

FOUR RIVERS



CAREER CENTER

2019 - 2020

STUDENT HANDBOOK

Serving the following schools:

**Hermann High School
New Haven High School
Pacific High School
Union High School
Sullivan High School
St. Clair High School
St. Francis Borgia Regional High School
Warrenton High School
Washington High School
Wright City High School
and
East Central College**

1978 Image Drive
Washington, MO 63090
Phone: 636-231-2100
Fax: 636-239-0791
Website: www.fourriverscc.org

Director – Mr. Andy Robinson
Program Coordinator/Financial Aid – Ms. Sherri Schaefer
Practical Nursing Administrator – Mrs. Chris Redd

The student handbook is an extension of School Board policy. For a comprehensive explanation of the School District of Washington policies, see the District website:

www.washington.k12.mo.us

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STUDENT FORMS TO BE COMPLETED AND RETURNED BY AUGUST 23, 2019

- **Technology Usage Agreement**
- **Transportation Permission Form**
- **Career & Technical Education Prep Certificate Agreement**
- **Receipt of Student Handbook**
- **ECC Dual Credit**

Notice of Nondiscrimination

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and/or employment, and all unions or professional organizations holding collective bargaining or professional agreements with School District of Washington are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Four Rivers Career Center compliance with regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), or Title IX of the Education Amendments of 1972 (Title IX), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA) is directed to contact the Assistant Superintendent of Human Resources, 220 Locust, Washington, MO 63090 (636-231-2020). The Assistant Superintendent of Human Resources has been designated by the School District of Washington to coordinate the Title VI, Title IX, Section 504 and ADA. Four Rivers Career Center is accredited by the Missouri Department of Elementary & Secondary Education and is a candidate for accreditation by the Commission of the Council of Occupational Education effective February 17, 2014.

Keys to Succeed at Four Rivers Career Center

- You have been chosen by your school to attend Four Rivers Career Center. This is a great honor, treat it with respect.
- Your instructors, administrators and classmates expect a high level of commitment. Do your personal best every day.
- If you arrive prepared to work hard every day, manage your student responsibilities and come with a positive attitude and a willingness to learn, you will be successful.
- Attendance is critical to your success in the program. The hands-on nature of our programs requires your presence in order to master the technical skills being taught.
- Assignments are an important part of the learning process and are an extension of the hands-on training being delivered in the shop. These assignments help foster the understanding of the subject matter and demonstrate your commitment to the program.
- Your attention to detail, including deadlines, due dates and required documentation will allow you to take full advantage of opportunities available at Four Rivers.
- Student safety is our number one priority. You will be trained and tested on safety procedures and guidelines. Your adherence to all safety policies will provide a safe and secure learning environment.
- Communication with home and family is a fundamental part of the education process. Progress reports, grade cards, discipline issue and other important student information will be communicated on a regular basis.
- Four Rivers Career Center is a world class facility with state-of-the-art equipment. Take pride in its appearance.
- Four Rivers strives to provide students with a transition into the world of work. We are here to assist you in becoming as good as YOU want to be.

**FOUR RIVERS CAREER CENTER
STAFF DIRECTORY
636-231-2100**

ADMINISTRATION

<u>Name</u>	<u>Title</u>	<u>Phone Extension</u>
Andy Robinson	Director	2921
Sherri Schaefer	Program Coordinator/Financial Aid	2924
Chris Redd	Practical Nursing Administrator	2913

ADMINISTRATIVE SUPPORT STAFF

<u>Name</u>	<u>Title</u>	<u>Phone Extension</u>
Lisa Kreamalmeyer	Practical Nursing Administrative Assistant	2915
Sabrina Light	FRCC Administrative Assistant	2923

INSTRUCTORS

<u>Name</u>	<u>Title</u>	<u>Phone Extension</u>
Chris Dunard	Agriculture	9986
Dan Brinkmann	Automotive Technology	2901
Gary Maune	Automotive Technology	2902
Jeff Frankenberg	Building Construction	2903
Rob York	Building Construction	2904
Cathy Jinkerson	CAPS Business	9978
Iesha Maloney	Career Resource Educator	2917
Lorna Griffen	Career Resource Paraprofessional	2927
Stephanie Juengling	Career Services Coordinator/Embedded English	9930
Andrea Wieland	College and Career Specialist	2930
Robert Schulze	Collision Repair Technology	2906
Bryan Hinkle	Collision Repair Technology Paraprofessional	2905
Karen Fixsal	Culinary	9948
Jeff Marquart	Graphic Communications	2907
Lisa McCleave	Health Occupations Mercy Hospital 239-8000	8013
Angie Hopkins	Health Occupations Mercy Hospital 239-8000	8013
Cathy Hartmann	Health Occupations Satellite—Pacific	
Alicia Evrard	Health Occupations Satellite—Sullivan	
Cinthia Edler	Health Occupations Satellite—Warrenton/Wright City	
Krista Williams	Health Science	9974
Curt Beers	Information Technology	2910
Kirk Grass	Machine Tool	2911
Kaitlynn Huber	Marketing	9928
Brett Hoch	MO Options	8926
Melissa Ziegler	PLTW Bio-Medical	2958
Krista Williams	PLTW Bio-Medical	9974
Tim Zumsteg	PLTW Computer Science	9951
Joe Callahan	PLTW Engineering	9946
Phillip King	PLTW Engineering/Embedded Math	9967
Jenny Meers	Teaching Careers	9990
Jeff Obermark	Welding	2916
David Birdsall	Welding Paraprofessional	2916
Kari Huff	Practical Nursing Instructor	2914
Dina Vitale	Practical Nursing Instructor	2912

CUSTODIAL STAFF

<u>Name</u>	<u>Shift</u>
Roderick Whitener	Day Shift Custodian
Thomas Hakenewerth	Evening Shift Custodian
Craig Lang	Midnight Shift Custodian

SCHOOL DISTRICT OF WASHINGTON

2019-20 District Calendar

<u>Date</u>	<u>Event</u>
August 15, 2019	First Day of School
September 2, 2019	Labor Day—No School
October 11, 2019	End of 1st Quarter No School Professional Development Day
October 24, 2019	Evening Parent/Teacher Conferences
October 25, 2019	No School Professional Development Day
November 27-29 2019	Thanksgiving Break No School for K-12 Students
December 19, 2019	1/2 Day—K-12 Students AM Only
December 20, 2019	End of 2nd Quarter and 1st Semester 1/2 Day—K-12 Students AM Only
December 23, 2019 – January 1, 2020	Winter Break No School for K-12 Students
January 2-3, 2020	No School Professional Development Day
January 6, 2020	First Day Second Semester—All Students
January 20, 2020	Martin Luther King, Jr. Day No School for K-12 Students
February 14, 2020	No School Professional Development Day
February 17, 2020	Presidents Day No School for K-12 Students
March 11, 2020	End of 3rd Quarter
March 13, 2020	1/2 Day—K-12 Students AM Only
March 16 – 20, 2020	Spring Break No School for K-12 Students
April 9, 2020	1/2 Day—K-12 Students AM Only
April 10, 2020	Easter Break No School
May 20, 2020	5/21 End of 4th Quarter and 2nd Semester 1/2 Day—K-12 Students AM Only
May 21, 2020	5/21 End of 4th Quarter and 2nd Semester 1/2 Day—K-12 Students AM Only Last day

GENERAL INFORMATION

VISION

To inspire achievement, character, and personal growth in all students as they pursue and succeed in college, careers, and life.

