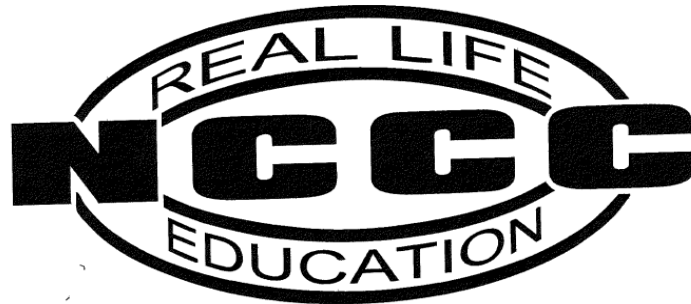


North Central Career Center

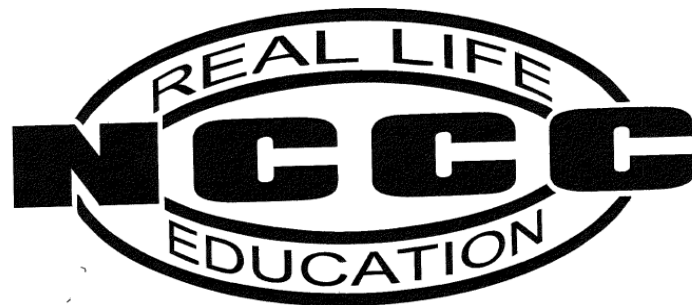


Teacher Handbook
2020-2021

North Central Career Center 2020-2021 School Calendar

August	19-21, 24	Teacher In-Service – No School
August	25	First Day of School for Students
September	4	NWMO State Fair – Dismiss 1:00
September	7	Labor Day – No School
September	28	Teacher In-Service – No School – Advisory Meetings
October	23	Final Day 1 st Quarter
October	28	School in Session – Parent Teacher Conferences/NCCC Open House 3:30 – 7:00pm
October	29	School in Session – Parent Teacher Conference 3:30 – 7:00 pm
October	30	No School
November	25-27	Thanksgiving Vacation – No School
November	30	Teacher In-Service – No School
December	22	Final Day 2 nd Quarter – 1 st Semester
December 23 – January 1		Winter Break – No School
January	4	Teacher In-Service – No School
January	5	School Resumes
January	18	Martin Luther King Jr. Day – No School
February	15	Presidents Day – No School
February	16	Teacher In-Service – NCCC in Session
March	12	Final Day 3 rd Quarter
March	17 & 18	School in Session – Parent Teacher Conferences 3:30 – 7:00
March	19	No School
April	1 -5	Easter Vacation – No School

April	6	Teacher In-Service – Career Center in Session
May	16	SH Graduation
May	21	Final Day 4 th Quarter – 2 nd Semester Dismiss 12:30 pm – Faculty In-Service – 12:30 – 4:00 pm



**NORTH CENTRAL CAREER CENTER
BELL SCHEDULE FOR 2020-2021 SCHOOL YEAR**

7:58 A.M. Warning Bell for 1st Period

8:00 1st Period Begins

8:44 1st Period Ends

8:54 2nd Period Begins

9:35 2nd Period Ends

9:45 3rd Period Begins

10:26 3rd Period Ends

(10:16 Clean-up bell)

10:36 4th Period Begins

11:17 4th Period Ends

11:17-11:53 Career Center Lunch

11:53 5th Period Begins

12:34 5th Periods Ends

12:44 6th Period Begins

1:25 6th Period Ends

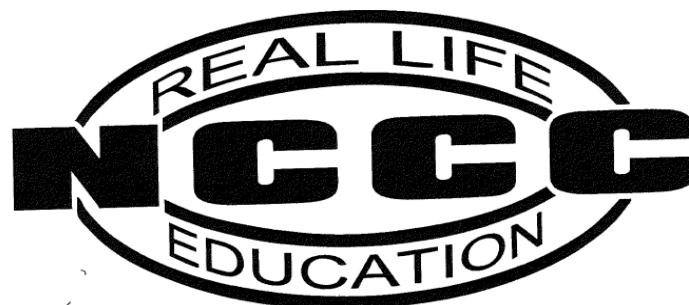
1:35 7th Period begins

2:16 7th Period ends

(2:06 Clean-up bell)

