunities will be provided for qualified students both in part-time and full-time work. A follow-up survey will be done 180 days after completion of the program.

Emergency Plans & Safety Drills

EMERGENCY PLANS/SAFETY DRILLS

(Districts Required to Hold Earthquake Drills)

The superintendent or designee has the responsibility for developing and maintaining the district's emergency preparedness plans and emergency drill schedules. The district will supply the schools with safety equipment and train the staff on emergency preparedness and violence prevention.

Operational guidelines and policies will be closed to the public when they are developed, adopted or maintained by the district in its capacity as an entity responsible for law enforcement, public safety, first response or public health for use in responding to or preventing any critical incident that is or appears to be terrorist in nature and that has the potential to endanger individual or public safety or health. Public interest in nondisclosure outweighs the public interest in disclosure because disclosure would impair the district's ability to protect the safety or health of persons.

Emergency Drills

Emergency preparedness drills (fire, severe weather, tornado, bus evacuation, earthquake, bomb threat, lock-down, shelter-in-place and evacuation) will be developed by the superintendent or designee in cooperation with the building principals. A sufficient number of drills will be conducted in each building to give instruction and practice in proper actions by staff and students. Emergency exiting procedures will be posted near the door in each instructional area. Instruction in fire drills shall be given early in the school year, and drills shall be held regularly throughout the year.

The decision to call for and execute drills will be the responsibility of the superintendent and/or the building principal. The district will cooperate and coordinate drills with other community agencies such as the fire department, law enforcement officials, emergency medical services and local emergency planning committees.

Emergency Plans & Safety Drills

EMERGENCY PLANS/SAFETY DRILLS cont'd

District Emergency Plans

It shall be the responsibility of the building principal, in cooperation with the appropriate emergency preparedness officials, to determine shelter areas in the school building or outside that are best suited for the protection of students from severe storms, tornadoes or other emergencies, as well as the safest routes to reach those areas. In addition, the district will work with emergency preparedness officials to address off-site emergencies that may occur, such as accidents involving school transportation or emergencies on field trips. Students and staff members may be retained for safety reasons at the school buildings or another safe place during actual emergency conditions. The district plan will include information on communicating with parents and instructions on how parents will locate their students in an emergency.

During actual emergency conditions, emergency personnel and emergency vehicles will have priority near the schools.

Earthquake Preparedness Disaster Plans and Drills

In accordance with law, the superintendent or designee, cooperating with building principals, shall develop and implement a district wide school building disaster plan, in order to protect students and staff before, during and after an earthquake. The plan will be designed specifically to minimize the danger to students, staff and district property as a result of an earthquake and will be ready for implementation at any time. The superintendent or designee will request assistance with developing and establishing the earthquake emergency procedure system from the State Emergency Management Agency (SEMA) and any local emergency management agency located within district boundaries.

An emergency exercise will be held at least twice each school year that will require students and staff to simulate earthquake emergency conditions and practice the procedures that are to be implemented under such conditions.

Emergency Plans & Safety Drills

Emergency Plans & Safety Drills cont'd

The superintendent shall develop a program that ensures that all students and staff of the district are aware of and properly trained in the earthquake emergency procedure system. This emergency procedure system shall be available for public inspection at the district office during normal business hours.

At the beginning of each school year, the district shall distribute to all students information from the Federal Emergency Management Agency (FEMA), SEMA and other sources in order to help students understand the causes and effects of earthquakes and the best and latest safety measures available to them in an earthquake situation.

Community Emergency Plan

The Board directs the superintendent or designee to recommend an emergency preparedness plan, subject to Board adoption, to address the use of school resources, including school facilities, commodity foods, school transportation and equipment if a natural disaster or other community emergency occurs. The plan will authorize the superintendent or other designated school official to approve the use of school resources to provide relief to the community if an emergency occurs. The use of school resources under this section shall be subject to review by the Board within 30 days of authorization or as soon as reasonably possible.

Emergency Procedural Plan

Bomb Threat

1. The recipient of the threat (office secretary, principal, superintendent) will immediately record any name/number appearing on the Caller ID.
2. The recipient (secretary) of the call will immediately contact an administrator and relay the conversation. The superintendent, if not the recipient of the call, will be notified immediately. Depending upon the apparent urgency of the situation and information supplied by the Caller ID, the superintendent and principal will meet as quickly as possible to determine if the call is a hoax.
3. If it is determined that the call may not be a hoax, the secretary will use the fire drill bell signal to initiate the evacuation of the building.
4. Teachers will escort students as far from the building as possible. Teachers will follow fire drill instructions by carrying their class rolls and taking roll as soon as possible. Students are to remain with their classes, and teachers are to remain with their classes until the all-clear is given or until students are evacuated from the school grounds.
5. The principal or secretary will notify the Pemiscot County Sheriff's Department (911) and identify the situation, including any information provided by the caller about the nature of the explosive device, the location of the device, and proposed detonation time of the device. The secretary or principal will also contact the Fire Department for immediate assistance with traffic and crowd control. Only authorized /trained persons will search for the alleged explosive device during the evacuation.
6. If necessary, the counselor or an administrator will contact members, composed of counselors from the area and provide counseling to those students who require help.

Escaped Prisoner

1. Upon notification of an escaped prisoner sighted in the community, an administrator will order a partial lockdown of the building. All outside doors will be locked, and no one will be permitted to enter until he/she is identified.
2. If any visitor attempts to enter any door other than the main front entrance (visible from secretary's window and administrative offices), no one is to open a door for them, no matter how hard or how long they knock. It is permissible to tell the visitor to go the main front entrance for identification.

Hotline Telephone Number

You have the power to keep our school Drug-Free and Safe. Let us know ANONYMOUSLY when you witness any illegal activity that threatens our school. CALL the Safe School Helpline at 1-800-418-6423 Ext. 359.

Emergency Procedural Plan cont'd

Armed Intruder/Person suspected of or seen to be carrying a weapon

1. DO NOT ATTEMPT TO BE A HERO.
2. Upon suspicion or sighting of a weapon, report to the office (secretary or administrator) immediately.
3. The secretary or an administrator will contact the Pemiscot County Sheriff's Department (911) immediately.
4. The secretary or an administrator will contact the Superintendent immediately.
5. Class Period: The secretary or an administrator will issue the intruder signal over the intercom. This signal will lead to a full lockdown situation with the assistance of the custodian. An available faculty or staff member will notify shop classes of the situation. Students and faculty members will follow the guidelines established in the Intruder Drill: Lock doors, close windows, turn off lights, and remove students from the line of vision from the doorway.
6. If possible, the principal will attempt to defuse the situation or apprehend the person and initiate a search for a weapon. This must be done as quickly and as quietly as possible to prevent panic. The principal is authorized to conduct a witnessed search of the person, a locker, or a book bag belonging to that person.
7. If any administrator, student, faculty member, member of the support staff, or visitor is caught in an unsecured location or held hostage, no resistance is to be offered.
8. Students will maintain their positions or current locations until the all-clear signal (one long ring of the bell or an administrative verbal directive is given).
9. Upon hearing the all-clear signal, the regular school routine will be followed until further notice.
10. The counselor or an administrator will contact counselors from the area if needed to provide services to those students who require help.