MISSION

The School District of Washington will provide an inspiring educational environment by means of challenging, relevant and purposeful learning experiences designed to prepare students for their future. We are committed to an engaged and customized approach to education. We encourage innovation and creativity developed to help our students explore their purpose and passion as they acquire the skills and attributes necessary to be college and career ready.

HOW WILL DO THIS:

We will do this within a culture of collaboration that fosters understanding, acceptance, and mutual respect while remaining focused on student achievement, staff development, and the wellbeing of our students as they grow, mature and team.

INNOVATION AND CHANGE

POSITIVELY SHAPE OUR STUDENTS' FUTURES THROUGH EDUCATIONAL EXCELLENCE, INNOVATION, AND CHANGE The School District of Washington collaborated with students, staff, parents, and business and community leaders during the 2017-18 and 2018-19 school years to understand and evaluate the current curriculum, instructional strategies, and educational environment. This group also investigated the research skills, knowledge, equipment, and materials our students would need to be successful in a world with continual political, economical, and technological change. Innovation and change in the School District of Washington will provide students more opportunities to think critically, problem solve, collaborate, communicate, and take ownership of their education and ultimately their futures.

SENDING SCHOOL DISTRICTS

Four Rivers Career Center will work with sending school districts in a fair and equal manner. All students attending FRCC will receive fair and impartial treatment.

Sending schools include: Hermann, New Haven, Pacific, St. Clair, St. Francis Borgia, Sullivan, Union, Warrenton, Washington, and Wright City High Schools, and East Central College.

SCHOOL COLORS

The official school colors for Four Rivers Career Center are Maroon and Gray.

CLASS INFORMATION

Class Schedule:

8:25 a.m. - 11:00 a.m. Morning Session
11:10 a.m. – 11:40 a.m. Lunch
11:45 a.m. - 2:15 p.m. Afternoon Session
2:20 p.m. - 3:30 p.m. Teacher Conference Period

Washington (½ day) Professional Development Day Class Schedule:

8:25 a.m. - 10:35 a.m. Morning Session for Washington Students
8:25 a.m. - 11:00 a.m. Morning Session for all Sending Schools
11:10 a.m. – 11:40 a.m. Lunch
11:45 a.m. - 1:20 p.m. Afternoon Session for Washington Students
11:45 a.m. - 2:15 p.m. Afternoon Session for all Sending Schools
2:20 p.m. - 3:30 p.m. Staff Professional Learning Community

1/2 Day Schedule:

FRCC runs a regular morning schedule on 1/2 days. Afternoon students DO NOT attend on 1/2 days.

Break Policy:

Students will be given a 10 minute break. Instructors will release students for break and specify when students are to return to class. Conduct during break time must be professional and mannerly. Movement to and from the break area will be conducted in a manner that does not disturb other classes. Students who return from breaks late or conduct themselves in an unprofessional manner may forfeit future breaks at the discretion of the instructor. Food and drink are allowed in classrooms at the discretion of the instructor.

Dress Policy:

Each student should select clothing suitable for school, the shop, and the day's weather conditions. Each instructional area will cover eye protection, special clothing, and shoe regulations where appropriate. Matters of personal appearance, which are deemed distractions in the classroom and/or shop, will not be allowed. If a staff member feels that a student is inappropriately dressed, the student may be referred to the Office. The administration will then determine suitable action to be taken with the student.

Lockers and Desks:

Students are responsible for the appearance and proper care of their lockers. Any damage or defacement will result in an assessment of charges to renovate the locker to working order or acceptable appearance. Students are encouraged to keep their assigned locker locked. Lockers are the property of the School District of Washington and are provided for the convenience of students; and as such, are subject to periodic inspection without notice.

Materials and Supplies:

Secondary students will be furnished with most materials and supplies required for training. Due to the nature of the particular industry, students may be required to purchase materials or supplies of a personal nature as indicated by the occupational area for which they are training (such as tool, boots and other safety apparel). If a student is unable to purchase these items, every effort will be made to secure these materials so that training may be completed.

School Equipment (Loaned):

Students are responsible for the care and upkeep of loaned school equipment. In case of damage or loss, the student will be billed for the repair and/or replacement value of such equipment.

Textbooks:

Secondary students are provided a free copy of the textbooks necessary for their required curriculum. Any damage other than normal wear and tear, or any loss of book(s), will result in a bill to the student for damages to repair or replace the book(s). In the event they are not returned, grades will be withheld until the school is reimbursed. East Central College students will be required to purchase their books from the college bookstore.

STUDENT ATTENDANCE POLICIES

Good attendance is one of the keys to students' success. The staff will ensure the opportunity for students to make up for lost class time. Activities could be, but are not limited to, intensified study time, Saturday school, before or after school learning labs, mentoring, tutoring, service learning, program related outside learning opportunities, and other projects as deemed related.

1. **A parent or guardian should call, email or send a note to Four Rivers (in addition to notifying your home high school) on the day of absence or prior to the absence and provide a reason for the student missing school.** Students will be excused for personal illness, serious illness in the family, death in the family, and appointments that cannot be made outside of school hours. Other absences will be recorded as an unexcused absence. A doctor's excuse is needed to validate absences of three or more consecutive days.

- a. **Four Rivers Attendance Contact Information:**

Sabrina Light

Phone: 636-231-2100 Ext 2923

Email: sabrina.light@washington.k12.mo.us

2. Students may not leave campus without permission. Students must sign out at the office, if they leave campus before the end of the regular school session.
3. School sponsored or school sanctioned activities are exempt from and will not count toward the total absences allowed per semester.
4. If a student is truant, consequences will comply with Board regulation JG-R.
5. Students are to make up work according to the policies of the School District of Washington.
6. After **five (5) absences** per semester: Instructor will contact parent or guardian.

After **nine (9) absences** per semester: Instructor will contact parent or guardian and a letter will be sent from Four Rivers Administration.

After **twelve (12) absences** per semester: Instructor will contact parent or guardian and a letter will be sent from Four Rivers Administration.

Students may lose credit after their twelfth (12th) absence.

In order to be eligible for a Carnegie Unit of high school credit, a student must be in attendance for at least 72 complete class periods.

