

RAYTOWN C2 SCHOOL DISTRICT: HERNDON CAREER CENTER

11501 E. 350 Highway, Raytown, MO 64138

Superintendent of Schools..... Dr. Allan Markley

STAFF - HERNDON CAREER CENTER

Job Title

Director
Administrative Intern
Counseling, Placement
Career Resource Educator
Curriculum Coordinator
Fiscal Secretary
Attendance Secretary
Counseling and Records Registrar
Day Custodian
Night Custodian
Night Custodian
Night Custodian

Name

Cheryl Reichert
Jeff Dutzel
Rob Ukleya
Hillary Drury
Angela Arnold
Dee Koury
Rose Van Hecke
Tammy Hubbard
Allen Matthes
Phillip Green
Noy Mongkhonvilay
Andy Lawson

FACULTY - HERNDON CAREER CENTER

Training Program

Advertising Art & Graphic Design
Auto Collision Technology
Automotive Technology
Construction Technology
Cosmetology
Culinary Arts
Diesel, Industrial & Agricultural Mechanics
Early Childhood Professional
Foundations of Nursing
Foundations of Nursing
Law Enforcement/ Police Science
Welding/ Metal Fabrication

Instructor

Jill Koury
Craig Baltz
Tim Chase
James Oliver
Stephanie Migletz
Theresa Delich
Nathan Shipley
Rochelle Netten
Terese Plesser
Susan Pratt
James Ripley
Brian Wise

TELEPHONE DIRECTORY

	<u>Voice</u>	<u>Fax</u>
Herndon Career Center	268-7140	268-7149
Guidance and Advisement Office	268-7150	268-7159
Cosmetology Program	268-7155	

Herndon Career Center

GENERAL INFORMATION

Consolidated School District No. 2 (Raytown), in cooperation with five other area school districts, supports and operates the area career & technical center. The five participating school districts include: Center 58, Grandview C-IV, Hickman Mills C-I, Independence 30, and Lee's Summit R-VII. Within the six districts are eleven high schools: Center, Grandview, Lee's Summit, Lee's Summit North, Lee's Summit West, Raytown, Raytown South, Ruskin, Truman, Van Horn, and William Chrisman.

RAYTOWN C-2 SCHOOL DISTRICT BOARD OF EDUCATION POLICY NOTICE

The Herndon Career Center Student Handbook is intended to be used as a ready reference for students and parents giving opportunity to see established policy and procedures for our programs. As the host district of Herndon Career Center, the Raytown C-2 Board of Education policies and regulations cited within this handbook have been summarized. To view the entirety of the policy or regulation referenced, students and parents can obtain more information on the Raytown District website at www.raytownschools.org click on *About Us*, click on *Board of Education*, click on *Policies*.

LOCATION:

Herndon Career Center
11501 E. 350 Highway
Raytown, Missouri 64138

Phone: (816) 268-7140
Fax: (816) 268-7149

Herndon Career Center's Mission Statement:

"Education for the Real World"

Herndon Career Center's Vision Statement:

"Herndon Career Center provides high-quality, in-demand workforce training, college preparation and entrepreneurial programs. Herndon Career Center keeps good citizenship and service central to the development of students."

Herndon Career Center "Rally Point"

Right Student...Right Program...Right Reasons
Enrollment > Retention > Graduation

HERNDON CAREER CENTER CLASSROOMS ARE:

SAFE

It is expected that all classrooms will be 'safe' places for students to be. This includes physical, emotional, intellectual, and environmental safety. We provide classrooms that eliminate fear, promote risk-taking engagement in intellectual pursuits, and provide decision-making situations where students can weigh all options, but where we respect the other aspects of the student's life.

SUPPORTIVE

It is expected that all classrooms will be 'supportive' places for students to be. As educators we will support our students in good times and when things are not going well. We will support our students when life circumstances throw them 'curves'. We will support our student's significant others who are guiding and leading them. We will provide leadership to our students when they must confront problems that crop up. Most of all we will provide an environment within the classroom where everyone is respected and valued at all times.

SUCCESSFUL

The measure of success in the classroom environment is 'growth.' It is expected that all classrooms will be places where 'growth' is valued and encouraged. Growth will be measured on an individual basis and against individual student goals for progress within our programs. We will encourage our students to be successful in life. We will refrain from limiting growth to high grades, or high placement in competitive events. We understand that success is measured by achievement of competencies within our programs and we will provide an environment where all students can achieve what they commit themselves to learn.

ACCREDITATION: Herndon Career Center is accredited through the district by the Missouri Department of Elementary and Secondary Education (DESE).

ENROLLMENT: Secondary students attending Herndon Career Center are designated by their comprehensive high school to participate in a specific academic and technical skill-training program at Herndon Career Center. When possible, selection is based on sufficient aptitude to successfully complete the training, strong interest in the occupational area, a desire to seek employment upon completion of training, as well as, a satisfactory school attendance record, good disciplinary standing and successful academic preparation during high school and in conjunction with a personal plan of study.

Post-secondary adult students who have the ability to benefit are also welcome under a tuition-based program.

OBJECTIVES: Herndon Career Center is committed to the following objectives:

1. Long and short-term planning providing quality programs for youth and adults.
2. Maintaining harmonious work relationships with participating schools and agencies.
3. Compiling evaluative program data to be used for analysis.
4. Providing high-quality professional development for staff.
5. Providing job placement services to students through teaching, counseling and support staff.
6. Providing curriculum, equipment and facility updating in cooperation with advisory committees, industrial standard review, program self-evaluation and available funding sources.

HERNDON CAREER CENTER MASTER CALENDAR 2015-2016

DATE	EVENT
August 3	First day of classes for Cosmetology students
August 12	Convocation-No Cosmetology Class Truman, Van Horn, William Chrisman, Ruskin-First Day of School
August 13	Center, Grandview-First Day of School
August 17	First day of classes for students
August 19	Lee's Summit, LS North, LS West-First Day of School
September 7	Labor Day-NO SCHOOL
September 16	PM Session NO SCHOOL: Professional Development Advisory Committee Meeting
September 25	End of 1st Trister Grandview-No School
September 28	Truman, Van Horn, William Chrisman-No School
October 2	Center-No School
October 16	Professional Work Day-Non-attendance day for students
October 22-23	Performance Evaluation Conferences-NO SCHOOL
October 30	Truman, Van Horn, William Chrisman-No School
November 2	Truman, Van Horn, William Chrisman-No School
November 3	Lee's Summit, LS North, LS West-No School
November 4	PM Session NO SCHOOL: Professional Development
November 6	End of 2nd Trister
TBD	Career Night for Prospective Students
November 10-12	Sophomore Showcase for 10th Grade
November 25-27	NO SCHOOL
December 21-22	Center, Grandview, LS, LS North, LS West, Ruskin-No School
December 22	End of 3rd Trister/1st Semester; PM Session NO SCHOOL
December 23 – January 3	Winter Break-NO SCHOOL
January 4	Teacher Workday
January 5	Start 2nd Semester Truman, Van Horn, William Chrisman-No School
January 18	Martin Luther King Jr.'s Birthday-NO SCHOOL