Serious Medical Emergency (Serious wound, seizure, broken bone, etc):

1. In the case of a serious medical emergency, the classroom teacher or witnessing teacher will send a student to the office to report the emergency situation immediately.
2. If possible or as soon as possible, the teacher will escort the student to the office. No classroom will be left unattended during this procedure.
3. The secretary will contact an administrator and/or school nurse (if available) immediately.
4. The secretary or an administrator will contact the Pemiscot County Sheriff's Department (911), report the necessary details of the emergency situation, and request immediate assistance from the Pemiscot Memorial Health Systems Ambulance Service.
5. The secretary or an administrator will contact a parent/guardian for emergency situations.
6. The administrator will contact the Superintendent and report the details of the emergency situation and steps taken at this time.

Adopted: April 6, 2006

Cross Refs: IC, School Calendar/Year/Day

Legal Refs: §§ 160.451 - .457, .480, 320.010, 610.021, RSMo.

5 C.S.R. 30 - 261.010

Pemiscot County Special School District, Hayti, Missouri

Prohibition Against Illegal Discrimination and Harassment - Board Policy

General Rule

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

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

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

Additional Prohibited Behavior

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

Consequences

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

Adopted: April 6, 2006

Revised: June 14, 2007 February 9, 2012

Cross Refs: ECG, Animals on District Property

EHB, Technology Usage

GBCB, Staff Conduct

GBCC, Staff Cell Phone Use

GBH, Staff/Student Relations

GBL, Personnel Records

GCD, Professional Staff Recruiting and Hiring

GCPD, Suspension of Professional Staff Members

GDC, Support Staff Recruiting and Hiring

IGBA, Programs for Students with Disabilities

IGBCB, Programs for Migrant Students

IGBH, Programs for English Language Learners

IGD, District-Sponsored Extracurricular Activities and Groups

IICC, School Volunteers

JFCF, Hazing and Bullying

JG, Student Discipline

JHCF, Student Allergy Prevention and Response

JHG, Reporting and Investigating Child Abuse/Neglect

KG, Community Use of District Facilities

KK, Visitors to District Property/Events

Legal Refs: ' ' 105.255, 160.261, 162.068, 213.010 - .137, 290.400 - .450, RSMo.

Individuals with Disabilities Education Act, 20 U.S.C. ' ' 1400 - 1417

Title IX of the Education Amendments of 1972, 20 U.S.C. ' ' 1681

Boy Scouts of America Equal Access Act, 20 U.S.C. ' ' 7905

Equal Pay Act, 29 U.S.C. ' ' 206(d)

Age Discrimination in Employment Act, 29 U.S.C. ' ' 621 - 634

The Rehabilitation Act of 1973, Section 504, 29 U.S.C. ' ' 794

Due Process and Grievance Procedure

Due process shall be afforded to all students enrolled at Pemiscot County Career & Technology Center. Students are encouraged to resolve conflict through communication prior to filling a formal grievance.

Alleged acts of unfairness or any decision made by school personnel, who students believe to be unjust or in violation or pertinent policies of the Board or individual school rules, may be appealed in writing to the Director of the Career Center within five (5) days of the event causing the appeal.

The following guidelines are established for the presentation of student complaints and grievances:

Step 1

The Director of the Career Center shall schedule a conference with the student within one week (7 days) of the initial written appeal and any staff members/faculty involved in an attempt to resolve the problem. The Director will give a written decision to the program instructor and student within one week (7) days of the conference.

Step 2

If the problem is not resolved to the satisfaction of the student, a request must be submitted in writing within five (5) days from the initial conference with the Director for a conference with the Pemiscot County Special School District Superintendent. The Superintendent shall arrange a conference within one week (7) days to consider the problem. The Superintendent will submit a decision of the action to be taken to the Director within one week (7 days).

Step 3

If the student feels the decision of the superintendent was not justified, they may submit a written request within (5) days from the conference with the Superintendent to appear before the Pemiscot Special School District Board of Education. The student must submit a typed written description of all alleged grievances to include the date of the event, exact circumstances, and all persons involved, within one week (7) days prior to the next scheduled board meeting. The student and all persons involved will appear before the board at the next scheduled board meeting. The board will hear from all persons involved first and then discuss appropriate action and vote in a closed session.

The decision of the Board of Education shall be final.

All persons are assured that they may utilize this procedure without reprisal.

All records of notices, conferences, and actions taken to resolve student complaints and grievances will be filled and identified as grievance records, and will not be placed in the student's personal file.

The student is required to attend classroom and clinical assignments during the appeals/grievance process.

Discrimination and Harassment - Board Policy AC

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

Definitions

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

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

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

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

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

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

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

Discrimination and Harassment - Board Policy AC Reference

Adopted: April 6, 2006

Revised: June 14, 2007 February 9, 2012

Cross Refs: ECG, Animals on District Property

EHB, Technology Usage

GBCB, Staff Conduct

GBCC, Staff Cell Phone Use

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GCD, Professional Staff Recruiting and Hiring

GCPD, Suspension of Professional Staff Members

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IGD, District-Sponsored Extracurricular Activities and Groups

IICC, School Volunteers

JFCF, Hazing and Bullying

JG, Student Discipline

JHCF, Student Allergy Prevention and Response

JHG, Reporting and Investigating Child Abuse/Neglect

KG, Community Use of District Facilities

KK, Visitors to District Property/Events

Legal Refs: ' ' 105.255, 160.261, 162.068, 213.010 - .137, 290.400 - .450, RSMo.

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Title IX of the Education Amendments of 1972, 20 U.S.C. ' ' 1681

Boy Scouts of America Equal Access Act, 20 U.S.C. ' ' 7905

Equal Pay Act, 29 U.S.C. ' ' 206(d)

Age Discrimination in Employment Act, 29 U.S.C. ' ' 621 - 634

The Rehabilitation Act of 1973, Section 504, 29 U.S.C. ' ' 794

Title VI of the Civil Rights Act of 1964, 42 U.S.C. ' ' 2000d - 2000d-7

Title VII of the Civil Rights Act of 1964, 42 U.S.C. ' ' 2000e - 2000e-17

Genetic Information Nondiscrimination Act, 42 U.S.C. ' ' 2000ff - 2000ff-11

Age Discrimination Act of 1975, 42 U.S.C. ' ' 6101 - 6107

Americans with Disabilities Act, 42 U.S.C. ' ' 12101 - 12213

Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999)

Faragher v. City of Boca Raton, 524 U.S. 775 (1998)

Burlington Indust. v. Ellerth, 524 U.S. 742 (1998)

Gebser v. Lago Vista Ind. Sch. Dist., 524 U.S. 274 (1998)

Oncale v. Sundowner Offshore Serv., 523 U.S. 75 (1998)

Harris v. Forklift Syst., Inc., 510 U.S. 17 (1993)

Pemiscot Co. Spec. School Dist., Hayti, Missouri

Child Abuse—Board Policy JHG

Reporting and Investigating Child Abuse/Neglect

Public School District Liaison

The superintendent shall designate a specific person or persons to serve as the public school liaison(s) and forward that information to the local division office of the Children's Division (CD) of the Department of Social Services.