Poor attendance will be taken into consideration and could prevent a student from returning to the second year of a program.

7. Tardies: Multiple tardies may result in loss of shop privileges, additional assignments, detention, Saturday School or other disciplinary action.
8. Appeals Process – A student has the right to appeal the assignment of “no credit” under Board Policy JFH.
9. Qualification to participate in internships, agency rotations (Health Occupations), and related opportunities outside of Four Rivers Career Centers' campus is partially based upon student attendance history.

Make-Up Work Guidelines:

1. A make-up test must be taken the first day of return to school if the absence occurs on the day of a test. Two days must be allowed when absent the day of the test and one preceding day, and three days must be allowed when absent the day of a test and two preceding days. In no case will a student be permitted to take more than one week to make up work without special permission from the teacher.
2. Assignments prior to absence are due on the day that the student returns to school.
3. As a general rule for written make-up work, a student should be allowed one day to make up the work for each day missed. Teachers can use discretion when administering the make-up policy for assignments.

STUDENT ATTENDANCE POLICIES (Continued)

Sending School Calendars:

All sending students are expected to attend Four Rivers according to the Career Center's school calendar. All absences by sending schools are arranged in advance with administrative and instructional staff in order that the education and training are not adversely affected.

Emergency Closing of School:

Weather conditions may cause one or more of the sending high schools to be closed. In the event your home high school is closed due to inclement weather, those students are excused. In the event that the School District of Washington is closed, Four Rivers Career Center is closed

East Central College students enrolled in Auto Technology, Building Construction, Machine Tool, and Welding will not attend these classes when the School District of Washington is closed. East Central students attending any other ECC class that meets at Four Rivers Career Center must check with the college regarding class cancellation.

STUDENT GRADE POLICIES

Grading:

Standardized Grading Scale:

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

Refer to individual program syllabi for specific methods of grade calculation.

Incomplete grades are given when a student has not been able to complete the work for a reason beyond his control. Work required for a complete grade must be completed within two weeks after the end of the grading period. No incomplete grades shall be allowed at the end of the second semester.

Grade Reports:

Mid-term and quarterly grade reports are issued to students and forwarded to each sending high school. These reports are also reviewed with students by Instructors, Career Resource Educator and/or Administration. These will be given to students, at the end of each quarter. The grading system is based on a four point (4.0) system. Grades are available to parents via the electronic parent portal.

Parent - Teacher Conferences for 1st quarter will be held on October 24, 2019.

Parent - Teacher Conferences for 3rd quarter will be held on an as needed basis.

Out of School Suspension (OSS) Homework Policy:

1. This type of suspension is defined as removal of the student from the school premises for disciplinary purposes. The student is not allowed on school property without special permission of the school administration. They are not to attend school functions or extracurricular activities at home or away.
2. Students will be allowed to make up work for full credit. Homework will be given to the student in three-day increments. Students will not be given additional work until they have finished the prior three days' work.
3. The student and their parent must request homework assignments in writing by the next school day after the OSS has been assigned.
4. Guidelines for making up work are detailed above. Homework assignments are due the day the student returns to school. No extension will be granted.
5. It is the student's responsibility to make arrangements with teachers to make up major tests and major projects. Students must make these arrangements within five days of returning to school.

STUDENT CITIZENSHIP

Professional Skills Profile

Four Rivers Career Center strives to assist students in the development of positive attitudes and character traits for both work and life. Program curriculums and student organization activities help students learn and foster these positive character traits.

- Interpersonal–Promoting soft skills by showing consideration for self, others, property and authority.
- Skills–Incorporating core education within practical abilities.
- Action–Applying leadership skills in developing innovative solutions.
- Experiences–Total involvement in all aspects of learning and exploration of endless career opportunities.

Four Rivers Career Center Director Award:

Four Rivers Career Center recognizes outstanding students who are evaluated by instructors on being role models and leaders in the classroom. Students are nominated by their instructors based on the following criteria:

- Attendance
- Grades
- Classroom and shop performance
- Professional skills profile of interpersonal, skills, action and experiences.

Special recognition will be held at the end of each quarter.

SCHOOL SERVICES

Four Rivers Career Center CTSO – Career and Technical Student Organizations:

As a part of the regular curriculum at FRCC, programs are affiliated with their respective student organization.

SkillsUSA- - - - -	Automotive Technology	Collision Repair
	Building Construction	Machine Tool
	Graphic Communications	Welding
	Information Technology	
FFA - - - - -	Agricultural Education	
DECA - - - - -	-Marketing	
HOSA - - - - -	-Health Occupations and PLTW Biomedical	
PLTW - - - - -	-PLTW	
Educators Rising- - - - -	-Teaching Careers	
ProStart- - - - -	-Culinary	

Students are expected to participate in the student association of their occupational area. The activities of these organizations are designed to enhance personal growth, self-confidence, leadership, cooperation, work ethic, career development, and community service. Career and Technical Student Organizations are an integral part of Four Rivers' programs. As part of the career and technical organizations' activities, students can compete in district, state, and national contests. Students also have the opportunity to run for office at the local, district, state, and national levels.

Program Placement:

In the event a student enrolls in a class or technical program beyond their abilities or interest, the instructor may refer the student to administration for a possible change of placement and/or removal. Four Rivers Career Center will contact the sending school guidance and/or Special Services informing them of the misplacement. After consultation with parents and school officials, a new placement will occur. This procedure is also appropriate if it is discovered that a student lacks the interest, aptitude, or a suitable attitude for that particular occupation. These recommendations will be made as early as possible during the first quarter.

Student Withdrawal:

The Four Rivers Career Center Office must be notified if a student is withdrawing. All school materials, equipment, and school owned books must be returned. Student lockers must be emptied and all bills paid before grades will be transferred to the home school, another school, an employer, or an individual.

Student withdrawal procedures:

1. Obtain drop slip from Director.
2. Acquire teacher, guidance counselor, and parent signature on the drop slip.
3. Return signed drop slip to the Director.
4. FRCC will mail or fax the completed drop slip to home high schools.
5. East Central students must also complete an ECC drop form.

These forms can be obtained in the ECC office at Four Rivers Career Center

Career Services:

East Central College students must enroll in ECC's Career Management class. High School students participating in Career Now Partnership with East Central College will have the opportunity to earn dual credit the last semester of their program.

FRCC students are required to participate in regularly scheduled lessons with FRCC's Career Services Coordinator that will help students develop resumes and/or portfolios.

Career Resource Educator:

Four Rivers has a Career Resource Educator and paraprofessional on staff to provide special education assistance and related services to all students.

Financial Aid:

Financial Aid is available to seniors planning to continue their education. Students should check with their home high school for Financial Aid opportunities. A financial aid representative is available to assist with college planning.