2:26 8th Period begins

3:07 8th Period ends

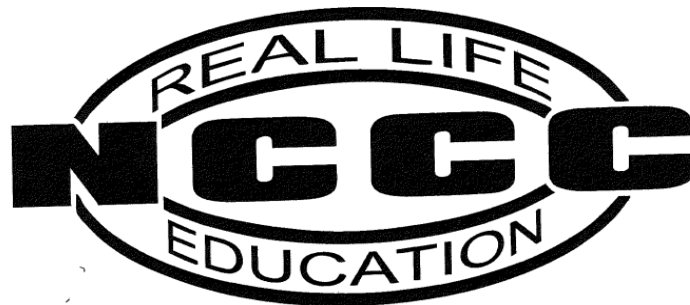


**NORTH CENTRAL CAREER CENTER
2020-2021**

Mary Ward	Adult Education/ School-to-Work
Matt Williams	Auto Collision Repair
Jeff Hamilton	Auto Technology
Tracy Weller	Business Applications & Accounting
Eric Sweat	Construction Technology
Cass Derks	Early Childhood Careers
Pam Plymell	Custodian
Erik Coffey	Director
Rebecca Johnson	Health Occupations
Kelly Hodge	Office Technology
Zeb Cook	Industrial Welding
Carrie Richardson	Secretary/Bookkeeper
Joyce Best	Secretary
Katie Harvey	Vocational Agriculture
Vonda Skinner	Vocational Resource Educator/Credit Recovery/Missouri Options

North Central Career Center Building Goals 2020-2021

1. North Central Career Center will communicate with all post-secondary colleges, trade schools and local businesses. Our building and staff want to act as a bridge for students to have a smooth transition to employment or post-secondary education.
2. North Central Career Center will constantly repair and maintain facilities as well as modernize facilities as needed.
3. North Central Career Center has greatly improved their equipment and technology throughout several years, but through Professional Development Committee (PDC) instructors will have more advanced training on using and implementing the equipment.
4. North Central Career Center staff will relate their industry fields to their students with an emphasis in language arts and mathematics while still maintaining teaching their curricular areas.



INTRODUCTION

The North Central Career Center attempts to provide needed vocational-technical training programs for secondary and adult students. It is approved by the Missouri State Department of Education as an area school and is operated by the South Harrison R-II School District.

Over 350 secondary students will attend as part of their high school program from the following fourteen high schools:

Albany R-III	North Harrison R-III
Cainsville R-I	North Mercer R-III
Pattonsburg R-II	Gilman City R-V
South Harrison R-II	Princeton R-V
Ridgeway R-V	Newtown Harris R-III
Stanberry R-II	North Daviess R-III
Winston R-VI	

REPORTING AND LEAVING TIME

1. Teachers are to report to school by 7:40 a.m. and begin supervising their areas by 7:50 a.m. each day.
2. Teachers may leave after 3:30 P.M. if students have cleared the building, unless a staff or parent meeting is to be held. Teachers are expected to make themselves available if someone asks for or needs help.
3. Before leaving the building, teachers must be prepared for the following days instructional duties.

Refer to: Professional Staff Time Schedules/FILE: GCJ, Basic.

PERSONAL GROOMING AND APPEARANCE

Personal grooming and appearance by the faculty and staff must be of a high standard. Appropriate dress and grooming are essential in the educational process. Teachers must set the example for their students to follow. No personnel shall wear “flip flops” or t-shirts unless on special occasions set by the director.

Staff will be allowed to wear blue jeans on Fridays. At no other time will this be permitted unless special permission is given by the director. We will continue to wear a collared shirt on the designated jeans days. Blue jeans will not be permitted on days that we are having awards, conferences, or anytime the public will be visiting our building.

BOARD POLICY MANUAL

There is a copy of the Board Policy Manual on the South Harrison Web-site at <http://www.shr2.k12.mo.us/>.

The Policy Handbook is a general guideline only, any questions as to the meaning of a specific section of this Faculty Handbook should be referred to the published regulations of the South Harrison Board of Education which takes precedence over this handbook.

TEACHER ABSENCE

In case of illness, please call Mr. Coffey before school (by 6:30 am), so that arrangements for a substitute can be made.

