



**ECC - Empowering Every Student with Skills  
and Knowledge to  
Lead and Succeed**

**STUDENT HANDBOOK  
2018-2019**

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

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

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

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

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

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

For more information on any of the special programs above, please contact the offices of:  
Mr. Berendzen, Director of Special Services: (573) 392-8003

Notice of Non-Discrimination and Prohibition Against Illegal Discrimination and Harassment

The District does not discriminate on the basis of race, color, national origin, ethnicity, sex, religion, disability, age, sexual orientation or perceived sexual orientation in its programs, activities or employment practices. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Section 504 Coordinator  Director of Special Education 101 S. Pine Eldon, MO 65026 Telephone: 573-392-8003	Title VI Coordinator  Director of Special Education 101 S. Pine Eldon, MO 65026 Telephone: 573-392-8003	Title IX Coordinator  Director of Special Ed. 101 S. Pine Eldon, MO 65026 Telephone: 573-392-8003
Americans with Disabilities Act (Title II) Coordinator  Director of Special Education 101 S. Pine Eldon, MO 65026 Telephone: 573-392-8003	Age Discrimination Act and Age Discrimination in Employment Act Coordinator  Director of Special Education 101 S. Pine Eldon, MO 65026 Telephone: 573-392-8003	Title VII Coordinator  Director of Special Ed. 101 S. Pine Eldon, MO 65026 Telephone: 573-392-8003

The Eldon R-I School District has established the following grievance procedures for persons with complaints arising under any of the statutes listed above. Please also refer to Board Policy AC.

## **Grievance Process Overview**

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the next highest step in the grievance process will be used.
2. Investigation and reporting deadlines are not mandatory upon the district when more time might be necessary to adequately conduct an investigation and to render a decision. When extended, the person filing the complaint will be notified. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. The district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will take immediate action if necessary to prevent further potential discrimination or harassment during the pending investigation.

## **Grievance Process**

1. Level I – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate. Regardless of who investigates the grievance, an investigation will commence immediately, but no later than ten (10) working days after the compliance officer receives the grievance. The compliance officer will complete a written report within 30 working days of receiving the grievance that 1) summarizes the facts; 2) makes conclusions on whether the facts constitute a violation of this policy; and 3) if a violation of this policy is found, recommends corrective action to the superintendent. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance will be notified in writing within five (5) working days of the compliance officer's completion (or review) of his/her written report, in accordance with law and district policy, regarding whether the policy has been violated.
2. Level II – Within five (5) working days after receiving the Level I decision, the person filing the grievance may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate. Within ten (10) working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who filed the grievance will be notified in writing within five (5) working days of the Superintendent's (or his/her designee's) completion of his/her written report, in accordance with law and district policy, regarding whether the policy has been violated.
3. Level III – Within five (5) working days after receiving the Level II decision, the person filing the grievance may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board's decision and any actions taken are final. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance will be notified in writing within five (5) working days of the Board's issuance of a final decision, in accordance with law and district policy, regarding whether the policy has been violated.

Any person may also contact the Kansas City Office for Civil Rights, U.S. Department of Education, regarding the District's compliance with Section 504, Title II, Title VI, Title IX, and the Age Discrimination Act. Office for Civil Rights

U.S. Department of Education  
8930 Ward Parkway, Suite 2037  
Kansas City, MO 64114-3302  
Telephone: 816-268-0550

Any person may also contact the Equal Employment Opportunity Commission for concerns relating to the Age Discrimination in Employment Act, or Title VII.

Robert A. Young Federal Building  
1222 Spruce Street  
Room 8.100  
St. Louis, MO 63103  
Telephone: 800-669-4000

Other agencies dealing with non-discrimination issues include:

Missouri Commission for Human Rights	U.S. Department of Justice
Department of Labor and Industrial Relations	950 Pennsylvania Ave., NW
P.O. Box 1129, 3315 W. Truman Blvd.	Washington, DC 20530-0001
Telephone: 573-751-3325	Telephone: 202-353-1555

## **NOTICE OF:**

### **PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARRASSMENT**

The Eldon R-1 School District is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students, parents of elementary and secondary school students, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Eldon R-1 School District is strictly prohibited in accordance with law, and are hereby notified that our School District does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, disability, age, or any other characteristic protected by law. The Eldon R-1 School District is an equal opportunity employer.

Sexual harassment is a form of discrimination on the basis of sex prohibited by law in education, as well as employment. Sexual harassment is defined as unwelcome conduct that occurs when benefits or decisions are conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or the school or work environment becomes permeated with intimidation, ridicule or insult that is sexual in nature that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute illegal discrimination or harassment. (Board of Education Policies AC, JG, JGR)

Any person having inquiries concerning our School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination in Employment Act (ADEA), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Titles II and III of the Americans with Disabilities Act of 1990 (ADA) is directed to the Compliance Coordinator below, who has been designated by our School District to coordinate our School District's efforts to comply with the laws and regulations implementing Title VI, Title IX, the ADEA, Section 504 and the ADA.

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

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

### **COMPLIANCE COORDINATOR FOR LAWS LISTED IN THIS NOTICE:**

**Mr. Berendzen, Director of Special Services: (573) 392-8003**

### **NOTIFICATION OF RIGHTS UNDER FERPA**

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

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

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

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

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

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

## **VIDEO SURVEILLANCE**

The Eldon R-1 School District houses video surveillance equipment for the safety and security of our staff and students. All data and equipment is maintained by a law enforcement unit and is therefore not a part of the Eldon R-1 School District educational records.

## **SAFE SCHOOLS ACT OF 1996**

The Safe Schools Act was enacted into law by the Missouri Legislature and signed by the Governor in July of 1996. This act is designed to reduce violence in schools. While school officials have some discretion in certain matters, principals do not have much freedom with this legislation. A student who brings a weapon of any kind to school, or commits an act of violence at school, is to be reported to the local police authorities. In turn, the police will refer these reports to the juvenile authorities as required or appropriate. Reports under this law are placed into the student's permanent record file and will follow the students when he/she transfers to another district or state. It is important that the parent/guardian knows of this law and that all possible help is given to the child to avoid his being reported and placed into the juvenile criminal system.

## **ASBESTOS**

On October 22, 1986, the Asbestos Hazard Emergency Response Act (AHERA-Public Law 99-519) was signed into law. This law required the EPA to develop regulations, which provide a comprehensive framework for addressing asbestos problems in public and private schools. One rule requires the schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely fashion. Eldon R-1 conducts semi-annual inspections of all asbestos containing building materials and has an outside-certified agency conduct a comprehensive district-wide inspection every three years. A management plan is on file in the Central Office. Please call 573-392-8000 for further information.

## **NO CHILD LEFT BEHIND ACT OF 2001**

These are the requirements that the Eldon R-1 School District has under this act. This law, which provides federal support to school district, also requires us to provide you with certain notices. One of these notices is the "right to know" that your child is being taught by highly qualified staff. Under this act, please be aware of the following provisions:

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 qualifications 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 for 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 when and if 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.

## **STANDARD COMPLAINT PROCEDURE FOR NO CHILD LEFT BEHIND PROGRAMS**

### **Eldon R-1 School District**

This complaint procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act(NCLB), Title I, IIA, IID, IVA, V, and VIB.

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 personnel 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 Eldon School District Policy indicates that the principal may schedule a conference to resolve the complaint. If the complaint is not resolved, it then may go to the Superintendent, and then if not resolved to the Board of Education. If the issue can't be resolved at the district level, then a complaint may be filed with the Missouri Department of Education. If there is not 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 assistance to facilitate the resolution.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or department staff. The Federal Programs Coordinator for the Eldon School District is Kari Hinds, Elementary Assistant Principal, at 392-8030.

## **EXTENUATING CIRCUMSTANCES**

THE PRINCIPAL RESERVES THE RIGHT TO AMEND ANY PROVISIONS IN THIS HANDBOOK, WHICH ARE DEEMED TO BE IN THE BEST INTEREST OF THE EDUCATIONAL PROCESS.

## WELCOME TO ELDON CAREER CENTER



Eldon Career Center is celebrating 50 years of offering career and technical education for our surrounding area. There have been many technological and program changes in that time period. It is our mission to empower every student with the skills and knowledge to lead and succeed. We believe that supplying the best technical education, which is current with the demands of the modern workplace, will achieve our mission. Please realize the amazing opportunity that is placed before you. You have the chance to develop the knowledge, skills, work habits, and attitudes that will enable you to secure gainful employment or enter into post-secondary training. Our qualified instructors bring to the classroom real-world career experience which helps in making the curriculum both rigorous and

relevant. The workplace has become quite competitive so we expect you to achieve at a high standard. This requires you to combine technical skills with communication, science, and mathematic abilities. Our goal is to build a worker that is able to carry out the duties desperately sought out in the workplace.

