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## **ACCESS RIGHTS OF PARENTS**

Parents are granted full and free access to information, which is collected and maintained regarding their children from the local educational agency, which maintains it. Access rights, as stipulated in the Family Education Rights and Privacy Act of 1974, are assured:

The right to inspect and review education records includes:

- The right to review all records pertaining to the identification, evaluation, and placement of their child and the provision of a free and appropriate education for the child.
- The right to response from the participating agency to reasonable requests for explanations and interpretations of the records.
- The right to records of a representative of the parent, to inspect and review the records.

If a parent requests to inspect or review records, the agency will:

Comply with the request before any meeting regarding an I.E.P or hearing relating to the identification, evaluation, or placement of the child.

## **ACTE-MISSOURI CAREER AND TECHNICAL EDUCATION ASSOCIATION**

If you are planning to attend the MoACTE, you need to fill out a PDC form in advance. It is your responsibility to bring back documentation showing you attended the MoACTE and we will put a copy in your personal folder. Remember, you must complete thirty (30) contact hours of professional development relating to the specific career education subject area for which you seek certification each school year. Reimbursements will only be made when prior approval has been made and receipts are returned.

## **ADVISORY COMMITTEES**

To insure current relevant and quality training, the career center maintains a continual dialogue with the employment community through Occupational Advisory Committees. Every program will establish and maintain an advisory committee. They are selected because of their concern for the specific area of occupational competence under consideration. An Administrative and General Advisory Committee serves the school and meets monthly. Every Career Technology Center program should reflect the needs and requirements of the community as well as the needs and interests of the students. An advisory committee is one means of achieving this goal.

An advisory committee should assist and advise teachers in the development and maintenance of the instructional program, student recruitment, selection and placement, and in on-going relations. An advisory committee should be composed of from eight to twelve individuals, representative of business, industry, labor, state and local government agencies, parents, and students. The director will serve as ex-officio member of each advisory committee. A minimum of two advisory committee meetings should be scheduled annually. Prior to a scheduled meeting the instructor responsible for the committee meeting will inform the director of the meeting and provide an agenda. The instructor will be responsible for preparing and distributing the minutes of each meeting to the members of the advisory committee.

### **ADVISORY BOOKLET**

It is required that each instructor maintains an advisory committee booklet that would include but would not be limited to the following items:

1. Definition and functions of an advisory committee.
2. Meeting agendas and sign-in sheets.
3. List of members and their addresses.
4. Philosophy and objectives of your program.
5. Outline of your curriculum.
6. List of program competencies and suggested changes.
7. Examples of any special projects or activities of your program.
8. Resume of your professional backgrounds.
9. Recommendations for future equipment and program changes.

All members should be contacted by letter two weeks prior to any scheduled meeting. They should then be contacted by phone the day of our meeting or the day prior to the meeting as a courtesy reminder. Each meeting you should have a typed, well-planned agenda. At the conclusion of the meeting you should have multiple copies of typed minutes; one for your records, one for our office, and copies to be mailed to all members involved. This means it could be a breakfast meeting, a mid-afternoon meeting during your on-going program, evenings or weekends.

## **BREAK ACTIVITIES**

Instructors should monitor the students to ensure that breaks are taken in a safe environment.

## **BUILDING KEYS**

You are issued keys for your immediate area and you have a key to an outside door. We do not collect the keys during the summer months. You may want to do some work in your area, but please do not abuse this privilege. You have a key card; please list all keys on it by number and the area they fit. If you have extra keys turn them in to the office. We would like to have an accurate record of keys that are in your possession. Be very careful with keys and be aware of their location at all times. It is also very important that teachers be responsible for locking all doors and turning off the lights when they leave the building. You cannot be assured that the maintenance staff will lock doors, close windows or turn off lights that you turn on or open.

## **CERTIFICATION RESPONSIBILITIES AND PROCEDURES**

It is the responsibility of the instructor to provide the district office with a copy of their transcript after taking a course. Grade slips or enrollment records will not meet the requirements; we must have a transcript mailed from the institution. It is the responsibility of the instructor to keep their certification current.

## **DISASTER DRILLS AND BUILDING EVACUATION**

You will be furnished with a severe storm and fire evacuation diagram. This diagram must be displayed on your bulletin board or in an appropriate place in your area. The signal for severe weather is (3) three short rings of the bell. Fire is a long continuous ringing of the bell. In the event of an earthquake there will be an announcement over the intercom system or the teachers will react using the drop and cover method if necessary. From time to time we will have a practice drill. You are expected to cover the procedures early in the session. See the Arcadia Valley C.A.R.E. Plan book for more details. In the event the electricity is out, an air horn will be used--using the same codes.

## **DISCIPLINE**

Preventive discipline begins with the classroom teacher. A well-prepared, well-organized teacher is the single most important force in preventing discipline problems.

Rules and procedures should be well understood by everyone in the classroom (students and teachers) and should apply fairly to all students. There should be a list of classroom rules posted in each classroom and the building rules will be posted in the hallways.

Following are some tips on how to prevent and control classroom and laboratory behavior. Please read them when you can reflect on how they can assist you in your situation. Please don't just glance at them and poke them in a corner of your desk. We should always be on the alert for ways we can improve the learning environment of our program.

### **DISCIPLINE POLICIES FOR THE CLASSROOM**

The wise teacher usually develops the classroom standards by cooperative planning and brainstorming with the class. The class, which formulates standards, follows them. A suggestive list tends to save time and may be helpful to immature students. At the senior high level, the teacher has to help, and in some cases, has to veto class suggestions if they violate building, district or state regulations. In all cases, the teacher must be the responsible leader and final authority.

The following list of Do's and Don'ts will help the teacher maintain his/her place as the final judge in matters of classroom expectations. It is strongly advised that each instructor post a set of classroom rules:

**DO:**

1. Know district and school policies and follow them closely.
2. Develop written classroom standards and supply the reason for them.
3. Explain "why" when you have to deny students requests.
4. Point out the consequences of poor student behavior and follow through.
5. Expect students to behave well and praise students for their good behavior.
6. Separate students who behave poorly toward each other.
7. Have well planned, motivating and meaningful lessons and teach in an interesting and enthusiastic manner.
8. Ask for help from the director in setting and enforcing classroom standards if you need it.
9. Keep accurate anecdotal records on each student's behavior.
10. Permit students to grow toward independence and self-discipline.
11. Remember you are the adult. Students want a teacher-leader, not another class pal.
12. Acknowledge desirable behavior and good work. Reward students in a variety of ways.
13. Seek help from parents, before the problem gets out of hand.

**DON'T:**

1. Don't make too many rules, talk too much, or shout at pupils.
2. Don't try to treat severe emotional problems yourself.
3. Don't make promises or threats that you may not be able to keep.
4. Don't show favoritism or tolerate begging for special privileges.
5. Don't reward undesirable behavior or "slipshod" work.
6. Don't say "no" habitually, or before all the evidence is in.
7. Don't apply rules to all students arbitrarily, but watch for individual and unique differences.
8. Don't use the director's office or the home as a discipline dumping ground.

The teacher should use the list of Do's and Don'ts as a beginning. They should adopt, add, delete, and

revise to suit their own individual class and shop situation.

## **DROPPING/WITHDRAWAL OF STUDENTS**

Students are not to be removed from your grade sheets until the office can confirm that a student has withdrawn from AV Career Technology. Instructors are to notify the office if they believe that a student has dropped and the office has not sent them notification. Once a student has been officially dropped they will be removed from your SIS grade book and attendance roster by the office.

## **EDUCATIONAL SUPPORT SERVICES**

A comprehensive program of guidance, counseling, placement and assistance is available to students who choose AV Career Technology Center as their route to a career. Persons providing this program include.

Counselor- Counseling services assist in making wise career decisions compatible with their interests, aptitudes, and personality traits. Counseling services also assist students in developing good study habits, listening skills, and note taking techniques. The combination of good choices and applied study habits ensures the success of the students. Various staff provide these services though out the school year.

Students are provided with an atmosphere conducive to exploration and discussion of personal concerns, which may interfere with their academic or social success. If warranted, the counseling staff can direct students to outside agencies for further assistance.

Job Placement Coordinator- The job placement coordinator is on staff to assist students in following ways:

- Survey employers of the community or area for possible full time jobs that graduates can fill.
- Coordinate efforts with Statewide Placement Services to secure appropriate full time employment for graduates
- Introduce students to career exploration/job information materials.

- Place all graduates of the career education programs in jobs commensurate with their training and skills.
- Provide recommendations and assistance as needed for job placement.

### Basic Skills Coordinator

- Will provide assistance in mathematics and communication arts skills to all CTE students.
- Will work with students on obtaining the Embedded Credit in mathematics and communication arts.
- Will work with sending schools to raise academic achievement of students prior to enrollment in the AVCTC.
- Will coordinate academic integration with CTE instructors.
- Based on staff each year, these duties may be assigned to other staff.

### Job Skill Development

Each instructor should be aware of businesses within a 20-35 mile radius surrounding the AV Career Technology that would have the potential for hiring graduates. In contacting businesses, remember that very few hire only the students you are training. Look for job openings in other areas as well.

### Job Placement

The act of placing the student in an appropriate job is crucial. Not every student is suited for every job, but there is a job for every student. Employers' requirements must be matched with the student skills, abilities and interests if placement is to be successful.

## FACULTY MEETING

Meetings will be held when necessary. All teachers will be expected to attend all meetings. In the event a conflict arises, it is the teacher's responsibility to notify the director prior to the meeting date. The main purpose of these meetings will be to discuss school problems and issues so we may have a consistent approach throughout all program areas. Teachers will have planning time before school starts, around lunch, and possibly after school. Faculty meetings will last 2-3 hours per month. The days and times will be set by the building administrator at the beginning of the school year.

## FIRST WEEK OF CLASS- DISCUSSION OUTLINE

The sooner students can become involved in hands-on activities, the more likely they are to be successful

in a career program. Therefore, it is important to have some form of hands-on activities initiated on the first day of class. There are many items that teachers must discuss with students as they relate to classroom and shop activities. The following list outlines items to be fully covered during the first week of school.

1. Review student handbook.
2. Review program goals and objectives, course outline, employability profile, job market and shop tour.
3. General safety, general safety regarding tools, machines, equipment, environmental factors; and safety tests.
4. Emergency procedures, first aid, alarms and signals, fire drill procedures and exit routes, fire extinguishers; types, location and operation.
5. Daily procedure, daily schedule, attendance, tardies, grades, related lessons, demonstrations, work time and dismissal procedure.
6. Tools, equipment supplies, care of tools and equipment, supplies, materials, parts and defective equipment.

## GENERAL TIPS ON CLASSROOM CONTROL

The following tips for classroom control and suggestions for handling problem students have merit, but they should be adapted to the area, time and type of class.

