



# Student Handbook 2017 - 2018

W. Scott Nolting, Director

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LAMAR R-1 SCHOOL DISTRICT  
Lamar Career and Technical Center  
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The content of this Handbook could be amended during the school year due to unexpected changes in state and federal law and local Board Polices.

The Lamar R-I School District does not discriminate on the basis of sex, race, creed, color, national origin or disability.

**BELIEFS:** We believe that learning is a continuous life long process that starts in the home and is nurtured in the public school system, with this district environment providing a positive, safe learning experience.

**MISSION:** The Mission of the Lamar R-I School District is to provide quality education for each student that will impact his or her lives with meaningful purpose and successful direction.

**STAFF**

Dr. Zach Harris	Superintendent
Mr. W. Scott Nolting	Director
Mrs. Carla Swartz	Secretary
Mrs. Carla Chadd	Technical English
Mrs. Aimee O'Sullivan/Mrs. Kara Weber	Accounting/Computer Applications/Personal Finance
Mrs. Aimee O'Sullivan	Marketing/Small Business
Mr. Rick Piper	Auto Mechanics
Mrs. Lorraine Potter	Health Occupations
Mr. Ryan Seela	Welding Technology
Mr. Kasey Sheat	Carpentry
Mr. Steven Shields	Industrial Technology
Mr. Leland Smith	Machine Tool Technology
Mr. Jim Weber	Agriculture
Mrs. Kari Worsley	Graphic Design
Mrs. Kara Weber	Instructional Technology Facilitator

**PARTICIPATING SCHOOL DISTRICTS**

Dadeville  
Jasper  
Lockwood

Golden City  
Lamar  
Sheldon

Greenfield  
Liberal  
Stockton

**VISITORS**

Parents or legal guardians are welcome to visit the school at any time. All visitors are required to report to the director's office upon entering the building. Prior arrangements should be made with conferencing with administration and teachers. Students with dependents are not allowed to bring their children to school.

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**SCHOOL CALENDAR**

Adopted as the official calendar for the 2017-2018 school term

August 14	1 <sup>st</sup> Day of School
August 24-25	No School – Lamar Fair
September 4	Labor Day – No School
October 9	No Students Professional Development
October 24	Parent Conferences 3:00-6:30 Regular Dismissal
October 26	Parent Conferences 1:30-6:30 Dismiss at 1:00
October 27	No School
November 22-24	Thanksgiving Break – No School
December 20-January 2	Christmas Vacation
January 3	Classes Resume
January 15	MLK Day – No Students Professional Development
February 19	President’s Day – No School
March 19-23	Spring Break – No School
March 30	Good Friday – No School
May 13	Graduation
May 16	Last Day of School – dismiss at 1:00
May 17.....	Work Day
May 29	Memorial Day
May 17-25.....	Makeup Days

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**DAILY TIME SCHEDULE**

Warning Bell	7:55
1 <sup>st</sup> Hour	7:57-8:46
2 <sup>nd</sup> Hour	8:50-9:39
3 <sup>rd</sup> Hour	9:43-10:32
4 <sup>th</sup> Hour	10:36-11:24
5 <sup>th</sup> Hour	11:29-12:46
6 <sup>th</sup> Hour	12:50-1:39
7 <sup>th</sup> Hour	1:43-2:32
HR	2:36-3:03

**ATTENDANCE POLICY**

The Lamar Career & Technical Center's primary focus is to prepare each and every student enrolled in a technical program for success and attainment of skills in their program area. Each program is designed to improve student work ethic, experience, and knowledge in their desired program of study. Attendance is a vital component to career and technical education. Students who are not in class lose valuable instructional time.

LCTC has put forth the following guidelines in regards to student attendance:

1. Maximum number of absences per semester is eight. At this point students will be removed from the program with no credit.
2. All absences will result in a zero for the both the shop and class activities unless it is a home school function.
3. All written make-up work will be the responsibility of the student. (If a student does not obtain the missing day/days assignments a zero will remain in the gradebook.) Shop make up hours may be scheduled with the instructor before or after school.
4. Home school activities, sports functions, and two college visits are considered field trips and do not count toward the eight absences.
5. If the home school bus runs and sends students the student will be required to attend that day to receive credit.
6. If the home school is not in session and does not send a bus then a student will not be required to attend that day. However, students are required to make up all missed work.
7. Extenuating circumstances will be addressed by the Director of the Lamar Career & Technical Center on an individual student by student basis.
8. An appeal process will be available to students.
9. Attendance letters will be mailed to parents/guardians and home high school principals/counselors.
10. Students are required to provide documentation for all absences – doctor's notes, college visit documents, death in the family, school related activities, etc. It is the student's responsibility to provide documentation.
11. If a student is 30 minutes or more tardy then they are considered absent.

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Every parent, guardian, or other person in the State having charge, control or custody of a child between the ages of seven and seventeen years shall cause the child to attend regularly some day school, public, private, parochial, or parish, not less than the entire term which the child attends (Missouri School Law 167.031).

Upon return to school, the student must first check in at the office to clarify absence records and obtain admittance. Any student arriving at school after classes have started must obtain an admit slip from the office before reporting to class.

Students are not allowed to participate in school activities without special approval from the director, if they are absent more than three class periods (one block class) on the day of the activity. This policy is also in effect if a student is absent the day before a daytime field trip or activity. Parents or students must make an effort to receive the necessary approval from the director as soon as the need for the absence is known.