Eldon Career Center is proud to have state of the art equipment. Computers and software are updated on a three-year rotation and our equipment is replaced as often as necessary to reflect industry change. To uphold an environment conducive to learning, we must ask that you follow regulations and accept personal responsibility. This handbook outlines the student's responsibilities and the schools' operating policies. The handbook will always be available on our website for you to refer to when needed throughout the school year.

If you have any questions, please feel free to contact your instructor, or the director's office. We sincerely hope you have a successful and enjoyable school year. We strive to make lasting relationships, and provide relevant technical training, which is taught with thought provoking rigor.

Sincerely,

A handwritten signature in black ink that reads 'Kelli Engelbrecht'.

Kelli Engelbrecht

Director



## **Eldon Career Center**

### **Mission Statement**

Empowering every student with the skills and knowledge to lead and succeed

## **Eldon School District**

**Slogan** – Together We Rise

**Vision** – Be one of the Top 50 Schools in the State

**Mission** – Meaningful Relationships – Rigorous Learning – Relevant Applications

### **Core Components** –

1. Teaching, learning, and assessment
2. Early learning and student success
3. Climate, culture, and organizational efficacy
4. Human and organizational capital
5. Governance, leadership, and accountability
6. Physical resources
7. Financial resources



## Bell Schedules – 2018-2019

### BELL SCHEDULE (M,T,Th,F)

8:25 .....	Five Minute Bell
8:30-9:16 .....	First Period
9:21-10:09 .....	Second Period
10:14-11:00 .....	Third Period
11:00-11:23 .....	Lunch A
11:28-12:14 .....	Fourth Period A
11:05-11:51 .....	Fourth Period B
11:51-12:14 .....	Lunch B
12:19-1:05 .....	Fifth Period
1:10-1:56 .....	Sixth Period
2:01-2:47 .....	Seventh Period
2:52-3:15 .....	Eighth Period (Advisory)

### WEDNESDAY'S BELL SCHEDULE

No Eighth Period on Wednesdays

8:25 .....	Five Minute Bell
8:30-9:11 .....	First Period
9:16-9:59 .....	Second Period
10:04-10:45 .....	Third Period
10:45-11:08 .....	Lunch A
11:13-11:54 .....	Fourth Period A
10:50-11:31 .....	Fourth Period B
11:31-11:54 .....	Lunch B
11:59-12:41 .....	Fifth Period
12:46-1:28 .....	Sixth Period
1:33-2:15 .....	Seventh Period
Students dismissed at 2:15	
2:15-3:15 .....	PLC (Faculty only)

### Certification Requirements

Students receiving a semester grade of C- or better in each class within their career program will receive a certificate at graduation. Completion of coursework and compliance with school policies are the responsibility of the student. Programs differ on how many classroom hours it takes to complete. See individual syllabi for requirements.

### Semester Exams

All students are required to take semester finals with one exception. Graduating seniors will not take 2<sup>nd</sup> semester finals unless taking the final would keep them from failing a class. **(Seniors, however, still must take finals in dual credit classes.)** All finals must be taken before credit or grades may be issued. Semester grades are determined by adding the points a student earns during a semester, including the semester final, divided by the total number of points possible. Some teachers may elect to make tests, homework, quizzes, etc. a certain percentage of the final grade. The semester grade is not an average of 1<sup>st</sup> and 2<sup>nd</sup> quarter but a cumulative grade for the entire semester. No student may receive more than 100%, and A+ grades are not awarded. End of semester testing (finals) is important for all classes. Consequently, all classes will administer finals during the designated time periods. Each final exam is to have a written component, even if there are performance events given earlier in the semester. Eldon Career Center classes on an hourly schedule will also follow these guidelines:

- All classes will have finals calculated to be worth approx. 10%, or twice a regular test, whichever is more.
- For those classes using an end of unit test as the final, at least 25% must be comprehensive.
- Production/performance items on the test will be at the teacher's discretion.
- Finals in special services classes will be at the teacher's discretion.
- Semester finals will be given only on the days scheduled by the main office, unless special permission has been obtained from the director.

### Held-Harmless Finals for Exemplary Attendance.

Students missing eight or fewer class periods and having nine or less tardies will be "held harmless" on finals. The student must attend school and take finals; however, the finals can only help his or her grade - not hurt it. This is a reward for good attendance, not a punishment for poor attendance. If a student misses more than eight periods, excused or unexcused, or more than nine tardies; he or she will not be eligible for this reward. If a student is disruptive during a final, the "held-harmless" status may be removed and the final will count towards the student's grade. **IMPORTANT:** *Students enrolled in college-level courses must take finals and they will count as a teacher determined percentage of their grade, even if the student is not earning college credit. High school held-harmless status DOES NOT APPLY.*

### Honor Roll

Full-time students are recognized for Honor Roll at the end of each quarter. Honor Roll designation is based on GPA. There are two levels for Honor Roll distinction:

#### A HONOR ROLL

Students earning a 3.667 GPA and above

#### B HONOR ROLL

Students earning a 3.0 to 3.666 GPA

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

### **Dual-Credit Enrollment Criteria and Options**

Eldon Career Center sophomores, juniors and seniors may take certain classes and earn both high school and college credit. These courses do require a MANDATORY FINAL in both semesters. Students enrolled in college-level courses must take finals and they will count as a teacher determined percentage of their grade, even if the student is not earning college credit. High school held-harmless status DOES NOT APPLY. College credit is offered through Missouri Baptist University and State Fair Community College. Students must meet course requirements and eligibility in order to enroll in dual-credit classes.

### **Placement**

ECC maintains a placement service for students seeking part-time work while attending school and permanent placement upon graduation. The placement coordinator will assist students in securing employment commensurate with their technical training. The placement coordinator is also available to students desiring occupational and educational information and career decision information.

### **MISSOURI CONNECTIONS**

Missouri Connections is a career assessment tool for students to explore career areas. Students will take the assessments and use Missouri Connections throughout high school and develop an electronic portfolio, including a personal plan of study. There is no fee for this service.

### **Driving and Parking Cars**

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

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

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

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

### **Student Vehicle Search Policy**

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile, on school premises, may be searched by school authorities and law enforcement personnel working with them if the school authority has reasonable suspicion to believe that illegal, unauthorized, or contraband items are contained inside. A search of the vehicle includes all compartments and components thereof. Once a search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search. Random dog searches of the parking lot are a part of our security plan.

### **School Dress Code**

The Eldon R-1 School District recognizes that decisions regarding student dress and grooming require careful balance of the student's right of self-expression against the School District's obligations to ensure an appropriate educational environment. It is the belief of many that an individual's conduct is in direct proportion to that individual's personal appearance. It is also believed that those individuals who are well groomed and neat in appearance attain a higher level of achievement. Students are required to dress appropriately for school. Students are not to wear clothing that disrupts the educational process such as, but not limited to:

1. Hats, caps, sunglasses, beanies, or other head coverings
2. Costume wear (prosthetic teeth, costume contacts, etc.)
3. No "sagging" that shows undergarments
4. Clothing that can be perceived as gang related or displaying sexual innuendoes, other suggestive languages, or clothing containing comments, designs or music lyrics that are obscene, lewd, or vulgar
5. Clothing that displays advertisements for or references to alcohol, tobacco products, or other drugs
6. Clothing that is too tight or too revealing; tops or dresses that are backless; clothing with holes in inappropriate places, or see through clothing.
7. Clothing that is meant to be worn solely as sleep wear. (No blankets)
8. Appropriate footwear should be worn (no slippers) for safety reasons.
9. No large chains (with the exception of short wallet chains)
10. Teachers will determine safety requirements needed in their classrooms and students must conform in dress, accessories, and hair confinement.

11. The principal or the assistant principal reserve the right to determine whether the clothing is distracting, indecent, or inappropriate to wear in the school environment.

**Enforcement of Dress Code**

Staff members will report perceived violations of the dress code to the building principal or designee, who will interpret and apply the code. Students may be required to call home for someone to bring different clothes.

Students who publicly represent the school or school organization at an activity away from this district are required to dress in full accordance with the reasonable expectations of the staff member in charge of the activity. Students unwilling to comply with this requirement will disqualify themselves from participation.

Students will not be permitted to attend a school-related function, such as a field trip, school dance, or after-school activity unless they are attired and groomed in accordance with this dress code.

The principal or designee may waive application of the dress code on a day especially scheduled for students' free expression in dress and grooming.

**Consequences for violation of Dress Code:**

1st Offense	Warning & change clothes
2nd Offense	ASD & change clothes
3rd Offense	1-3 days ISS

**Cooperative Education / On the Job Training**

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

**Policies & Procedures of Other Schools**

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

**Dismissal From School**

ECC reserves the right to dismiss any student on the basis of any of the following:  
Conduct found to be detrimental to the student, ECC or other students.  
Failure to maintain a grade point average of 2.0 on a 4.0 scale.  
See Safety Policies.