Technical Skills Attainment and/or Industry Recognized Credentials:

At the completion of their program of study, Four Rivers students are required to take a technical skills assessment that may earn them nationally recognized certification and/or credentials.

SCHOOL SERVICES (Continued)

Dual Technical Credit:

Dual Technical Credit agreements allow high school students to simultaneously earn high school and college credit.

Four Rivers Career Center has dual technical credit articulation agreements in place with East Central College for the following program:

Automotive Technology, Automotive Collision Repair, Building Construction, Information Technology, Marketing, Machine Tool, Welding and CAPS Business. High school students must register as an East Central student and pay all required ECC fees prior to semester deadline date.

Four Rivers Career Center has dual technical credit articulation agreements in place with University of Central Missouri for our Teaching Careers program. High school students must register as an University of Central Missouri student and pay all required UCM fees prior to semester deadline date.

Articulation Agreements:

Articulation agreements are in place with several post-secondary institutions. Refer to program syllabus for post-secondary institutions articulated with your particular program.

Career & Technical Education Certificate:

Four Rivers Career Center provides its students the opportunity to earn the Career & Technical Education Certificate. In addition to a high school diploma, this certificate recognizes outstanding achievement in work preparedness skills. Both students planning to pursue a post-secondary education or those entering the workforce in a technical career will benefit from this rigorous program that includes academic achievement, attendance, community involvement and job readiness skills. This program encourages all students to pursue excellence in their academic and technical programs.

To be eligible for the Career & Technical Education Certificate, a student shall:

1. Complete a rigorous high school program cooperatively planned by the school, the student and the student's parent. Upon completion, the student must have a minimum of 80% Task Mastery of Vocational Competencies.
2. Cumulative Grade Point Average (GPA) of 2.5, on a 4.0 GPA scale
3. Have at least 30 hours of community service / Career Exploration
4. Maintain an overall 95% average attendance rate throughout their four years of high school.
5. Have completed 3 credit hours of technical/practical arts classes with a minimum 3.0 GPA.
6. Meet citizenship requirements as designated by the A+ program and/or those set by the student's sending schools.
7. Receive a score of 3 or better on the following Work Keys Assessments: Reading for Information, Applied Math, and Locating Information.
8. Complete a Missouri Connections' Work Values Inventory.

LEGAL NOTICES AND DISTRICT POLICIES

Listed below are some of the School District of Washington policies. For complete policy information or questions concerning these policies, please visit our website at www.washington.k12.mo.us or call the school district office at 636-231-2000.

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 include:

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 records may be inspected.
2. The right to request the amendment of the student's education records that the parent of 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 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 or 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 of Washington 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 Ave, SW
Washington DC 20202-5920

Directory Information

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as directory information: Student's name; parent's name; date and place of birth; grade level; bus assignment; enrollment status (Ex. Full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

LEGAL NOTICES AND DISTRICT POLICIES (Continued)

Public Notice

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The School District of Washington 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 School District of Washington assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

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

The School District of Washington has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the School District of Washington, Special Services Department, 220 Locust Street, Washington, MO 63090 from 7:30 A.M. until 4:00 P.M. week days.

This notice will be provided in native languages as appropriate.

Policy Information

The following information is from the School District of Washington policies. To obtain a complete copy of all policies, please visit our website at www.washington.k12.mo.us or call the district office at 636-231-2000

Audio and Visual Recording (Policy KKB)

The district has established limits on the use of recording equipment in order to minimize disruption and protect instructional time essential to improving student achievement. Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education process.

Surveying, Analyzing or Evaluation of Students (Policy JHDA)

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

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

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

Asbestos (Policy EBAB-AP)

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

LEGAL NOTICES AND DISTRICT POLICIES (Continued)

Technology User Privacy (Policy EHB)

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources, including email and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district.

Program for Homeless Students (Policy IGBCA)

The School District of Washington recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education.

Professional Qualifications (Policy GBL)

In accordance with federal law, the district shall release to parents, upon request, information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals who are employed by a school receiving Title I funds and who provide instruction to their child at their school.

Crisis Response (Policy EBCA)

The School District of Washington has a crisis intervention plan to help school district administrators and faculty deal effectively with crises that could interfere with the normal daily operation of school. This plan outlines and describes the district's guidelines for responding to most crises. All staff members with a need to know will be provided in-service training concerning these guidelines. Specific information regarding the crisis intervention plan is available to concerned parties upon request in the central and building offices.

Corporal Punishment (Prohibited)

No person employed by or volunteering on behalf of the School District of Washington shall administer or cause to be administered corporal punishment upon a student attending district schools. A staff member may, however, use reasonable physical force against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district.

Notice on Filing a Complaint on District's Federal Programs

When questions or complaints arise regarding the operation of the school district or federal programs administered by the Department of Elementary and Secondary Education (DESE) that cannot be addressed through other established procedures, please refer to district policies KL, KL-AP

SCHOOL POLICIES AND REGULATIONS

Bus Regulations:

The following rules and regulations shall affect any pupil riding school buses to and from Four Rivers Career Center and Sending Schools.

BEFORE BOARDING THE BUS THE STUDENT SHALL:

1. Be on time and at the proper location for boarding the bus.
2. Wait until the bus is completely stopped before attempting to board the bus.
3. Be courteous.
4. Use the handrail and watch your step when boarding the bus.

WHILE ON THE BUS THE STUDENT SHALL:

1. Keep head, hands, and feet inside the bus at all times.
2. Assist in keeping the bus safe and sanitary at all times.
3. Do not talk to or disturb the driver in any manner.
4. Treat the bus equipment as valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender or riding privileges will be revoked.
5. Never tamper with the bus or any of its equipment.
6. Leave no books, lunches or other articles on the bus.
7. Keep books, packages, coats and all other objects out of the aisles.
8. Remain in the seat in case of accident unless directed to leave by the driver.
9. Never throw anything out of a bus window.
10. Always remain in your seat until bus is stopped.
11. Always be courteous to fellow students, the driver and all passers-by.
12. Keep absolutely quiet when approaching a railroad crossing.
13. Expect parents to be notified in case of continuous misconduct or severe misconduct. Privilege of riding the bus can and will be revoked for repeated or severe cases.
14. Obey the driver at all times. The driver has the same authority as an instructor.
15. When possible, inform the bus driver in advance when you know you will be absent from the bus.

AFTER LEAVING THE BUS THE STUDENT SHALL:

1. Cross the road at least 10 feet in front of the bus after checking to be sure that no traffic is approaching and/or after receiving a signal from the driver.
2. Help look after the safety and comfort of riders with special needs.
3. Be alert to any danger signal from the driver.
4. Leave the bus only at your regular stop, unless proper authorization has been in writing in advance by school officials and/or parents.