1. Be in the room ahead of time and start class promptly.
2. Utilize the tendencies of students to behave well in a new environment. Set standards and limits the first day. Let the students help. Put the standards in writing.
3. Learn and use the student's names as soon as possible. Pronounce them correctly.
4. BE PREPARED! Teacher preparation is critical.
5. BE CONSISTENT! Never discipline one time and ignore the next.
6. Make assignments appropriate for students. Recognize individual differences and vary the kind and amount of assignments to keep everyone working to his capacity. Free time finds pranks for idle hands to do.
7. Employ the three F's: Friendly, Fair, and Firm.
8. Do not paint yourself into a verbal corner with too many threats or promises.
9. Use surprise – an interesting film, an outside speaker, well planned field trips, a change in

classroom routine. Students like variety that leads to pleasant experiences.

10. Make your classroom a place where students practice the kind of behavior that leads to the greatest learning. Establish a world of work environment.
11. Know what you should do next. Show students that you are organized. Students sense immediately when you are bluffing.
12. When challenged by a student, do not take it personally. Consult your classroom and building standards and follow them impartially.
13. Read about discipline in your association magazines.
14. Speak with a low, well-modulated voice. Pause and wait if necessary for attention, and quiet. Do not try to shout over the noise-it will get worse.
15. Be your strictest at the beginning of the term. You can always loosen up on students but tightening up is not so easy.
16. Praise students before the class. Reprimand in private if you must.
17. If the whole class gets fidgety and squirmy, try some standing and stretching. Keep a clean, safe and comfortable room and laboratory environment.
18. See that each student experiences success.
19. Evaluate the effectiveness of your standards. Let your students help. Talk it over with your director.

Since we are training students for employment, we expect the students to be mature and responsible in their behavior. Discipline in our school is based on common sense, respect for others and fairness. Your main goal in school is education; any person preventing you or themselves from reaching this goal is going to be disciplined. To learn the most you can in any class or laboratory requires being able to listen, participate and share without the interference of others.

It is not our intent to "get" students into trouble but with our assistance help maintain a learning environment for the benefit of all. The average student intent on learning and having a pleasant attitude will rarely have to worry about being disciplined.

The following Career Technology Center discipline policies are to be reviewed with the students and posted in your classroom or lab/work area.

## GOALS

The first step of an accountability plan is the development of goals. While program improvement is always the goal of the evaluation process, specific goals must be developed that allow accountability to take place. The goals are based on the analysis of the entire career education school and each of its programs along with the mandates from federal and state agencies. The goals listed below provide the basis for all the planning within the AVCTC in its process to achieve accountability. These goals will be revised as needed based on the yearly evaluation and as new local, state and federal guidance is provided.

1. **To ensure that the each career education program is maintained at maximum enrollment**
2. **To graduate all students who enroll in a career education program**
3. **To place all career education graduates in advanced educational institutions, the military, or in a high paying career**
4. **Ensure that all career education students participate in leadership and workplace readiness activities through participation in a VTSO.**
5. **Ensure that all career education graduates have mastered the competencies of their career education program.**
6. **Ensure that employers and advanced placement institutions are satisfied with the academic and career education skills of career education graduates**
7. **Ensure that all career education programs are nationally certified, have the latest materials and equipment, and current instructional methods are used**
8. **Provide expanded learning for the community**

### Measurement of the goals (What is success?)

Goal 1 will be achieved when each career education program has 100% enrollment. Until the goal is achieved, increased total enrollment will indicate that the AVCTC is making progress toward the goal. It will be measured by the August and January student enrollments for each career education program.



Goal 2 will be achieved when 100% of students who enroll in a career education program, complete the program and graduate from their sending high school. Those students who do not complete their career education program will be followed to ensure that they graduate from high school and a determination of why they changed their educational studies will be made. This goal will be determined at the end of each school year (May-June) to ensure that progress is being made or that it has been obtained.

Goal 3 will be met when 100% of all career education graduates are placed in a related position of employment or enlist with the military in a related field, or continue their education at a technical school, community college, or four-year institution. Placement in non-related fields will be tracked and will be recorded as a level of success, but emphasis will be placed on ensuring that students choose their program wisely and follow through to a related career. This goal will be measured in December as part of the student follow-up process.

Goal 4 will be achieved when 100% of all career education students join and participate in their related career education technical student organization. The best measures of this will be student membership, participation rates at district and state competitions, and organization and operation of the student organizations.

Goal 5 will be achieved when 100% of all career education graduates have mastered 100% of the identified course competencies. The best measure of this goal is the teaching, testing and tracking of student performance of each competency.

Goal 6 will be achieved when 100% of the employers of career education graduates report that they are satisfied with the employees that complete AVCTC career education programs. This goal will also be partially met when those students who enroll in post-secondary educational institutions graduate. This goal will be measured by surveying the local community and other employers of career education graduates on their attitudes toward the pre-employment training the graduates received. Additionally, follow-up studies will be conducted on those graduates who enter post-secondary education.

Goal 7 will be achieved when each (100%) career education program has obtained the necessary national certification and the all program input has been achieved. The input data includes

advisory committees, parent and community surveys, and DESE requirements. This goal will also include the evaluation of instructional methods by the career education director, especially as they relate to district and DESE requirements.

Goal 8 is harder to measure for complete evaluation. It will be met when all community requests for training opportunities have been honored. The best measures for this will include the number of adult and night classes offer, the number of adults enrolled, and their satisfaction with the training they receive.

## **INVENTORY CARDS**

When items arrive such as equipment valued at \$100.00 or more per item, an inventory card must be made and left in the office. This is very important, especially on 50/50 items, as well as other funding. **THE TIME TO MAKE OUT AN INVENTORY CARD IS WHEN YOU CHECK OFF YOUR PURCHASE ORDER.** The District may require that all inventory be placed on a District-wide automated inventory system. Staff will be trained on how to input data into the system.

## **MAIL BOXES & E-MAIL ACCOUNTS**

Each teacher will be assigned a mailbox in the teacher's workroom. These boxes should be checked and emptied daily. Each teacher should have a district e-mail account. The Career Education Director will use e-mail as a primary method of communications with teachers. The mailboxes and e-mail should be checked several times daily. will remove it.

## **PARENTAL CONSENT PRIOR TO DESTRUCTION OF RECORDS DOCUMENTATION:**

The published public notice included procedures for destruction of records. "Consent for Destruction of Student Records or Information," (Form 011), shall be completed when personally identifiable information collected, maintained, or used by the

district is no longer needed to provide services to the child.

This form is presented to the parent or mailed to their address. The parent is encouraged to check whether they wish to receive the information being destroyed or simply grant permission for the school to destroy said records. The parent or guardian then signs and dates the form and returns it to school.

1. A specification of the record to be disclosed;
2. The purpose or purposes of the disclosures; and,
3. The party or class of parties to whom the disclosure may be made.

When a disclosure is made pursuant to the first paragraph of this section, the AV Career Technology Center shall, upon request, provide a copy of the record, which is disclosed, to the parent of the student or the eligible student, and to the student who is not an eligible student if so requested by the student's parents.

Prior consent for disclosure not required:

The AV Career Technology Center may disclose personally identifiable information from the educational record of a student without the written consent of the parent of the student or the eligible student if the disclosure is:

- To other school officials, including teacher, within the AV Career Technology Center who have been determined by the AV Career Technology Center to have legitimate educational interests;
- To officials of another school system in which the student seeks or intends to enroll, subject to the requirements of Section 99.34 FERPA.

Subject to the conditions set forth in Section 99.35 FERPA, to authorized representatives of:

The Comptroller General of the United States;  
The Secretary;

The Commissioner, the Director of the National Institute of Education, or the Assistant Secretary for Education; or, State educational authorities.

In connection with financial aid which a student has applied for or which a student has received; provided, that personally identifiable information from the education records of the student may disclose only as may be necessary for such purposes as:

- To determine the eligibility of the student for financial aid;

- To determine the amount of the financial aid;
- To determine the conditions which will be imposed regarding the financial aid, or,
- To enforce the terms or conditions of the financial aid.

To state and local officials or authorities to whom information is specially required to be reported or disclosed pursuant to State Statute adopted on November 19, 1974.

No one individual under the employment of the district may request consent for the destruction of student records of information. The building principal must be notified and provide consent prior to this form being presented to the parents or guardians of the student.

## **PERSONNEL RESPONSIBLE FOR CONFIDENTIALITY OF RECORDS:**

The Director shall be responsible for assuring that all personally identifiable data collected, stored, disclosed, and destroyed by the district will be done according to the provisions governing the confidentiality of this data. Some of the following procedures may well be regarded as violations of the Privacy Act. If any of these procedures apply in your classroom, we should suggest that you immediately amend your activities and delete them from your program.

1. Making score distributions by show of hands. As a shortcut, after giving a test and scoring it, many teachers return papers to students, and then construct a distribution of possible scores on the blackboard, from high to low. Next, they ask students who got the highest score to raise their hands, and then go down the line until they have a distribution for assigning grades. (Has anyone's right to privacy been infringed? Every student in the class has had to expose their score to their peers. Is the test score relevant information for them? How does a student at the bottom of the distribution feel about baring this fact to the entire class?) Test scores are clearly private information; the teacher has no right to ask students to expose them.
2. Students marking other student's paper. As another time-saver, the teacher may have students exchange papers across the aisle. The teacher then reads the correct answers, and

students score their classmates' answers and return their papers to them. The teacher then makes up a score distribution. (This seems to infringe on the right of the student to conceal private information.)

3. Students sorting out their own papers from a class pile. The teacher may place test papers, themes, or laboratory projects in a pile on his/her desk and let students select their own. The curious student will try to see how his/her paper ranks among those of classmates. Again, private information is exposed.
4. Posting papers. Posting the best papers on the bulletin board exposes the marks of the best students, but also identifies, by absence, the achievement level of others--another instance of invasion of privacy.
5. Posting class rosters with scores. Posting test scores beside student names at final test time, when students won't return to class for their scores and teachers are busy with end-of-term clerical work, again exposes private data.
6. Special projects. If a teacher publicly associates special student work with scores on a test, he/she is revealing the test performance of students. Other procedures should be used to avoid this situation.

The violations of the right of student privacy should be regarded as a breach of the professional commitment to serve the best interests of children.

## **PLAN BOOKS/LESSON PLANS**

The plan books of all teachers must be prepared at least one week in advance and will be available for review when requested by the director. Plan books represent the overall plan of activity for a given week and will show lessons and other instructional activities in relation to each other. The information recorded for each daily lesson needs to include: the lesson title/topic, daily objectives, teacher activities, and student activities (group and individual).