**Safety Policies**

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

**Safety Glasses, Helmets, Etc.**

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

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

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

### **Student Lockers**

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

Keep your locker clean inside and outside.

You must keep and use the locker assigned to you.

ECC is not responsible for any lost or stolen items from locker.

No writing, decals, stickers, etc. are to be placed on the lockers.

Locks should be obtained from your instructor. If this is not possible and you buy your own lock, the instructor must be given a key or the combination. ECC has the right to remove any lock from any locker at any time.

### **Cell Phone Use**

Cell phones may be used before and after school, during lunch, and during passing time between classes. All cell phone use during class time is to be determined by the teacher when needed for classroom use. Cyber bullying, sexting, and all other misuse of technology is strictly forbidden and will result in school and possibly legal consequences.

### **Attendance Procedures**

A student's attendance record is a very important part of his or her permanent record. Students with regular attendance generally will be more successful in their classes. The responsibility for school attendance is with the student and their parents/guardians. It is the expectation that students will maintain a high rate of attendance (95% or higher) each school year. The terms of this policy may be modified in a student's Individual Education Plan (IEP) or 504 Plan if necessary to accommodate a disability. Excessive absences will be reported to Law Enforcement. State Law requires attendance accounting.

For each absence the student has one additional day to make up homework. After two missed days, a parent/guardian may request homework for the student. Requests for make-up work should be made no later than 8:30 a.m. to give the teachers enough time to turn work into the front office. Make-up work must be picked up by 3:30 p. m. the same day of request. After any absence, the student has one school day to bring a written note from home (including doctor's notes) or parents should call explaining the absence. Call 573-392-8060 ext. 1502 when necessary.

From time to time a daily bell schedule will change due to special testing (i.e. End of Course Exams or Final Exams). OJT students will be expected to attend their scheduled classes no matter if the time of the class has shifted for an hour or two.

### **Long-Term Illness or Hospitalization**

In case of illness where the student is absent for an unusually long period of time (documented by a physician's statement on file), consideration should be given to referring the student for homebound instruction. Parents will be responsible to initiate this request with the Director of Special Services.

### **Tardy Policy**

Philosophy: Being on time is a life skill important to each student's future. Parents have the responsibility to teach the importance of this skill while the school has the responsibility to protect the instructional time it provides. Tardiness of individual students interrupts instructional time. Promptness to class protects the teacher's right to begin the instruction of all students on time. Learning the responsibility of getting to class on time is an integral part of the Eldon R-1 School District standard of excellence, which is designed to prepare students for success.

The classroom teacher will determine if it was an excused or unexcused lateness. If a teacher detains a student after class, the teacher will sign a pass for the student to take to his/her next class. The teacher will enter the tardy on the computer and only that teacher can change the designation.

Tardies – Arriving up to 10 minutes late to class. Semester Consequences for Being Tardy:

4th tardy of the semester – Sending school will be notified and discipline according to the sending school policies will be administered.

### **Closed Campus**

ECC has a closed campus. Once students arrive on campus for their school day, they may leave campus only with prior parental permission and following checkout procedures in the main office. The student checkout procedure is as follows:

Parents must notify the ECC attendance office and explain why their student must leave campus during the day.

No student is to leave campus until he has been approved to do so through the office. Again, only students with prior parental permission may go through the checkout procedure.

Upon returning to campus, at any time, a student must check in at the main office to receive an admit pass back to class.

Any student who leaves campus without permission and going through checkout procedure will be considered truant and subject to disciplinary action.

### **Students Leaving School During the School Day**

Students are not to leave school during the school day, nor go to the parking lot, without clearance from the office. Any time a student leaves school for any reason, he must sign out in the front office. The proper procedure is a phone call from a parent or to bring a written note from home explaining the reason for asking to leave. This note must be left with the secretary and the student must sign out in the presence of a secretary or principal, noting the time leaving and their destination. This shall be approved by the secretary or principal. Upon return, the student must indicate the time on the clipboard. AOE, COE, and Learn and Serve students must obtain a pass stating their destination in order to be in compliance with the city ordinance. Students will be considered truant if they do not report to the cafeteria at their designated lunch time, or if they leave the cafeteria early without permission.

The only reasons you may check out of school are as follows:

1. For a doctor, dentist, driver's test, or other legitimate scheduled appointment.
2. If your parent picks you up from school.
3. A signed note from a parent or guardian.
4. By special permission of the principal or assistant principal.

### **Field Trips**

School sponsored trips for the purpose of enrichment will be limited to students passing all classes. A student who is not passing in any one class will be ineligible to participate. When teachers receive a field trip list, it is the teacher's responsibility to notify the field trip sponsor if that student is not passing their respective course.

### **Absenteeism and Extracurricular Activities**

A student participating in any extracurricular or co-curricular activity must be in school that day in order to participate. Exceptions due to valid extenuating circumstances shall be granted only through the superintendent, principal, or assistant principal, in advance. Students are responsible for all make-up work missed. Students may be ineligible if on an attendance contract. Students without an agreed upon contract can be considered ineligible for extracurricular activities. Students owing attendance hours will not be allowed to attend Prom.

### **Grades and Extracurricular Activities**

A student in any extracurricular activity who is failing two or more classes at any progress report will not be allowed to participate until academic progress is made.

### **Transportation to Out-Of-Town Activities**

Students who participate in extracurricular activities when a bus is provided are required to go to and from out-of-town events on the bus. Students will not be permitted to drive their own cars, or ride with a friend, on a school sponsored extracurricular activity. The principal, or designee, may make exceptions if requests are made by parents well in advance of the activity.

### **Flower Deliveries**

Students receiving flowers during the school day will be able to pick them up in the office after school. Students will receive a note from the office if they receive flowers. The office secretaries and office helpers are not allowed to handle money for flowers. School personnel are not responsible for lost/misplaced flowers.

### **Distribution of Non-Curricular Student Publications**

Within the guidelines of Board Policy IGDBA, students may distribute, at reasonable times and places, unofficial written material, petitions, buttons, badges, or other insignia. Anyone wishing to distribute unofficial written material must first submit for approval by the principal a copy of the material 24 hours in advance of desired distribution time. School resources are not to be used for non-curricular student publications.

### **Reporting Bullying**

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

### **Student Rights**

At Eldon Career Center, every student has the right to:

- A free public education up to the age of 21 as prescribed by state law.
- Information about guidance services available in the high school.
- Equal treatment in every aspect of the educational system, regardless of sex, race, creed, color, or religion.
- An explanation of the basis for any grade given.
- A right to pass or fail.

- Fundamental guarantees of free speech, press and assembly, so long as the exercises of these rights are not disruptive to the educational process.
- Information on school policies, rules and regulations, to include the right of parents/guardians to review course content, curriculum materials, and instructors' credentials.
- Make-up class work after an excused absence.
- Dress and groom according to individual taste, as long as such dress and grooming do not present a health or safety hazard, nor disrupt the educational process.
- Receive all educational services as required by law, when married and/or pregnant, under the same conditions as any other student as his/her physical or mental condition permits.
- Reasonable, fair, courteous, and consistent treatment which does not violate his/her rights.
- Privacy of his/her personal possessions, subject to the right of school officials to inspect and protect school property and students, and to aid law enforcement officials in properly enforcing the law. Principals or their designees are authorized to conduct a search of a student, a student's car, backpack, purse or any locker, if there is reasonable suspicion that a student has violated a school rule, or committed an offense under the laws of the state of Missouri.
- Participate in authorized student organizations and extracurricular activities for which they are eligible.
- Access their cumulative records.
- Oral or written notice of charges against him/her and the facts which prompt the charge before receiving any disciplinary action.
- An opportunity to present his/her version of an incident before being disciplined and the right to appeal.

### **Student Responsibilities**

- At ECC, every student is expected to:
- Comply with school and district policies and regulations.
- Respect and obey all persons in authority.
- Be prompt and regular in attendance, equipped with the necessary books, paper, and other school supplies.
- Meet classroom standards of behavior and performance.
- Maintain appropriate habits of speech, dress, and personal cleanliness.
- Respect the dignity, rights, and property of others and avoid any activity which may endanger the health and safety of others.
- Assume responsibility for the care of school property.
- Accept the consequences of his/her actions.
- Make a positive commitment to academics with an attitude of willingness to learn.