The liaison(s) shall develop protocol in conjunction with the chief investigator of the local division office to ensure information regarding the status of a child abuse or neglect investigation is shared with appropriate school personnel. All written information received by any public school district liaison or the school shall be subject to the provisions of the Family Educational Rights and Privacy Act (FERPA).

The liaison(s) will also serve on multidisciplinary teams used in providing protective or preventive social services along with law enforcement, the juvenile officer, the juvenile court and other agencies, both public and private.

It will be the responsibility of the liaison(s) to arrange for training and information necessary to assist staff members in identifying possible instances of child abuse and neglect, including annual updates regarding any changes in the law. Additionally, the liaison is charged with implementing a planned program of personal safety and awareness education, including methods for preventing sexual abuse, that shall be provided to teachers, students and parents/guardians.

Reporting Child Abuse/Neglect

The Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee acting in his or her official capacity who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, will immediately make a report to the school principal or designee, including any report of excessive absences that may indicate educational neglect. The school principal or designee will then become responsible for making a report via the Child Abuse Hotline to the CD, as required by law. This policy does not preclude any employee from directly reporting abuse or neglect to the CD. However, the school official or employee must notify the school principal or designee immediately after making a report.

Adopted: April 6, 2006

Revised: January 13, 2011

Cross Refs: GBH, Staff/Student Relations

Legal Refs: ' ' 160.261, 210.110 - .165, RSMo.

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. ' 1232g

Pemiscot Co. Spec. School Dist., Hayti, Missouri

Child Abuse Cont'd

The school principal will make the superintendent aware that a report has been made and will keep him or her aware of the status of the case. If the school principal or designee has reason to believe that a victim of such abuse or neglect is a resident of another state or was injured as a result of an act that occurred in another state, then, in addition to notifying the Missouri CD pursuant to this policy, he or she may also make a report to the child protection agency with the authority to receive such reports, pursuant to law, in the other state.

The district, as a mandated reporter, will be entitled, upon request, to information on the general disposition of the report. The district may also receive findings and information concerning the case, if requested. The information may be shared with the staff member who originated the report, but will not be released to anyone else without written authorization from the CD. Parents/Guardians will be referred to the CD for information regarding the investigation.

Any person who in good faith participates in the making of such reports, or in any judicial proceeding resulting therefrom, will be immune from civil or criminal liability. It shall not be the responsibility of the school official or employee who initiated the report to prove that the child has been neglected or abused.

Investigating Child Abuse/Neglect

When the CD receives a child abuse report alleging that an employee of a school district has abused a student, the report is immediately referred to the superintendent (or the president of the School Board in situations concerning the superintendent), who will conduct an initial investigation. If the report relates to a spanking by a certificated school employee administered pursuant to written district policy, the use of reasonable physical force against a student for the protection of other persons or property by any district personnel, or if it is determined that the sole purpose of the report is to harass a school employee, the superintendent, Board president or the Board president's designee will jointly investigate the matter with the juvenile officer or a law enforcement officer designated by the juvenile officer. The superintendent and Board president are authorized to contact and utilize the district's attorney to assist in the investigation. Findings and conclusions will be issued as required by law.

All other reports of any nature will be immediately returned to the CD for investigation, and the superintendent will take no further action.

The superintendent will prepare and implement procedures as necessary to accomplish the intent of this policy and of the law.

Discipline Policy

Due to the adult nature of the job skills programs offered at Pemiscot County Career & Technology Center, students are expected to act in an adult manner, much the same way they would be expected to perform in the workplace.

Instructors are encouraged to resolve behavior conflicts within the classroom when possible. They may use the following methods of discipline-depending on the nature of the misconduct;

1. Instructor will hold conference with student
2. Instructor can administer punishments such as:
 - Take away break privileges
 - Give a write off assignment
 - Give extra clean-up work
3. Instructor will refer student to Director for discipline. This will result in the following procedure:
 - The instructor will write the student up for each infraction
 - First Offense.....Warning
 - Second OffenseTwo day suspension (no make up work)
 - Third Offense.....Three day suspension (no make up work)
 - Fourth OffenseFive day suspension (no make up work)
 - Fifth OffenseRecommended to school board to be expelled from career center

NOTE: If an act of misconduct is determined by the Instructor and/or Director to be serious enough, the discipline may involve any one or combination of actions described above, regardless of how many previous behavior conflicts the student may have had.

Possession or use of illegal drugs, alcohol, or firearms is prohibited at school or any school function either on campus or on school sponsored trips, and is considered to be a violation of the law. Anyone possessing or using illegal drugs, alcohol or firearms will receive the strictest penalties and be turned over to the local law authorities for appropriate legal action. Students will be given information on how to get assistance for drug or alcohol problems.

Student Discipline

STUDENT DISCIPLINE

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students. The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. All district staff are required to enforce these policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved. Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations and procedures. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law. Building principals are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision.

Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities and instruction in the necessity and requirements for confidentiality.

The comprehensive discipline policy of the district is composed of this policy and includes, but is not limited to, the following policies, procedures and regulations: JG-R, JGA, JGB, JGD, JGE and JGF. A copy of the district's comprehensive discipline policy will be provided to every student and parent or guardian of

Student Discipline

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

Reporting to Law Enforcement

It is the policy of the Pemiscot Co. Spec. School Dist. to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

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

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

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

Participation in Activities

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

Student Discipline

Student Discipline cont'd

Prohibition against Being on or near School Property during Suspension

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee.

Any student who is suspended for any offenses listed in ' 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian or custodian.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian. The designation must be made in advance and in writing to the principal of the school that suspended the student.
3. The student is in an alternative school that is located within 1,000 feet of a public school in the district.
4. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

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

Prohibited Conduct

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

Student Discipline

Student Discipline cont'd

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

First Offense:

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

Subsequent Offense:

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

Arson B Starting or attempting to start a fire, or causing or attempting to cause an explosion.

First Offense:

Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. restitution if appropriate.

Subsequent Offense:

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

Student Discipline

Student Discipline cont'd

Assault

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

First Offense:

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

Subsequent Offense:

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

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

First Offense: Expulsion.

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

First Offense:

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

Subsequent Offense:

Revocation of parking privileges, detention, in-school suspension, or 1-180 days out-of-school suspension

Student Discipline

Student Discipline cont'd

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

First Offense:

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

Subsequent Offense:

1-180 days out-of-school suspension or expulsion

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

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

First Offense:

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

Subsequent Offense:

Nullification of forged document. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

First Offense:

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

Subsequent Offense:

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

Student Discipline

Student Discipline cont'd

Drugs/Alcohol (see Board policies JFCH and JHCD)

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

First Offense:

In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense:

1-180 days out-of-school suspension or expulsion.

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

First Offense:

In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense:

1-180 days out-of-school suspension or expulsion.

Student Discipline

Student Discipline cont'd

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

First Offense:

1-180 days out-of-school suspension or expulsion.