The above regulations shall be adhered to on any and all trips under the school's responsibilities or sponsorship. For extracurricular trips, competent chaperones will be appointed and/ or school officials shall accompany the bus trip.

Emergency Response:

Emergency response plans will be reviewed with students at the beginning of the school year. Practice drills are held throughout the school year. Evacuation routes are posted in each classroom and shop.

Electronic Devices:

Cell phones and all other personal electronic devices are not to be used during school hours unless authorized by instructors and/or school authorities. Unauthorized use of cell phone may result in confiscation of phone by FRCC Administration. FRCC is not responsible for loss or theft of any of personal electronic devices.

Field Trips:

The FRCC code of conduct applies to all students participating in a field trip. A signed field trip permission form must be on file for each event. For the day of the field trip, sending school students may need to make other transportation arrangements and complete a "Temporary Driving Permit Request" form.

School Guests:

All guests must be register in the Main Office.

SCHOOL POLICIES AND REGULATIONS (Continued)

Weapons:

Students are NEVER to bring firearms, bows, slingshots, gigs, knives or items that could be considered a weapon to school and/or onto school property. Students face disciplinary action if a weapon is brought on school property.

Illness:

If a student becomes ill at Four Rivers Career Center, he/she should inform the instructor and report to the Office. The student's home school will be contacted. Students will not be sent home until the school contacts a parent or one of the individuals listed on the emergency card. Students must not leave the building without authorization.

Leaving the School Grounds:

Students are not permitted to leave campus after arrival without permission. Students who leave during the school day before the usual dismissal time must first check out with the instructor and sign out at the Director's Office. Students must have parental permission to leave, either by telephone or written note, before they will be allowed to leave campus. Students who are ill or injured must report to the instructor and the Director's Office for proper assistance before leaving campus. Failure to follow procedures could result in disciplinary action.

Medications:

Four Rivers Career Center does not have a School Nurse on staff. Students requiring medications must coordinate administration of those medications with their sending school and Four Rivers administration.

With the exception of students in special education programs or those with Section 504 Accommodation Plans, the School District is not obligated to supply or administer medication to students. A copy of the School District of Washington Medication Guidelines is provided to all students or is available upon request. The Board of Education recognizes that some students may require medication for chronic or short-term illness during the school day to enable them to remain in school and participate in their education. Therefore, the Board directs the Superintendent to establish procedures for the administration of medication for any student provided the following requirements are met:

- The administering of medications, including over-the-counter medications, is a nursing activity which must be performed by a registered professional or a licensed practical nurse. A registered professional may delegate and thereby supervise the administering of medication by unlicensed personnel who are trained by the nurse to administer medications. A student must report to the Main Office for approval of permission to see a nurse in order to take any type of medication.

Sending School Student Transportation:

Students are to use the bus transportation provided by their sending school. Parent and sending school permissions are required for getting to FRCC by any other means.

Washington High School Student Transportation:

A bus for WHS students will be provided between Washington High School and the Four Rivers Career Center. WHS students have the option of riding the bus or providing their own transportation to Four Rivers.

Parking:

Students are permitted to park on school premises in designated "Student Parking" areas. The school retains the right to conduct routine patrols of student parking lots and inspections of student automobiles on school property.

Sending School Temporary Driving Permit:

When special circumstances arises that require a student to drive to Four Rivers, permission is required. The student must request permission from the instructor. If permission is granted, the student must complete a "Temporary Driving Permit Request" form with the proper signatures. A student must have the proper paperwork completed at least one day in advance of the day scheduled to drive in order to make any necessary contacts with sending high schools. Student drivers may **not** transport other students to or from FRCC. Failure to follow these procedures could result in a disciplinary referral.

Personal Property:

The school will make every effort to prevent loss or theft of personal property. (Lockers are available to students for their personal use.) Sums of money and other valuable personal property should not be brought to school. Purses, wallets, watches, etc. are the student's responsibility and should be put in a safe place, such as a locked locker. Tool boxes for the various trade classes should be kept locked at all times and stored in a properly designated area.

SCHOOL POLICIES AND REGULATIONS (Continued)

Security Procedures:

School security is a priority at Four Rivers Career Center. Students are expected to contribute to the well being of the whole school. If you know of a classmate who is troubled and has threatened others in any way, please get involved by contacting a teacher, staff member, or administrator. Many problems can be avoided by being aware of what is going on around us and passing on comments/concerns to someone who can help. Designated areas of FRCC are under video surveillance.

Searches:

School lockers and desks are the property of the School District of Washington and are provided for the convenience of students. They are subject to periodic inspection without notice. (Policy JFG) Lockers and desks may be searched by school administrators who have a 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, i.e.; book bags, automobiles, electronic files, etc., may be searched based on reasonable suspicion of a violation of District rules, policy, or state law. The school retains the authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interior of student's vehicles may be inspected when a school authority has reasonable suspicion to believe illegal or unauthorized materials maybe inside.

Soliciting:

Solicitations on school property involving students or personnel must be approved by the Director. Classroom presentations must be approved by the Director.

Telephone/Messages:

The office will notify students immediately of any message concerning an emergency.

Travel Policy:

All students traveling to/from an overnight school sponsored trip must obtain parental/guardian permission. The student, accompanied by a parent/guardian, may be required to attend a pre-trip conference with the sponsoring teacher and administrator.

Secondary students attending CTSO events must utilize school provided transportation to and from the event.

Post-secondary and/or FRCC Adult Students may utilize their own transportation provided they complete a field trip agreement and have it on file with FRCC prior to the field trip. **Post-secondary and FRCC Adult students may not transport secondary students.**

STUDENT CODE OF CONDUCT

The Student Code of Conduct is designated to develop an appreciation of order, foster student responsibility and self-control, teach respect for proper authority, and to ensure the orderly operation of District schools. No code can be expected to list each and every offense which may result in the use of 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. Disciplinary actions may include ISS (In-School Suspension) or OSS (Out-Of-School Suspension) In addition to the consequences specified below, school officials will notify law enforcement as well as document violations in the students' discipline file pursuant to law and Board policy.

Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building director. Conferences with teachers, directors and parents should be effectively employed to bring about acceptable classroom behavior.

Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the sending school principal, superintendent and/or Board of Education.

This code includes, but is not necessarily limited to, acts of students on school property, parking lots, school buses or at a school activity whether on or off school property. (*SDOW Board Policy JG-R*) Students will always be granted "due process" concerning any disciplinary action.

1. **Arson** - Starting a fire or causing an explosion with the intention to damage property or buildings.

First Offense: 10 to 180 days OSS, or expulsion, notification to law enforcement officials.
Subsequent Offense: Expulsion, notification to law enforcement officials.

2. **Assault** –

A. Hitting, striking and/or attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury. Further definition of assault is when a person knowingly causes physical contact with another person knowing the other person will regard the contact as offensive or provocative.