Lesson plans are prepared for specific instructional sequences, which are taught to large or small groups. Teachers who have converted their instruction to a program which is essentially individualized will find that they are making a significantly fewer number of group presentations such as related lessons and demonstrations. The requirement for continued planning, however, will not be reduced because some alternate procedures need to be developed by the teachers to replace the lessons formerly given as

group presentations. In many cases this is achieved through the preparation of learning packets or other approaches to individualizing instruction.

## **PROCEDURE FOR TAKING IN SHOP/LAB WORK**

It is a policy that the instructor is responsible for determining whether or not they can take on a job. The instructor is the only one that can make this determination in view of curricular activities and previous commitments. The process of estimating and filing out work orders is an essential skill that all students need to learn. Therefore, all work on outside lab projects need to be submitted on a Job Order. When supplies are issued, keep a record on the proper form. (Job Order) When the work is done or supplies issued, complete the form and have the individual to bring the form to the office for payment. Receipts will be issued and they will show you the receipt for release of supplies and/or items. **THE INDIVIDUAL MUST SIGN THE RELEASE STATEMENT AT THE BOTTOM OF THE JOB FORM BEFORE ANY WORK IS TAKEN IN BY THE ARCADIA VALLEY CAREER TECHNOLOGY CENTER.** It is the policy that the Career Technology Center not return a profit on lab work projects. However, it is also the policy that school district funds not be used for non-school related repairs. In an effort to meet these two requirements, teachers should charge the cost of parts and materials plus 15%. Each shop will establish a shop fee to cover incidentals and non-part related expenses. The shop fees may be established on a scale format that varies with the length of the lab work. When someone brings in a project, these fees and procedures **MUST** be discussed and the work order signed prior to the acceptance of the project. It **MUST** be made clear to the person making the project request that we are a training institution and satisfaction is **NOT GUARANTEED!** It is essential that everyone understand that our students are in training and not experts. If this is not satisfactory, the project should not be accepted. Each instructor is responsible to see that his or her program does not over spend. When ordering equipment, parts or other repair items, it is the policy of the Career Technology Center to use Purchase Order Numbers obtained through the Career Technology Office and signed by the Career Education Director. Repairs or projects that exceed \$100.00 will need to have 50% of the cost paid in advance of any work. The only exception to this policy will be for sending school projects for which a school purchase order has been

issued. No project is to leave the AVCTC without final payment or the expressed approval of the Career Technology Director. Each shop will post the intent of this policy within their lab and classroom.

5. Incorporate student organization activities within the curriculum on a weekly and/or monthly basis.
6. Coordinate activities with co-sponsors and give assistance when needed.

## **PROFESSIONAL ORGANIZATIONS**

It is important that we all support professional organizations by obtaining membership. Through the efforts of these organizations comes much of the legislation that provides financial support for our programs. You are expected to become active, involved members of MoACTE, professional members of career education youth organizations, and other professional memberships.

## **REPORTING STUDENT ATTENDANCE**

Due to the computerization of our attendance, it is necessary that attendance be entered immediately after roll call. Attendance is taken in the AM and PM and will be reported to the office using SIS. If someone checks out or comes in after you have already taken attendance for the hour contact the attendance secretary. Also, if you find you have incorrectly marked someone absent from a prior date, notify the attendance secretary and she

## **RESPONSIBILITY OF INSTRUCTORS**

All staff members are responsible for actively directing and promoting student organizations within their respective program. All club activities are to be an integral part of the curriculum. Each instructor will be responsible for the following:

1. Developing lesson plans to cover the major components of the student organization-purpose and activities.
2. Develop a written curriculum that meets the State of Missouri Comprehensive School Improvement Standards.
3. Encourage students to join their respective student organization at the state and national level.
4. Develop a program of work for the year.

## **STUDENT ACCOUNTABILITY & REPORTING**

### **Progress Reports**

Progress reports can be sent anytime you identify a potential student problem developing. Early identification of a problem and documentation of the problem is very important. Please make sure you have sent progress reports prior to issuing a failing grade. Also, make every effort to contact the student's parents or guardian by telephone or mail in time to successfully remediate the problem.

### **Report Cards**

Report cards are issued four times a year, one for each quarter. It is very important that the information provided for the grade sheet is accurate from the spelling of the names, calculation of grades and hours completed.

## **TEACHERS IN CLASSROOM**

Teachers are expected to be in the classroom or in supervision of their students at all times. This must be complied with, due to liability. When the students are on break, the instructors shall remain in the area with the students.

## **TRAVEL APPROVAL AND REIMBURSEMENT PROCEDURE**

If you anticipate or plan to take a trip you must complete a leave request form for the trip and expense approval. Immediately upon return from your trip you are to complete a travel form, with documented receipts of expenditures. These must be attached to the request form for reimbursement. Plan ahead if you need a check written for activities or anything you would need a check. A check request must be submitted by the first of the month for issuance on the second Thursday of the month. Employees should try to use the district's Purchasing Cards as much as possible to avoid having to make check requests or obtain checks ahead of time for

purchases. To use a P-card, fill out a request form with the amount you are planning to spend and the place you will be using it. Once the administrator has approved the request, take it to the Superintendent's office and ask for a P-card.

## **VEDS/180 DAY/ CORE DATA**

Follow up is the process by which we follow the career progress of students once they have been placed on a job. Follow-thru is the accounting, reporting, and subsequent action taken as a result of follow-up. The career center placement program participates in the annual 180-day follow-up that is coordinated with Statewide Job Placement and (VEDS) of the Department of Elementary and Secondary Education.

Follow-up is only as good as the follow-thru. Annual reports will be prepared and presented to appropriate groups such as advisory boards, sending school counselors, and Department of Elementary and Secondary Education (VEDS)

### **EMPLOYER FOLLOW-UP**

The Job Placement Coordinator works very closely with the instructors in preparing the annual employer follow-up.

### **CONFIDENTIALITY AND RECORDS MANAGEMENT**

Confidentiality refers to the manner in which personally identifiable information is maintained.

## **VOCATIONAL INSTRUCTIONAL MANAGEMENT SYSTEM**

The watchwords in today's business world are efficiency and productivity. The "Vocational Instructional Management system" (VIMS) provides a practical framework that can help instructors and administrators manage the instructional process more efficiently and evaluate their programs to assure maximum productivity. Currently the Arcadia Valley Career Technology Center is using the SIS management system for attendance and grades. Microsoft Excel spreadsheets have been developed to track student competencies. Instructors are responsible for revising their competency list and entering student data based on the competencies within one (1) week of the end of each grading period.

The general concept of instructional management is based on a large body of educational research, which can be summarized in two basic premises:

1. All students can learn what is expected of them to a satisfactory level, if teachers believe they can, and if the school is organized to provide the time and resources they need for learning.
2. To progress steadily and be self-motivated to continue learning, students must spend more than half their time working on tasks at which they experience a high degree of success.

These two principles, (1) varying time rather than the achievement for each student; and (2) individualizing instruction to the extent that each student is able to experience more success than failure; introduce so many variables into the teaching process that some type of management system is imperative.

The mission of career education is to provide learners with the knowledge, skills and attitudes necessary for success in the working world. VIMS is nothing more than a systematic, common sense set of attitudes which students need to acquire in specific occupational areas.

The VIMS process is based on four basic components:

- (1) An occupational analysis
- (2) Instructional methodology
- (3) Evaluation
- (4) Program standards.

The absolutely essential component is a well-defined occupational analysis. An occupational analysis is a study of an occupation and all the duties and tasks necessary to perform jobs within that occupation. This analysis also provides a basis for: deciding which skills are important to teach and which are not; determining the mastery level for skills that will be taught; selecting materials and resources; and evaluating student performance and program effectiveness.

Instructional methodology is determined by the competencies and tasks and identifies the type of learning processes necessary to achieve those competencies and tasks. The instructors determine instructional techniques as they create situations that allow the students to master the performance objectives.

Evaluation is an integral element of the Vocational Instructional Management System. Regular evaluation of student progress and their mastery of performance objectives provide a way of guiding student development and determining the extent to which the student's performance objectives are achieved. Pre-tests and post-tests at appropriate intervals mark students' progress and assure that they possess the skills needed for successful job placement and retention, the ultimate criteria for evaluating the effectiveness of a program.

Program standards for career education have been developed and are available from the Division of Career and Adult Education, Department of Elementary and Secondary Education. These standards are considered the minimum criteria for each program area at the Career Technology Center. They provide the basis for approving new or expanded programs and for upgrading or improving existing programs. In order to upgrade or improve existing programs, each school's evaluation process should incorporate these standards.

## **WORK SCHEDULE**

Normal working hours for the instructional staff will be from 8:00 AM to 3:10 PM. The Career Center's office will be open from 7:30 AM to 3:30 PM. From 7:45 AM to 8:10 AM is class preparation time. Please use this time wisely. This is a time teachers will use to prepare lessons and purchase local materials. Morning classes will begin at 8:10 for Arcadia Valley students.

**ARCADIA VALLEY R-II SCHOOL DISTRICT TECHNOLOGY USAGE**

Employee User Agreement

**I have read the Arcadia Valley R-II School District Technology Acceptable Use Policy and agree to abide by its provisions. I understand that violation of these provisions may result in disciplinary action taken against me, including but not limited to suspension or revocation of my access to district technology, and termination.**

**I understand that my technology usage is not private and that the school district may monitor my use of district technology, including but not limited to accessing browser logs, e-mail logs, and any other history of use. I consent to district interception of or access to all communications I send, receive or store using the district’s technology resources, pursuant to state and federal law, even if the district’s technology resources are accessed remotely.**

**I understand I am responsible for any unauthorized costs arising from my use of the district’s technology resources. I understand that I am responsible for any damages I incur due to my use of the district’s technology resources.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Print)

**USER AGREEMENT VIOLATION REPORT FORM**

TO: Arcadia Valley District Computer Coordinator

Name of person in violation \_\_\_\_\_ Violation date \_\_\_\_\_

Report submitted by \_\_\_\_\_

If known, check the appropriate categories regarding the person in violation.

- |  |  |
|--|--|
| <input type="checkbox"/> Student       | <input type="checkbox"/> Elementary School                 |
| <input type="checkbox"/> Teacher       | <input type="checkbox"/> Middle School                     |
| <input type="checkbox"/> Administrator | <input type="checkbox"/> High School                       |
| <input type="checkbox"/> Teacher aide  | <input type="checkbox"/> Career Education-Technical School |
| <input type="checkbox"/> Other staff   | <input type="checkbox"/> Alternative School                |
| <input type="checkbox"/> Community     |  |

Explain the violation in detail.