Please call by 2:00 p.m. if you are not going to be back the next day.

Any teacher who is to be absent from school shall give immediate notice of such absence, duration, and reason thereof to the Director. An employee request for leave form should be filled out by the individual that needs to be absent. The Director shall report absences of teachers as well as their own personal absences to the Superintendent.

Request for employee leave policy states: Annual leave may not be taken during the first or last week of school, before or after a holiday, or on days that are designated for staff professional development as contained in the annual school calendar. Exceptions in extreme circumstances may be approved at the discretion of the superintendent.

Policy: GCBDA

Except in cases of illness, no teacher or director shall be absent from school without the permission of the Superintendent.

Where a teacher is affected with any quarantinable disease or comes from home where such a disease exists or is any way liable to communicate such disease, the administration may send the teacher home from school.

CURRICULUM

All the departments will utilize the Vocational Instructional Management System. Curriculum will be discussed between the administration and teacher on a continuous basis for adjustment and improvement.

MAIL BOXES

Please check and clean out every day. Check for notices before first period and before going home at night. If at any time you have information pertinent to all teachers, check with the Director before placing it in the mailbox.

BULLETINS, REPORTS, AND INVOICES

1. Teachers shall make such reports as may be required from time to time by the Director or Superintendent.
2. Daily lesson plans should be left in the classroom. They should be current and legible in the event a substitute is needed.
3. Teachers shall be responsible for acquainting themselves with the Teacher's Tenure Law.
4. **Turn all invoices into the office on date of receipt.** If you need a copy of the invoice for your records, bring it to the office and ask for one.
5. You must have a purchase order in order to purchase from your district general supply accounts unless you have the director's approval.

SHOP FEES

1. K-Billing will be used. The instructor will input into K-Billing in a timely fashion all materials, parts, and shop fee. All bills will be reconciled by the secretary at the career center and matched up with the bills as they come in from the vendor.
2. Bill will be closed after each project so it is not an open bill that appears to have not been paid for a long period of time.
3. All staff bills will be paid and closed at end of the 1st semester and end of the year, even if it is a two year project.
4. All staff bills for the public will be paid when the project is completed and before it leaves the premises.
5. All student bills will be paid by the end of the quarter before grade cards will be released as has been consistently done in the past.
6. The Career Center will continue being allowed to work on the public's and staff's projects on a first come, first served basis. The variety of projects and working with the public is enhanced and an excellent learning experience for our students. This was adopted at the May 2012 board meeting.

TEACHER EVALUATION

Probationary teachers will receive a minimum of two written evaluations each year. The first evaluation is due approximately November 1, and the second is due by March 31. Teacher Based Performance Evaluation will be utilized as adapted by the Board of Education. Refer to: Evaluation of Professional Staff/FILE: GCN, Critical.

SCHOOL WEBSITE

Teachers need to make their own webpage on the school's website in order to help communicate with prospective students, existing students and the community. This webpage needs to be professional including syllabus, competencies, assignments if applicable, and photos of students working on projects. These need to be updated at least once a quarter during in-service time.

SUPPORT STAFF EVALUATION

Support Staff will receive an evaluation each year. The Career Center Director will be responsible for the clerical staff, teacher aides and custodial evaluations. FILE: GDN BASIC

SAFETY PRACTICES

Safety practices must be instructed and enforced at all times. A safety test must be kept on file for each student showing 100% accuracy.

We must all be concerned about safety. In most of our programs, we have equipment and tasks that, if not done properly, can be dangerous. The teacher will give special instruction in safety rules and procedures in his occupation.

We have a State Law in Missouri that requires all students to wear approved safety glasses while working in the school shops. Safety glasses must have side shields to comply with state law. It is the responsibility of the instructor to enforce this.

FILE: EB
CRITICAL

GENERAL SCHOOL REGULATIONS

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. FILE: JG-R CRITICAL

With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint which will make you a better person.

Common sense and observing common rules of courtesy are all that is required at school to meet the average situation. Good conduct is expected of students throughout the school day regardless of whether the student is in the classroom or not. The same holds true for students attending school activities here or at other schools. As a teacher, you will be held responsible for any conduct which involves a school program at home or away. Refer to: Staff-Student Relations/FILE: GBH, Basic.