Subsequent Offense:

1-180 days out-of-school suspension or expulsion.

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

First Offense:

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

Subsequent Offense:

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

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

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

First Offense:

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

Subsequent Offense:

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

Student Discipline

Student Discipline cont'd

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

First Offense:

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

Subsequent Offense:

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

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

First Offense:

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

Subsequent Offense:

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

Gambling B Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense:

Principal/Student conference, loss of privileges, detention, or in school suspension.

Subsequent Offense:

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

Student Discipline

Student Discipline cont'd

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

First Offense:

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

In-school suspension.

Subsequent Offense:

Confiscation. Principal/

Hazing (see Board policy JFCF) B Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense:

In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense:

1-180 days out-of-school suspension or expulsion.

Subsequent Offense:

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

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

First Offense:

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

Subsequent Offense:

Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion

Student Discipline

Student Discipline cont'd

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

First Offense:

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

Subsequent Offense:

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

Sexual Harassment (see Board policy AC)

1. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

First Offense:

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

Subsequent Offense:

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

2. Unwelcome physical contact based on gender or of a sexual nature. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing.

First Offense:

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

Subsequent Offense:

1-180 days out-of-school suspension or expulsion.

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

Student Discipline

Student Discipline cont'd

First Offense:

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

Subsequent Offense:

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

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

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

First Offense:

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

Subsequent Offense:

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

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

First Offense:

Confiscation, principal/student conference, detention, or in-school suspension.

Subsequent Offense:

Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Student Discipline

Student Discipline cont'd

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

First Offense:

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

Subsequent Offense:

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

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

First Offense:

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

Subsequent Offense:

Confiscation. Principal/student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

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

First Offense:

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

Subsequent Offense:

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

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

First Offense:

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

Subsequent Offense:

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

Student Discipline cont'd

Student Discipline cont'd

Tobacco

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

First Offense:

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

Subsequent Offense:

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

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

First Offense:

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

Subsequent Offense:

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

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

First Offense:

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

Subsequent Offense:

Detention or 3-10 days in-school suspension.

Student Discipline

Student Discipline cont'd

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

First Offense:

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

Subsequent Offense:

1-180 days out-of-school suspension or expulsion.

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

First Offense:

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

Subsequent Offense:

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

Student Discipline

Student Discipline cont'd

Weapons (see Board policy JFCJ)

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

First Offense:

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

Subsequent Offense:

1-180 days out-of-school suspension or expulsion.

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

First Offense:

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

Subsequent Offense:

Expulsion.

Adopted: April 6, 2006

Revised: February 7, 2008, December 11, 2008, January 13, 2011

MSIP Refs: 6.6

Pemiscot Co. Spec. School Dist., Hayti, Missouri

Student Suspension and Expulsion

Student Suspension and Expulsion

The following procedures apply to all students. However, additional procedures for discipline for students with disabilities are sometimes required, as discussed in policy JGE, Discipline of Students with Disabilities.

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

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

The terms "suspension" and "removal" refer to an exclusion from school that will not exceed a specific period of time and shall be subject to the due process procedures set forth for "suspensions" in this policy. The term "expulsion" refers to exclusion for an indefinite period.

The district may honor suspensions and expulsions from another in-state or out-of-state school district including a private, charter or parochial school or school district pursuant to law and policy JEC, Student Admissions. Before making any decision to honor such suspensions or expulsions, the superintendent or designee will consider whether the student has received the due process required by law.

Student Suspension and Expulsion

Student Suspension and Expulsion cont'd

Suspensions

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

1. Before suspending a student, a principal or superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension; and (c) give the student an opportunity to present his or her version of the incident.
2. If the principal or superintendent concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply. If the student has a disability as defined in the Individuals with Disabilities Education Act (IDEA) as amended or Section 504 of the Rehabilitation Act, additional procedural safeguards described in the policy dealing with the discipline of students with disabilities apply.
3. The principal or superintendent should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate. In many cases, the principal or superintendent may decide not to suspend a student unless conferences (between the teacher, student and principal and/or between the parent, student and principal) have been held and have failed to change the student's behavior
4. If suspension is imposed, the student's parents or guardians must be promptly notified of the suspension and the reasons for the action.
5. Any suspension by a principal must be reported, immediately and in writing, to the superintendent, who may revoke the suspension, either part or in full, at any time.
6. If a student is suspended for more than ten (10) school days, the following rules also apply:

Student Suspension and Expulsion

Student Suspension and Expulsion cont'd

Section 504 of the Rehabilitation Act,

additional procedural safeguards described in the policy dealing with the discipline of students with disabilities apply.

3. The principal or superintendent should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate. In many cases, the principal or superintendent may decide not to suspend a student unless conferences (between the teacher, student and principal and/or between the parent, student and principal) have been held and have failed to change the student's behavior.
4. If suspension is imposed, the student's parents or guardians must be promptly notified of the suspension and the reasons for the action.
5. Any suspension by a principal must be reported, immediately and in writing, to the superintendent, who may revoke the suspension, either part or in full, at any time.
6. If a student is suspended for more than ten (10) school days, the following rules also apply:
 - a. The student, his or her parents, guardians or others having custodial care have a right to appeal the superintendent's decision to the Board or a committee of the Board appointed by the Board president.
 - b. If the student gives notice that he or she wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the superintendent's judgment, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.
 - c. All notices of appeal shall be transmitted, either by the appealing party or by the superintendent, to the secretary of the Board. Oral notices, if made to the superintendent, shall be reduced to writing and communicated to the secretary of the Board.

Student Suspension and Expulsion

Student Suspension and Expulsion cont'd

- .d. The superintendent, when notified of an appeal, shall promptly transmit to the Board a full written report of the facts relating to the suspension, the action taken by the superintendent, and the reasons for the action.
- e. Upon receipt of a notice of appeal, the Board will schedule a hearing and within a reasonable time in advance of the scheduled date, will notify, by certified mail, the appealing party of the date, time and place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.
- f. Hearings of appealed suspensions will be conducted as described in the section of this policy dealing with student disciplinary hearings.

Suspensions for More Than 180 School Days and Expulsions

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

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

Student Suspension and Expulsion

Student Suspension and Expulsion cont'd

Student Discipline Hearings

The Board of Education may originate student discipline hearings upon recommendation of the superintendent. In such cases, the Board of Education will review the superintendent's report and determine whether to conduct a discipline hearing. In addition, student discipline hearings also will be held upon written request of the student or the student's parents, to consider appeals from student suspensions in excess of ten (10) school days. A discipline hearing will always be held in cases of suspensions in excess of 180 school days or expulsions, unless after meeting with the superintendent or designee, the parent or guardian waives, in writing, the right to an expulsion hearing. In all hearings, whether initiated by the Board of Education or by appeal, the following procedures will be adhered to:

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

Student Suspension and Expulsion

Student Suspension and Expulsion cont'd

Remedial Conference

Prior to the readmission or enrollment of any student who has been suspended out of school or expelled in accordance with this policy for any "act of school violence" as defined in § 160.261.2, RSMo., and Board policy JGF, a conference must be held to review the student's conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved with the conduct that resulted in the suspension or expulsion, the student, and the parent or guardian of the student or any agency having legal jurisdiction, care, custody or control of the student. The Board of Education shall notify, in writing, the parents or guardians and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference. This requirement applies to enrolling students transferring from another school as well, regardless of whether the "act of school violence" was committed at a public school or at a private school in Missouri, provided that such act shall have resulted in the suspension or expulsion of such student in the case of a private school.