First Offense: Administrator/Student Conference, ISS, Up to 180 days OSS or expulsion.
Subsequent Offense: In-school suspension, Up to 180 days OSS, or expulsion.

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

First Offense: Expulsion and notification to law enforcement officials.

3. **Automobile/Vehicle Misuse** – Discourteous or unsafe driving or failure to exercise due caution on or around school property, driving without permission, failure to move vehicle at the request of a school official, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.

First Offense: Written warning notification.
Subsequent Offense: Vehicle may be towed at the owner's expense, revocation of driving and parking privileges, suspension or expulsion.

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

First Offense: Parent conference, ISS or Up to 180 days of OSS.
Subsequent Offense: Parent conference and Up to 180 days of OSS or Expulsion

STUDENT CODE OF CONDUCT (Continued)

5. **Bus or Transportation Misconduct (Board Policy JFCC/JFCC-R)** – Any offense committed by a student on a method of 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.
6. **Cell Phones**- Students may carry a cell phone. Phones should be in "silent" mode or turned off during instructional time.
- First Offense: Phone will be taken to the office and student may pick it up at the end of the day.
Subsequent Offense: Phone will be taken to the office. Parents will be contacted and are required to pick up the phone. Detention and/or ISS
7. **Cheating and Plagiarism**- Willful or deliberate unauthorized use of the work of another person and claiming it as your own. Includes the inappropriate use of notes or other material in the completion of an assignment, project or test.
- First Offense: Parent conference and no credit granted for the assignment.
Subsequent Offense: Possible loss of further credit, ISS
8. **Dishonesty** – Any act of lying, whether verbal or written, including forgery.
- First Offense: Nullification of forged document, Administrator/Student conference, ISS, or up to 10 days OSS
Subsequent Offense: Nullification of forged document, ISS, Up to 180 days OSS or expulsion
9. **Disrespectful or Disruptive Conduct or Speech (Board Policy AC if illegal harassment or discrimination is involved)** - Verbal, written, pictorial or symbolic language or gesture directed at any person which is rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations protected by law.
- First Offense: Administrator/Student conference, ISS, or Up to 10 days OSS
Subsequent Offense: ISS, Up to 180 days OSS or Expulsion.
10. **Drugs/Alcohol (Board Policies JFCH and JHCD)**
- A.** Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or imitation herbal preparation
- First Offense: ISS, Up to 180 days OSS
Subsequent Offense: Up to 180 days OSS or Expulsion
- B.** 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 of the Controlled Substances Act.
- First Offense: ISS, Up to 180 OSS
Subsequent Offense: Expulsion
- C.** Sale, purchase or distribution of prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances and/or drug related paraphernalia including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in Section 202 of the Controlled Substances Act.
- First Offense: Up to 180 OSS or Expulsion
Subsequent Offense: Expulsion

STUDENT CODE OF CONDUCT (Continued)

11. **Electronic Devices**- Students should not bring electronic devices to school. The school will not be held responsible for electronic devices that are lost or stolen during the school day. The school has the right to confiscate any electronic device brought to school without administrative permission.
- First Offense: Device will be taken to the office and student may pick it up at the end of the day.
Subsequent Offense: Device will be taken to the office. Parents will be contacted and are required to pick up the device. Detention and/or ISS
12. **Extortion**- Threatening or intimidating any person for the purpose of obtaining money or anything of value.
- First Offense: Administrator/Student conference, ISS, or Up to 10 days OSS.
Subsequent Offense: ISS, Up to 180 days OSS, or Expulsion.
13. **False Alarms**- Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purposes of frightening, disturbing, disrupting or causing the evacuation or closure of school property.
- First Offense: Administrator/Student conference, restitution, ISS, Up to 180 days OSS or expulsion
Subsequent Offense: Restitution, ISS, Up to 180 days OSS or expulsion
14. **Fighting (See also Assault)** - Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.
- First Offense: Administrator/Student conference, ISS, or Up to 180 days OSS
Subsequent Offense: ISS, Up to 180 days OSS
15. **Hazing** – 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: ISS, or up to 180 days OSS.
Subsequent offense: Up to 180 days OSS or Expulsion
16. **Public Display of Affection** - Physical contact which is inappropriate for the school setting, including but not limited to kissing and groping.
- First Offense: Administrator/Student conference, ISS, or Up to 180 days OSS
Subsequent Offense: ISS, Up to 180 days OSS or Expulsion
17. **Sexual Harassment (Board Policy AC and Regulation AC-R)**
- A.** Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include but are not limited to sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.
- First Offense: Administrator/Student conference, ISS, Up to 180 days OSS or Expulsion
Subsequent Offense: ISS, Up to 180 days OSS, or Expulsion
- B.** Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.
- First Offense: ISS, Up to 180 days OSS or Expulsion
Subsequent Offense: Up to 180 days OSS, or Expulsion

STUDENT CODE OF CONDUCT (Continued)

18. **Technology Misconduct (Board Policy EHB and Regulation EHB-R)**

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

First Offense: Administrator/Student conference, loss of user privileges, ISS or Up to 180 OSS

Subsequent Offense: Loss of user privileges, Up to 180 OSS or Expulsion

B. Violation other than those listed in “A” of Board Policy EHB and Regulation EHB-R, administrative procedures or netiquette rules governing student use of district technology.

First Offense: Administrator/Student conference, loss of user privileges, ISS or Up to 180 OSS

Subsequent Offense: Loss of user privileges, ISS, Up to 180 OSS or Expulsion

19. **Theft** – Theft, attempted theft or knowing possession of stolen property.

First Offense: Return or restitution of property. Administrator/Student conference, ISS or Up to 180 days OSS

Subsequent Offense: Return or restitution of property. Up to 180 days OSS, or Expulsion

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

First Offense: Administrator/student conference, ISS, Up to 180 days OSS or Expulsion

Subsequent Offense: ISS, Up to 180 days OSS, or Expulsion

21. **Tobacco/E-Cigarette**

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

First Offense: Confiscation of tobacco products. Administrator/student conference or ISS

Subsequent Offense: Confiscation of tobacco products. ISS or Up to 180 days OSS

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

First Offense: Confiscation of tobacco products. Administrator/student conference, ISS or Up to 3 days OSS.

Subsequent Offense: Confiscation of tobacco products. ISS or Up to 180 days OSS.

22. **Truancy (Board Policy JEDA)** – Absence from school or class without the knowledge and/or consent of parents/guardians and/or school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense: Administrator/student conference Up to 3 days ISS.

Subsequent Offense: Up to 10 days ISS, loss of credit, removal from class(es), or Up to 180 days OSS. Before any credit is removed, the student will be afforded an appropriate due process hearing in accordance with board policy and state law.

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

First Offense: Administrator/Student conference, ISS or Up to 180 OSS.