No guns (including squirt guns) or knives are allowed in school or on buses unless previous permission is granted. Normally there is no useful purpose for such items and for safety reasons, they will not be permitted. FILE: JFCJ CRITICAL

Fireworks of any kind are forbidden and use on school grounds is liable for disciplinary action.

It is the teacher's responsibility to enforce the school policy of not allowing students to wear hats or caps while in the hallway or office area.

Use of alcoholic beverages or drugs at any school function, on or away from the school itself, is strictly prohibited. The discipline policy established by the South Harrison Board of Education will be followed. Refer to: Drug-Free Workplace/FILE: GBEB, Critical, pp 1-4.

Except for authorized instructional materials, literature or materials of any kind shall not be distributed to students on the school grounds or within the school building without the specific prior approval of the Superintendent of Schools and/or the Career Center Director. FILE: KI CRITICAL

Any unlawful act taking place on school grounds or school buses, not only makes the student subject to penalties which the courts may prescribe, but also may result in suspension or dismissal from the Career Center. FILE: ECA CRITICAL; FILE: EEA CRITICAL

Any student leaving school for any reason, other than returning to his/her high school building must check out at the Career Center office.

FINANCE

Obtain a requisition form from the office and fill it out and submit to the Director's office for approval **before** you order anything. No teacher is authorized to pay any bills or expenditures unless they are processed through the designated channels.

All teachers are cautioned to exercise extreme care in the handling of school money. All money collected by teachers or students through fees, fines, dues, sale of tickets and merchandise, or for any other reason, will be turned in to the office at the earliest possible opportunity and a receipt will be given. Payment for expenditures must be made through the office.

The only personnel that should hand out receipts and make change for students, patrons and customers should be the secretaries in the office. FILE: DJF-AP1 CRITICAL and DI-AP

No teacher shall allow a student project to be removed from the premises until all financial obligations have been met pertaining to the project. If the project is taken off the premises and not paid for, the instructor will be held responsible.

SALARIES

Unless otherwise provided at the time of employment, salaries will be paid on the twelve month basis. Teachers will be paid on the 20th of each month. FILE: DK CRITICAL

CERTIFICATES AND TRANSCRIPTS

Each teacher must have on file, in the Superintendent's Office, an up to date transcript of college hours.

Each teacher has the responsibility of keeping his/her certification up to date. Withholding W-4 forms should be updated as necessary.

OTHER TEACHER RESPONSIBILITIES

To your pupils and their parents you are the school; you personify education. Each afternoon for one hundred seventy days a year, the child takes a report home about school. Close attention to the three P's of good teaching—Personality, Preparation, Presentation—will result in a high level of public confidence. Refer to Staff Conduct /FILE: GBC; GBC-R.

Teachers shall devote themselves exclusively during school hours to the duties of their respective position. They shall acquaint themselves with the school regulations and shall cooperate with the Director and Superintendent in all measures that may be adopted for promoting the welfare of the schools. When it is convenient each teacher should examine the Board Manual. Refer to Staff Involvement in Decision Making/FILE: GBB, Critical.

All teachers are expected to work for the general interest of the school as a whole and to this end render any aid in their power to their fellow teachers.

All teachers are expected to be in their classrooms before the tardy bell rings.

All teachers are required to remain until after the close of the school year until all reports have been properly filed.

EMERGENCY SCHOOL CLOSINGS

The Career Center will be closed when the South Harrison R-II Schools are not in session. In the event of snow, ice, or other emergencies the decision to close will be made by 6:30 a.m. The information will be given to the following radio stations:

KAAN FM - Bethany

A call list will be issued and it will be your responsibility to make calls as indicated. In case of a two hour delay, you will be notified through the phone tree. This means you will need to be at school at 9:45. We will then start the day in the middle of third hour.

ADVISORY MEETINGS

To be in compliance with the State requirements, each program is expected to have at least one advisory meeting but we will have two, one in the fall and one in the spring.

SUBSTITUTE TEACHERS

Teachers will make no attempt to supply their own substitutes.

A detailed lesson plan should be in the room for the substitute. Any tests to be given should already be prepared and in the room. The lessons should be educational and towards the curriculum.