### **Student Code of Conduct**

- This Code of Conduct applies to any student who is on school property, who is in attendance at school, or at any school-sponsored activity, or whose conduct AT ANY TIME OR PLACE has a direct and immediate effect on maintaining order and discipline in the schools. In addition, this Code of Conduct shall apply, whenever a student crosses non-school property when passing between classes. Chronic offenders may be liable for more severe consequences, which may include extended periods of out-of-school suspension or expulsion.
- Our schools are to be a positive learning environment for the majority. When one or two individuals or even a small group is trying to disrupt that environment, there must be consequences. The safety and well-being of our students will be our first priority. The list of offenses, on the next pages, is not exhaustive. ECC can discipline a student for any action that is disruptive to the school environment whether it occurs on or off school property.

*Eldon R-1 School District is providing notice to parents and students that no student, as part of any federally funded program shall be required to submit to a survey, analysis or evaluation, without parental consent. Eldon R-1 School Policy KI. The student may provide consent if he is an adult or emancipated minor. Instructional materials used in connection with any of the above will be available for public inspection.*

**DIRECTORY INFORMATION Eldon School District**

Please sign and return this form to the main office of your student's school ONLY if you DO NOT want information about your student released.

You have the right to choose whether your student's directory information is released or not. If you want to limit the disclosure of directory information about your child, please sign below and return this form to your student's school by September 15<sup>th</sup>, 2017. This is for the 2017-2018 school year and applies only to the 2017-2018 school year.

\*Directory information may be prepared for mass release (school yearbook, school directory, athletic programs, summer camps, businesses, churches, military recruiters, etc.) unless parents, guardians, or eligible students indicate they do not wish the information to be disclosed. Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to:

Name of Student	Present Address	Electronic Mail Address
Telephone Number	Student ID numbers/User IDs	Name of Parent, Step-Parent, and/or Guardian
Photograph	Date and Place of Birth	Dates of Attendance
Grade Level	Enrollment Status	

I am requesting that directory information for the 2017-2018 school year regarding \_\_\_\_\_ NOT be released.  
Print Student's Name

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

\_\_\_\_\_  
Date

Return by September 14<sup>th</sup>, 2018

**ELDON CAREER CENTER DISCIPLINE DEFINITIONS, SCOPE, AND SEQUENCE**

This section describes a broad range of acts of misconduct, which are prohibited in school. It is meant as a guideline and not as an exhaustive list of prohibited acts. Because the following does not include all types of misconduct, the student who commits an act of misconduct not listed, shall be subject to the discretionary authority of the classroom teacher or building principals, following the guidelines of this policy. The seriousness of the offense, the academic placement, the attitude and past behavior of the student, the pattern of misconduct, the age and strength of the student, the degree of cooperation, the nature and severity of punishment and availability of less severe, but equally effective, means of discipline should be considered in determining which action should be taken. The process is intended to be instructional and corrective, not just punitive.

Students who need assistance with personal problems (Example: emotional and family crisis) should schedule an appointment with the counseling office. Classroom teachers should be notified prior to the student's visit to the counseling or principal's office.

**1) Academic Dishonesty**

In the event that students are found to be involved in academic dishonesty (i.e., cheating) they must realize that serious consequences will follow.

1. No credit given for that assignment or test; parents notified; 1 day ISS
2. No credit given for that class for the semester; parent conference; 1-3 days ISS

**2) Alcohol or Drugs**

Possession of or attendance at school and school related events while under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs, or drug-related paraphernalia will be reported to law enforcement and punished by the school as follows:

**Police Report must be written by School Resource Officer.**

**A. Possession or Use**

1. 10 days OSS
2. 10 days OSS with recommendation for extended suspension or expulsion

**B. Sale or Distribution**

1. 10 days OSS, possible extended suspension
2. 10 days OSS with recommendation for extended suspension or expulsion

The Eldon R-1 School District reserves the right to use alcohol detection device when deemed necessary.



3) **Arson**

The intentional and knowing use of fire on School District property which may or may not cause damage to School District property or property of others; or, the attempt to commit arson. Arson violations are divided into two categories: Police Report must be written by School Resource Officer.

A. **Class I Arson**

Characterized by arson which causes no appreciable property damage, injury to persons or interruption to the educational or extra-curricular process; or, an attempt to commit arson.

- 1) 1-3 days OSS
- 2) 4-10 days OSS

B. **Class II Arson**

Characterized by arson which causes property damage, injury to persons, or interruption to the educational or extra-curricular process.

- 1) 5-10 days OSS, possible extended suspension
- 2) 10 days OSS with recommendation for extended suspension or expulsion

4) **Assaultive Behavior**

Assaultive Behavior is generally defined as intentionally or recklessly causing physical injury to another. Assaultive Behavior is divided into nine categories: Police Report must be written by School Resource Officer.

A. **Class I Assaultive Behavior Offense** – Is defined as assaultive behavior that does not meet the definition of a Class II Assaultive Behavior Offense toward a person who does not indicate a desire to fight and thereafter does not engage in such conduct.

1. 5-7 days OSS
2. 6-10 days OSS, possible extended suspension
3. 10 days OSS with recommendation for extended suspension or expulsion

B. **Class II Assaultive Behavior Offense**

Is defined as assaultive behavior toward a person who does not indicate a desire to fight and thereafter does not engage in such conduct, which causes significant physical injury (i.e. stitches, broken bones, unconsciousness, or where an ambulance must be called to care for any person).

1. 5-10 days OSS, possible extended suspension
2. 10 days OSS with recommendation for extended suspension or expulsion

C. **Class I Fighting**

Is defined as physical conflict involving two or more participants which does not cause significant physical injury (i.e. stitches, broken bones, unconsciousness or where an ambulance must be called to care for any person) to any person engaged in the physical conflict.

1. 5-7 days OSS
2. 6-10 days OSS, possible extended suspension
3. 10 days OSS with recommendation for extended suspension or expulsion

D. **Class II Fighting**

1. Is defined as physical conflict involving two or more participants, which causes significant injury, as defined above, to any person engaged in the physical conflict.

2. 5-10 days OSS, possible extended suspension days OSS with recommendation for extended suspension or expulsion

E. **Threatening to Fight**

Is defined as expression of the intent to engage in assaultive behavior toward one another.

1. Conference; referral to counselor; to 3 day OSS
2. 2-5 days OSS
3. 6-10 days, possible extended suspension

F. **Assaultive Behavior Toward School Personnel**

Is defined as assaultive behavior toward a school district employee whether the conduct occurs on or off School District property; or threatening to engage in assaultive behavior toward a school district employee whether the conduct occurs on or off School District property; or verbally or physically

intimidating conduct toward a school district employee whether the conduct occurs on or off School District property.

1. 10 days OSS with recommendation for extended suspension and/or expulsion

**G. Assaultive Behavior Toward Non-Students**

Is defined as assaultive behavior toward non-students, including but not limited to student teachers, visitors, volunteers, law enforcement personnel; or threatening to engage in assaultive behavior toward non-students; or verbally or physically intimidating conduct toward non-students on school district property or at school sponsored event.

1. 10 days OSS with recommendation for extended suspension and/or expulsion

**H. Threats of Violence Toward a Person**

Is defined as the verbal, written, or physical communication of a threat:

1. to inflict serious physical injury or death upon any person; or,
2. to bring a weapon or explosive device onto School District property; or
3. to possess a weapon or explosive device while traveling to or from school; or
4. to bring a weapon or explosive device onto a vehicle operated by or for the School District for the transportation of students; or
5. to bring a weapon or explosive device to a school-sponsored or school-directed activity; or
6. to use a weapon or explosive device upon any person.
7. 7 days OSS with recommendation for extended suspension and/or expulsion

**I. Threats of Violence Involving Property**

Is defined as the verbal, written, or physical communication of a threat to inflict serious property damage upon School District property or property which is located on School District property by use of a weapon, explosive device, or the use of fire.

1. 1-10 days OSS, possible recommendation for extended suspension or expulsion

**5) Automobile/Vehicle Misuse**

Is defined as discourteous or unsafe driving on or around school property; illegal parking; failure to move vehicle at the request of school officials; failure to follow direction or established rules given by school officials.

1. 1-3 days ISS
2. 3-5 days ISS
3. 1-3 days OSS

**6) Bullying**

(see board policy JFCF) – Any intentional effort to inflict physical, emotional, or mental suffering on another individual or group of individuals. (Includes students participating in or encouraging inappropriate conduct). Bullying includes, but is not limited to verbal taunts, name-calling and put-downs, or damaging property and exclusion from a peer group. **Any student involved in or a witness to acts of bullying should report them immediately to a teacher, counselor, or school administrator.**

1. Conference to 3 days OSS
2. 3 days ISS to 10 days OSS
3. 6-10 days OSS, possible extended suspension

**7) Bus or Transportation Misconduct**

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

**8) Defiance of Authority or Disrespect for Authority**

**A. Defiance of Authority/Insubordination**

Is defined as refusal to comply with a reasonable request or direction of school personnel or others in authority where there is no expressed disrespect for authority.