January 19	Grandview-No School
February 2-4	8th Grade Tours
February 10	SkillsUSA Districts-NO SCHOOL
February 11-12	Spring Performance Evaluation Conferences-NO SCHOOL
February 15	President's Day-NO SCHOOL
February 16	Center, Truman, Van Horn, William Chrisman-No School
February 19	End of 4th Trister
March 4	Lee's Summit, LS North, LS West-No School
March 14-18	Spring Break-NO SCHOOL
March 21-25	Grandview, LS, LS North, LS West, Ruskin-No School
March 25	NO SCHOOL
March 28	Lee's Summit, LS North, LS West-No School
March 28-April 1	Truman, Van Horn, William Chrisman-No School
April 8	End of 5th Trister
April 19	Statewide ACT Test Day for Juniors-NO SCHOOL Advisory Committee Meetings
April 28	Herndon Awards Night (7:00pm – 8:30 pm)
May 5	Meet the Teacher Night for 2016-2017 (5:30 – 7:00 pm)
May 6	Last Day for Cosmetology Students
May 17	Ruskin, Truman, Van Horn, William Chrisman-Last Day of School
May 18	PM Session Last Day of School Center, Grandview-Last Day of School
May 20	AM Session Last Day of School: End of 6th Trister & 2nd Semester
May 23	Lee's Summit, LS North, LS West-Last Day of School
May 24	Last Day for HCC Teachers

Notes

- Snow days will be added at the end of the calendar.

DISCIPLINE POLICIES AND HANDBOOK: Students and parents are responsible for reading and understanding the contents of the Herndon Career Center Student Handbook as well as the Raytown C-2 School District Student Discipline Policy Handbook. These handbooks are available in the office or online. If you have questions, please contact the principal at 268-7140.

NON DISCRIMINATION STATEMENT: The Raytown C-2 School District does not discriminate on the basis of race, color, national origin, sex, age or disabling condition. This policy regards admission/access to treatment/employment in its programs and activities. This notification is made to: applicants for admission and employment, students, parents of elementary and secondary students, employees, sources of referral of applicant from admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements.

Any person having inquiries concerning Consolidated School District No. 2 compliance with the regulation implementing Title VI, Title IX or Section 504 is directed to contact Shirley Earley, 6608 Raytown Rd., Raytown, Missouri 64133 (816-268-7000).

HERNDON CAREER CENTER ATTENDANCE POLICY: Consistent contact with instructional activities is important to the learning environment and technical skills training and, therefore, is an essential duty of a Career and Technical Education (CTE) student's enrollment. When a CTE student is routinely tardy, frequently absent, or is absent for an extended period of time, the learning environment and technical skills training deteriorate, and the environment and collaborative effort of student pre-professional development suffer.

ATTENDANCE WHEN COMPREHENSIVE HIGH SCHOOL IS NOT IN SESSION: The Herndon Career Center Calendar may differ from a student's comprehensive high school calendar. Student attendance is based on the Herndon Career Center calendar, not the comprehensive high school. *Students are expected to be in attendance at Herndon Career Center whenever classes are in session, no exceptions.* Typically, when the comprehensive high school is not in session, bus transportation will be provided from the comprehensive high school to Herndon Career Center and back to the comprehensive high school. On these days, students must provide their own transportation between their residence and their comprehensive high school. A calendar has been provided with the known date discrepancies between schools. Please pay close attention to this calendar and plan ahead with arrangements, so students do not miss valuable class time.

WHAT SHOULD I DO IN CASE OF AN ABSENCE? Parents should notify the attendance office by phone (816-268-7140) at Herndon Career Center each day of their student's absence. Students have two school days to clear up an undetermined absence. After that time, the absence is listed as unexcused. Students not excused by their parents will be considered unexcused. Unexcused absences may result in discipline.

If students are to make the most of the educational opportunities, regular attendance and punctuality are extremely important. We believe that when a student misses school regardless of the reason, he/she is missing something valuable.

EXCUSED ABSENCES: The following absences will be excused. Documentation must be provided as indicated. Where written/verbal excuse is indicated, written documentation is required upon request from school administration.

1. Illness or injury of the student, with written/verbal excuse from parent.

2. Illness or injury of a member of the student's family when the student's presence is necessary or expected, with written/verbal excuse from parent.
3. Medical appointments, with written appointment confirmation by medical provider.
4. Funeral, with written/verbal excuse from parent. The principal may require a program or other evidence from services as well.
5. Religious observances, with written/verbal excuse from parent.
6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written documentation from court or other outside entity.
7. Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.
8. College visits, up to a combined total of two (2) visits during school days the student's junior or senior years. College documentation of the planned visit is required prior to the student's absence.
9. Director will determine the final approval of excused absences. All other absences and any absence for which require documentation is not provide are unexcused.

LATE ARRIVALS AND TARDY: The morning session begins at 7:40 a.m. and the afternoon session begins at 11:40 a.m. Students who are late will be tardy and will need to sign in prior to attending class. Tardiness on the part of a student causes interruption in the class, as well as, missed student instruction. Punctuality is a very important work habit to develop and is highly regarded by employers.

Tardy sign-in will be in the Commons area in Building A from 7:40 a.m. -8:00 a.m. and 11:40 a.m. -12:00 pm. After the tardy bell, students must sign in through the attendance office prior to going to class. Students must have a pass to be admitted to class.

SCHEDULE OF DAILY ATTENDANCE: Morning session 7:40 a.m.-10:10 a.m.; afternoon session 11:40 a.m.-2:10 p.m. Office hours are 7:00 a.m.-2:45 p.m. On arrival at Herndon Career Center, students are to proceed directly to their respective program classroom. Students will have assignments upon entrance into the classroom to fully utilize available class time each day and the goal of the Herndon Career Center is to maximize all educational opportunities.

PREARRANGED ABSENCES: A parent or student must initiate the procedure by contacting Herndon at least one week in advance. Excused and unexcused absences will be determined through the attendance office. Parental requests for student dismissal or absence will not always assure the student of an excused absence. Students will be required to obtain an Absence Form from the attendance office and complete the form in its entirety.

EXCESSIVE ABSENCES: Students will be expected to make up all assignments from missed classes regardless of whether an absence is excused or unexcused. Each teacher may set reasonable limits regarding the timeframe in which missed work may be completed. Students who have excessive absences or tardies can be dismissed from the program. Attendance and participation are part of a successful learning experience, so students with more than six (6) excused absences or any unexcused absences in any class in a semester will be issued an academic penalty in the form of grade reductions as follows:

	Grade
Absences	Reduction
7	2%
8	4%
9	8%
10	16%
11+	30%

DISMISSAL OF SCHOOL DUE TO INCLEMENT WEATHER: Severe storms, road safety hazards, or other emergencies may make it necessary to cancel classes and other scheduled school activities. Local television and radio stations are notified by using the Emergency School Message Center as soon as a decision to cancel classes is made. Patrons are urged to monitor those stations for information. The closing of the Herndon Career Center will be announced as Consolidated School District No. 2 or the Raytown School District. **When the Raytown School District is closed, Herndon Career Center will also be closed.** The Board of Education may schedule make up days during the school year or spring break. Student attendance is expected when Herndon Career Center is in session. The last day of school could also be extended beyond the last scheduled day because of cancellation of school due to inclement weather or other reasons.