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\_\_\_\_\_  
 Signature Date

Follow-up procedures and action taken:

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\_\_\_\_\_  
 Signature Date



## **ARCADIA VALLEY R-II WEB PAGE GUIDELINES**

### Establishing a web site

Terms of the District's policy EHB and regulation EHB-R apply to all aspects of the development and deployment of District web pages.

All District teachers and administrators are encouraged to develop web pages to be linked from the District web page. Teachers and administrators are also encouraged to develop links from their home page to third party host sites so they may develop and continually update school related information about their class and/or organizations.

Prior to beginning work on the site, teachers and administrators are strongly encouraged to attend training sessions on web site development or secure the help of knowledgeable parents, volunteers, district personnel or other individuals.

The District encourages teachers to involve students in web site development.

Teachers and administrators should not establish links to a web site until they are sure the site meets the criteria in this document. All web pages are subject to review at any time by District administrators.

Content and links within a District web site should:

- Be informative.
- Be accurate.
- Be current.
- Pertain to education or to the functions of the school.
- Be correctly written, spelled and punctuated.
- Be thoughtfully and attractively presented.
- Have written parental permission to display a student's name or picture.
- Insure that a student CANNOT be identified by attaching his/her name to a specific picture, phone number or address.
- Have written permission in order to display the name or picture of any Staff member or School Board member.
- Written permission may be obtain for single, specific pictures or it may be given for any district-approved use.
- Adults CAN be identified by attaching his/her name to a specific picture, phone number or address with written permission.

Content and links (defined as any site that can be reached in two clicks or less) within a District web site or, a teacher/student page linked from the district site, should not:

- Contain or point to pornographic, violent, obscene, objectionable or offensive material.
- Violate copyright laws by containing unauthorized or plagiarized content (including written materials, pictures, graphics, audio, and video).
- Contain any personal information on students without parental permission.

In order to protect individual privacy and promote good community relations, District web sites or, teacher/student pages linked from the district website, should:

- Never provide addresses, phone numbers or other private information about students.
- Never post individual pictures with the student's first or last names.
- Posting class pictures are fine as long as the picture doesn't explain which individuals are standing where in the picture.
- Class pictures should include at least three or more students if you are including their first names.
- Provide e-mail addresses except for the purpose of supporting or providing feedback for a school-related activity, organization or web site.
- Never contain information or material that the district would not be willing to publish in other media forms (e.g., newspaper, television, brochures, etc.).
- Never allow students to post their personal web pages. If students need to post a web page as part of integrating the classroom curriculum with the Internet, it should be posted on the District web page with teacher approval through the District Web Master. All links from a student project web page must be checked for appropriateness.
- Never promote specific political, metaphysical or religious viewpoints or agendas. Links to such pages may be placed on a web page for research purposes if the links are balanced.

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Note: The reader is encouraged to review administrative procedures and/or forms for related information in support of the policy area.

Approved:

Arcadia Valley R-II School District, Ironton, Missouri

Centers established as part of the Missouri network of career education.

## **PHILOSOPHY**

It is the belief of the Arcadia Valley Career Technology Center that career education should be made available to all students regardless of race, sex, creed, color, national origin or socioeconomic status or handicapping condition.

Quality training shall be offered commensurate with the demands of the labor market. Instruction shall be based upon a series of tasks necessary to insure competitiveness when entering the labor market.

Students must not only be prepared in job-related skills but must also be cognizant of ways and means by which one acquires, maintains and is satisfied with work. To this end, emotional and attitudinal factors shall be a prime consideration of instruction. To instill in students non-technical skills, such as good work habits, positive attitudes, job seeking skills, job survival skills, getting along with others, working with the community, becoming better citizens, punctuality, and good attendance, which are essential for life and work.

## **CO-OPERATING SCHOOL DISTRICTS**

It is the absolute intent of the Career Technology Center to work with all the co-operating schools in a fair and equal manner. All students who attend the Career Technology Center will receive the same fair and impartial treatment.

Co-Operating schools include:

Arcadia Valley R-II  
Bunker R-3  
Clearwater R-1  
Lesterville R-4  
Marquand-Zion R-6  
South Iron R-1  
Valley R-6  
Viburnum C-4

## **ACCREDITATION**

The AV Career Technology Center is accredited with the Missouri Department of Elementary and Secondary Education, and is one of the Career

## **ACCIDENT REPORTS**

In the event of an accident, which occurs in personal injury, the following precautions will be taken:

1. Minor burns, cuts and scratches will be treated with basic first aid.
2. Injuries or illnesses that are more severe or persistent will be treated under the direction of the School Nurse.
3. Injuries or illness, which are debilitating or threatening, will be handled according to the directions of the student's parents and Emergency Medical Personnel.
4. Head injuries of any type will be considered to be serious, and must be reported to the teacher and to the office. If a head injury occurs, the student must be escorted to the school nurse.
5. ALL accidents must be reported to the Career Technology Office through a Student Injury Report, except those for which require no first aid or other more serious attention.
6. If in doubt, report the accident or illness.

## **ADMISSION**

Students interested in Arcadia Valley Career Technology Center programs or wishing to enroll should contact their home school counselors. Each home school has criteria for their student enrollees. Adult students and other students, who are required to pay tuition fees, may enroll through the Career Technology Office.

## **ASSURANCE OF CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION**

Confidentiality of personally identifiable information is additionally addressed in the public notice. AV Career Technology Center shall maintain a file of those individuals who have received confidential records. The file will include the name(s) of such individuals, data reviewed, and the purpose for which the data was reviewed.

AV Career Technology Center shall keep a record of all parties obtaining access to educational records collected, maintained, or used under this part, including the name of the party, the access given, and the purpose for which the party is authorized to use the records. The record of access shall be maintained in each file of each pupil, which contains confidential information. Each school in the district will maintain a list of those employees who may have access to confidential records and maintain that list in the office containing those records. Only employees of the school who have a legitimate need to review confidential records of providing a free appropriate public education shall be included on the list. To assure confidentiality, AV Career Technology Center will provide training for persons collecting or using personally identifiable data in the use for the district's policies and procedures governing the data. This training will be provided annually by the Director or representatives of the Department of Elementary and Secondary Education.

If any educational record includes information on more than one child, the parents of those children shall have the right to inspect and review only the information relating to their child or be informed of the specific information. The district shall provide parents a list of the types and locations of education records collected, maintained, or used by the district.

## **ATTENDANCE POLICY**

Attendance is the greatest part of success in the world of employment. Attendance is a reflection of one's commitment to the job and career field. As such, the Arcadia Valley Career Technology Center holds regular classroom attendance in the highest regard. The instructors and administration believe that attendance is the single most important factor to a student achieving the maximum benefits from the career education training they receive at our facility. Students will exhibit the development of habits of punctuality, self-discipline and responsibility by their attendance in the career education class. The relationship between poor attendance, class failure, becoming a school dropout and future employment issues cannot be overstated. Students who have good attendance generally achieve higher grades, enjoy school more, and are more desirable employees after completing the career education skills training program.

Therefore, in order to successfully earn credit, the career education student at Arcadia Valley Career

Technology Center **MUST** successfully achieve 80% or more of the course competencies, meet the academic requirements to be passing the course of study and demonstrate the habit of punctual and consistent attendance.

Arcadia Valley Career Technology Center serves a diverse population of eight area high schools, Mineral Area College, and the adult population of our community. Industry standards demand that our graduates be capable of meeting rigorous performance in skilled competencies, demonstrate basic knowledge related to the career education field and be able to proficiently demonstrate skills in technical mathematics, technical writing and reading comprehension. All students attending the Arcadia Valley Career Technology Center will receive instruction in the chosen career education field and additional instruction in technical mathematics, technical writing and reading comprehension. Technical instruction and the development of basic competency in mathematics, writing and reading comprehension requires time on task and hands-on learning; attendance is the essential ingredient for success in mastering these basic competencies and achieving a career discipline.

Instructors at Arcadia Valley Career Technology Center teach high content courses that meet industry standards for technical training in a specific career education field. The courses demand skill development and proficiency in order to maximize certification. Additionally, our instructors regularly invite professional guest speakers, employers and industrial representatives in to the classroom to speak with our students. Regular attendance allows a student to be present to speak to an individual who one day may hire the student to work in the career education field that is being studied. A student who misses these opportunities will not have an opportunity to make them up at another time. Demonstrations, examinations, projects and/or field trips are scheduled parts of the curricula. Students are strongly encouraged to attend class every time it is in session.

Instructors will establish scoring guidelines that are published in the course syllabus. Many of our instructors include a daily grade as part of the student's evaluation for the course. The daily grade is based on attendance, conduct, participation, promptness, and preparation for daily activities. Daily grade can account for **up to 70%** of one's grade in a career education class each quarter. It is important to emphasize that daily grades are dependent on attendance of class sessions. Each

program instructor sets the value placed on daily attendance as part of the student's grade for the course. Make sure to review the syllabus and know how daily attendance will impact your grade in the career education course you have chosen. Instructors will also post the impact of daily attendance on the student's grade within the classroom setting.

Students who miss career education class time due to excused absences, as determined by the sending school, will not have consequences reflected in the student's daily grade for the career education course. In other words, excused days **WILL NOT** count against the calculation of the student's final grade. It is the policy of the Arcadia Valley Career Technology Center to keep necessary attendance records as accurately as possible, and in accordance with the *Family Educational Rights and Privacy Act*.

Student attendance will be reported on a daily basis to the student's sending school office. In an effort to notify sending schools and parent(s)/guardian(s) of student absences:

- the Arcadia Valley Career Technology Center instructor will contact, in writing/by phone, the parent(s)/guardian(s) when a student has accumulated **three (3) days** of absence and again when the student has accumulated **five (5) days** of absence.
- If the student accumulates **eight (8) days** of unexcused absence in one semester, the parent(s)/guardian(s) will be invited to attend a conference with the instructor and an administrator to discuss a plan for immediate improvement of the student's attendance in the career education program.
- If the parent(s)/guardian(s) and/or student do not attend this conference the student will be dropped from the career education program.
- If the parent(s)/guardian(s) do attend the conference and the student accumulates **two (2) additional days** of unexcused absence the student will be dropped from the career education program immediately.

A student will be required to complete additional classroom assignments (work will be textbook-based) to complete missed competencies when unexcused absences exceed **five (5) days** in one semester.

The following will absences **WILL NOT** be held against a student's attendance in a career education course:

**Sending School Calendar** – Sending schools notify the Arcadia Valley Career Technology Center, in advance, of changes in the school calendar that would cause students to be absent from class. Often the instructors make plans a year in advance to schedule demonstrations, projects and outside presenters and these plans cannot be changed. Additionally, many classrooms and shop projects require students to work in teams and absences disrupt the learning and progress of all team members. Therefore, it is the responsibility of the student to keep the classroom instructor informed of activities that will require her/his absence from class because of commitments at the student's home school. Students are expected to attend the career education classroom and **NOT** stay back at the home school for activities like pep rallies and/or short assembly programs. This kind of absence deprives the student of necessary training and could adversely affect other students' progress on a project. **ALL** excused absences approved by sending schools are arranged in advance with administrative and instructional staff in order to minimize the impact on the instruction within the classroom setting.