Adopted: April 6, 2006

Cross Refs: ECA, Building and Grounds Security

Legal Refs §§ 160.261, 162.955 - .963, 167.161 - .171, RSMo.

Chapter 536, RSMo.

Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 - 1487

Pemiscot County Special School District, Hayti, Missouri

Discipline of Students with Disabilities

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

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

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

The superintendent or designee will provide all district employees training on violence prevention, the district's discipline code and the legal requirements for disciplining students with disabilities. The Board delegates to the superintendent or designee the authority to contact the district's legal counsel for legal advice or training on the district's responsibilities.

Adopted: April 6, 2006

Revised:

Cross Refs: IGBA, Programs for Students with Disabilities

Legal Refs: §§ 160.261, 162.680, .955 - .963, 167.161 - .171, RSMo.

Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 - 1487

34 C.F.R. Part 300

The Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794

34 C.F.R. Part 104

Americans with Disabilities Act, 42 U.S.C. §§ 12101 - 12213

28 C.F.R. Part 35

21 U.S.C. § 812(c); 18 U.S.C. § 930

Honig v. Doe, 484 U.S. 305 (1988)

Light v. Parkway C-2 Sch. Dist., 41 F.3d 1223 (8th Cir. 1994)

Pemiscot County Special School District, Hayti, Missouri

Discipline Reporting and

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

Definitions

The following definitions and terms apply to this policy: *Act of School Violence/Violent Behavior* B The exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including while on school transportation in service on behalf of the district or while involved in school activities.

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

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

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

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

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

Discipline Reporting and

Reporting to School Staff

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

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

Reporting to Law Enforcement Officials

Any crime listed in this section, or any act that if committed by an adult would be a crime listed in this section, that is committed on school property, on any school transportation or at any school activity must be reported by the appropriate school administrator to the appropriate law enforcement agency as soon as reasonably practical. The following acts are subject to this reporting requirement:

Any crime listed in this section, or any act that if committed by an adult would be a crime listed in this section, that is committed on school property, on any school transportation or at any school activity must be reported by the appropriate school administrator to the appropriate law enforcement agency as soon as reasonably practical. The following acts are subject to this reporting requirement

1. First or second degree murder under " 565.020, .021, RSMo.

2. Voluntary or involuntary manslaughter under ' 565.023, .024, RSMo.

3. Kidnapping under ' 565.110, RSMo.

4. First, second or third degree assault under " 565.050, .060, .070, RSMo.

5. Sexual assault or deviate sexual assault under " 566.040, .070, RSMo.

6. Forcible rape or sodomy under " 566.030, .060, RSMo.

7. Burglary in the first or second degree under " 569.160, .170, RSMo.

Discipline Reporting and Records cont'd

8. Robbery in the first degree under ' 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under " 195.211, .212, RSMo.
11. Arson in the first degree under ' 569.040, RSMo.
12. Felonious restraint under ' 565.120, RSMo.
13. Property damage in the first degree under ' 569.100, RSMo.
14. Child molestation in the first degree pursuant to ' 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to ' 566.083, RSMo.
16. Sexual abuse pursuant to ' 566.100, RSMo.
17. Harassment under ' 565.090, RSMo.
18. Stalking under ' 565.225, RSMo.

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

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

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

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

Discipline Reporting and Records cont'd

Student Discipline Records

The Board of Education directs the superintendent or designee to compile and maintain records of any serious violation of the district's discipline policy for each student enrolled in the district. Such records shall be made available to all district employees with a need to know and shall be provided to any school district in which the student subsequently attempts to enroll within five (5) business days of receiving the request, in accordance with state law. If a student is placed in another school by the CD, the records will be transferred to the new school within two (2) business days after notification by the CD. Personally identifiable student records will only be released or destroyed in accordance with state and federal law. Pursuant to Department of Secondary and Elementary Education (DESE) data reporting requirements, the district shall report rates and durations of, and reasons for, student suspensions of ten (10) days or longer and expulsions.

Confidentiality

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

Liability

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

Adopted: April 6, 2006

Revised: December 11, 2008, January 13, 2011

Legal Refs: ' ' 160.261, .522, 167.020, .115 - .117, .122, 210.865, 211.032, 565.002, RSMo.

Pemiscot Co. Spec. School Dist., Hayti, Missouri

Student Records—Board Policy JO

STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.

The superintendent or designee will provide for the proper administration of student records in accordance with law, will develop appropriate procedures for maintaining student records and will standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The building principal shall assist the superintendent in developing the student records system, maintaining and protecting the records in his or her building and developing protocols for releasing student education records. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

Health Information

Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws.

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

Adopted: April 6, 2006

Revised:

Cross Refs: BBFA, Board Member Conflict of Interest and Financial Disclosure

EFB, Free and Reduced-Cost Food Services

EHB, Technology Usage

GBCB, Staff Conduct

IGBA, Programs for Students with Disabilities

IGDB, Student Publications

IIAC, Instructional Media Centers/School Libraries

IL, Assessment Program

KB, Public Information Program

KBA, Public's Right to Know

KDA, Custodial and Noncustodial Parents

KI, Public Solicitations/Advertising in District Facilities

KNAJ, Relations with Law Enforcement Authorities

Legal Refs: §§ 167.020, .022, .115, .122, .123, 210.115, .865, 452.375, .376, 610.010 - .028, RSMo.

Americans with Disabilities Act, 42 U.S.C. §§ 12101 - 12213

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g

Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h

Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 - 1487

No Child Left Behind Act of 2001, 20 U.S.C. §§ 6301 - 7941

The Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794

Pemiscot County Special School District, Hayti, Missouri

Student Records Cont'd

Directory Information

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

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

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

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

invasion of privacy.

Parent and Eligible Student Access

All parents will have the right to inspect their child's education records as allowed by law. As used in this policy, a "parent" includes a biological or adoptive parent, a guardian or an individual acting as a parent in the absence of a natural parent or guardian. The district will extend the same rights to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally revoked. The rights of the parent transfer to the student once the student turns 18, or attends an institution of postsecondary education, in accordance with law.

Student Records Cont'd

If a parent or eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student's privacy, he or she may ask the district to amend the record by following the appeals procedures created by

the superintendent or designee. The district will annually notify parents and eligible students of their rights in accordance with law.

Law Enforcement Access

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law

enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released.

The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in 20 U.S.C. § 1232g (b)(1)(E).

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime.

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

Children's Division Access

The district may disclose education records to representatives of the Children's Division (CD) of the Department of Social Services when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

Student Dismissal Precautions

STUDENT DISMISSAL PRECAUTIONS

It is the goal of the Pemiscot County Special School District to provide a safe environment for students. The district recognizes that rules regarding the dismissal of students are a necessary part of the district's safety program. District administrators will publicize this policy to parents and create procedures regarding the dismissal of students.