ATTENDANCE AT COMPREHENSIVE HIGH SCHOOL ACTIVITIES: There may be occasions when students need to be absent from Herndon Career Center to attend important comprehensive high school activities. However, students should attempt to minimize these absences since one day's absence at Herndon Career Center means loss of a three-period block of instruction.

A student who is absent from Herndon Career Center because of an authorized, pre-arranged comprehensive high school activity will not be recorded absent from the career center for the purpose of Certificate of Achievement eligibility, perfect attendance and permanent records, providing the student follows the procedure outlined below:

1. Written request from the Herndon Career Center office or comprehensive high school office is completed on a *Pre-arranged Absence for Home School Activity* form;
2. Completed form and obtained signatures of Herndon Career Center staff, comprehensive High School Administrator and parent(s)/guardian(s) is submitted;
3. Form is completed and returned to the Herndon Career Center office **at least one day prior to the date of the activity.**
4. Student accepts responsibility to make up any class work missed at Herndon Career Center and/or at the comprehensive high school (if for a Herndon Career Center activity).

NOTE: If a student does not follow the above procedure, the absence will be recorded as a regular absence in the student's permanent record.

WHEN IS A STUDENT ABSENT FROM CLASS BUT NOT MARKED ABSENT IN GRADE BOOK

For purposes of permanent records, certificate eligibility, and loss of credit due to excessive absenteeism, students shall not be marked absent from Herndon Career Center under the circumstances noted below.

1. Home school activity approved in advance
2. Herndon activity approved in advance
3. Weather-related dismissal of home school when Herndon is in session
4. Bus transportation issues on day of attendance

STUDENT SERVICES

GUIDANCE AND PLACEMENT: Herndon Career Center provides a guidance and placement program for all students. A certified school counselor is available to help with student concerns and problems. Early in the school year students will have the opportunity to meet the counselor and learn more about guidance and placement services available at Herndon Career Center. Job placement assistance is available to all graduates in securing initial employment upon completing industry-based technical skill training.

CAREER RESOURCE EDUCATOR: A Career Resource Educator is available to aide students with Individualized Education Plans and/or 504 designation. Students needing assistance need to contact the office, or their individual case manager, to make arrangements to utilize the services of the Career Resource Educator.

TEXTBOOKS, SUPPLIES, EQUIPMENT: Herndon Career Center provides most textbooks, some reference materials, equipment, padlocks, and safety glasses. Some of the programs utilize consumable workbooks, which are the responsibility of the student to obtain through the program instructor. When applicable, students are encouraged to purchase textbooks/manuals for program uses and future reference. Upon completion of training, or student withdrawal, all items must be returned to the instructor of the training program. If any items are lost, damaged, or not returned, the student is responsible to pay replacement cost. The student is also responsible for the return of tools checked out in shop/laboratory sessions. Grades and credits will not be processed until all school property is returned, or payment for replacement is received. A charge will be levied if property is damaged more than what would be expected in normal use.

PERMANENT RECORDS: Permanent records will be maintained for each student and are available upon written request.

POLICIES AND PROCEDURES

DRIVING POLICY: Comprehensive high schools provide daily bus transportation for their students to and from the Herndon Career Center. **All high school students are expected to ride the school buses provided unless PRIOR PERMISSION is obtained from either the home school office or the Herndon Career Center Director. (See Attendance Office for Driving Forms)**

STUDENT-TO-STUDENT TRANSPORTING: **A student may not ride to/from Herndon in another student's vehicle without prior written permission from Herndon Career Center, the comprehensive high school, and parent(s)/guardian(s). A student may not transport another student in his/her vehicle without prior written permission from Herndon Career Center, comprehensive high school, and parent(s)/guardian(s) of the student driving and the student riding.** Students who violate the driving

policy will be subject to disciplinary action and will be denied future permission to drive to, and from, Herndon Career Center.

BUS RIDING PRIVILEGES: Students who cause unnecessary disruption on the bus may be denied permission to ride. The student's parent(s)/guardian(s) must make satisfactory arrangements to transport the student to/from Herndon Career Center. **Any student absence from Herndon Career Center due to loss of bus privileges is an unexcused absence.**

TEMPORARY DRIVING PERMIT: A temporary driving permit may be obtained from Herndon Career Center office for non-repetitive reasons: doctor/dental appointment; bring in projects to work on in class; home school activities; etc. Before bringing a project to be repaired at Herndon, the student must first obtain written permission to drive from Herndon Career Center and/or the comprehensive high school. Instructor permission is required prior to seeking a driving permit.

PERMANENT DRIVING PERMIT: Some requests to drive to, and from, Herndon Career Center may stem from reasons that are repetitive. When a permanent driving permit would be appropriate, the student must request a permanent driving permit in writing to Herndon Career Center, the comprehensive high school and with the permission of the student's parent(s)/guardian(s). When a permanent driving permit is issued, the student must purchase a parking sticker from the Herndon Career Center Attendance Office. Permanent driving permits can be revoked for disciplinary reasons at Herndon Career Center, and/or the comprehensive high school. In addition, poor driving habits, or using one's vehicle to transport other students without the appropriate permissions, can result in suspension of the permanent driving permit.

Procedures for obtaining a driving permit:

1. Request driving permit form from the Herndon Career Center Attendance Office.
2. Complete the information requested on the form and obtain signatures of approval from parent(s)/guardian(s) and comprehensive high school official(s).
3. Return the form to the Herndon Career Center Attendance office for final approval, parking assignment, if appropriate, and purchase of parking sticker (permanent permit only).

Student responsibilities when driving to/from Herndon:

1. Operate the vehicle in a safe and prudent manner.
2. Display driving permit in proper place on the vehicle while parked at Herndon.
 - a. Temporary permit: driver's side on dashboard
 - b. Permanent permit: inside front window, driver's side
3. Refrain from transporting other students to and from Herndon unless prior written permission is obtained from all responsible parties (see above).
4. Student notifies Herndon of any change in the original reasons for requesting driving or riding permits.
5. Student agrees to a random search of his/her vehicle as a condition of receiving the driving permit.

Driving permits may be revoked if a student is frequently tardy to school or violates the conditions under which the permit was issued.