1. Conference to 1 day ISS
2. 2 days ISS to 2 days OSS
3. 3 days ISS to 3 days OSS
4. 4-10 days OSS, possible recommendation for extended suspension

**B. Refusal to Work in Classroom**

Is defined as refusal to participate in classroom activities, including physical education.

1. Conference to 3 days ISS
2. 2 days ISS to 2 days OSS
3. 3 days ISS to 3 days OSS

**C. Disrespect for Authority**

Is defined as overt conduct which exhibits a lack of proper respect for school personnel or others in authority, including incivility, irreverence, impudence, discourtesy or profanity directed toward any person in authority; or such conduct toward any School District employee during or in conjunction with any school-sponsored activity either on or off School District property.

1. 1 day ISS – 5 days OSS
2. 5-7 days OSS
3. 7-10 days OSS, possible extended suspension
4. 10 days OSS with recommendation for extended suspension or expulsion

**9) Disorderly Conduct – Is divided into six categories**

**A. Disorderly Conduct**

Is defined as conduct outside of the classroom which is riotous, rowdy, disruptive, or unruly; including but not limited to the use of non-directed profanity; or offensive/inappropriate language or conduct such as departing or possession or use of inappropriate material.

1. Conference to 5 day ISS
2. 1-5 days ISS
3. 1-5 days OSS

**B. Disorderly Conduct in the Classroom**

Is defined as riotous, rowdy, disruptive or unruly conduct which breaks up the order or progress of the educational process in the classroom; or the general use of non-directed profanity in the classroom.

Conference to 5 days ISS

1. 1-5 days ISS
2. 2-5 days ISS
3. 1-3 days OSS
4. 4-10 days OSS, possible extended suspension

**C. Group Disorderly Conduct**

Is defined as riotous, rowdy, disruptive or unruly conduct which breaks up the order or progress of the educational process, or school sponsored or directed activities, where two or more person are involved and/or act in concert.

1. 3-10 days OSS, possible extended suspension

**D. Class I Sexual Misconduct**

Is defined as the exhibitionist display of a person's buttocks, genitals, or the female breasts. This includes pornographic material in any form. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis.

1. Conference to 10 days OSS with possible recommendation for extended suspension and/or expulsion

**E. Class II Sexual Misconduct**

Is defined as conduct which is of a sexual nature by or between students which involves the intentional physical contact with a person's clothed or unclothed buttocks, genitals, or the breasts of a female. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis.

1. 1 day OSS to 10 days OSS with possible recommendation for extended suspension and/or expulsion

**F. Sexual Misconduct Toward School Personnel**

Is defined as conduct which is of a sexual nature by a student toward a staff member which involves verbal comments, exhibitionism, or intentional physical contact.

1. 10 days OSS with possible recommendation for extended suspension and/or expulsion

**10) Electronic Devices**

Electronic devices of any type including cell phones are commonly owned and possessed by students. However, an electronic device and/or cell phone should not disrupt the learning environment in any manner. If inappropriate use occurs the electronic device or cell phone may be required to be relinquished, and consequences will be assigned.

The inappropriate use of cell phones (video recording, texting, etc.) or other electronic devices also fall under the guidelines of other specific disciplinary policies outlined in this handbook.

Eldon Career Center will not be responsible or liable for damage, loss, or theft.

Warning: electronic device kept in the office for the remainder of the day and parent contact made

1. ASD: parent must pick up the electronic device
2. 1 ISS: parent must pick up the electronic device

#### 11) **Explosive Devices-Use or Possession of**

Possession or use of any explosive device is divided into two categories:

##### A. **Class I Explosive Device**

Is defined as the possession or use of fireworks or incendiary devices on School District property which are otherwise legal to possess.

###### ➤ **Possession**

1. Conference to 2 days OSS
2. 3-5 days OSS

###### ➤ **Use or Attempted Use**

1. 5-10 days OSS, possible extended suspension.
2. 10 days OSS with recommendation for extended suspension or expulsion

##### B. **Class II Explosive Device**

Is defined as the possession or use of explosives, incendiary devices, bombs or similar devices; or possession of materials to manufacture such devices in whole or in part; or possession of instructions or directions for the manufacture of such devices or other explosive devices. **(School Resource Officer must write a Police Report for Class II)**

1. 10 days OSS with recommendation for extended suspension

#### 12) **Extortion**

Is defined as gaining or attempting to gain something of value from another by compulsion, by actual force, or by threats which place the person in fear.

1. 1-3 Days ISS
2. 3-5 Days OSS

#### 13) **False Alarms/Filing a False Emergency Report**

Includes tampering with emergency equipment or setting off false alarms; making false reports; communicating a threat or false report for the purpose of frightening, disturbing, or causing the evacuation or closure of school property.

**Police Report must be written by School Resource Officer.**

A. **Class I False Emergency Report** – does not disrupt any educational, extra-curricular activity or the school environment (such as a false 911 call).

1. 5-10 days OSS, possible extended suspension, charges filed.
2. 10 days OSS with recommendation for extended suspension or expulsion, charges filed.

B. **Class II False Emergency Report** – disrupts an educational or extra-curricular activity or the school environment such as pulling a fire alarm or making a bomb threat.

1. 10 days OSS with recommendation for extended suspension or expulsion, charges filed.

#### 14) **Falsification of Information**

Is divided into two categories.

##### A. **Giving False Information/Falsifying School Records**

Is defined as falsely altering any record maintained by the School District; or filing, processing, or using false information with the School District with the intent to deceive School District personnel.

1. Conference to 2 days ISS
2. 2-5 days ISS
3. 3 days OSS
4. 4-10 days OSS, possible extended suspension

##### B. **Forgery**

Is defined as conduct which consists of making and/or using a signed document which is purported to have been signed by another.

1. Conference to 1 days ISS
2. 2-5 days ISS
3. 3 days OSS
4. 4-10 days OSS, possible extended suspension

**15) Harassment – Is generally divided into 3 categories.**

**A. Inappropriate Non-Physical Harassment – (See Board policy AC and regulation AC-R)**

Is defined as harassment which is inappropriate verbal, written or non-verbal, non-physical conduct such as demeaning comments or jokes concerning a person's race, color, religion, gender, sexual orientation or perceived sexual orientation, national origin or disability, or requests for sexual favors, sexual advances or other non-physical conduct of a sexual nature.

1. Conference to 3 days OSS
2. 3 days ISS to 5 days OSS
3. 6-10 days OSS, possible extended suspension

**B. Inappropriate Physical Harassment – (See Board policy AC and regulation AC-R)**

Is defined as harassment which is physical in nature including hazing or physical tormenting of a person because of the person's race, color, religion, gender, national origin, or disability.

1. 2 days ISS to 3 days OSS
2. 6-10 days OSS, possible extended suspension
3. days OSS with recommendation for extended suspension and/or expulsion

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

1. Conference to 3 days OSS
2. 4-10 days OSS
3. 10 days OSS with recommendation for extended suspension and/or expulsion

**16) Plagiarism**

The act of plagiarism includes but is not limited to the following:

- Copying word for word without quotation marks or acknowledging the original source (including copying and pasting from internet sources.)
- Using key words or phrases without quotation marks or acknowledging the original source.
- Paraphrasing key words, phrases or ideas without acknowledging the original source.
- Using an author's ideas without crediting the original source.
  1. A student who plagiarizes shall receive no credit for the assignment and be referred to the Administrator. A parent conference will be held during which the student and parents will be advised of the plagiarism and informed of the consequences for future offenses. The student will serve 1 day ISS.
  2. The student will receive a failing grade for the course and be removed from the course. A referral will be made to the Administrator, and parents advised of all consequences. The student will serve 1-3 days ISS.

**17) Public Displays of Affection**

Is defined as physical contact which is inappropriate for the school setting: including but not limited to kissing, hugging, walking arm in arm, and groping.

1. Administrator/Student conference
2. 1 day ISS, parent contact
3. 2 days ISS, parent contact, referral to counselor

**18) Skating**

For safety reasons, no skating in any form will be permitted on school premises.

1. Warning, skating device kept in the office for the remainder of the day
2. 1 day ISS, parent must pick up the skating device

**19) Tardies**

Arriving up to 10 minutes late to class. Semester Consequences for Being Tardy:

- 4th tardy of the semester – 1 hour ASD
- 6th tardy of the semester – 2 hours ASD
- 8th tardy of the semester – 3 hours ASD & parent contact
- 10th tardy of the semester – Parent Meeting

**20) Technology Misconduct**

(See Board Policy EHB and regulation EHB-R) – Is divided into three sections: Any misconduct will result in suspension of computer privileges.