Dismissal from School

District administrators will create student dismissal procedures that protect the safety of students while also addressing the necessary flow of traffic to and from school. These procedures may vary depending on the age of the student. District personnel will monitor the parking lot and other locations where students board the district's transportation or meet parents or others. At the request of a parent, school personnel will verify the identity of a parent or other authorized person before releasing the student. District staff may refuse to release a student and will notify the principal if they have concerns regarding the student's safety or whether a person is authorized to transport the student. Otherwise the district will assume that the student knows with whom he or she may leave.

Early Dismissal

Students shall not be excused into any person's custody without the direct prior approval and knowledge of the building principal or designee. Each building principal will establish procedures to validate requests for early dismissal to assure that students are released only for proper reasons and only to authorized persons. Procedures must adhere to the following rules:

- ☑ Students will only be released to the parent, guardian or designee of the parent or guardian or to other individuals or agencies as permitted. The district will release a student to either parent unless the district has a valid court order directing otherwise or unless the parent requesting release is only entitled to supervised visitation. If district staff have concerns about releasing the student to a parent, the student may be held while additional precautions are taken, including, but not limited to, verifying custody orders, contacting the other parent or contacting appropriate authorities.
- ☐ Students who are 17 years old and living independently and students 18 or older must validate their own attendance and dismissal. or required by law.

Student Dismissal Precautions—Board Policy JEDB

Student Dismissal Precautions Cont'd

- ☑ Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian.
- ☐ Any person requesting release of a student must present proper identification prior to release of the student.

For the purposes of this policy, a parent is defined as a biological or adoptive parent, including parents who are unmarried; a guardian; or an individual acting as a parent in the absence of the parent or guardian.

Dismissal from School Activities

If an activity occurs immediately after school, the district will follow the same procedures used for dismissing students from the regular school day. Otherwise, students are expected to return from activities with the student's parents or the same person (s) who transported them to the activity. If the district provides the student transportation to an activity, the student is expected to return using district transportation. However, district administrators may develop procedures for releasing students from a school activity to parents or other authorized persons, keeping the safety of students in mind.

Adopted: April 6, 2006

Revised:

Cross Refs: KDA, Custodial and Noncustodial Parents

KK, Visitors to District Property/Events

Pemiscot County Special School District, Hayti, Missouri

Programs for English Language - Board Policy IGBH

PROGRAMS FOR ENGLISH LANGUAGE LEARNERS

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Identifying students who are English language learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels.

Definitions

Language Minority (LM) B Refers to a student whose linguistic background, such as country of birth or home environment, includes languages other than English. Language minority is based solely on the student's language background and not on proficiency.

Limited English Proficiency (LEP) B Proficiency in reading, writing, listening or speaking English that is below grade- and age-level peers. Limited English proficiency is based on the assessment of a student's English language proficiency.

English Language Learner B Refers to an LM student with limited English proficiency.

English for Speakers of Other Languages (ESOL) B An instructional approach that can include structured ESOL immersion, content-based ESOL and pull-out ESOL instruction.

Programs for English Language

PROGRAMS FOR ENGLISH LANGUAGE LEARNERS cont'd

1. Structured ESOL immersion involves a bilingual teacher and a self-contained classroom.
2. Content-based ESOL allows the student to remain in the regular classroom and focuses on delivering content in an adapted English format.
3. Pull-out ESOL periodically removes students from the regular classroom for instruction in English.

Bilingual Education B An instructional approach that explicitly includes the student's native language in instruction. This approach requires an instructor fluent in the student's native language and proficient in content areas and is often used where many ELL students share the same language and where qualified bilingual teachers are available.

Child B Any individual age 3-21.

Parent B Parent, legal guardian or person otherwise responsible for the child.

Language Instruction Education Program B An instructional course in which an ELL child is placed for the purpose of developing and attaining English proficiency while meeting challenging state academic achievement standards as required by law. The program may make instructional use of both English and a child's native language and may include the participation of English proficient children if such course is designed to enable all participating children to become proficient in English and a second language.

The district's coordinator for ELL programs is the Director of Special Education.

Programs for English Language

PROGRAMS FOR ENGLISH LANGUAGE LEARNERS cont'd

The Board directs the coordinator to develop and implement language instruction programs that:

1. Identify language minority students through the use of a Student Home Language survey (see IGBH-AF1).

The building administrator will develop procedures to ensure that all new and currently enrolled students complete the Home Language survey.

2. Identify LM students who are also English language learners. Any student who indicates the use of a language other than English will be assessed for English proficiency using the state-provided assessment instrument.

3. Determine the appropriate instructional environment for ELL students.

4. Annually assess the English proficiency of ELL students and monitor the progress of students receiving ESOL or bilingual instruction in order to determine their readiness for the mainstream classroom environment.

5. Provide parents with notice of and information regarding the instructional program as required by law.

Parental involvement will be encouraged and parents will be regularly apprised of their child's progress.

Adopted: April 6, 2007

Revised: February 7, 2008

Cross Refs: AC, Prohibition Against Illegal Discrimination and Harassment

CGC, State and Federal Programs Administration

MSIP Refs: 8.3.1

Legal Refs: Equal Educational Opportunities Act, 20 U.S.C. ' 1703(f)

English Language Acquisition, Language Enhancement, and Academic Achievement Act, 20

U.S.C. " 6811 - 6871

Title VI of the Civil Rights Act of 1964, 42 U.S.C. ' 2000d

34 C.F.R. Part 100

Phylar v. Doe, 457 U.S. 202 (1982)

Lau v. Nichols, 414 U.S. 563 (1974)

Castaneda v. Pickard, 648 F.2d 989

Public Complaints

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved by addressing them at the level where the concern originated through communication with the appropriate staff members. The administration has developed procedures for addressing those issues, copies of which are available at each building. Any concern regarding federal programs administered by the Missouri Department of Elementary and Secondary Education

(DESE) may also be appealed to DESE or the United States Department of Education as permitted or required by law.

If a complaint has been made and appealed in accordance with administrative procedures, the parent/guardian or member of the public

may appeal the issue to the Board by submitting a written request to the superintendent or the secretary of the Board. The Board will address the complaint in an appropriate and timely manner.

Adopted: April 6, 2006

Cross Refs: AC, Nondiscrimination and Anti-Harassment

BDDH, Public Participation at Board Meetings

GBM, Staff Complaints and Grievances

IGBCA, Programs for Homeless Students

JFH, Student Complaints and Grievances

Legal Refs: No Child Left Behind Act of 2001, P.L. 107-110

Pemiscot County Special School District, Hayti, Missouri

Hazardous Materials

HAZARDOUS MATERIALS

To promote the health and safety of the students, staff and patrons of the district, and to ensure the environment is reasonably protected from hazardous materials, the Board of Education of the Pemiscot Co. Spec. School Dist. directs the administration under the guidance of the superintendent to develop procedures which address the purchase, storage, handling, transportation and disposal of hazardous materials for all school facilities and operations of the district. Emergency response actions and evacuation plans will also be coordinated with the procedures.