EMERGENCY DRIVING PROCEDURE: A student who misses his/her home school bus or for some other reason finds it necessary to drive to Herndon upon short notice **MUST FIRST CONTACT THE COMPREHENSIVE HIGH SCHOOL FOR APPROVAL.** **Students who drive to Herndon Career**

Center without first contacting the comprehensive high school to obtain permission may be subject to disciplinary action and loss of future driving privileges.

PARKING POLICY: All Herndon students, (both high school and adult) are expected to park in the main parking area in front of Building A in the area designated by Herndon Career Center.

The only exception to the designated parking location is by special permission of the Herndon Career Center office; or, if a student has **PRIOR WRITTEN PERMISSION** to drive a vehicle **TO BE WORKED ON AS A PROJECT IN ONE OF THE SHOPS ON A GIVEN DAY**. A student may **NOT** work on or have his/her vehicle worked on in any program unless **PRIOR WRITTEN APPROVAL** is obtained from the instructor, Herndon Career Center and the comprehensive high school.

Students who violate the parking policy shall forfeit their driving privileges the remainder of the semester, or year, and may receive further disciplinary action.

OUTSTANDING OBLIGATIONS: Estimated fees are included in the course description information received prior to student enrollment. Students will be notified of finalized fees the first week of class. Fee payments must be made by the end of September.

High school students: If a student owes money for class fees or fund raising events, then the instructor will notify the Herndon Career Center office. The Career Center office will then prepare and mail a letter of notification to the comprehensive high school and the parent/guardian. Once the student fulfills the financial obligation, the school and parent will be notified of the satisfaction. If the student fails to pay the obligation, the comprehensive high school can take action against the student until the bill is paid. In some cases, students will be referred to bill collection to obtain the fees.

Adult students: Full payment for the tuition must be received by Herndon Career Center on or before the first day of attendance.

Withdrawal from program: In the event the student ceases to attend Herndon Career Center program where they are enrolled, a written notice of such intention must be submitted to the Herndon Career Center Guidance and Advisement office and the Director, immediately (prior to ceasing to attend) in order to be eligible for any refund. Failure to submit such notice will void any eligibility for a refund of tuition. The official withdrawal shall be the date the written notice is approved by the Herndon Career Center Director, if hand delivered; or, the date of the postmark if the written notice is mailed to the school; or, the date of the postmark if the school initiates the withdrawal and mails it to the student.

REFUND POLICY:

If a student withdraws from program:

Within 1st week

Within 2nd & 3rd weeks

After completing 4th week

After completing 5th week (but prior to 50% of training time)

After completing 9th week (or 50% of training time)

Refund to student shall be:

95% of individual paid tuition

75% of individual paid tuition

60% of individual paid tuition

50% of individual paid tuition

No refund of individual paid tuition

In addition, many adult students have the opportunity to be placed on internship. This opportunity is not available to adult students until tuition and any additional class fees or obligations are paid in full.

LATE WORK, MAKE-UP WORK, RE-DO WORK, ASSIGNMENTS DURING AN ABSENCE:

Students who are present in class but do not turn in homework due on that day or do not turn in make-up work by the day it is due will be allowed to turn that assignment in late for up to two (2) days. On the first day late, the student receives 75% of the credit earned on the assignment. The second day late the student receives 50% of the credit earned on the assignment. Students are encouraged to turn in assignments for feedback after the two day window but cannot receive credit for the assignment.

GRADES AND CREDITS: Progress reports will be issued to Herndon Career Center students every six weeks. Final grades will be determined based on a cumulative semester basis. A student will earn 1-1/2 units credit per semester for attending a three-period block per day. Cosmetology students may earn 4 units credit per semester for attending a seven and one-half hour block per day.

Letter grades are defined as follows:

- A Excellent performance in all areas
- B Above average performance in all areas
- C Average performance
- D Below average performance
- F Failing - below minimum to earn credit

Letter grades are awarded on the following percentage basis:

<u>COSMETOLOGY</u>		<u>ALL OTHER PROGRAMS</u>	
A	95 – 100	A	96 – 100
A-	94	A-	90 – 95
B+	90 – 93	B+	87 – 89
B	88 – 90	B	83 – 86
B-	87	B-	80 – 82
C+	85 – 86	C+	77 – 79
C	83 – 84	C	73 – 76
C-	82	C-	70 – 72
D+	79 – 81	D+	67 – 69
D	76 – 78	D	63 – 66
D-	75	D-	60 – 62
F	0 – 74	F	0 – 59

Teachers may substitute a grading scale for individual and group assignments; however, the scale must be posted in the classroom prior to the use for an assessment.

HONOR ROLL: Criteria for placement on the Herndon Career Center Honor Roll include:

1. “B” grade for 1st semester in Herndon program
2. Maximum of 5 absences during 1st semester
3. May have NO Unexcused absences

STUDENT RECOGNITION AND AWARDS: Students who meet the following criteria for Gold, Silver, and Bronze Recognition will be recognized at Awards Night.

Gold Criteria: 97% Attendance, NO unexcused absences, B+ or better Grade in HCC Program

Silver Criteria: 96% Attendance, NO unexcused absences, B or better Grade in HCC Program

Bronze Criteria: 95% Attendance, NO unexcused absences, C or better Grade in HCC Program

Program Student of the Year is determined by criteria set by each instructor. One student per program is selected as Student of the Year. The student does not have to be a Gold, Silver, or Bronze recipient to be recognized.

NATIONAL TECHNICAL HONOR SOCIETY: The Herndon chapter of the National Technical Honor Society recognizes those students who achieve academic excellence. Students who meet the requirements for membership are inducted and honored at the annual Herndon Awards Night each spring. Criteria for membership include:

1. Must qualify for Honor Roll 1st semester
2. Maximum accumulation of 9 absences for the current year (**NO** Unexcused absences)
3. Must **NOT** have received a disciplinary suspension (from the Career Center or comprehensive high school)
4. 3.0 cumulative high school (Comprehensive High School and Herndon Career Center) GPA (on a 4.0 scale)
5. “B+” or higher grade in Herndon program
6. Herndon Career Center teacher recommendation



INDUSTRIAL INTERNSHIP: The Industrial Internship program is available to qualifying students who wish to enhance their technical skills through a supervised, on-the-job work experience.

Option 1: Beginning second semester of their senior year, students may be released from the comprehensive high school portion of the school day to work part time and receive up to one unit of credit based on the number of hours worked.

Option 2: Students may be released from both the comprehensive high school and Herndon Career Center portion of the school day to work full time. This generally occurs during the last nine weeks of the senior year and no additional high school credit will be earned for this option.

Option 3: Beginning second semester of final year in program, students may be released from Herndon Career Center portion of the school day to work part time and receive up to one unit of credit based on hours worked. No additional high school credit will be earned for this option.

High School Credit Possible: maximum 1 unit

<u>Credit Possible</u>	<u>Work Hours Required</u>	<u>Min. Length of Time Employed (weeks)</u>
½ unit	150 hours	8 weeks
1 unit	300 hours	15 weeks

Attendance: Students must meet attendance requirements of Herndon Career Center.