CLASS PROCEDURES

1. All classes should be dismissed by the teacher. Don't let your students dictate to you what your classroom program and organization will be.
2. Do not dismiss your class before the bell rings. Dismiss your class in an orderly manner. A good ending is as important as a good beginning.
3. Record all absences and tardies from your class in your record book. Require, demand and expect an admit slip to return to your class.
4. When the tardy bell rings, all students should be in their seats.
5. No gum, candy, or any other food is to be allowed anywhere except in assigned areas.
6. It is the teacher's responsibility to see that the student returns to the classroom or lab area as soon as the break is over.
7. Please report all accidents and injuries at the office as soon as possible.
8. Profane language will not be permitted at any time. This includes classrooms, shops, break areas, etc., and includes the teachers as well as the students.
9. If any teacher sees any evidence of child abuse, you are to report it immediately to the office. This would be in the area of physical abuse or neglect which would result in a health problem. Refer to: Reporting Child Abuse/FILE: JHG.
10. To promote the health and safety of all students and staff, and to promote the cleanliness of all facilities, the South Harrison R-II School District bans the use of all tobacco products in all school buildings. FILE: AH CRITICAL

This ban extends to all employees, students and patrons attending school-sponsored facilities, school buses and buildings. The Board issues this ban in a sincere appeal

to all employees, students and patrons to cooperate in helping to create within our facilities a truly healthy environment for all concerned. Refer to: Tobacco-Free Schools/FILE: AH, Critical.

11. You are to stay with and supervise your students at all times. FILE: EB CRITICAL
12. All the request for leave, reimbursement forms, trip and sub request forms and maintenance request forms, program evaluation, technology usage and transportation requests are on the school website. This can be found at shr2.k12.mo.us. Then go to employee resources on the left and then go to the form tab. This will allow you to fill out the forms on the computer and then send it electronically to me.

PROCEDURE FOR ACTIVITY ACCOUNTS

1. All items not listed on a workorder must have approval before purchase. Submit a signed, dated, Purchase Requisition for Director's signature. Item(s) may then be ordered or purchased. Purchase Requisition will be forwarded to Central Office for Superintendent's signature and a purchase order number.
2. Tickets accompanying merchandise from the various vendors will have a workorder number placed on it. In those cases where a ticket contains more than one work-order, the workorder number will be placed by each item.
3. Instructors must initial or sign all tickets indicating the merchandise has been placed on the workorder and that the information is correct.
4. Instructors will turn in all tickets to the office. This should be done the same day the items are purchased to avoid misplacing the invoice.
5. **All bills to be paid at the board meeting must be submitted to North Central Career Center's Office Manager on the Wednesday prior to the first Monday by noon of each month to be paid at the monthly Board Meeting.**
6. **The work orders must be completed including name, address, phone number. Also, the instructor's name and names of students doing the work should be listed.**
7. It is the responsibility of the instructor to see that all tickets are turned in prior to the cutoff date each month.
8. **All workorders must be paid as soon as the project is done. For each client no more than one project shall be going on at one time. No more than one project per work order.**
9. **All workorders must be paid before removing the work from school property.**
10. Please fill out all purchase orders and requisitions for items that you want to purchase. Once the paperwork has been approved, then please place the orders.

DISCIPLINE GUIDELINES

1. Before calling the Director or sending a student to the office, stop to consider if you have done everything possible to remedy the situation. Direct contact with the parent is urged.
2. If a situation demands that you immediately remove a pupil from class, send him/her to the office with a note to wait until you are able to be there. The Administration needs to know why the pupil has been sent.
3. Never send a pupil out of the class without a definite place to go.
4. The school board policy does permit corporal punishment when necessary. However, corporal punishment is the last resort and will be administered by the Director, or in the presence of the certified personnel or other designated teacher.
5. Never slap a student on or about the head area.
6. Corporal punishment will never be administered for low academic ability or achievement.
6. Pupils are not to be kept from attending another class because of incomplete lessons.
7. Teachers shall exercise watchful care over the pupils in the schools and avail themselves of every opportunity to instill in the students correct habits and the observance of good manners.
8. Teachers shall abstain from all indiscretion in words or actions and avoid severe means of discipline.
9. Teachers shall in no case send students into another room or into a wardrobe or closet as a punishment, but for good reason shall send them to the Director.