Hazardous materials shall be defined as any substance specifically designated as such by state or federal law, or any other substance or mixture of substances which may be explosive, ignitable, corrosive, reactive and/or toxic.

The procedures developed by the administration shall comply with all local, state and federal laws and regulations which pertain to the proper management of hazardous materials. The superintendent or designee is responsible for identifying any substances which may be hazardous, and ensuring such substances are properly disposed in a state approved facility or landfill.

When necessary, the district shall contact the U.S. Environmental Protection Agency (EPA) and/or the Waste Management Program of the Missouri Department of Natural Resources in order to obtain relevant information regarding hazardous waste management.

District personnel will be encouraged to make less dangerous substitutions for hazardous substances to the extent possible and to minimize quantities of such substances generated by the school district. In addition, district employees shall follow the procedures developed by the administration and shall take the necessary precautions recommended by manufacturers' warnings when handling or transporting hazardous materials.

Hazardous Materials

HAZARDOUS MATERIALS cont'd

Asbestos

The district shall survey and assess the exposure of friable asbestos in all buildings. This report shall be filed with appropriate state agencies, and will be available for public review in the superintendent's office. The district shall take all steps necessary to comply with the Asbestos Hazard Emergency Response Act, as described in regulations of the EPA.

Lead Contamination Inspection

The district shall monitor the periodic collection of drinking water samples from all sources in the district by the Missouri Department of Health, and shall review the results from the EPA-certified laboratory that performs the tests, when the results become available.

The Board shall assist the Department of Health in any way necessary to assure that any testing program mandated by law is completed within the time frame allowed, and will act immediately to secure funding for the repair of drinking water sources that do not meet federal standards, or for the disconnection of the sources. Pipes that contain lead soldering shall be repaired using a non-lead solder, and water coolers that are found to contain lead in the lining of their tanks will be repaired or replaced. The Board shall encourage continued periodic inspections of district drinking water sources constructed before 1987.

Interrogations, Interviews & Searches

INTERROGATIONS, INTERVIEWS AND SEARCHES

Searches by School Personnel

School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice.

Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law.

Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist.

It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.

The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

Interrogations, Interviews & Searches

INTERROGATIONS, INTERVIEWS AND SEARCHES Cont'd

Searches by School Personnel

School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If a student is strip searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible.

During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

School Resource Officers

The school resource officer (SRO) may interview or question students regarding an alleged violation of law. A school resource officer may also accompany school officials executing a search or may perform searches under the direction of school officials.

Interrogations, Interviews & Searches cont'd

Interview with Police or Juvenile Officers/Other Law Enforcement Officials

Law enforcement officials may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Such interviews and interrogations are discouraged during class time, except when law enforcement officials have a warrant or other court order or when an emergency or other exigent circumstances exist. It is the responsibility of the principal or designee to take reasonable steps to prevent disruption of school operations while at the same time cooperating with law enforcement efforts.

When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private. The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians unless the interviewer raises a valid objection to the notification.

Removal of Students from School by Law Enforcement Officials

Before a student at school is arrested or taken into custody by a law enforcement official or other legally authorized person, the principal will verify the official's identity. To the best of his or her ability, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parents/guardians that the student is being removed from school.

Interview with the Children's Division

Representatives of the Children's Division (CD) of the Department of Social Services may meet with students on campus. The district liaison will work with CD to arrange such meetings so they are minimally disruptive to the student's schedule. If the student is an alleged victim of abuse or neglect, CD may not meet with the student in any school building or child care facility where the abuse of the student allegedly occurred. The principal will verify and record the identity of any CD representatives who request to meet with or take custody of a student.

Contacts by Guardian Ad Item and Court-Appointed Special Advocate

When a court-appointed guardian ad litem or special advocate finds it necessary to interview a student during the school day or during periods of extracurricular activities, the school principal or designee must be notified. The principal will verify and record the identity of the individual through the court order that appoints him or her. The interview must be conducted in a private setting and with the least disruption to the student's schedule.

Factors IMPORTANT for Success on the job

- ATTITUDE:** The tendency to react in a certain way. Are you accepting, cooperative, responsible, uncooperative, or irresponsible?
- PATIENCE:** Calm endurance or self-possession under suffering or provocation. Can you endure when unexpected suffering or provocation arise? Can you endure when unexpected conditions arise?
- ATTENDANCE:** On the job every day is important!!!
- PUNCTUALITY:** Being on time on the job is also very important!!
- ABILITY:** The condition of being able to accomplish things.
- SKILLS IN PERFORMANCE:** Competent to perform the tasks required of you.
- APPLICATION OF LEARNING:** Using what you learn in developing skill/understanding.
- TEAMWORK:** The ability to work together with others to accomplish goals.
- PERSISTENCE:** Stay with the job until it is completed.

Student Organizations

Family, Career and Community Leaders of America (FCCLA)

FCCLA is the youth organization available to all areas of the school. The activities of FCCLA include leadership training, job skill development and competition such as spelling, public speaking and specific trade skills. FCCLA gives students an excellent chance to meet and work with students from other schools with similar interests. Job training and related areas of training and leadership development are all provided for an atmosphere of cooperation

National FFA Organization (FFA)

FFA is the youth organization available to all areas of the school. The activities of FFA include leadership training, job skill development and competition such as spelling, public speaking and specific trade skills. FFA gives students an excellent chance to meet and work with students from other schools with similar interests. Job training and related areas of training and leadership development are all provided for an atmosphere of cooperation.

SKILLS USA

SKILLS USA is the youth organization available to all areas of the school. The activities of SKILLS USA include training, job skill development and competition such as spelling, public speaking and specific trade skills. SKILLS USA gives students an excellent chance to meet and work with students from other schools with similar interests. Job training and related areas of training and leadership development are all provided for an atmosphere of cooperation.

Statewide Assessment

Pemiscot County Career & Education Center participates in Technical Skills Attainment (TSA). Beginning in March of each year every student enrolled in a career pathway will be expected to complete a TSA.

HAZING AND BULLYING

General

In order to promote a safe learning environment for all students, the Pemiscot County Special School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying.

The district shall annually inform students, parents, district staff and volunteers that hazing and bullying are prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by any district employees. A minimum of 450 minutes of student instruction shall occur annually for students in grades six (6), seven (7) and eight (8) regarding bullying, hazing and expected student conduct.

Definitions

Hazing – For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual. Hazing is not acceptable even when all students are willing participants.

Bullying – For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

Adopted: April 6, 2006
Revised: 1/11/2007

Pemiscot Co. Spec. School Dist., Hayti, Missouri

Agriculture Structures and Construction Trades

Agriculture Instructor

Mr. James Palmer has a B.S. in Agriculture and many of wide ranging experience in the agriculture and construction field.

Program Breakdown

The Agriculture program is broken down into one morning period and one afternoon period. Each class is a quarter long course. The complete program is four semesters in length. Students may enter at any semester.