Grades: Students must have earned at least a “C” average in the career education training program during first semester.

Competency Attainment: To qualify for Option 2 or Option 3 (release from Herndon Career Center for internship), students must have mastered 100% of the program essential skill tasks, as verified by the program instructor.

Comprehensive High School Approval: Student must have completed required courses for graduation and be approved for release to work during the half day normally spent in the comprehensive high school.

Parent(s)/Guardian(s)’ Approval: If the student is under 18 years of age, a parent(s)/guardian(s) must approve the student's release from the comprehensive high school and/or Herndon Career Center to work in a related job.

Instructor: The instructor will:

1. Verify that employment is related to the student’s career & technical program.
2. Recommend student to participate in the internship program based on the student's past performance in class.
3. Supervise the student during the internship by visiting the job site at least once per month.
4. Submit completed competency form to the Herndon Career Center office along with signed internship application.

DIRECTOR: The career education director reviews the internship request and determines final approval.

COLLEGE CREDIT: Opportunities are available for students who complete most Herndon Career Center programs to receive dual credit, articulated credit, or credit by exam if they meet the requirements established by the post-secondary institution. Individual programs will present information on the college credit available as it may change on a yearly basis from the post-secondary institution.

STATEMENT OF TRAINING: Each student will receive a Statement of Training that provides the following information:

1. Student information (name, address, home school)
2. Program information (course title, instructor name, total instructional hours available and hours attended by student)
3. Grades earned
4. Attendance record by grade period
5. Student entrance and exit dates
6. School address & telephone number

SKILLS MASTERY REPORT: Each student will receive a Student Skill Mastery Report listing the tasks or competencies he/she has mastered throughout the training program. The purpose of the report is to allow students to show potential employers what skills they possess.

SAFETY

FIRE DRILLS - TORNADO ALERT: (see Board policy EBC) There will be periodic drills during the school year. Instructors will explain the procedures during the first week of school. In addition, building evacuation plans will be posted in each training area.

SAFETY PRACTICES: (see Board policy EB) In nearly all the training areas students will be operating equipment that they will use if employed in that occupation. Horseplay or inattention to the task being performed, can create a chance for injury to the student operator or students in the immediate area. For these reasons, instructors will be very strict in the enforcement of safety procedures in the shop/laboratory sessions. Repeated student violations of safety procedures that endanger themselves or other students will result in disciplinary action and possible reassignment to the home school. While the student is in the shop/laboratory, safety goggles and proper apparel will be required. **IF A STUDENT DOES NOT WEAR EYE PROTECTION AS REQUIRED, HE/SHE WILL NOT BE PERMITTED TO WORK IN THE SHOP/LABORATORY. EACH STUDENT MUST OBTAIN PERMISSION FROM HIS/HER INSTRUCTOR BEFORE OPERATING EQUIPMENT.**

ACCIDENTS AND EMERGENCIES: (see Board policy EBBA) Accidents are to be reported to the Herndon Career Center instructor and/or administrative offices. All accidents which occur on school property and which cause injuries that require medical attention shall be reported to the student's parents. In the event parent(s)/guardian(s) cannot be located and the case is considered an emergency, the Herndon Career Center Director or the designee, shall use his/her judgment on the proper procedure for handling the situation.

In case a student is injured or becomes ill while on a school-sponsored trip, the supervising teacher shall contact emergency medical personnel (call 911) if the situation is considered to be an emergency. The supervising teacher should then contact the parent and the Herndon Career Center administrator or designee to report the incident. The appropriate police authority should be notified if an injury is the result of a vehicular accident.

As soon as possible following a student injury, the instructor shall complete an accident report form and submit to the HCC office.

ACCIDENT INSURANCE: It is the responsibility of the parent(s)/guardian(s) to carry appropriate accident insurance on their students to cover accidents or injuries that may occur at school or on school property. Raytown C2 School District, which includes Herndon Career Center, DOES NOT provide any type of accident insurance on students.

MEDICATION: No school personnel are permitted to dispense medication, INCLUDING ASPIRIN, TYLENOL, ETC., unless a doctor's prescription along with written parental permission is provided to the Herndon Career Center administration. Medication must be in the original container with clear, written dispensing information provided.

FIRST AID: (see Board policy EBBA) Limited facilities for first aid treatment are maintained in the training area and/or the administrative offices. If the injury requires more attention than can be provided by the instructor, a student will be sent or brought to the office.

STUDENT ORGANIZATIONS AVAILABLE AT HCC

FAMILY, CAREER & COMMUNITY LEADERS OF AMERICA: FCCLA is a national student organization whose mission is to promote personal growth and leadership development through family and consumer sciences education. Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through:

- character development
- creative and critical thinking
- interpersonal communication
- practical knowledge
- vocational preparation.



SKILLS USA: SkillsUSA is a national organization serving high school and college students and professional members in educational programs in technical, skilled, and service occupations, including health occupations.

SkillsUSA prepares America's high performance workers. It provides quality education experiences for students in leadership, teamwork, citizenship and character development. It builds and reinforces self-confidence, work attitudes and communications skills. It emphasizes total quality at work, high ethical standards, superior work skills, life-long education and pride in the dignity of work. SkillsUSA also promotes understanding of the free enterprise system and involvement in community service activities.

STUDENT DISCIPLINE

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

REPORTING TO LAW ENFORCEMENT: It is the policy of the Raytown C-2 School District to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

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

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

DOCUMENTATION IN STUDENT'S DISCIPLINE RECORD: The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

CONDITIONS OF SUSPENSION, EXPULSION AND OTHER DISCIPLINARY CONSEQUENCES: All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, regardless of location, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school if appropriate.

In accordance with the law, any student who is suspended for any offense listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by 37 policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one (1) of the following conditions exist:

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

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

ACADEMIC CONSEQUENCES: Students who are suspended from school will be expected to complete course work assigned during the term of suspension. Students will receive full credit earned for the work they completed and returned in accordance with district policy JED: Student Absences and Excuses.

PROHIBITED CONDUCT: The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

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

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

Subsequent Offense: In-school suspension, no credit for the work, grade reduction, course failure, or removal from extracurricular activities.

ARSON: Starting or attempting to start a fire, or causing or attempting to cause an explosion.

First Offense: Detention, in-school suspension, 1–180 days out-of-school suspension, or expulsion. Restitution if appropriate.

Subsequent Offense: 1–180 days out-of-school suspension or expulsion. Restitution if appropriate.

ASSAULT:

1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.

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

Subsequent Offense: In-school suspension, 1–180 days out-of-school suspension, or expulsion.

2. Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense: 10–180 days out-of-school suspension or expulsion.

Subsequent Offense: Expulsion.

AUTOMOTIVE/VEHICLE MISUSE: Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

First Offense: Suspension or revocation of parking privileges, detention, or in-school suspension.

Subsequent Offense: Revocation of parking privileges, detention, in-school suspension, or 1–9 days out-of-school suspension.