CLASSROOM

1. All teachers and students are asked to refrain from calling any other student or teacher from a classroom without first receiving permission from the Director.
2. Teachers may not give permission for students to leave school or may not take a student for any reason without consulting the office in advance. Only students with permission from the Director will be permitted off the school grounds during school hours. This includes lunch hours.
3. Any student who disturbs your class by looking in the window or door should be referred to the office as soon as possible.

4. All visitors must check in at the office.
5. Teachers shall not vary the regular program in regard to dismissing classes before scheduled time without the approval of the Director.
6. Teachers shall at all times do all they can to protect the pupils and contribute to their comfort and happiness.

ABSENCE REPORTS

A report of absentees will be sent to the sending schools on a daily basis before 9:00 A.M. and before 1:00 P.M. All teachers must fill out attendance on abstinence each day and on Lumen. This is essential for our state reporting and funding for the school district. It is also necessary to communicate with parents and sending schools about students being absent or not.

MAINTENANCE

Notify the Director if you need something repaired or work done. Requests for any custodial services are to come through the Director's office, and any requests that custodians have of school personnel are to come from the office also. Please turn off lights when they are not needed.

When you need a custodian to clean up an accident and one is not readily accessible, contact the office immediately.

Be responsible for neatness for your assigned room. Rooms should express good housekeeping practices at all times. When the class leaves the room, desks, chairs, floors, tables, etc., should be clean and free of all paper and books. This is your responsibility as a teacher and supervisor.

AUDIO VISUAL AIDS

School wide audio visual aids will be housed in office. When you need a particular piece of equipment, it may be checked out on a first come-first serve basis. When you find a piece of audio visual equipment is not working properly, notify the Director immediately. FILE: KKB CRITICAL

TORNADO AND/OR FIRE DRILL

Teachers shall become familiar with the proper placement of their students during a tornado, or the evacuation procedure in case of a fire or drill. Tornado and Fire Drill Procedures are to be located on the classroom bulletin board. FILE: EBC CRITICAL

PROFESSIONAL VISIT

Teachers may visit other schools or rooms for the purpose of observing methods of instruction and discipline when approved by the Superintendent. Refer to: Professional Staff Development Opportunities/FILE: GCL, Critical.

STUDENT VOCATIONAL CLUBS

These National Student Organizations have active local chapters at the North Central Career Center.

SKILLS USA - Vocational Industrial Clubs of America
FFA - Organization for Agriculture Education Students
FBLA - Future Business Leaders of America

These clubs have a fine tradition of participation and achievement at local, district, state, and national levels. Please encourage your students to get involved with their club and make whatever contributions they can. The club will provide the student with opportunity for personal and social development, leadership training as well as job skill development. FILE: IGD
CRITICAL

SCHOOL ACTIVITIES

No school activities should be scheduled for Wednesdays, Sundays, or religious holidays, without permission from the Director. All activities are to be scheduled through the Director's office so they may be placed on the school calendar.

SCHOOL TRIPS

Students are expected to observe the same rules while on a school sponsored trip as they do while in the school building.

Dress up attire for participants is required, unless uniforms are worn, to all competitions.

Casual dress may be worn on trips where organizational competition is not involved.

Casual dress does not include torn or mutilated jeans, tank tops, and tights, shirts advertising alcohol or cigarettes or shorts reaching above the student's fingers when arms are down at sides.

When going on field trips, please contact the Director for approval. Then fill out the proper paperwork which includes a request for transportation, sub request if needed, students getting the proper driving permits, permission slips and all make sure schools are contacted. FILE: IICA
BASIC

STUDENT ACCIDENT INSURANCE

Missouri State Law does not permit a school district to carry insurance on students. However, most schools do make accident insurance available for students to purchase. We feel that it is very important that students in our shop programs have some type of accident coverage. High school students should get this coverage through their home high school. We will make the applications available each year for accident insurance for post-secondary students. You will receive detailed information from the Director upon request. FILE: JHA CRITICAL.