Agriculture Mechanics I (Year I)

FFA Knowledge
Common tools and usage, woodworking and arc-welding
Start FFA handbook
Start SAE program—Supervised

Agriculture Mechanics II

Advanced Techniques from Ag. Mechanics I
Welding
Oxy-fuel welding
Plan reading and interpretation

Agriculture Structures I

Working with Plans
Basic Building Construction
Building with wood
Working with concrete

Agriculture Construction I

Arc Welding Procedures
Oxy-acetylene Cutting

Agriculture Structures II (Year II)

Electricity and electrical procedures
Plumbing Procedures

Agriculture Construction II

Construction Welding
MIG Welding
Oxyacetylene Welding
Project Construction

Agriculture Machinery/Small Engines

Troubleshooting and repair of small engines
Repair of agriculture machinery

Landscape & Turf management/Internship

Soil & Plant Make up



Automotive Technology

Automotive Instructor

Mr. Billy Hopkins has many years experience in the automotive field. Mr. Hopkins' automotive experience ranges from shop owner through shop mechanic. He is also ASE certified.

Program Breakdown

The Automotive Technology program is broken down into eight separate modules. This module system allows students the flexibility to entry into the program at any module.

| | |
|--------------------|---|
| Module I | Brakes, diagnosis and repair of brake systems: hydraulic, disc, power. |
| Module II | Suspension and Steering Systems Diagnose and repair of front and rear suspension systems along with steering systems. |
| Module III | Manual Drive Train/Transaxle Diagnosis and repair of manual transmission/transaxle, drive shaft, differential, and four wheel-drive. |
| Module IV | Automatic Transmission/Transaxles In-vehicle and off vehicle transmission/transaxle diagnosis and maintenance. |
| Module V | Engine Repair Diagnose and repair of four, six, and eight cylinder automotive engines. |
| Module VI | Electrical Systems Learning all aspects of the electrical system of automobiles. |
| Module VII | Engine Performance Learning what the obstacles are to optimum engine performance and how to get the best performance from an engine. |
| Module VIII | Heating and Air-conditioning Complete assessments of the heating and air conditioning systems in vehicles. |

Culinary Arts

Culinary Arts Instructor

Mr. Don Franklin has many years experience teaching in the restaurant business.

Program Breakdown

The Culinary Arts/Hospitality program implemented a School-to-Career program titled ProStart. The ProStart program introduces high school juniors and seniors to careers in food service and teaches them the basic skill and knowledge they need for success in the food service industry. On-the-job training and comprehensive curriculum fuel the ProStart program. The ProStart/Culinary Arts program is broken down into eight separate modules. This module systems allows students the flexi-

| | |
|--------------------|--|
| Module I | Successful Customer Relations Preparing and serving safe food Preventing accidents and injuries |
| Module II | Kitchen Basics Food Service Equipment Nutrition |
| Module III | Breakfast foods and sandwiches Working with people Salads and garnishes |
| Module IV | Business Math Fruits and vegetables Controlling food service costs Certification Testing—1 year |
| Module V | The history of food service Potatoes and grains The lodging industry |
| Module VI | The Art of Service Desserts and baked goods Marketing and the menu |
| Module VII | Purchasing and inventory control Meat, poultry, and seafood Standard accounting practices |
| Module VIII | Stocks, soups, and sauces Tourism and the retail industry Communicating with customer Certification testing & internships |

Health Occupations

Health Occupations Instructor

Ms. Linda Phillips, RN has many years of experience in the nursing field as well as 16years experience as a Health Occupations Instructor.

Program Breakdown

The Health Occupations program is broken down into four separate modules. Following is a list of some, but not all competencies per module.

Module I

- Performing special procedures
- Measuring vital signs
- Assisting with intake/output

Module II

- Administering personal hygiene/comfort
- Assisting with ambulation/movement
- Performing therapeutic measures
- Recognizing concepts of death/dying

Module III

- Health service assistant duties/tasks
- Health care delivery system
- Communication/observation skills
- Safety

Module IV

- Concepts of Microbiology
- Anatomy and physiology
- Life Stages
- Core procedures for health care assist.

The students are taken to health care facilities in the area to do clinical practice. After completion of the classroom activities and the clinical hours, the student is eligible to take the state CNA exam. If a student chooses to attend the career & technology center for two years, they can do independent study in one of the following areas: Dietary Aide, Physical Therapy Aide, Pharmacy Aide, Child Care (special requirements), Home Health Aide, Radiology Aide, Respiratory Aide, Dental Aide (special requirements), Housekeeping Aide (special needs)

Industrial Technology/Cisco Networking Academy

Industrial Technology/Cisco Networking Academy

Mr. David Barkovitz has many years experience working in fields as diverse as electronic and robotics special effects for the entertainment industry, as well as computer networking, maintenance and repair. He is also a certified Cisco Networking Academy Instructor.

Program Breakdown

All training programs at Pemiscot County Career & Technology Center are broken down into eight separate modules. This module system allows students the flexibility of entry into the program at any module.

| | |
|---|---|
| Module I CISCO/IT Essentials I | PC Hardware and Software |
| Module II CISCO/IT Essentials I | PC Hardware and Software |
| Module III CISCO/IT Essentials I | Network Operating Systems |
| Module IV Electronics Fundamentals | Electronics Fundamentals and circuit construction techniques. |
| Module V A+ P.C. Management & Maintenance | P.C. Hardware, Software and Repair |
| Module VI A+ P.C. Management & Maintenance | P.C. Hardware, Software and Repair |
| Module VII A+ P.C. Management & Maintenance | P.C. Hardware, Software and Repair |
| Module VIII A+ P.C. Management & Maintenance | CompTIA A+ Exam Prep |

Welding Technology

Welding Technology Instructor

Mr. Brandon McQuin has many years experience in the metal fabrication and welding technology field.

Program Breakdown

All training programs at Pemiscot County Career & Technology Center are broken down into eight separate modules. This module system allows students the flexibility of entry into the program at any module.

| | |
|--|--|
| Module I Basic Welding Skills | Safety/OSHA approved training Storage of flammables Reference charts and books Math/Geometry in welding |
| Module II Print Reading | Read and interpret basic prints Interpret welding symbols/abbreviations Construct welds using print designs Interpret shapes, sizes, and weights |
| Module III Oxy-fuel Cutting | Safety procedures ID, select, and setup oxy equipment Braze weld different metals in all positions Demonstrate elements of good fusion CNC operated plasma cutting |
| Module IV Shielded Metal Arc Welding I | Safety procedures ID, select power source and set current Welding problems, causes and corrections |
| Module V Shielded Metal Arc Welding II | Safety procedures Proper electrode selection Welding practices—flat, horiz, vert, & overhead |
| Module VI Gas Metal Arc Welding | Safety procedures Select and set-up equipment Welding practices—flat, horiz, vert, & overhead |
| Module VII Metallurgy & Heat Treating | Safety procedures Set-up plasma cutting & Carbon Arc equip Methods of Testing Metals |
| Module VIII Plasma Cutting & Carbon Arc Equip | Safety procedures Select and set-up equipment Introduction to Weld processes Internship |



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