BULLYING AND CYBER BULLYING: (See Board policy JFCF) Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where speech is protected by law.

First Offense: Detention, in-school suspension, or 1–180 days out-of-school suspension.

Subsequent Offense: 1 – 180 days out-of-school suspension or expulsion.

BUS OR TRANSPORTATION MISCONDUCT: (See Board policy JFCC) 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.

First Offense: 1–5 days of bus suspension.

Subsequent Offense: 6–15 days of bus suspension. Restriction of bus privileges.

DISHONESTY: Any act of lying, whether verbal or written, including forgery.

First Offense: Nullification of forged document. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Nullification of forged document. Detention or in-school suspension.

DISRESPECTFUL SPEECH OR CONDUCT: (See Board policy AC if illegal harassment or discrimination is involved) Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Principal/Student conference, confiscation, detention, in-school suspension, or 1–9 days out-of-school suspension.

Subsequent Offense: Detention, referral to care team/grade level support team, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

DISRUPTIVE SPEECH OR CONDUCT: (See Board policy AC if illegal harassment or discrimination is involved) Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or that materially and substantially disrupts classroom work, school activities or school functions, or that jeopardizes the personal safety of others. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Principal/Student conference, confiscation, detention, or in-school suspension.

Subsequent Offense: Detention, referral to care team/grade level support team, or in-school suspension.

DRUGS/ALCOHOL: (See Board policies JFCH and JHCD)

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

First Offense: Principal/Student conference, confiscation, detention, in-school suspension, or 1–9 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1–180 days out-of-school suspension or expulsion.

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

First Offense: Exclusion from school activities, in-school suspension or 1–180 days out-of-school suspension.

Subsequent Offense: 1–180 days out-of-school suspension or expulsion.

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

First Offense: Exclusion from school activities, in-school suspension or 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

EXTORTION: Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense: Principal/Student conference, detention, in-school suspension, or 1–9 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1–180 days out-of-school suspension, or expulsion.

FAILURE TO CARE FOR OR RETURN DISTRICT PROPERTY: Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense: Restitution. Restricted privileges, Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Restitution. Detention or in-school suspension.

FAILURE TO MEET CONDITIONS OF SUSPENSION, EXPULSION OR OTHER DISCIPLINARY CONSEQUENCES: Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, —Consequences of Suspension, Expulsion and Other Disciplinary Consequences.

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student’s presence is disruptive to the educational process or undermines the effectiveness of the district’s disciplinary policy.

First Offense: Verbal warning, loss of privileges, detention, in-school suspension, 1–180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

Subsequent Offense: In-school suspension, 1–180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

FALSE ALARMS: (See also “Threats or Verbal Assault”) Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

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

Subsequent Offense: Restitution. In-school suspension, 1–180 days out-of-school suspension, or expulsion.

FIGHTING: (See also, “Assault”) Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

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

Subsequent Offense: In-school suspension, 1–180 days out-of-school suspension, or expulsion.

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

First Offense: Principal/Student conference, loss of privileges, detention, or in-school suspension.

Subsequent Offense: Principal/Student conference, loss of privileges, referral to care team/grade level support team, detention, or in-school suspension.

HARASSMENT, INCLUDING SEXUAL HARASSMENT: (See Board policy AC)

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

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

Subsequent Offense: In-school suspension, 1–180 days out-of-school suspension or expulsion.

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling the genital areas, breasts or undergarments, regardless of whether touching occurred through or under clothing; pushing or fighting based on protected characteristics.

First Offense: In-school suspension, 1–180 days out-of-school suspension or expulsion. Subsequent Offense: 1–180 days out-of-school suspension or expulsion.

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.

First Offense: Loss of privileges, in-school suspension or 1–180 days out-of-school suspension.

Subsequent Offense: 1–180 days out-of-school suspension or expulsion.

INCENDIARY DEVICES OR FIREWORKS: Possessing, displaying or using matches, lighters or other devices use to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

First Offense: Confiscation. Warning, Principal/Student conference, detention, in-school suspension, or 1–10 days out-of-school suspension.

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

LOCKERS: The instructor will assign student lockers at the beginning of the school year in those training areas where lockers are necessary. Locks are made available by Herndon Career Center and will be checked out to the students. The student will return the lock at the end of the school year in satisfactory condition or may be required to pay for a replacement. Students are encouraged to follow the procedures listed below when using school lockers:

1. Only school provided locks are to be used on lockers.
2. Lock the padlock following each entry to the locker.
3. Do **not** tell others the combination number.
4. Keep lockers neat and clean.
5. Inform the office about any locker door that does not work properly.
6. Do **not** bring valuables to school. **The school cannot be held responsible for loss of items.**

Note: Herndon Career Center reserves the right to inspect all school lockers at any time with no prior notice to students.

NUISANCE ITEMS: Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

First Offense: Confiscation. Warning, Principal/Student conference, detention, or in-school suspension.

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

PUBLIC DISPLAY OF AFFECTION: Physical contact that is inappropriate for the school setting including, but not limited to, kissing, hugging and groping.

First Offense: Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Detention or in-school suspension.

SEXTING AND/OR POSSESSION OF SEXUALLY EXPLICIT, VULGAR OR VIOLENT MATERIAL: Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Confiscation. Report to appropriate authorities. Principal/Student conference, detention, referral to care team/grade level support team, or in-school suspension.

Subsequent Offense: Confiscation. Report to appropriate authorities. Detention, referral to care team/grade level support team, in-school suspension, or 1–180 days out-of-school suspension, or expulsion.

SEXUAL ACTIVITY: Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense: Report to appropriate authorities. Principal/Student conference, loss of privileges, detention, referral to care team/grade level support team, in-school suspension, or 1–180 days out-of-school suspension. Subsequent Offense: Report to appropriate authorities. Loss of privileges, detention, referral to care team/grade level support team, in-school suspension, 1–180 days out-of-school suspension, or expulsion.

SOLICITATION: Distribution of literature, announcements, posters, bulletins and communication of any kind by individuals, including students not presently enrolled in the school, shall not be permitted on school property (including vehicles) without the express approval of the director or central office administration. Commercial solicitations are prohibited.

STUDENT DRESS CODE: (see Board policy JFCA) Herndon Career Center expects student dress and grooming to be neat, clean and in keeping with community standards, so that each student may share in promoting a positive, healthy, and safe atmosphere within the School District. This expectation includes the school day and school sponsored extracurricular activities. The guidelines below apply to all students attending Herndon Career Center:

1. All students shall wear clothing appropriate to the occupational area/instructional activity in which they are participating. In training programs where street clothes are likely to be soiled, destroyed, or provide inadequate protection, students may be required to change into suitable work clothing (coveralls, overalls, work shirt and jeans, shop coat, etc.) It is the responsibility of the student to have his/her work clothing available for use each day in the training program and to keep the clothing clean and presentable.
2. Shoes must be worn at all times.
3. No article of clothing (T-shirts, sweat shirts, hats, trousers, etc.) may indicate anything immoral, rude, distasteful or disruptive. This includes logos for alcoholic beverages or drugs.
4. Students may not wear gang-related colors, tags, symbols or bandanas.
5. Students may not wear sleeveless shirts, spaghetti tops, halter-tops, see-through tops, tube tops, or off-the-shoulder or mid-drift tops. All undergarments must be covered.
6. Students must wear pants and shorts at the waist.
7. Students may wear shorts appropriate for school.