- A. **Unauthorized Use of a Computer** – Is defined as the use of a computer or computer system, to access without authorization a database, computer network, or computer system owned by the School District. Use of a computer at school to download or review data or other materials from a database, computer network, or computer system, with or without authorization, when access or downloading such data is prohibited. Materials such as pornography, violent images, images promoting civil disorder, music files, movie files, gaming files, or any other copyrighted materials are expressly prohibited. Students will be liable for any penalty by law.
1. 3-5 days OSS
  2. 6-10 days OSS, possible extended suspension
- B. **Tampering with Computer Equipment or Data** – Is defined as the unauthorized (a) modification or destruction of data or programs (or supporting documentation for) residing or existing internal to a computer, computer system, or network; or (b) disclosure or taking of data, programs or supporting documentation residing or existing internal or external to a computer, computer system, or computer network; or (c) entry into a computer, computer system, or computer network to intentionally examine information about another person or entity.
1. 5-10 days OSS, possible extended suspension
  2. days OSS with recommendation for extended suspension and/or expulsion
- C. **Inappropriate Use of Computer** – Is inappropriate use of computer not otherwise defined in A or B.
1. Conference to 2 days ISS
  2. 1-3 days OSS

**21) Theft**

Theft, attempted theft, or knowingly possessing stolen property.

- A. Class I Theft – Theft of property with a value or replacement cost of less than one hundred dollars (\$100.00) in the opinion of the building administration.
1. 1 day ISS to 3 days OSS
  2. 3-5 days OSS
  3. 6-10 days OSS, possible extended suspension
- B. Class II Theft – Theft of property with a market value or replacement cost of one hundred dollars (\$100.00) or more, in the opinion of the building administration.
1. 3-5 days OSS
  2. 5-10 days OSS, possible extended suspension

**22) Tobacco**

To promote the health and safety of all students and staff and to promote the cleanliness of district property, the district prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all district facilities, on district transportation, and on all district grounds at all times and at any district-sponsored event or activity while off campus. This prohibition extends to all facilities the district owns, contracts for or leases to provide educational services, routine healthcare, daycare or early childhood development services to children. (Policy AH)

Eldon tobacco ordinance (1999) makes it unlawful for any person under the age of eighteen years to smoke, use, or possess cigarettes or any tobacco product in any public location within the City of Eldon. **A report may be made by the School Resource Officer.**

1. 1-5 days ISS
2. 3 days ISS to 2 days OSS

**23) Truancy**

(See Board Policy JEDA) Any unauthorized absence from school. Any student leaving campus without signing out in the office and informing either a secretary, principal, or assistant principal that they are leaving, will be considered truant. Any student leaving campus after arrival before classes begin will be considered truant. Any student not in their assigned area, including lunch, will be considered truant. Juvenile authority will be notified if the student is under 17 years old.

1. 3 hours ASD
2. 6 hours of ASD to 3 days of
3. ISS with parental conference
4. 3 days of ISS to 3 days of OSS with parental conference

**24) Unauthorized Entry**

Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; or assisting unauthorized persons to enter a district facility through any entrance. Trespass charges will be filed with police department.

1. 1-3 days OSS
2. 3-5 days OSS

**25) Unsportsmanlike Behavior at Athletic Contest**

In addition to other appropriate disciplinary action for assault, disorderly conduct, etc.

**A. Inappropriate Language and Disorderly Conduct**

Conference to 7 calendar day suspension from participating or attending athletic events to suspension for remainder of the school year from participating or attending any school activity

**B. Fighting, assaultive behavior; throwing objects or possession of inappropriate objects at any activity.**

1. 14 calendar day suspension from participating or attending athletic events to suspension for the remainder of the school year from participating or attending any school activity
2. Suspended for remainder of school year from participating or attending any school activity

**26) Vandalism/Destruction of Property**

Willful damage or the attempt to cause damage to real or personal property belonging to the School District, staff, or students. Conduct which destroys, mutilates, vandalizes or defaces objects, buildings, material or property belonging to the district or to school personnel wherever the property is located.

**A. Class I Vandalism/Destruction of Property – Conduct which involves destruction of property/vandalism where the property has a market value, repair or replacement cost of less than one hundred dollars (\$100.00) in the opinion of the building administration.**

1. 1-3 days OSS
2. 4-10 days OSS, possible extended suspension

**B. II Vandalism/Destruction of Property—Conduct which involves destruction of property/vandalism where the property has a market value, repair or replacement cost of more than one hundred dollars (\$100.00) in the opinion of the building administration.**

1. 10 days OSS, possible extended suspension days OSS with recommendation for extended suspension and/or expulsion

**27) Weapons (see Board policy JFCJ)**

Students are forbidden to bring any item considered to be a weapon including any firearm. Examples are not limited to blackjack, clubs, firearms, concealable firearms, explosive weapon, gas gun, knife, machine gun, projectile weapon, chains, metal knuckles, pistols, rifle, shot gun, spring gun, or switchblade knife. This includes any type of weapon by whatever name which will, or which may be, readily converted to expel a projectile by the action of any explosive propellant. Also included are explosives of any type, incendiary devices of any type, bombs, and any type or form of ammunition. The possession of any instrument or device by whatever name that can be used to inflict physical injury or harm to another person is prohibited in all schools, on or about school grounds, on or about school buses and at all school activities. Random locker checks and sporadic use of drug dogs may be employed. Backpacks, coats, and other personal belongings are subject to reasonable search and seizure. The use by authorized personnel of reasonable physical force, or restraint, may be employed to ensure the safety of students and staff.

**A. Class I Weapon**

Articles designed for other purposes but by inappropriate use could easily be used to inflict bodily harm and/or intimidate others, such as belts, pencils, compasses, scissors, chains, etc.

- Use
  1. 1-180 days OSS

**B. Class II Weapon**

Any knife, butterfly knife, dagger, or other bladed hand instrument readily capable of inflicting physical injury; finger rings or brass knuckles adapted for the purpose of inflicting serious physical injury, blackjack, or switchblade knife that opens automatically with a button.

- Possession/Use
  1. 1-180 days OSS

**C. Class III Weapon**

Any firearm or other weapon designed to expel a projectile by the action of an explosive, including firearms, concealable firearms machine guns, rifles, shotguns, and spring guns. Any explosive weapon such as an explosive, incendiary, or similar device designed for the purpose of inflicting death, serious property damage, or serious physical injury. Any projectile weapon such as any bow, crossbow, pellet gun, paint gun, or other weapon which is capable of expelling a projectile that could inflict serious physical injury or death.

- Possession
  1. 1-180 days OSS
- Use
  1. 1-180 days OSS and recommendation for expulsion

**Out-Of-School Suspension**

According to Missouri law, a building principal, or an assistant principal, may suspend students for a maximum of 10 school days. The superintendent may suspend students for a maximum of 180 school days. The local Board of Education has the authority to expel students from school. Students who are suspended out-of-school for up to 10 days will be allowed to make up their work for credit, if they attend Mustang Academy for the entire duration of the suspension. Second offenders of assaultive behavior will not be allowed to attend the academy. Students with a weapons violation will not be allowed to attend the academy. Students who are long-term suspended for 11-180 days will be unable to receive credit through the Mustang Academy. Suspended students are not to be on school grounds or at any school function unless prior permission has been obtained from the principal or assistant principal. Suspended students found on school grounds or at school functions without permission from the high school principal or assistant principal will be subject to arrest for trespassing and additional disciplinary action will be taken.

**In-School Suspension**

Procedural guidelines for the administration of the school's In-School Suspension program shall be as follows:

1. Students will bring all textbooks from all courses in which they are enrolled.
2. Students will bring supplies of note paper, pencils, erasers, etc.
3. Students will be given the assignment form from the teachers.
4. Students will be productive in course assignments.
5. No food or drink will be allowed in ISS with the exception of lunch.
6. ISS students will eat during the lunch period in the ISS room.
7. Students WILL NOT be allowed to sleep.
8. All portable electronic devices will be turned in to the ISS instructor at the beginning of the day.
9. Students will not speak to any other student or the instructor without permission.
10. Two restroom breaks will be allowed during the day.
11. Failure to report to ISS at the proper time will result in the student spending the remainder of the current day in ISS and making up the time missed.
12. Any student who is removed from ISS for violation of ISS regulations will be given OSS, but must complete ISS assignment upon returning to school. Parents or guardians and juvenile authorities may be notified.
13. Repeated disciplinary infractions may result in OSS instead of ISS.
14. Failure to complete assignments to the satisfaction of the ISS teacher, or the regular classroom teacher, who has assigned the work, will result in additional ISS placement to complete the assignments.
15. Absences will delay, not eliminate, days in ISS. The time will be served upon returning to school. Medical excuses from a physician may be required if the absence occurs during the time ISS is assigned.