Subsequent Offense: Up to 180 days OSS or Expulsion

STUDENT CODE OF CONDUCT (Continued)

24. **Vandalism (Board Policy ECA)** – Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students.

First Offense: Approved plan of restitution is mandatory. Additional consequences include ISS, Up to 180 days OSS or Expulsion.

Subsequent Offense: Approved plan of restitution is mandatory. Additional consequences include: ISS, Up to 180 days OSS or Expulsion.

25. **Weapons (Board Policy JFCJ)**

A. Possession or use of any instrument or device, other than those defined in 18 U.S.C. Section 921. 18 U.S.C. Section 930(g)(2) or Section 571.010, RSMo, which is customarily used to attack or for defense against another person; any instrument or device used to inflict physical injury to another person.

First Offense: ISS, Up to 180 days OSS or Expulsion

Subsequent Offense: Up to 180 days OSS, or Expulsion

B. 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. Section 930(g)(2)

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

Subsequent Offense: Expulsion

Confidentiality:

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

Documentation in Student Discipline Records:

The administrator or other school staff will maintain all discipline records as deemed necessary for the orderly operation of the school. In addition, any offense that constitutes a “serious violation of District discipline policy” must be documented in the student’s discipline record in accordance with law. Policy JGF defines a “serious violation of District discipline policy” as one (1) or more of the following acts if committed by a student enrolled in the district:

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

STUDENT CODE OF CONDUCT (Continued)

Reporting to Law Enforcement Officials:

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

1. First or second degree murder under § 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second or third degree assault under § 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under § 566.040, .070, RSMo.
6. Forcible rape or sodomy under § 566.030, .060, RSMo.
7. Burglary in the first or second degree under § 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under § 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.
17. Harassment under § 565.090 RSMo.
18. Stalking under § 565.225 RSMo.

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.

DISCIPLINARY DESCRIPTORS

Disciplinary Referral:

A written report completed by the instructor, discussed with the student and turned into FRCC administration. Referrals are written for failure to follow directions, policies or procedures.

Detention:

Students are assigned study hours before or after school for infraction of rules with cooperation of sending schools. Students may receive additional consequences, including in school suspension and/or out-of-school suspension

Expulsion:

Expulsion refers to an exclusion from school that can be an infinite period of time.

Saturday School:

Students are assigned study hours on Saturday morning for infraction of rules with cooperation of sending schools.

Suspension:

Suspension refers to an exclusion from school not to exceed a specific period of time. In the State of Missouri, an administrator may suspend a student for up to ten (10) school days. A Superintendent may suspend a student for up to 180 school days. Procedures for suspending students may be found in the SDOW Board Policy Manual.

In-School Suspension (ISS): ISS is the time served in a designated room at school for failure to follow procedures and/or code of conduct. ISS and homework assignments are to be completed for credit. Students should arrange to make up missed lab activities with their instructor.

Out-of-School Suspension (OSS): OSS is the time served off school property for failure to follow procedures and/or code of conduct. This is considered an unexcused absence. Students may make-up assignments for credit.

STUDENT COMPLAINTS AND GRIEVANCES

Alleged acts of unfairness or any decision made by school personnel, (except as provided for under student suspension and expulsion), which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the School Board, or individual school rules, may be appealed in writing to the school director or designated representative.

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

1. The Director shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the Director.
2. If the problem is not resolved to the satisfaction of the student and/or parent/guardian, a written request may be submitted for a conference with the Superintendent of Schools. The Superintendent shall arrange a conference to consider the problem and to inform participants of the action that will be taken.
3. If the student and/or parents/guardians are not satisfied with the action of the Superintendent, they may submit a written request to appear before the Board of Education. The decision of the board shall be final. All persons are assured that they may utilize this procedure without reprisal. All records of notices, conferences, and actions taken to resolve student complaints and grievances will be filed and identified as grievance records, and will not be placed in personal files.

THE SCHOOL DISTRICT OF WASHINGTON TECHNOLOGY ACCEPTABLE USE POLICY

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

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

User ID – any identifier which would allow a user access to the district’s technology resources, to the Internet, or to any program, including but not limited to e-mail access.

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

The following guidelines will be followed by all users of the district technology resources. Exceptions will be made for district employees or agents conducting an investigation of student or employee use which potentially violates the law, district policy, rules or procedures. Exceptions will also be made for computer system administrators who need access to district technology resources, and data stored on the district’s resources, maintain the district’s resources or examine and delete data stored on district computers as allowed by the district’s retention policy.

I. General

- a. The use of any Washington School District networked computer is a privilege which may be revoked by instructors, staff, or administrators at any time for abusive or inappropriate conduct. Such conduct would include, but is not limited to, the placing of unlawful information on or through the computer/system; accessing another person’s files or email; installing unauthorized programs or files on a computer or server; and the use of obscene, abusive, or otherwise objectionable language or images in either public or private files or messages.
- b. The district’s Internet access is provided primarily for educational purposes under the direction of district staff. District guidelines prohibit games for entertainment (workstation, network, or Internet based).
- c. The District does not warrant or represent that the district network will meet any specific requirements students may have, or that it will be error-free or uninterrupted. The District will not be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or profits) sustained or incurred in connection with the use of, operation of, or inability to the District network.
- d. Applying for a user ID under false pretenses is prohibited.
- e. Using another person’s user ID and/or password is prohibited.
- f. Sharing one’s user ID and/or password with any other person is prohibited. In the event a user should share the user ID with another person, whether negligently or intentionally, the user will also be responsible for the actions on the network of that other person.
- g. Deletion, examination, copying or modification of files and/or data belonging to other users without their prior consent is prohibited.
- h. Filtering/Blocking devices are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evasion or disabling, or attempting to evade or disable, content-filtering technologies installed by the district is prohibited.
- i. Continued impedance of other users through mass consumption of technology resources, after receipt of a request to cease such activity, is prohibited.
- j. Use of district technology for advertising, commercial purposes or for financial gain is prohibited.
- k. Use of district technology to solicit or announce fund-raising activities for non-profit organizations is prohibited unless authorized by the district.
- l. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
- m. Users are required to obey all laws, including copyright, privacy, defamation and obscenity laws, as a condition of continued access. Users will be held personally liable for any of their own actions that violate these laws.
- n. Accessing, viewing or disseminating information via district resources, including e-mail or Internet access, that is pornographic, obscene, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is strictly prohibited.
- o. Accessing, viewing or disseminating information via district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person’s race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is strictly prohibited.
- p. Any use which has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age pregnancy, or use of leave protected by the Family and Medical Leave Act or the violation of any person’s rights under applicable laws is strictly prohibited.
- q. Any unauthorized, deliberate, or negligent action which damages or disrupts technology resources, alters its normal performance, or causes it to malfunction is prohibited, regardless of the location or the time duration of the disruption.
- r. All users shall immediately report any security problems or misuse of the district’s technology resources to an administrator.
- s. Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district’s technology licenses. Copying for home use is strictly prohibited unless permitted by the district’s license, and approved by the district.
- t. At no time will computer equipment or software be removed from the district premises, unless authorized by the superintendent or designation school officials.
- u. All users will use the district’s property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to the district technology resources.
- v. Users shall not plagiarize works that are found on the Internet or any other electronic resource. Plagiarism is defined as presenting the ideas or writings of others as one’s own.