## **BREAK ACTIVITIES**

The ten-minute break is an opportunity for students to get a drink, go to the restroom, take care of personal business and visit with friends. It is the responsibility of the student to attend to all matters of personal comfort within the ten minutes allowed. Do not expect to be excused for a trip to the bathroom or get a drink after the bell rings. The soda and snack machines are to be used during the break. Teachers may provide soda breaks within their work area or other designated area as a reward for work well done. If a soda break is provided to a class, it must be supervised and all trash placed in trashcans. Students may purchase soda on their way to their bus, only if their school's policy allows for soda on the bus. Students are not permitted to take their break behind the Career Technology building or in the classroom unless an instructor is present. Instructors should monitor the students to ensure that breaks are taken in a safe environment.

## **CARE OF EQUIPMENT**

To keep our program as up-to-date as possible, we must be concerned with adding equipment to our programs **NOT** replacing equipment we failed to treat with proper care. Equipment will be delivered with

proper operating and maintenance manuals. Make every effort to not only familiarize yourself with equipment but also, familiarize your students with the proper operation. Be sure to maintain manuals and other data concerning a piece of equipment in a safe and secure place and make sure the office receives a copy of that information.

## **CARE OF PROPERTY**

Safety is a necessary part of any employment situation and is the primary concern for the Arcadia Valley Career Technology Center. The ability to work safely with others is not an inherited trait, it must be learned. The school provides the appropriate safety devices for use in the shops. It is the policy that all persons in the shop areas must use/wear appropriate safety protective equipment. Safety glasses must be worn in appropriate areas at all times. It is the responsibility of the student to maintain and care for the safety glasses issued to them at the beginning of the school year. In the event that the glasses are lost or broken, replacements may be purchased from the Career Technology Office. Students who do not have glasses will not be permitted to work in the shops and must remain in the classrooms.

Students who damage school or other property at the Career Technology Center may be removed from the career education program and/or held financially responsible for the damage. Accidents do happen, but damage through willful intent or horseplay will not be tolerated.

## **CAREER CENTER STUDENT ORGANIZATIONS**

As part of the regular curriculum at the AV Career Technology, the center is affiliated with:

- Skills USA
- Future Business Leaders of America (FBLA)
- Family, Career and Community Leaders of America (FCCLA)
- Future Teachers of America (FTA)

A CTSO Leadership Handbook will be developed and provided to all members. The handbook will include a leadership curriculum, activities, and information and ideas to implement on All Aspects of the Industry. Membership in an organization is not

mandatory; however, students are strongly encouraged to participate. As part of all career education competencies list, there are career and job related sections that ALL students must complete. Students who choose not to join their affiliated student organization must still complete these competencies as part of their career education class. The activities are designed to produce well-rounded individuals with the following goals in mind:

1. Personal growth and self-confidence.
2. Leadership and cooperation.
3. Career and workplace skills development.
4. Respect for work and career development.
5. Community understanding and love of country.

## **CAREER TECHNOLOGY CENTER OFFICE**

The Career Technology Center Office is the hub of all activity for conducting the business of the school. Students should take care of any office-related business they have during their regular break time or during appointed study times. Students should not ask to go to the office during class time. Due to the workload of the secretarial staff, students will not loiter or visit in the office area. Students may use the office copy machine if the classroom instructor sends a note with the students and the purpose is for school related business. The hall telephone outside the office should be used by students for their personal business; the office telephone is for school related business only. The CTC office will not give any student change for currency under any circumstances.

## **CHILDREN'S RIGHTS**

All rights indicated herein with regard to parents and children shall pass to the child upon reaching age 18, except in the case of a severely or profoundly handicapped child who is legally determined to be incompetent to make such decisions for himself/herself and whom legal guardianship is required beyond the age of 18. In those instances, the legally established guardian shall maintain the right to privacy as outlined in this section.

## **CLEANING LABORATORY AND CLASSROOM AREAS**

While custodial services are available for the overall maintenance and cleanliness of the building, each teacher is expected to be responsible for the appearance of their own laboratory and classroom area. It should be part of each student's training to help keep their own personal work area clean as well as the total classroom and laboratory area. This helps instill pride in the total student body. By doing the small, extra things that will keep the school in good appearance we will be able to develop pride in the entire program.

## **DISCIPLINE**

All students are under the discipline code from their sending school and the Arcadia Valley High School. If there are discrepancies in the two discipline codes, the student's sending school procedures will take precedence. Career Technology personnel will make reports and contact the sending school principal for disciplinary action. The AVCTC will maintain good order and consult with the sending school on matters of discipline. In extreme cases, the director may recommend that a student be removed from the AVCTC. After the second office referral, the Director has the option to remove the student from the AVCTC from 1 - 180 days.

The classroom is designed for learning and anyone who disrupts that environment must be dealt with firmly, fairly, and consistently.

In each classroom, students should be told district and teacher requirements and expectations for the course. They should know the criteria for grades, what constitutes good citizenship and the quality and quantity of work expected from them. In short, students should understand what it will take to be successful. Teachers will keep individual anecdotal records of problems that occur and how they are dealt with.

## **DRESS**

**Special attention should be given to dress required for work environment on a daily basis. Job interview attire should be included as part of the regular curriculum when required as part of student organization activities, job interviews, or**

**special demonstrations.** Students are being trained for entry into the world of work and as such regular hygiene and good grooming should be stressed. Clothing cannot display or advertise alcoholic beverages, illegal substances, have sexually motivated sayings, or be of an explicit nature. Bare-midriff clothing, muscle shirts, headbands, and see-through mesh clothing are not acceptable. All students will wear a shirt at all times, even during hot weather and outside activities. Pants must be worn so that briefs are not exposed. Inappropriate "gang-related" dress (such as sagging pants, bandannas, chains on wallets and other similar attire as determined by the staff) is not tolerated. Students may be required to wear specific attire when attending special events or specific career related activities such as interviews.

## **EMBEDDED CREDIT**

The concept of embedded credit for mathematics, language arts and potentially science is a model program of the Arcadia Valley CTC. Each class has a curriculum to follow and the awarding of credit is based on the student's successful completion of the written curriculum. Only those students who complete the six-hour CTE programs will be awarded the embedded credit along with mastery of the subject matter as indicated by a test or portfolio. Each sending school Board of Education has approved the Embedded Credit Plan for awarding the credit since they are the governing body that will actually grant the credit. Please see the Embedded Credit Manual for more information.

All students will be required to take the Technical Math Test at the beginning of the school year to establish base-line data for future improvement. Returning students who have already taken or passed the test are not required to take the test during this time.

## **EMERGENCY CLOSING OF SCHOOL**

Weather conditions may cause one or more of the sending high schools to be closed. In the event your home high school is closed due to inclement weather those students are excused. In the event the Arcadia Valley R-II School District is closed, AV Career Technology Center is closed. If the AV Career Technology Center is closed, all Mineral Area

College and other night classes held at the AV Career Technology Center are canceled.

70-72	C-
66-69	D+
63-65	D
60-62	D-
59 and below	F

## FIELD TRIPS

All instructors are encouraged to take field trips to places of business in the local area. These trips can be enriching and rewarding experiences for your students. All field trips should be scheduled with the director at least two weeks in advance of the date of the trip. The instructor shall secure parental/guardian permission before a student is permitted to participate in a field trip. Also, the equipment usage and short trip permit form shall be used for field trips that begin and end during the regular school period. They are completed at the beginning of the school year and must have all items completed along with proper signatures. The form also includes equipment use permit. In the event a field trip lasts longer than the normal school period, an activity and trip permit must be completed along with proper signatures prior to allowing any students to go on the trip. This permit seeks permission for students to drive and/or ride in a vehicle if the need arises; therefore, a car permit will not be required in this case. If a bus is needed for a trip and one is not available at the Career Center, a transportation request form will need to be filled out at least one week in advance for the request to be processed.

## GRADING SYSTEM

Grades should be assigned in a fair and objective manner, and reflect the total performance of the student. Factors such as shop performance, related classroom performance, attitude and attendance should be considered. Students should be aware from the first day of class what the requirements for the course will be. Teachers should consistently make an effort to keep the students informed of progress and when possible hold conferences to lend assistance in improving.

Recording grades accurately is mandatory. Grades are reported using the following system:

96-100	A
90- 95	A-
86-89	B+
83-85	B
80-82	B-
76-79	C+
73-75	C

Grades will be determined based on a combination of a daily grade for work attendance and effort and tests, projects, and competency completion assessments. The percentages for each of these are determined by each individual instructor and will be defined in their class syllabus.

The reporting of grades includes the following guidelines: To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction; provided, that the studies are conducted in a manner which will not permit the personal identification of students and their parents by individuals other than representatives of the organization and the information will be destroyed when no longer needed for the purposes for which the study was conducted; the term "organizations" includes, but is not limited to, Federal, State and local agencies, and independent organizations.

- To accrediting organizations in order to carry out their accrediting functions.
- To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1954.
- To comply with judicial order or lawfully issued subpoena, provided that the educational agency or institution makes a reasonable effort to notify the parent of the student or the eligible student of the order subpoena in advance of compliance therewith.
- To appropriate parties in a health or safety emergency subject to the conditions set forth in Section 99.35 FERPA.
- This section shall not be construed to require or preclude disclosure of any personally identifiable information from the education records of a student by an educational agency or institution to the parties set forth in paragraph 1 of this section.

Grades will be issued every quarter to the sending school offices. Progress reports will be sent to parents at the middle of each quarter to those students whose performance is not satisfactory.



## HALL PASSES

To maintain good order and safety for all students, students are to remain in their classroom during instructional time. If the need arises for a student to leave the classroom, for any reason, the instructor must issue a pass. It is the responsibility of the instructor and the student to insure that the student has a pass when they are not in the classroom during instructional time.

## HANDLING OF CLUB MONEY

When students have club money to turn in to the office, please have two students bring the money to the office. It is best if teachers turn the money into the office. The money should be rolled when it can be, bills turned the same way, and ones in stacks of fifty, when possible. Students will be issued a receipt and it is your responsibility that you see that the receipts are kept. Do not keep club money in your classroom.

## IMPACT AWARD PROGRAM

The “**IMPACT Award**” program was established as a joint effort of all career education programs at the Arcadia Valley Career Technology Center. **IMPACT** signifies that students have achieved **Individual Mastery in Performance, Achievement, Competency & Teamwork**. The instructors established the following criteria to recognize excellence in career education training at the Arcadia Valley Career Technology Center.