**Saturday School**

Procedural guidelines for the administration of Saturday School shall be as follows:



1. Hours for Saturday School are from 7:30 a.m. to 3:00 p.m.
2. Students are responsible for their own transportation.
3. Students will not speak to any other student or the instructor without permission.
4. Students are responsible for bringing all study materials and assignments, and/or the teacher may provide instruction and assignments or ways to help students learn to manage their own behavior. The instruction and assignments may include reading, discussion, research, writing of essays, etc.
5. Students WILL NOT be allowed to sleep.
6. No food or drink will be allowed with the exception of lunch.
7. Students must bring their own lunch and will not be allowed to leave.
8. No phones, headsets, electronic equipment, games, etc. are allowed.
9. Two restroom breaks will be allowed for Saturday School.
10. Students should meet at the front entrance by the flagpole.
11. Once a student leaves they are not allowed to return.

### **After School Detention**

Procedural guidelines for the administration of After School Detention shall be as follows:

1. Hours for ASD are from 3:00 p.m. to 4:30 p.m. on Monday, Tuesday, Thursday, and Friday.
2. Students must be on time to their ASD assignment or will not be admitted.
3. Students are responsible for their own transportation.
4. Students will not speak to any other student or the instructor without permission.
5. Students are responsible for bringing all study materials and assignments, and/or the teacher may provide instruction and assignments or ways to help students learn to manage their own behavior.
6. Students WILL NOT be allowed to sleep.
7. No food or drink will be allowed.
8. No phones, headsets, electronic equipment, games, etc. are allowed.

### **DISCIPLINE APPEALS PROCEDURE**

1. The appeal must be directed to the person who originally took the action upon which the appeal is based. The person shall reconsider his/her original action and give the decision to the appellant. If satisfaction is not reached, then:
2. The appeal must be directed to the designated superior of the person who took the original action. If the appeal is directed to a teacher, the immediate superior would be the assistant principal, then the building principal. The designated superior shall review the original action that was taken and shall render a decision or suggest a solution that might be mutually satisfactory to all parties. If either party is not satisfied with the decision of the superior, the appeal may be directed to the superintendent.
3. The superintendent may elect to hear the appeal or redirect it to an appropriate person for disposition. The superintendent shall review the complaint, and shall issue a decision regarding the appeal. If the appellant is not satisfied with the decision rendered, the appellant may carry the appeal to the Board of Education, only if the punishment is for suspension out-of-school for more than ten school days.
4. The appellant should submit the appeal in writing to the Office of the Superintendent for review by the Board of Education of the decision rendered by the superintendent for suspensions longer than ten school days. The Board may, at its discretion, hold a hearing or review past records and findings in reaching its decision. In cases of expulsion decisions, a hearing and notice of hearing are required.

### **Extracurricular Activities While in ISS**

Students will be unable to participate in any manner, in extracurricular activities during the 24-hour period (midnight to midnight) if they were assigned ISS.

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

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

Students or student property, such as backpacks, may be searched based on reasonable suspicion of a violation of district rules, policy, or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. Personal searches, and searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and never in front of other students.

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

### **Custody of Children**

If there is a situation in your family in which a child is not allowed to leave school with a particular individual, parent/guardian must notify the school office of the situation at the beginning of each school year. A parent must have legal custody of a child before he/she can deny the other parent from equal access to the child. A certified copy of custody papers must be filed with the school officials at the beginning of the school year, or at the time of enrollment, in order for school officials to carry out the mandate of the court.

### **District Sponsored Trips**

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

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

Any student not complying with these school guidelines may be restricted from attending all school-sponsored trips. Please remember that attending these activities is a privilege. The district has high expectations for any group that serves as a representative for our school and community.

### **Emergency Procedures – Severe Weather**

Upon receiving information of an approaching storm, you will be notified by intercom and the action to be taken by all students is as follows:

1. At the direction of your teachers, quietly evacuate your classroom in an orderly manner. Proceed to the shelter area to which your teacher directs you. Every classroom will have an evacuation route and destination posted. Become familiar with each classroom that you are in each hour to decrease the confusion that may be present at the time of evacuation.
2. Students should keep away from doors and windows to avoid injury from swinging doors and flying glass.
3. Get close to the wall, kneeling on the floor, with your head covered by your hands.
4. Please remain in your area until the ALL CLEAR is sounded or your teacher gives you permission to return to class.
5. It is important that you stay with your class in the designated area assigned in order that your teacher may account for everyone in the class.

### **Emergency Procedures – Fire**

In the event of a fire, the teacher should activate the fire alarm, have the students evacuate the building immediately, and notify the office of the nature of the fire. At the sound of the fire alarm, students should evacuate the building. Students should be familiar with the evacuation process by observing the following:

1. At the direction of your teacher, quietly evacuate your classroom in an orderly manner. Proceed to the area to which your teacher directs you. Every classroom will have an evacuation route and destination posted. Become familiar with each classroom that you are in each hour to decrease the confusion that may be present at the time of evacuation.
2. Please remain in your area until the all clear is sounded or your teacher gives you permission to return to class.
3. It is important that you stay with your class in the designated area in order that your teacher may account for everyone in the class.

### **Emergency Procedures - Earthquake**

During a major or moderate earthquake, the greatest immediate hazard to people in or near a building is the danger of being hit by falling objects. During the ground shaking, the school population is safest finding immediate shelter under desks, tables, or counters.

If indoors, stay inside. Move away from windows, shelves, heavy objects, and furniture that may fall. Take cover under a table, desk, or in a strong doorway. Although doorways have traditionally been regarded as safe locations, it is important to anticipate that doors may slam shut during an earthquake.

In halls, stairways, or other areas where no cover is available, move to an interior wall. Turn away from windows, kneel alongside wall, bend head close to knees, cover sides of head with elbows, and clasp hands firmly behind neck.

In library, immediately move away from windows and bookshelves, and take appropriate cover.

In laboratories and kitchens, all burners should be extinguished (if possible) before taking cover. Stay clear of hazardous chemicals that may spill.

### **Violence Prevention Hotline**

Students who feel threatened at school may call the Violence Prevention Hotline to make a report. The number is 1-866-748-7047.

**Distribution of Non-Commercial Foods**

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

**MEDIA CENTER & HEALTH**

Library Media Center Hours

Monday	7:30am – 3:45pm
Tuesday	7:30am – 7:30pm
Wednesday	7:30am – 2:15pm
Thursday	7:30am – 7:30pm
Friday	7:30am – 3:45pm

The Media Center and two Computer Labs are open during all class hours and lunch periods for student and staff use. Extended morning and evening hours are provided to support student academic and recreational needs. Additional hours are available during finals and at teacher request.

**Destiny:** Online Library Media Center Catalog – Resources in the Media Center

The Destiny catalog provides student and staff access to available resources. The catalog can be accessed anywhere in school and off campus. Information for off campus access is given to all students and teachers at the opening of the school year.

Resources available in the Media Center include fiction and nonfiction materials, reference materials, visual materials, electronic resources, specialized databases, eBooks, and Internet access. Books circulate on a two-week period. Reference materials, current periodicals, reserve materials, and media circulate on an hourly basis during the day and are available for overnight use.

**Media Center Web Site:** <http://www.eldonmustangs.org>. The EHS Media Center web site provides access to a wide variety of research and recreational tools for class assignments and personal interests.

**Interlibrary Loan:** Students and staff have access to additional resources through interlibrary loan services from these libraries: Eldon Public Library; Ellis Library – University of MO-Columbia. Links to each of the library online catalogs are provided on the Media Center and Destiny home pages.

**Computer Labs / Specialized Online Databases / Internet Usage Agreement:** Multimedia workstations with Internet access are provided in the two computer labs, the Media Center and the mobile lab to serve student and staff needs. The Media Center, Computer labs, and mobile lab are wireless.

EHS provides online database access for students and teachers for educational use only. Specialized databases are provided to support student academic and informational needs. Databases are accessible at school and off campus from the Media Center and Destiny web sites. Remote access information is available at the circulation desk.

All students and teachers must sign an Internet User Agreement prior to use of the Internet on any computer system. Agreement guidelines explain responsible use and what constitutes a violation of the agreement. A copy of the Internet User Agreement is available in the Media Center Handbook and on the EHS school web site. <http://eldonmustangs.org/>

## **STUDENT HEALTH (Policy JHCD)**

### School Nurse Information

A full-time licensed nurse is on call every day for cases of illness or emergencies. THE SCHOOL NURSE IS RESPONSIBLE FOR CALLING PARENT OR GUARDIAN WHEN ILLNESS OCCURS. AT NO TIME IS A STUDENT TO CALL OR TEXT HOME. The school nurse's office is located across from the main office. The nurse is on duty from 7:55 a.m. – 3:45 p.m.

The following procedures must be followed when it is necessary to go to the nurse's office:

1. Written permission must be secured from your teacher before going to the nurse.
2. Go directly to the nurse's office.
3. Return directly to class with your pass signed from the nurse
4. According to Missouri State Law regarding student's immunization, all such records are to be updated each school year. Noncompliance will result in exclusion of the student from school as mandated by Missouri Law.