- w. The district's technology resources are not a public forum for expression of any kind and are considered a closed forum to the extent allowed by law.
- x. Any user who feels they have a legitimate reason for using the district's technology in a way which may violate any of the district's published policies and procedures (legitimate research, etc.) may request a waiver of the policies and procedures from the building principal, superintendent or their designees. Such waivers shall be granted in accordance with policy EHB.
- y. Rules and regulations of system usage will be added and posted from time to time by the faculty/administrators of the district and/or the network. Users of computers/network are subject to these rules and regulations.

II. Technology Security

- a. Use of district technology resources in attempting to gain or gaining unauthorized access to any computer system or the files of another is prohibited.
- b. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
- c. The unauthorized copying of system files is prohibited.
- d. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
- e. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
- f. The introduction of computer "viruses," "hacking" tools, or other disruptive/destructive programs into a school computer, the school network, or any external networks is prohibited.

III. On-Line Safety

- a. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
- b. All district employees will abide by state and federal law, and Board policies, including but not limited to policies JO and JO-R, when communicating information about personally identifiable students.
- c. No curricular or non-curricular publication distributed using district technology will include the last name, address, phone number or e-mail address of any student.
- d. Student users shall not agree to meet or meet with someone they have met online without parental approval.
- e. Student users shall promptly disclose to their teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
- f. Users shall receive or transmit communications using only district-approved and district-managed communication systems. For example, users may not use free, web-based e-mail, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the district.

IV. Electronic Mail

- a. There should be no expectation by any user of the School District of Washington that electronic mail is private. All electronic correspondence is subject to review by administrators or designated district personnel, including messages that are sent or received and review of attachments, and may be subject to "discovery" under litigation.
- b. Forgery (or attempted forgery) of e-mail messages is illegal and strictly prohibited.
- c. Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.
- d. Users are strictly forbidden from sending unsolicited electronic mail to more than one address per message, per day, unless the communication is a necessary, employment-related function, or an authorized publication.
- e. Users must adhere to the same standards for communicating on-line that are expected in the classroom, and consistent with district policies, rules and procedures.

V. Personal Electronic Devices

- a. Possession and use of any personal electronic device is a privilege, not a right, and violation of these provisions may result in disciplinary action including, but not limited to, suspension of access to the district's networks and suspension or expulsion from school.
- b. All use of personal electronic devices during the school day shall be for appropriate educational purposes only and shall be consistent with the educational objectives of the district.
- c. The district may examine devices to the extent allowed by law.
- d. The district assumes no liability for lost, stolen, damaged or misplaced devices, including those that have been confiscated by district personnel.
- e. Any data plans associated with personal electronic devices must be disabled during the school day, and the devices may only connect through the district provided network.
- f. The district is not responsible for any loss of information that may arise from the use of the district's networks, or any resulting loss, injury or damages.
- g. The district will not be responsible for technological support of personal electronic devices, and all devices must be free of viruses before connecting to the district's network.

Crimes

The users of the network are responsible for respecting and adhering to all applicable laws. Any attempt to break those laws through the use of the network and computers may result in criminal prosecution and/or civil litigation, in addition to disciplinary action by the school district. The school district will render all reasonable assistance to law enforcement for the investigation and prosecution of persons who have used this district's technology resources for a criminal purpose or in a criminal manner.

Online Safety

The Federal Trade Commission has some useful privacy pointers for children. More information can be obtained at <http://222.ftc.gov/bcp/conline/edcams/kidzprivacy>.

Note: The reader is encouraged to review related policies EHB-critical and EHB-AP for related information in support of this policy area

EMERGENCY RESPONSE LETTER TO PARENTS

Dear Parent/Guardian:

We want you to be aware that this school has made many preparations to deal effectively with emergency situations that could occur in or around the school, both during the school day and during after hours activities. While we hope that a natural disaster or other serious incident never occurs, our goal is to be prepared for any potential emergency. At all times, our first priority is to protect all students, staff, and guests from harm.

In order for our emergency response plans to be effective, we depend on the cooperation and assistance of many people, such as the police and the fire department. We also depend on you, as parents, to support our disaster-response efforts. Your cooperation is vital to helping us protect the safety and welfare of all children and school employees. Therefore, we ask parents to observe the following procedures:

1. Do not telephone the school or your child's cell phone. We understand and respect your concern, but it is essential that the telephone system is available for emergency communications. Communicating with your child through their cell phones could endanger their lives and it could cause a mass overload on the communication systems. Cell phones should only be used to give information to the authorities.
2. Make sure that we have emergency contact information for each of your children at all times. We must be able to contact you or your designated representative in an emergency.
3. Tune your radio to KLPW AM 1220 for emergency announcements and status reports. You also will receive instructions on where you should go and how/when you may be able to pick up your children. Our school emergency plan includes evacuation procedures with several alternative destinations. When appropriate and safe, students may be released to their parents/guardians from these shelter locations. Under those circumstances, we will be prepared to implement procedures for confirming the identity of individuals who arrive to pick-up each child. When arriving to pick up your children, please make sure that you have with you your driver's license or government issued picture identification.
4. Do not come to the school until instructed to do so. It may be necessary to keep the streets and parking lot clear for emergency vehicles. If evacuation is required, students may be transported to a location away from school. You will be notified of this through the media bulletins.
5. Talk to your children and emphasize how important it is for them to follow instructions from their teachers and school officials during any emergency.
6. Parents and other adults must stay calm and focused in an emergency, mindful that their actions and comments will be the example that, to a great extent, determines the children's response.
7. Carefully read all information you receive from the school. You may receive updates about our safety procedures from time to time.
8. When your child is at home following an emergency, try to keep your child away from news being broadcast over the various media. Have an emergency plan at home (see the Ready In 3 materials, www.dhss.mo.gov). Decide on a telephone number to call outside our community or a place to rendezvous if separated. Keep a "disaster supplies kit" containing drinking water, nonperishable food, batteries, flashlight, radio, medication, toothbrushes, etc. (www.redcross.org).

We are proud that ours is a safe school, and we are doing everything possible to keep it that way. We appreciate your cooperation and support. If you have any questions about this letter or other aspects of our safety procedures, please contact me at 636-239-2100 Ext 2921

Sincerely,



Mr. Andy Robinson
Director, Four Rivers Career Center