TECHNOLOGY MISCONDUCT: (See Board policies EHB and KKB and procedure EHB-AP)

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

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

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

- Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including instructional class time, unless it is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

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

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

- Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP or any policy or procedure regulating student use of personal electronic devices.

First Offense: Restitution. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, 1–9 days out-of-school suspension.

- Use of audio or visual recording equipment in violation of Board policy KKB. Using video or audio equipment on district property or at district activities except: if required by a district-sponsored class or activity; at performances or activities to which the general public is invited such as athletic competitions, concerts and plays; at open meetings of the Board of Education or committees appointed by or at the direction of the Board; or as otherwise permitted by the principal.

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

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

TELEPHONE CALLS: In the event of an emergency, parents may contact students by calling the Herndon office telephone number. However, only in case of an emergency will a student be called from class. The office staff will convey a message to students if requested to do so by parents or comprehensive high school officials. Use of telephones must be with Herndon instructor and office approval. All calls initiated by students must be made from the Herndon Career Center office phone unless the instructor gives specific permission. **Cell phones and/or other personal electronic equipment may NOT be used during class time unless the instructor gives specific permission. Non-compliance may result in the equipment being confiscated by the instructor or administrator.**

THEFT: Theft, attempted theft or knowing possession of stolen property.

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

Subsequent Offense: Return of or restitution for property. 1–180 days out-of-school suspension or expulsion.

THREATS OR VERBAL ASSAULT: Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

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

Subsequent Offense: In-school suspension, 1–180 days out-of-school suspension, or expulsion.

TOBACCO:

1. Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

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

Subsequent Offense: Confiscation of tobacco product. Detention, in-school suspension, or 1–9 days out-of-school suspension.

2. Use of any tobacco products, electronic cigarettes, or other nicotine delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.

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

Subsequent Offense: Confiscation of tobacco product. In-school suspension or 1–9 days out-of-school suspension.

TRUANCY OR TARDINESS: (See Board policy JED and procedures JED-AP1 and JED-AP2)

Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time for class or school begins as determined by the district.

First Offense: Principal/Student conference, detention, or 1–3 days in-school suspension.

Subsequent Offense: Detention or 3–9 days in-school suspension, and removal from extracurricular activities.

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; assisting unauthorized persons to enter a district facility through any entrance.

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

Subsequent Offense: 1–180 days out-of-school suspension or expulsion.

VANDALISM: (See Board policy ECA) Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

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

Subsequent Offense: Restitution. In-school suspension, 1–180 days out-of-school suspension, or expulsion.

VISITORS: The building administrator is responsible for all persons on school property. **ALL visitors shall enter the office in Bldg A and obtain a visitor pass.** A visitor is anyone other than currently enrolled students and/or school employees. No person whose presence or behavior interfere with the operation of the school or who disrupts the school or its students, or school activities, may enter or remain in any school vehicles, school buildings, or upon any school grounds, roadways, or sidewalks.

Refusal of unauthorized persons to leave the premises, after being requested to do so by the administrative official of that school (or his/her designated official), may result in the police being summoned. In most cases it is not appropriate for students to bring visitors to class with them as this may disrupt class instruction. Only under special circumstances, and with prior permission of the Herndon Career Center administrative office and the instructor, may students bring visitors to class.

WEAPONS: (See Board policy JFCJ)

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

First Offense: In-school suspension, 1–180 days out-of-school suspension or expulsion.

Subsequent Offense: 1–180 days out-of-school suspension or expulsion.

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

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

Subsequent Offense: Expulsion.

3. Possession or use of ammunition or a component or a weapon.

First Offense: In-school suspension, 1–180 days out-of-school suspension or expulsion.

Subsequent Offense: 1–180 days out-of-school suspension or expulsion.

OUT-OF-SCHOOL SUSPENSION (OSS): When a student is suspended OSS, being on Raytown C-2 property subjects the individual to possible arrest for trespassing. Referrals to the C-2 District Central Office (CO) may result in a suspension of up to 180 days or recommendation for expulsion by the Board of Education.

When assigned OSS, students are NOT allowed to be at any Raytown C-2 activities, home or away.

EXPULSION OR LONG-TERM SUSPENSION: The Board of Education, after notice to parents or others having custodial care, and a hearing upon charges preferred, may suspend or expel a pupil. Hearing Officer may be contacted at 268-7000.

SUSPENSION: NOTE: Students are reminded there will be no student suspensions for Raytown C-2 Schools without proper review of the accusations and without all facts being investigated. Students have the rights of appeal to the Principal if there is a question regarding the suspensions. Due process procedures will be followed.

Finally, the principals and staff of Raytown C-2 Schools have the right and responsibilities to protect the learning environment from those who abuse it. We will maintain a firm, fair, reasonable, and professional approach to accomplish this end.

CHEATING OR ACTS OF PLAGIARISM: Students found with unauthorized test material will have committed the same offense as cheating. Besides having a dramatic effect on a grade, the incident could be used to withhold honors or scholarships from a student.

Cheating is a serious academic offense. Cheating occurs in several ways:

1. Copying another's work for an assignment intended for individual effort.
2. Helping, writing for, or giving answers to another student for an assignment intended for individual effort.

Plagiarizing, a form of cheating, means summarizing, paraphrasing, or quoting an outside source without attribution. Three ways to use outside material are:

1. A summary abbreviates an outside source
2. A paraphrase expands an outside source
3. A quotation uses the exact words or other details from an outside source.

All three forms require sufficient and accurate attribution so that others can discern and verify the source. False attribution occurs when the writer fails to attribute all the sources or attributes to a false source.

Consequence: First Offense: Zero on assignment

Subsequent Offense: Withdraw, Fail for the class.

COMPUTER USAGE OR DISTRICT TECHNOLOGY USE VIOLATIONS: The Raytown School District has the ability to enhance education through the use of a district wide computer network, which includes the Internet. Access to the Internet provides students with the opportunity to participate in distance learning and to locate resources to meet their educational needs. They will also have the ability to examine a broad range of opinions and ideas in a variety of formats. Because information on the Internet appears, disappears, and changes, it is not possible to predict or control what students may locate. Our focus is on providing individual users with the understanding and skills needed to use the Internet in an appropriate manner, rather than in controlling the environment.

With this educational opportunity comes responsibility. The use of the network is a privilege, which may be revoked at any time for abusive conduct. Any concerns of Internet information will be handled in the same way that concerns regarding other educational resources are currently handled. Raytown school board policies pertaining with other educational resources will also apply to Internet resources. District Technology Use Violations include but are not limited to unauthorized use of district owned technology equipment, unauthorized use of programs/internet, accessing email, pornographic, or inappropriate sites and accessing questionable materials if not approved by the teacher.