### **Dispensing of Medication at School**

Prescription Drugs (Those prescribed by a physician)

If your child needs to take prescribed medication during school hours, the medication must be in the container from the pharmacy with only those doses to be given at school. A physician must fill out an AUTHORIZATION FOR MEDICATIONS TO BE TAKEN DURING SCHOOL HOURS from the school nurse, or a prescription form from the physician BEFORE the medication will be given by the school nurse or the principal's designee. Any questions should be directed to the nurse. The medication must be given to the nurse. As soon as the student gives the medication to the nurse it will be locked up in the health room to prevent misuse or accidental ingestion.

### **Non-Prescription (Any over the counter medication)**

The school will provide medication listed on the Parent Medication Permission form. This form must be signed by a parent prior to any medication given to the student. If the parent provides other medication it must be in the original container properly marked with the student's name and a note accompanying it stating how often it is to be given. Failure to comply with the medication requirements will result in students not receiving medication. At no time will students be permitted to carry ANY medication including Tylenol, ibuprofen, Midol, cough suppressant, etc.

### **Self-Administration of Medication**

Students with asthma or potentially life-threatening respiratory illness may carry with them for self-administration metered-dose inhaler containing "rescue" medication. The Authorization for Medications form must be completed by the parent and physician. Authorization must be on file with the nurse.

**ANY POSSESSION, SELLING, DISPENSING, OR DISTRIBUTING ANY KIND OF MEDICATION BY STUDENTS WILL BE REFERRED TO LAW ENFORCEMENT.**

Medication available at the nurse's office for First Aid use:

Triple antibiotic ointment  
Sore throat spray  
Calamine lotion  
Hydrocortisone cream  
Anbesol

### **Illness and Injury During School**

In the event that a child becomes ill or seriously injured, the nurse will contact the parent or guardian by telephone. If the parent cannot be reached, the nurse will call the emergency number listed on the student's emergency information sheet.

### **Doctor's Written Medical Excuse**

If a student needs to be excused from physical education or from any physical stress, the parent/guardian should obtain it in writing from their physician. The written notice should be brought to the nurse's office only and the teachers will be notified.

### **Head Lice Policy**

It will be the responsibility of the school nurse to examine any student who is possibly infested with head lice or eggs (nits), and to recommend his or her removal from school if warranted. The student will be excused the day sent home and one additional day to get free of the lice and nits. The student must be lice and nit free to return to school as stated in the head lice policy.

### **Conditions that Require Exclusion from School**

The following information is provided to help parents understand certain conditions that could require exclusion from school. Fever, rash, vomiting, diarrhea, fainting, eye infection, impetigo, ringworm, lice, scabies, chickenpox, mumps, and other conditions that require exclusion from school will be at the discretion of the school nurse. Students sent home are asked to stay home until symptom free.

### **CLUBS and ORGANIZATIONS**



### **Eldon Career Center Organizations**

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

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

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

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

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

#### **SkillsUSA**

SkillsUSA is the organization for students enrolled in the Trade and Industrial programs of Auto Technology, Building Trades, Collision Repair, Electronics, Graphic Communication, Health Occupations, Land Surveying/Drafting and Power Sports Technology. Membership entitles students to participate in leadership, social and professional development activities. The ECC SkillsUSA chapter is active on the local, state and national levels. Members who choose can participate in Skill and Leadership contests at the District, State and National Level for each training field. ECC consistently has many students who win at the District, State and National levels.

## Eldon Career Center Directory

112 South Pine Street | Eldon, MO 65026 | Phone 573-392-8060 | Fax 573-392-9154

[www.eldoncareercenter.org](http://www.eldoncareercenter.org)

<b>ECC Office</b>		
Engelbrecht, Kelli	Director	<a href="mailto:Kelli.Engelbrecht@eldonmustangs.org">Kelli.Engelbrecht@eldonmustangs.org</a>
Rohwer, Erin	Career Service/SkillsUSA	<a href="mailto:Erin.Rohwer@eldonmustangs.org">Erin.Rohwer@eldonmustangs.org</a>
Tanya Rhine	Community Education	<a href="mailto:tanya.rhine@eldonmustangs.org">tanya.rhine@eldonmustangs.org</a>
Schulte, Darla	ECC Secretary	<a href="mailto:Darla.Schulte@eldonmustangs.org">Darla.Schulte@eldonmustangs.org</a>
<b>ECC Instructors</b>		
Berendzen, Chuck	Drafting/SkillsUSA	<a href="mailto:Chuck.Berendzen@eldonmustangs.org">Chuck.Berendzen@eldonmustangs.org</a>
Dickerson, Becky	Health Occupations	<a href="mailto:Rebecca.Dickerson@eldonmustangs.org">Rebecca.Dickerson@eldonmustangs.org</a>
Evans, Emery	Auto Technology	<a href="mailto:Emery.Evans@eldonmustangs.org">Emery.Evans@eldonmustangs.org</a>
Farris, Sonny	Power Sports Tech	<a href="mailto:Sonny.Farris@eldonmustangs.org">Sonny.Farris@eldonmustangs.org</a>
Fischer, Stacy	Business/FBLA	<a href="mailto:Stacy.Fischer@eldonmustangs.org">Stacy.Fischer@eldonmustangs.org</a>
Henderson, Shelly	Business/FBLA	<a href="mailto:Shelly.Henderson@eldonmustangs.org">Shelly.Henderson@eldonmustangs.org</a>
Hinds, Chad	Law Enforcement	<a href="mailto:Chad.Hinds@eldonmustangs.org">Chad.Hinds@eldonmustangs.org</a>
Otto, Kevin	Building Trades	<a href="mailto:Kevin.Otto@eldonmustangs.org">Kevin.Otto@eldonmustangs.org</a>
Reichel, Gary	Agriculture/FFA	<a href="mailto:Gary.Reichel@eldonmustangs.org">Gary.Reichel@eldonmustangs.org</a>
Shikles, Kent	Agriculture/FFA	<a href="mailto:Kent.Shikles@eldonmustangs.org">Kent.Shikles@eldonmustangs.org</a>
Twenter, Jason	Agriculture/FFA	<a href="mailto:Jason.Twenter@eldonmustangs.org">Jason.Twenter@eldonmustangs.org</a>
White, Rick	Drafting	<a href="mailto:Rick.White@eldonmustangs.org">Rick.White@eldonmustangs.org</a>
Wilson, Joel	Computer Science	<a href="mailto:Joel.Wilson@eldonmustangs.org">Joel.Wilson@eldonmustangs.org</a>
<b>Sending School Contact Information</b>		
<b>Eldon R-I High School</b> <b>"Eldon Mustangs"</b> <b>Maroon &amp; Gold</b> 101 South Pine Street Eldon, MO 65026 573-392-8000 Superintendent 573-392-8010 High School 573-392-5057 Fax <a href="http://www.eldonmustangs.org">www.eldonmustangs.org</a>	<b>Cole County R-V High School</b> <b>"Eugene Eagles"</b> <b>Black &amp; White</b> 14803 Hwy 17, PO Box 78 Eugene, MO 65032-0078 573-498-4000 Superintendent 573-498-4001 High School 573-498-4091 Fax <a href="http://www.coler-v.k12.mo.us">www.coler-v.k12.mo.us</a>	<b>St. Elizabeth R-IV High School</b> <b>"St. Elizabeth Hornets"</b> <b>Black &amp; Gold</b> PO Box 68, 240 Church Street St Elizabeth, MO 65075 573-493-2246 Superintendent 573-493-2246 High School 573-493-2380 Fax <a href="http://www.ste.k12.mo.us">www.ste.k12.mo.us</a>
<b>Morgan County R-I High School</b> <b>"Stover Bulldogs"</b> <b>Black &amp; Orange</b> 701 North Oak Street Stover, MO 65078 573-377-2217 Superintendent 573-377-2218 High School x228 573-377-2952 Fax <a href="http://www.mcr1.stovermo.com">www.mcr1.stovermo.com</a>	<b>Miller County R-III High School</b> <b>"Tuscumbia Lions"</b> <b>Red &amp; White</b> PO Box 1, 526 School Road Tuscumbia, MO 65082 573-369-2375 Superintendent 573-369-2375 High School 573-369-2833 Fax <a href="http://www.tuscumbialions.k12.mo.us">www.tuscumbialions.k12.mo.us</a>	<b>Morgan County R-II High School</b> <b>"Versailles Tigers"</b> <b>Black &amp; Gold</b> 913 West Newton Versailles, MO 65084 573-378-4231 Superintendent 573-378-4697 High School 573-378-2704 Fax <a href="http://www.mcr2.k12.mo.us">www.mcr2.k12.mo.us</a>