Students entering the Arcadia Valley Career Technology Center can designate the intention to complete the “**IMPACT Award**” program, or the “**Maximum IMPACT Award**” program, during the time that they are receiving instruction in a field of career education studies. The student is committing to completing the following criteria for the respective program prior to the end of the program of study (a two-year career training program). The items that the student must achieve, and/or maintain, during the two-year course of study are:

### “Maximum IMPACT Award” Program:

1. 100% mastery of course competencies as established in the instructor’s syllabus for

the specific career education program of study.

2. Overall attendance rate of 90%, or better, during the two years of career education enrollment.
3. “10.0”/”3.5”, or better, overall grade point average in high school studies [on an 11-point, or 4-point, scale respectively].
4. Good citizenship as defined by the Career Technology Center staff (see below).
5. 25, or more, documented and verified, hours of community service at the Arcadia Valley Career Technology Center, the home school district, or the student’s community of residence.

### “IMPACT Award” Program:

1. **90%, or more, mastery of course competencies as established in the instructor’s syllabus for the specific career education program of study.**
2. **Overall attendance rate of 90%, or better, during the two years of career education enrollment;**  
**or**  
**“8.0”/”3.0”, or better, overall grade point average in high school studies [on an 11-point, or 4-point, scale respectively].**
3. **Good citizenship as defined by the Career Technology Center staff (see below);**  
**or**  
20, or more, documented, and verified, hours of community service at the Arcadia Valley Career Technology Center, the home school district, or the student’s community of residence.

A student who commits to completing these three criteria over the course of a two-year career education program of study is motivated by a standard of excellence that the instructors of the Arcadia Valley Career Technology Center want to recognize. The student who achieves these standards while completing a course of study should be recognized as having achieved excellence in training. Thus, the staff of the Arcadia Valley Career Technology Center established these standards as a measurement of achievement for the ‘honors’ certificate of completion in the student’s specific career education program of study.

As stated above, the instructors of the Arcadia Valley Career Technology Center have established a measurement of good citizenship. This standard is included below as a reference for students wishing to complete the “IMPACT Award” program.

Participation in Arcadia Valley Career Technology Center programs of study is a privilege, not an inherent right, granted to students who meet the prerequisite requirements for participation as set forth by the Arcadia Valley Career Technology Center and its participating sending schools. Accordingly, the instructors of the Arcadia Valley Career Technology Center expect that all attendees will be good citizens while attending the Arcadia Valley Career Technology Center, the student’s home school and in the student’s home community.

Any student who voluntarily commits to achieving the “IMPACT Award” program standards must be a credible citizen both in and out of school. When a student’s character, or conduct, is such as to reflect discredit upon herself/himself, or her/his school, the student will not be considered a credible citizen. A student’s conduct is expected to be satisfactory in accordance with the standards of good discipline established at the Arcadia Valley Career Technology Center and/or the student’s home school. Citizenship eligibility cases are reviewed on an individual basis prior to the second semester of the student’s second year of study and maintained for the student’s final semester once approved. Any incidents that occur shall be reviewed by a committee of instructors and administrators from the Arcadia Valley Career Technology Center, and at least one representative from the student’s home school district, on an individual basis. Decisions relating to continuation in the “IMPACT Award” program will be shared, in writing, with the student, her/his parent/guardian, and the student’s home school.

Any student who is observed partaking of the following activities while under the supervision of school personnel (i.e., teachers, administrators, staff, etc.) while at the Arcadia Valley Career Technology Center, or at school activities will face possible immediate removal from the “IMPACT Award” program. Any student who is witnessed partaking of the following activities at times other than school hours by anyone other than school personnel will meet with the Director of Career Education for a behavior review. Upon discovery of facts, appropriate disciplinary action (up to and including removal from the “IMPACT Award” program) will be invoked. Police and court reports will be handled the same as referrals from school supervisory

personnel. The policies set forward as part of this guideline are designed to promote and protect the student’s health, safety and well being in preparation for the student’s future involvement in a career field.

Incidents that occur at the student’s home school district can be consider for removal from the “IMPACT Award” program, but the referral will have to come to the Arcadia Valley Career Technology Center from the student’s home school district. A list of students participating in the program will be provided to all sending schools at the beginning of each school year. Additionally, a review will be requested from each sending school prior to completion of the program at the end of each year. Sending schools will have an opportunity to review the status of a student prior to the Arcadia Valley Career Technology Center’s staff certifying a student as a completer of this award program.

If a student has committed to participation in the “IMPACT Award” program and is arrested for a misdemeanor (shoplifting, vandalism, etc.) or a felony (assault, robbery, DWI, possession, etc.) charge, the student will be allowed to remain enrolled in the “IMPACT Award” program pending the legal outcome of the case; however, if there is admission of guilt by the student, or if there is sufficient evidence to indicate probable guilt, the Career Technology Center staff and administration may restrict the student’s continued enrollment prior to the legal case coming to a conclusion. Parents/guardians and students will be notified of any issues that are under review by the Career Technology Center administration. In all incidents, the realm of the civil authorities and the realm of the school shall not necessarily be tied together before the school takes action on a student’s case. Penalties for violations will be as follows:

**Misdemeanor (excluding minor traffic violations)**  
– probation for the duration of the student’s enrollment in the “IMPACT Award” program.

**Felony** – up to permanent suspension from the “IMPACT Award” program.

**Use, Possession, or Distribution of Tobacco/Alcohol/Drugs** – use of alcohol, drugs and tobacco is not considered to represent good citizenship or employability skills. Students who exhibit poor citizenship may be restricted to probation in the “IMPACT Award” program for a specified period of time, or up to the duration of the student’s involvement in the “IMPACT Award”

program. Any student who is caught using, in the possession of, or distributing drugs, or alcohol, at/on/by/near school facilities, or at school functions, will be immediately removed from the “IMPACT Award” program.

**Alternative School Placement** – placement in an alternative school placement will result in immediate probation, and possible suspension, from the “IMPACT Award” program. GED Option students, who are allowed to continue their enrollment at the Arcadia Valley Career Technology Center, and are supported by the sending school district in placement and tuition, will remain eligible for the “IMPACT Award” program as long as they do not break enrollment, or work, within the GED Option program.

**Out-of-School Suspension** – Any student who has been assigned out-of-school suspension will be placed on probation for the duration of the student’s enrollment in the career education program. Students who have three, or more, out-of-school suspensions will be removed from the “IMPACT Award” program.

**Appeals** – Parent(s)/Guardian(s) and the student(s) will have the option of appealing decisions regarding conduct and consequences of violations of the athletic handbook to the “IMPACT Award” program council of instructors and administrators. Requests to meet and discuss issues with the “IMPACT Award” program council must be made in writing to the Director of the Career Technology Center. The “IMPACT Award” program council will make the final decision by means of a 2/3 vote of the attending council members. Parents/guardians and students may request any other person to attend the meeting to speak on their behalf. If after the meeting with the “IMPACT Award” program, parents/guardians and students may request a review of the matter by the home school’s Superintendent of Schools.

## **LEAVING SCHOOL GROUNDS**

Before students can leave school during his/her scheduled class, students must check out through the Career Technology office. Students must have parental permission, either by note or phone, before any student will be permitted to leave. Students who become ill and/or need first aid should contact the Career Technology Office.

## **LOST OR FOUND ARTICLES**

Misplaced articles found by students are to be turned into the office. In case of apparent lost articles, students should check with the office and make them aware of the situation.

## **MISSOURI SAFE SCHOOLS ACT**

The Missouri Safe Schools Act was enacted in 1996 for the purpose of providing safer schools with stiffer penalties for violations.

The Safe Schools Act requires school administrators to report acts of violence to teachers and other school district employees with a need to know.

School Administrators are required to report, as soon as reasonably practical, to the appropriate law enforcement agency any of the following felonies, or any act if committed by an adult would be a felony, including one of the following felonies:

1. First degree murder
2. Second degree murder
3. Kidnapping
4. First degree assault
5. Forcible rape
6. Forcible sodomy
7. Burglary in the first degree
8. Burglary in the second degree
9. Robbery in the first degree
10. Distribution of drugs
11. Distribution of drugs to a minor
12. Arson in the first degree
13. Voluntary manslaughter
14. Involuntary manslaughter
15. Second degree assault
16. Sexual assault
17. Felonious restraint
18. Property damage in the first degree
19. The possession of a weapon under Chapter 517 RSMo, committed on school property, including but not limited to actions on any school bus in service on behalf of the district or while involved in school activities.

For the purpose of this section the term "weapon" shall mean firearm as defined under 18 U.S.C. 921 and the following items, as defined in Section 571.010, RSMo: a blackjack, a cancelable firearm, an explosive weapon, a firearm, a firearm silencer, a gas gun, a knife, knuckles, a machine gun, a projectile weapon, a rifle, a shotgun, a spring gun, or a

switchblade knife. This definition shall include the weapons defined in this subsection but may also include other weapons.

Act of Violence shall be defined as, but not limited to, exertion of physical force by a student with the intent to do serious bodily harm to another person while on school property, including a school bus in service on behalf of the district, or while involved in school activities.

The Safe School Act contains the following consequences for failure to obey the standards of conduct set forth in the act: " The policy shall provide for a suspension for a period of not less than one year, or expulsion, for a student who is determined to have brought a weapon to school in violation of district policy, except that (1) The Superintendent, or in a school district with no high school, the principle of the school on a case-by-case basis; and (2) This section shall not prevent the school district from providing educational services in an alternative setting to a student suspended under the provisions of this section."

## **NON-DISCRIMINATION POLICY**

AV Career Technology Center of the Arcadia Valley R-II School District has taken necessary steps to comply with Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act of 1973, as Amended, and Title IX of the 1972 Education Act, as Amended.

It is the policy at Arcadia Valley R-II not to discriminate on the basis of race, religion, age, sex, physical condition, or national origin in its educational programs, activities, admission or employment policies as required by the above listed laws. Inquiries regarding compliance with Title VI of the Civil Right Act; Section 504 of the Rehabilitation Act of 1973, as Amended; and Title IX of the 1972 Education Act, as Amended, may be directed to, Superintendent, Arcadia Valley R-II Schools, 750 Park Drive, Ironton, Missouri, 63650, telephone 573-546-9700, ext 5, or in the Director of Civil Rights, Department of Education or Health and Welfare, Washington, D.C.

## **PARENT'S REQUEST AMENDMENT OF**

## **CONFIDENTIAL INFORMATION PROCEDURES**

The public notice also informs the public of the procedures for amending confidential information. These procedures are as follows.