District Technology Use Violations – Include, but not limited to, unauthorized use of district owned technology equipment, unauthorized use of programs/internet (e.g.-message boards and chat rooms), accessing pornographic sites, and accessing questionable materials not approved by the teacher.

Consequence: May range from: Student/teacher conference only to 1-10 day(s) in-school or out-of-school suspension, restitution, possible loss of computer privileges, possible referral to the Superintendent's office for possible long term suspension up to 180 days, possible referral to the Board of Education for expulsion, possible referral to appropriate criminal justice or juvenile delinquency system.

SOCIAL MEDIA/ELECTRONIC COMMUNICATION: Social networking sites such as Facebook, Twitter and Instagram, as well as other forms of electronic communications, can be an important part of a young person's life. The administrative team at Herndon Career Center wants to remind students to use good judgment when texting, posting, or sending information via these forms of communication. Any postings or communications sent via social networking sites and/or emails or texts which disrupt the educational environment, are subject to disciplinary actions.

Phone use is for calls or texts during non-instructional times or to assist in the instructional process at the direction of the teacher. Phones are not allowed to be used to take pictures of record video or audio during school hours or on the bus unless specifically directed to do so by a teacher or administrator as part instructional process.

GANG OR SECRET ORGANIZATIONS AFFILIATION AND ACTIVITY: The Board of Education intends to maintain a school setting that is safe for students and staff. In meeting this commitment, they determined that gangs that initiate or advocate activities that threaten the safety and well-being of persons or property are harmful to the educational purposes of the district and will not be tolerated. By this policy, the Board of Education prohibits the existence of gangs and gang activities as outlined below. No student on school property or in connection with any school-related activity shall:

1. Display any type of dress, apparel, gestures, behavior or manner of grooming that is evident of membership or affiliation of any gang.
2. Possess, display, use, distribute, or sell any clothing, jewelry, badge, paraphernalia, or other sign that implies membership or affiliation in any gang, communication, marks, drawing, painting, design, gestures, paraphernalia, or emblem upon any school or personal property or on his/her person.
3. Create an atmosphere in which a student, staff, or other person's wellbeing is hindered or coerced by undue pressure.
4. Remain at school dressed in a manner in which his/her clothing or lack of clothing creates a safety hazard of the student or of other students at school or when the dress is disruptive to the learning process or good order of the building.
5. Solicit others for membership in any gang.

Consequence: May range from: Student/parent conference only to 1-10 day(s) in-school or out-of-school suspension, possible referral to the Superintendent's office for possible long term suspension up to 180 days, possible referral to the Board of Education for expulsion, referral to appropriate criminal justice or juvenile delinquency system.

LANGUAGE: The use of obscene or vulgar language and/or gestures that depicts sexual acts, human waste and profane language will result in suspension. Disruptive speech or conduct is the use of hate language to demean other persons due to their race, gender, disability, national origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech that materially and substantially disrupts class, school activities, transportation, or school functions.

Use of Obscene or Vulgar Language and/or gestures – Language and/or gestures which depicts sexual acts, human waste, and profane language.

Consequence: May range from: Student/parent conference only to 1-10 day(s) in-school or out-of-school suspension, possible referral to the Superintendent's office for possible long term suspension up to 180 days, possible referral to the Board of Education for expulsion.

Disruptive Speech or Conduct – Use of hate language to demean other persons due to their race, gender, disability, national origin, sexual orientation or religious beliefs. This provision also includes conduct,

verbal, written, or symbolic speech, which materially and substantially disrupts class, school activities, transportation, or school functions.

Consequence: May range from: Student/parent conference only to 1-10 day(s) in-school or out-of-school suspension, possible referral to the Superintendent's office for possible long term suspension up to 180 days, possible referral to the Board of Education for expulsion.

LEAVING CAMPUS: NOTE: Refer to Attendance for additional Information. Students who must leave school for any portion of the school day for any reason are expected to report to the attendance office prior to leaving and receive a pass to leave. Failure to report to the attendance office will result in the absence being listed as unexcused and possible defiance of authority. (See Truancy/Unexcused for Discipline)

STUDENT DELIVERIES: Students may not have flowers or gifts delivered to them during the school day. Outside food (McDonald's, Wendy's, etc.) for students is not acceptable in classrooms and will not be delivered during the school day.

TELEPHONE: Students will NOT be called to the phone except in cases of emergency contact by parents/and as approved by administration or designee. Parent messages will be delivered to the student so that the student may return a call during the passing period or after school hours. Students may use office phones before school, after school and between classes only. Failure to comply may result in defiance or truancy.

UNAUTHORIZED CALLS/ID/PASSES/DEFIANCE OF AUTHORITY: Forged, unauthorized and altered passes, false phone calls, using another student's ID badge, student handbook, etc. may result in but not limited to disciplinary action aligned to truancy and/or defiance.

UNEXCUSED ABSENCES OR TRUANCY: Includes being absent from school, class or classes without authorization. Forged passes, false phone calls, skipping class, being out of class without permission or missing more than half of a class period may be considered under the truancy policy or defiance of authority.

Truancy – Absent from school, class, or classes without authorization.

Consequence: May range from: Student/parent conference only to 1 to 10 day(s) in-school suspension, possible referral to appropriate criminal justice or juvenile delinquency system, or Division of Family Services (DFS).

ANY OTHER BEHAVIOR THAT IS SERIOUS AND/OR DISRUPTIVE TO THE EDUCATIONAL PROCESS WILL BE HANDLED THROUGH THE REGULAR SUSPENSION POLICY: Students are reminded there will be no student suspensions for Raytown C-2 Schools without proper review of the accusations and without all facts being investigated. Students suspended 10 days or less have the rights of appeal to the Principal if there is a question regarding the suspensions. Due process procedures will be followed. The principal will review the case and may reduce, uphold, or increase disciplinary action per student handbook and school board policy. Finally, the principals and staff of Raytown C2 Schools have the right and responsibilities to protect the learning environment from those who abuse it. We will maintain a firm, fair, reasonable, and professional approach to accomplish this end.

GRIEVANCE PROCEDURES FOR TITLE VI, IX, & SECTION 504: The Board of Education Policy 1310 and 2140 designates a district coordinator and a grievance process for resolving civil rights, harassment, and disability complaints. Many complaints can be solved by an informal meeting with parties and the building administrator. A student with a complaint is encouraged to first discuss it with the teacher, counselor, or building administrator involved, with the purpose of resolving the matter promptly and informally. Similarly, employees with a complaint are encouraged to first discuss the complaint with the building supervisor or immediate supervisor.

If the complaint or issue is not resolved after working through the informal process, the grievant may file a written grievance with Ms. Shirley Earley, 6608 Raytown Road, Raytown, Missouri 64133 (816-268-7052).