COUNSELING AND PLACEMENT

The school will assist all vocational school students with career counseling. In addition, counseling is available to assist students with job placement in either part or full-time employment. FILE: JHD BASIC

AUTOMOBILES

Sending schools furnish bus transportation for all students. Students shall drive vehicles ONLY with special written permission from their school administrator and career center director. For these students, parking facilities are available on the south side of the Career Center. Any student who wishes to bring a vehicle to the Career Center School for the purpose of having repair work done on it must first obtain written approval from the Auto Mechanics teacher or the Auto Body teacher. After approval has been granted by the respective teachers, written permission must be obtained from the sending school administration and parents. FILE: JG CRITICAL

FACULTY PARKING

The faculty parking lot is located directly West of the Career Center. If you so desire, you may park by the lab area you are responsible for.

BREAK AREA

Three hour block students can be granted an eight minute break each day that will be taken only in the area assigned by the teacher. Please have your students stay in your classroom and teachers must stay with their students and are responsible to see that the room is free of trash.

SMOKING AND/OR CHEWING TOBACCO

To promote the health and safety of all students and staff, and to promote the cleanliness of all facilities, the South Harrison R-II School District bans the use of all tobacco products in all school buildings.

This ban extends to all employees, students and patrons attending school-sponsored athletic events and meetings. The ban extends to all school facilities, school buses and buildings. The Board issues this ban in a sincere appeal to all employees, students and patrons to cooperate in helping to create within our facilities a truly healthy environment for all concerned. Refer to: Tobacco-Free Schools/FILE: AH, Critical.

ALCOHOL AND DRUGS

Since illicit drugs and alcohol are dangerous to your health, the use, possession or distribution of alcohol or drugs in the building, on school grounds or at school sponsored activities is unlawful and prohibited. Students under the influence of either shall be subject to disciplinary procedures in the following manner:

1. The student shall be placed at level 4 or above on the Behavior Management Plan, which calls for a minimum of 3 days out of school suspension by the building administrator.
2. The student shall be ineligible to participate in or attend, for 90 school days, any class-related or non-class related school activity or social event, which includes dances, parties, class or club meetings where invitations are issued or guests are invited.
3. Students who are referred to the superintendent for further disciplinary action shall be dealt with according to the following board policy: Policy JG-R Student Discipline
 - a. Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.
First Offence, 11-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.
Subsequent Offence: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.
 - b. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.
First Offence: 1-180 days out-of-school suspension, expulsion, possible notification to law enforcement officials, and documentation in student's discipline record. FILE: JFCH CRITICAL

TELEPHONE

There is a telephone in the office that students may use when necessary. Please inform the students they are not allowed calls unless it is a family emergency. Use the phone for school business only before school, break times, lunch period and your planning period. FILE: GBCC

CELL PHONES/ELECTRONIC DEVICES

Students are not allowed to use cell phones/electronic devices during the regular school day. If students place or receive calls, or place or receive text messages, or use their electronic device during the school day cell phones/electronic devices will be confiscated and returned to a parent/guardian. Staff members are not to use their cell phone/electronic devices, especially during class time.

SENDING SCHOOL POLICIES

The rules and policies in this handbook were adopted by the South Harrison R-II Board of Education and will be followed, unless a sending school has adopted rules which place a greater demand on their students. If the latter be the case, then the South Harrison R-II School District will honor the decisions made by the sending school district.

TOOLS, SUPPLIES, AND TEXTBOOKS

The tools, supplies, and textbooks and reference materials are provided by the Career Center. You can appreciate the fact that these items are expensive for the technical programs offered here at the Career Center. We urge you to do your very best to take care of the books and equipment that are assigned to you. If these items are returned with just normal wear, there will be no charge to the student. However, if books, tools, etc., assigned to the student are lost or damaged through carelessness, the replacement cost will be charged to the student.

There will be special items such as special shoes, coveralls, etc., which must be furnished by the student at his/her own expense. You will inform your students of the needed items early in the school year. FILE: EDBA BASIC

STUDENT ATTENDANCE POLICY

Attendance and punctuality are most important. Laboratory and shop work cannot be made up adequately, therefore, excessive absences, whether excused or unexcused, may result in loss of credit and possible dismissal from the program. As a school, we must be concerned about such things as work habits, attitudes and attendance. Employers are not interested in hiring persons, especially in the skilled areas, with poor work habits and poor attendance records.

Poor attendance is disruptive to our classes, teachers and other students. In the overall view, it is detrimental to our school and to our students. We therefore believe it is necessary to establish the following attendance policy for all students.