**Right to Request Amendments-** The parents or guardians of the handicapped child has the right to request amendments to data compiled by the school district or state agency on such child if the parents believe that such data is inaccurate, misleading, or violates the privacy or other rights of the student.

The school district or state agency must reach a decision relative to amending such data on or before 45 days after such an amendment is requested by the parent.

If the school district or state agency denies the amendment the agency must notify the parents of the denial and inform the parents of their rights to a hearing relative to the amendment.

**Right to Request Hearing-** The school district or state agency must advise the parents that they have a right to request a hearing if they desire to further challenge the data contained within the child's file.

### **DISCLOSURES OF PERSONALLY IDENTIFIABLE INFORMATION FROM EDUCATOIN RECORDS:**

Prior consent for disclosure required:

An educational institution shall obtain written consent of the parent of a student before disclosing personally identifiable information from the education records of a student other than directory information, except as provided in Section 99.31 of the Family Education Rights and Privacy Act (FERPA).

Consent is not required under this section where the disclosure is to:

1. The parent of a student who is not an eligible student.
2. The student himself or herself

Whenever written consent is required an educational institution may presume that the parent of the student of the eligible student giving consent has the

authority to do so unless the institute has been provided with the evidence that there is a legally binding instrument, which provides to the contrary.

The written consent required by the first paragraph of this section must be signed and dated by the parent of the student or the student giving consent.

## **PARENT'S RIGHT TO KNOW**

Dear Parent or Guardian:

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent:

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

For additional information, contact David W. Dillard, Assistant Superintendent, (573) 546-9700 ext. 5.

## **PERSONAL ITEMS ON SCHOOL PREMISES**

At the end of each school year please remove your personal items of large sizes such as vehicles, trailers, and etc. We can't be responsible for items left on school premises. Items that are left on schools grounds are at the risk of the owner.

## **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 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 Local School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Local School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Step Program.

The Local School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes 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 or other rights of their child. Parents have the right to file complaints with the U.S. 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 Local School District has developed a Local Compliance Plan for implementation of State Regulations for the Individuals with Disabilities Education 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 assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the Superintendent's Office, Monday-Friday during normal business hours.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the following individuals below:

Arcadia Valley R-II Schools – Mr. David Dillard,  
Director, Special Education (573) 546-9700

This notice will be provided in native languages as appropriate.

## **RECORDS MAINTAINED**

P.L. 94-142 and the Family Education Rights and Privacy Act require that student records be maintained by the public school for a minimum of five (5) years. Records, which are older than five years, may be destroyed when they are no longer required to provide special education and related services. Local school districts may destroy such records provided they receive written permission from the parents to do so. However, the district shall retain the copy of the Initial Consent for Evaluation and the copy of the Initial Consent for Placement within the student's records.

## **SAFETY**

The Arcadia Valley Career Technology Center strives to provide a safe learning environment for all students. Young workers are at risk of workplace injury due to their inexperience at work, their physical, cognitive, and emotional development characteristics. They often hesitate to ask questions and may fail to recognize workplace dangers. Safety training is a priority at the Career Center. Well maintained tools and equipment, instructions for operating equipment and appropriate personal protective equipment are required in the shop areas. Records are kept on all injuries and accidents that take place during class projects. The AVCTC complies with all OSHA statutory requirements, standards, and regulations in order to maintain a safe environment for students at all times.

## **SECURITY OF TOOLS AND EQUIPMENT**

Federal, state, and local regulations mandate a complete inventory of all equipment and tools purchased with public funds. Therefore, all staff members are asked to adhere to the following procedures:

1. Make every effort to avoid the loss or theft of all equipment, tools, and supplies. Establish a system for recording tool and equipment check out and return. Also, determine whether security is adequate within your shop, lab or stockrooms. If not, please discuss your concern with the director. Items not reported lost are the responsibility of the instructor. This should be a major part of your curriculum. Students need to be responsible for equipment and the process of caring for it.
2. Be sure to have all tools and equipment properly identified.
3. Record the loss and/or transfer of materials immediately and notify the, director.
4. Please be certain that your area is completely secured before you leave the building. This process includes closing windows, checking tool cribs and storage areas, turning out the lights and locking doors. If you find irregular security conditions in your area when you arrive in the morning, please notify the office at once.
5. Students who checkout tools and do not return them will be subject to pay for them. Further

checkout of equipment will be denied until the lost items are found or replaced.

## **SEXUAL HARASSMENT**

Every student and staff member has the right to attend school and work in an environment free of sexual harassment, offensive use of sex oriented jokes, or epithets. Such conduct is improper, contrary to school district policy, and unlawful, therefore such conduct is prohibited for all students and employees of the school district.

Sexual harassment shall be defined as unwelcome sexual advances, request for sexual favors, and other verbal, physical, or other conduct of a sexual nature when such conduct has the purpose or effect of interfering with an individual's work/school performance or creating an intimidating, hostile, or offensive school environment. Such harassment may include but is not limited to the following sexual behavior, such as touching, oral comments, sexual name calling, spreading sexual rumors, jokes, pictures, leers, overly personal conversation, cornering or blocking student's movements and pulling at clothing.

Individuals who experience sexual harassment from students or staff members should make clear that such behavior is unwelcome and offensive to them and should report such conduct to an administrator or any staff member. Administrators will fully investigate the concern and will conduct the investigation with full recognition of the rights of all parties involved and will maintain confidentiality of the report and details of such an investigation to the fullest extent possible. There will be no retaliation against or adverse treatment of any student who uses this procedure to resolve a concern.

## **STANDARD COMPLAINT RESOLUTION PROCEDURE FOR IMPROVING AMERICA'S SCHOOLS ACT PROGRAMS**

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and the Improving America's Schools Act (IASA). A complaint is a

formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted. The written, signed complaint must be filed and the resolution pursued in accordance with local district policy: The Arcadia Valley R-II School 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.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact the Office of the Superintendent (573) 546-9700, ext 5.

## **STUDENT AUTO PERMITS**

Student automobiles are to be driven to the Career Technology Center by appointment only. The normal parking area for student driven automobiles is the Arcadia Valley R-II High School parking lot located east of the gymnasium. Any student desiring to gain permission to bring an automobile to the Career Technology Center should request a "STUDENT AUTO PERMIT" from his instructor or the office of the Director. The permit must be signed by the student's parent or guardian, the principal of the home school, and the student's instructor before the Career Technology Center Office signs it and then the auto may be driven. Permits must be obtained at least one day prior to the day the auto will be driven. The permit will be displayed on the dashboard of the vehicle while it is on the Career Technology Center grounds. Permits will be granted when a very special circumstance arises. **AT NO TIME SHOULD A STUDENT DRIVE HIS CAR TO THE CAREER TECHNOLOGY CENTER AND THEN ASK FOR A PERMIT.** Students who violate this policy will have their vehicles towed, at their expense from the premises, or ticketed by the local police. Career Technology Center teachers are responsible to check students and their vehicles to ensure that permits have been obtained. Violations must be reported to the Career Technology Center Office.

Long term parking permits may be obtained if all of the following conditions are met:

- Student has five or more hours in the AVCTC
- Student completes parking pass and includes "Long-term Parking" in the date section
- Student renews the pass each year
- Student displays parking tag on car mirror
- Student purchases additional tag if original is lost or stolen
- Student does not transfer the pass to another student
- Student complies with Arcadia Valley High School parking policies
- Student parks vehicle in the gravel lot east of the AVCTC
- Long-term parking may be revoked at any time

## **STUDENT DUE PROCESS**

By policy and law, students have certain rights. Our student due process information should be reviewed with the students and posted in the classroom or laboratory.

## **STUDENT DUE PROCESS RIGHTS**

Any student accused of an action and threatened with punishment for that action has a right to due process as guaranteed by RSMO 1084. Section 167.171.

Such procedures involves the following sequences:

1. The pupil shall be given oral or written notice of the charges against them.
2. If the pupil denies the charges, they shall be given an oral or written explanation of the facts, which form the basis of the proposed suspension.
3. The pupil shall be given the opportunity to present their version of the incident.
4. Appeal the AV Career Technology Administrator's decision to the cooperating high school principal: this must be done within one (1) day of the infraction.
5. The pupil may then appeal that decision to the AV Career Technology Center's Advisory Board. This must be done within three (3) days of the appeal made to the high school principal and must be in writing.
6. The pupil may then make appeal to their local board of education and request a hearing of the Advisory Board.
7. In the event of a suspension for more than ten (10) days, where the pupil gives notice that they wish to appeal the suspension to the board, the suspension shall be stayed until the board renders its decision, unless in the judgment of the Advisory Board, the pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the pupil may be immediately removed from school, and the notice and hearing shall follow as soon as possible.

## **TOBACCO, DRUGS AND ALCOHOL**

The use and/or possession of tobacco, non-registered (with the school nurse) drugs, and alcohol by students on or in the property of the Arcadia Valley schools are prohibited. The Board of Education has declared tobacco to be a non-essential school item; thus, students will not be permitted to bring tobacco to school. The use or possession of tobacco will result in confiscation of the tobacco and disciplinary action taken based on the sending school's disciplinary code. When an administrator has reasonable suspicion to believe a student is in possession of contraband, a student will be asked to submit to a reasonable search. Failure to submit to a search upon



administrative request will result in a 10-day suspension from the career education school. Violations based on drugs or alcohol will be reported to the local police department.

## **TOURS**

Individuals or groups are welcome to tour the Career Technology Center. Arrangements for tours should be made in advance by contacting the placement coordinator's office.

## **UNIVERSAL PRECAUTIONS FOR CLEANING UP BLOOD AND/OR BODY FLUIDS**

Many infectious agents can be found in blood and/ or body fluids of humans. This includes individuals with no outward signs or symptoms of infection. It is therefore important that everyone adopt routine procedures for handling the clean-up of all blood/ body fluids. The procedures to be used are as follows:

1. If available, cover fluids with absorbent floor sweep material to keep the fluids from spreading. When absorbent material is not available contain the spill with paper towels, etc.
2. Wear rubber gloves and clean up spills with disposable towels or tissues.
3. All surfaces that have been in contact with the fluids should be cleaned with a disinfectant. Any EPA approved disinfectant (i.e., Lysol, etc.) can be used. A 1:100 (three tablespoon/gallon) dilution of household bleach can also be used.
4. If the person doing the cleaning has any open skin lesions, precautions should be taken to avoid direct exposure of the lesions to the body fluids.
5. After exposure to blood/body fluids, good HAND WASHING should consist of thorough use of soap and water for at least 10-15 seconds.
6. It is appropriate to keep a clean-up kit on hand for spills. The clean-up kit should consist of the following items:

- Absorbent floor sweep material
- Disinfectant
- Rubber or plastic gloves
- Disposable towels or tissues
- Plastic bags

All of these materials should be kept together, in a central location.

**CAUTION:** The diluted bleach disinfectant solution, if used, should not be used for any other purpose than the clean-up described above. Mixing this solution with certain other chemicals can produce a toxic gas. Also any EPA approved disinfectant used should be diluted according to manufacturer's instructions. It is not appropriate or necessary to add more disinfectant than the directions indicate. Doing so will make the disinfectant more toxic and could result in skin damage to those individuals using it.

## HOTLINE NUMBERS

AIDS HOTLINE.....	1-800-551-2728
ASK-A-NURSE.....	1-800-446-6624
CHILD ABUSE OR NEGLECT.....	1-800-392-3738
CHILD SUPPORT ENFORCEMENT.....	1-800-859-7999
CONSUMER COMPLAINTS.....	1-800-392-8222
CRISIS HOTLINE.....	1-800-548-2480
DRUG ABUSE AND REFERRAL LINE.....	1-800-662-4357
ELDERLY ABUSE/NIGLECT HOTLINE.....	1-800-392-0210
SEOM FAMILY VIOLENCE COUNCIL.....	1-573-760-0050
FOOD STAMPS.....	1-800-392-1261
INSURANCE.....	1-800-762-7390
LITERACY (LEARN TO READ).....	1-800-521-7323
MENTAL HEALTH (STRESS, SUICIDE).....	1-800-343-HOPE
PARENT'S STESS HELPLINE.....	1-800-367-2543
POISON CONTROL.....	1-800-392-9111
SUICIDE PREVENTION.....	1-800-392-2822
TEL-LINK HEALTH SERVICES.....	1-800-835-5465
VETERAN'S BENEFITS.....	1-800-392-3761
WOLFNER LIBRARY..... (FOR BLIND AND PHYSICALLY HANDICAPPED)	1-800-392-2614
TOLL FREE INFORMATION NUMBER.....	1-800-555-1212

## COMPUTER AND TECHNOLOGY USE

This Acceptable Use Policy is a summary of official Board policies designated EHB and EHB-R. The content and meaning are essentially identical, but all users will be held accountable to all Board policies. The original Board policies may be found on the district web site at [www.av.k12.mo.us](http://www.av.k12.mo.us) and in the district libraries. All AVCTC students are expected to complete assignments using the technology within the building and must sign and follow the Arcadia Valley AUP. Students who are removed from access to the technology within the Arcadia Valley R-II School District may place their successful completion of their CTE Program in jeopardy.

### Principles

The Arcadia Valley R-II School District recognizes the educational and professional value of electronics-based information technology, both as a means of access to enriching information and as a tool to develop skills that students need.

The district's technology exists for the purpose of maximizing the educational opportunities and achievement of district students. The professional enrichment of the staff and Board, and increased engagement of the students' families and other patrons of the district are assisted by technology, but are secondary to the ultimate goal of student achievement.

Use of technology resources in a disruptive, manifestly 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. Development of students' personal responsibility is itself an expected benefit of the district technology program.

### User Identification and Network Security

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

Users must adhere to district policies, regulations, procedures, and other district guidelines. All users shall immediately report any security problems or misuse of the district's technology resources to an administrator or teacher.

### User Agreement

Unless authorized by the superintendent or designee, all users must have an appropriately signed *User Agreement* on file with the district before they are allowed access to district technology resources. All users must agree to follow the district's policies, regulations and procedures.

### Privacy

A user does not have a legal expectation of privacy in the user's electronic mail or other activities involving the district's technology resources.

The district may examine all information stored on district technology resources at any time. The district may monitor employee and student technology usage. Electronic communications, all data stored on the district's technology resources, and downloaded material, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designees at any time.

In addition, all users must recognize that they do not have a legal expectation of privacy in any e-mail use activities involving the district's technology. A user ID with e-mail access, if granted, is provided to users of this district's network and technology resources only on condition that the user consents to interception or access to all communications accessed, sent, received or stored using district technology in his or her *User Agreement*.

## **Content Filtering and Monitoring**

The district will monitor the on-line activities of minors and operate a technology protection measure (“filtering/blocking device”) on all computers with Internet access, as required by law. The filtering/blocking device will protect against access to visual depictions that are obscene, harmful to minors and child pornography, as required by law. Parents are advised, however, that none of these devices can be guaranteed to be completely effective. Because the district’s technology is a shared resource, the filtering/blocking device will apply to all computers with Internet access in the district. Evasion or disabling of the filtering/blocking device installed by the district, including attempts to evade or disable, is a serious violation of district policy.

## **Damages**

All damages incurred by the district due to the misuse of the district’s technology resources, including the 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/Availability/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. Administrators of computer 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, regulations and procedures.

The district is not responsible for loss of data, delays, non-deliveries, mis-deliveries or service interruptions. The district does not guarantee the accuracy or quality of information obtained from the Internet, or use of its technology resources. Access does not include endorsement of content or the accuracy of the information obtained.

## **Rules and Responsibilities**

The following rules and responsibilities will be followed by all users of the district technology resources:

- a. Applying for a user ID under false pretenses is prohibited.
- b. Using another person’s user ID and/or password is prohibited unless authorized by the district.
- c. Sharing one’s user ID and/or password with any other person is prohibited unless authorized by the district.
- d. A user will be responsible for actions taken by any person using the ID or password assigned to the user.
- e. Deletion, examination, copying or modification of files and/or data belonging to other users without their prior consent is prohibited.
- f. Mass consumption of technology resources that inhibits use by others is prohibited.
- g. Unless authorized by the district or building administrator, non-educational Internet usage is prohibited.
- h. Use of district technology for soliciting, advertising, fund-raising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
- i. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
- j. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
- k. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
- l. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
- m. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person’s race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.

- n. Any use which has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy, or the violation of any person's rights under applicable laws is prohibited.
- o. Any unauthorized, deliberate, or negligent action, which damages or disrupts technology, alters its normal performance, or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
- p. Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license, and approved by the district.
- q. At no time will district technology or software be removed from the district premises, unless authorized by the district.
- r. All users will use the district's property as it was intended. Technology or technology hardware will not be moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.
- s. All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.
- t. Unauthorized use of any computer/media equipment or accounts is prohibited. Students may not access the Internet without a teacher or other district staff member present in the room.
- u. Computers/media equipment must not be marked on, colored on, handled roughly, hit, or in any way defaced, altered or abused.
- v. Horseplay of any kind is not allowed around computer/media equipment.
- w. Students and community users may not have food or beverages around any computer/media equipment.
- x. Users may not move or unplug any computer/media equipment not adjust computer equipment controls without permission from the equipment supervisor.
- y. Students and community users may only access computer programs that have been placed on their menus by the system administrator or supervisor. After consulting with the district technology coordinator, exceptions may be approved by a district administrator or the administrator of the building in which the computer is located.
- z. Any attempted violation of district policy, regulations 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.

### **Technology Security and Unauthorized Access**

All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator.

No person will be given access to district technology if he/she is considered a security risk by the superintendent or designee.

- a. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
- b. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
- c. The unauthorized copying of system files is prohibited.
- d. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
- e. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
- f. The introduction of computer "viruses," "hacking" tools, or other disruptive/destructive programs into a school computer, the school network, or any external networks are prohibited.**
- g. Users are not to add, remove or alter computer passwords, security measures, configuration settings or monitoring devices without authorization.

### On-Line Safety - Disclosure, Use, and Dissemination of Personal Information

- a. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
- b. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
- c. Student users shall not agree to meet with someone they have met on-line without parental approval.
- d. A student user shall promptly disclose to his/her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.**
- e. Users shall receive or transmit communications using only district-approved and district-managed communication systems. For example, users may not use web-based e-mail, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the district or building administrator.
- f. All district employees will abide by state and federal law, Board policies, and district rules when communicating information about personally identifiable students.
- g. Employees shall not transmit confidential student information using district technology, unless designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student records.
- h. No curricular or non-curricular publication distributed using district technology will include the address, phone number or e-mail address of any student without permission.

### Electronic Mail

A user is responsible for all electronic mail (“e-mail”) originating from the user’s ID or password.

- a. Forgery or attempted forgery of e-mail messages is illegal and prohibited.
- b. Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.
- c. Users are prohibited from sending unsolicited electronic mail to more than 200 addressees per message, per day, unless the communication is a necessary, employment-related function, or an authorized publication.
- d. All users must adhere to the same standards for communicating on-line that are expected in the classroom, and consistent with district policies, regulations and procedures.

### Employee Users

Authorized employees may use the district’s technology resources for reasonable, incidental personal purposes as long as the use does not violate any provision of district policy, regulation or procedure, hinder the use of the district’s technology for the benefit of its students or waste district resources. Any use which jeopardizes the safety, security or usefulness of the district’s technology is considered unreasonable. Any use which interferes with the effective and professional performance of the employee’s job is considered unreasonable.

All employees must model the behavior expected of students, exhibit the same judgment as expected of students and serve as role models for students. Because computers are shared resources, it is not appropriate for an employee to access, view, display, store, print or disseminate information via district resources, including e-mail or Internet access, which students or other users could not access, view, display, store, print or disseminate, unless authorized by the district.

## Arcadia Valley R-II School District Technology Usage

### Student User Agreement

**I have read the Arcadia Valley R-II School District Technology Acceptable Use Policy and agree to abide by its provisions. I understand that violation of these provisions may result in disciplinary action taken against me, including but not limited to suspension or revocation of my access to district technology, and suspension or expulsion from school.**

**I understand that my use of the district's technology is not private and that the school district may monitor my use of district technology, including but not limited to accessing browser logs, e-mail logs, and any other history of use. I consent to district interception of or access to all communications I send, receive or store using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.**

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Student Signature

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Date

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Student Name (Print)

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Graduation Year

## **PARENT/GUARDIAN TECHNOLOGY AGREEMENT**

I have read the Arcadia Valley R-II School District Technology Acceptable Use Policy. I understand that violation of these provisions may result in disciplinary action taken against my child, ward or child within my care, including but not limited to suspension or revocation of my child's or ward's access to district technology, and suspension or expulsion from school.

I understand that my child's or ward's technology usage is not private and that the school district will monitor my child's or ward's use of district technology, including but not limited to accessing browser logs, e-mail logs, and any other history of use. I consent to district interception of or access to all communications sent, received or stored by my child or ward using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

I agree to be responsible for any unauthorized costs arising from my child's, ward's or child within my care's use of the district's technology resources. I agree to be responsible for any damages incurred by my child, ward or child within my care.

***(Check one)***

- I give permission for my child or ward to utilize the school district's technology resources.
- I give partial permission for my child or ward to utilize the school district's technology resources. I do not wish for my child or ward to utilize (Specify):
  
- I do not give permission for my child or ward to utilize the school district's technology resources.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name (Print)