The student will earn 2.2 attendance percentage points for each day of attendance. "School held" days will be counted for attendance purposes as though the student were in class.

Absences for any reason other than religious or medical reasons are counted as absences. A student and his/her parents may appeal the unexcused absences by providing the appeals committee with a written appeal, within 5 school days of the unexcused absence. Written material may include doctor's or dentist's notes, court summons, letter from parents. The attendance committee consists of the director and four teachers. Absences that occur during either semester may be appealed during that semester only. Students will be allowed to make up work, if possible, for "Excused Absences". At the end of each quarter, the student's academic/performance grade will be adjusted based upon the percentage points earned during that quarter according to the following schedule. The percentage points possible per day are determined by the number of days in the quarter.

Days	Attendance	Factor
Present	Percentage	
43-45	95.5% - 100%	1.0

42	93.3%	.95
41	91.1%	.90
40	88.8%	.85
39	86.6%	.80
38	84.4%	.75
37	82.2%	.70
36	80%	.65
35	77.8%	.60
-34	below 75%	.55

Example:

If a student had attended 41 of 45 days of the quarter (91.1% of the time) and had earned an academic performance grade of 82%, his/her attendance factor would be .90.

ADULT STUDENTS

Students who miss four consecutive days during a quarter must see the Director for a re-entry permit. Each additional two days of absences will also require a re-entry permit.

HIGH SCHOOL STUDENTS

High School students will be required to get absence permits from their home high school. We will not require additional permits here, however, attendance standards are the same for high school students. We will be in touch with the home school officials whenever excessive absences occur.

GRADE CARDS

At the first of the year, each student will be issued a grade card which will serve them the entire school year. Sending school grade cards will be sent to their Superintendent each quarter for distribution. South Harrison students' grades are sent to the principal's office for recording and their grade card is placed in their permanent Career Center file.

A grade of "Incomplete" will be given for the following reasons:

1. Money owed to the school
2. Lost textbooks or tools
3. Failure of seniors to turn in resume
4. Incomplete work
5. Tool bill which may be assessed each quarter by the instructor

PERMANENT RECORDS

A permanent record will be developed for each student. Their work at the Career Center will become a part of their permanent record. An official transcript will be made giving the hours of training, units of instruction, grades, attendance, etc. You will also rate the student on personal traits, work habits, and attitudes with a recommendation to a prospective employee. This official transcript will be available at the Career Center and the student may have a copy of it sent to a prospective employer at any time they desire.

The total list of competencies the student has accomplished during their stay at the Career Center will be placed in their permanent record. Prospective employers will be mailed the complete list upon notification to the Career Center. FILE: JO CRITICAL

PREREQUISITE FOR A SECOND YEAR PROGRAM

Students in a two year program must have the Instructor's and Director's approval as a prerequisite for the second year program. Generally, employers are not interested in hiring students doing inferior and failing work; so it seems futile for a student to try an advanced course if he/she has had difficulty in the beginning course.

INDUSTRIAL CERTIFICATE OF COMPLETION

Students who successfully complete a prescribed industrial training program will be awarded a certificate showing the number of hours of training they have satisfactorily completed. In order to receive this certificate, the student must meet the following conditions:

1. Have a satisfactory attendance record. (Excessive absences, over 10%, require consideration on an individual basis.
2. Have a grade of passing during the training program.
3. Have the ability to perform entry level skills in his/her chosen Occupation.

STATEMENT OF NON-DISCRIMINATION

Applicants for admission and employment, students, and employees of South Harrison R-II Schools are hereby notified that this institution does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law in admission or access to, or treatment of employment in its programs and activities. The district provides equal access to the Boy Scouts and other designated youth groups. As stated in Policy AC the following persons have been designated to handle inquiries regarding the non-discrimination policies:

Compliance Officer:

Superintendent
South Harrison R-II School District
PO Box 445
Bethany, MO 64424

Phone: 660-425-8044
Fax: 660-425-7050
Email: deastin@shr2.k12.mo.us

Acting Compliance Officer: (in the event the compliance officer is unavailable)

Special Services Director
South Harrison R-II School District
PO Box 445
Bethany, MO 64424
Phone: 660-425-6933
Fax: 660-425-7050
Email: jslaughter@shr2.k12.mo.us

FILE:AC CRITICAL