### **MAKE-UP WORK FOLLOWING ABSENCE**

When it appears a student is going to be absent, the parents should contact the school office and explain what school work the student is able to do, and make arrangements for work to be sent home.

- Students will be entitled to make-up work upon request to teacher. The request for a make-up must be made prior to or on the day the student returns to class, not days or weeks later.
- Maximum time allowed for completion of assignments will be one day for each day absent, up to but not to exceed five school days.
- Students absent on test day will take the test the day they return to class only if the test has been announced prior to the student's absence. Otherwise it may be delayed one class day.
- Incomplete Grades – In the event a student received an INCOMPLETE grade in a course at the end of first semester, the student must complete ALL work within a two-week period after the last day of the semester, otherwise an "F" will be recorded on their permanent record. At the end of the second semester all work shall be completed by the last day of school.
- Students absent from school on school-sponsored trips should contact teachers to make arrangements for make-up work **BEFORE** the trip is taken.

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**GRADING PROCEDURE**

The following scale is used to issue grades:

A	96% - 100%	C+	77% - 79%
A-	90% - 95%	C	73% - 76%
B+	87% - 89%	C-	70% - 72%
B	83% - 86%	D+	67% - 69%
B-	80% - 82%	D	63% - 66%
		D-	60% - 62%
		F	59% and below

**AWARDS AND HONORS**

**Lamar Career & Technical Center Stars**

Up to two students from each program will be chosen each quarter as the Lamar Career & Technical Center Stars. These students exemplify a strong work ethic, great attitude, and cooperative spirit.

**LCTC Student of the Year Award**

Students who were chosen for LCTC Quarter Stars will be considered for the LCTC Student of the Year Award. This award is chosen by the teachers.

**Departmental Awards**

A student must maintain a grade of "B" or better in their program; 96% attendance recommended; be an active member in a career and technical student organization; have a good attitude and be cooperative; and any other instructor stipulations.

**National Technical Honor Society**

Qualifications for Nomination:

- Student must have a cumulative high school G.P.A. of 3.0 or higher.
- All career and technical semester grades must be a B+ or higher.
- The student must be recommended by a technical instructor.
- Student must be enrolled in a 3-hour block or will complete the 3 credits in one career & tech center program by the end of their senior year to qualify.
- Membership in a career and technical student organization.
- Student must have completed 7 semesters of high school.

**Exemplary Attendance & Superior Achievement**

- Random classroom awards will be given to recognize students for attendance and grades.

**\*Please note that 3 tardies and/or leaving early equals one absence per semester.\***

Note: Students may be disqualified for awards and honors and/or participation in recognition ceremony if he/she receives five or more consecutive days of any form of suspension. Students may appeal disqualification or removal to the director following these procedures:

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Step 1: Written letter given to the director for review.

Step 2: If denied, may request a formal presentation to the team which will also include the instructor and – when appropriate – the lead Career and Technical Student Organization advisor.

### **CAREER & TECHNICAL STUDENT ORGANIZATIONS**

**DECA, FFA, FBLA, and SkillsUSA:** Each organization offers various contests, awards, and leadership opportunities.

- DECA, FFA, FBLA, and SkillsUSA are organizations that prepare students for the world of work by developing social and leadership abilities as well as occupational skills.
- Membership provides a chance for students in the business, trades, technical and industrial areas to compete with students from other schools in the same occupational field.
- DECA, FFA, FBLA, and SkillsUSA activities have been incorporated into the training course and participation is expected.
- Benefits of being an active participant:
  - Belong to a positive group.
  - Community involvement.
  - Networking opportunities and meeting new people.
  - Leadership possibilities.
  - Enhance your resume for both job and scholarship applications.
  - Provides an opportunity to excel.
  - Gain confidence through competition.
  - Work as part of a team.
  - Many honors incorporate active participation in a student organization.

Note: CTSO Competition/Officer Stipulations

- Students may be disqualified from team or individual competitive events, and/or removal from office if he/she receives five or more consecutive days of any form of suspension or five disciplinary reports resulting in a form of suspension.
- Students may also be disqualified from continuing competition if they violated rules on a field trip or competitive event.
- Students may appeal disqualification or removal to the director following these procedures:

Step 1: Written letter given to the director for review.

Step 2: If denied, may request a formal presentation to the team which will also include the instructor and the lead Career and Technical Student Organization advisor.

### **DRIVING, PARKING and BUS PROCEDURES**

All students shall observe all rules regarding speed limits, safety zones and parking. All student vehicles must be parked in front of the Lamar Career & Technical Center building. Cars parked in an illegal manner or in an undesignated parking area may be subject to tow at the owner's

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expense. Students are not permitted to sit in cars or return to a car during the regular school day without permission from the office. The Lamar School District does not assume responsibility for damage to vehicles parked on school property.

All other high school students - Sending school students must have **PRIOR** written permission to drive to the career and tech center from the instructor, office, home school principal, and parents/guardians.

### **FIELD TRIP PROCEDURE (CTSO OR CLASSROOM)**

In order to participate as an officer, in a competition, field trip, or activity that takes a student out of a class outside of his/her class, the student must be **passing all** his/her **classes**.

- In the event a student has failed a class, he/she may obtain written permission from the instructor in order to attend.
- The list of students going on a trip must be disseminated to all 9-12 staff one week in advance. In the event an instructor does not approve a student going, he/she may be removed from the list.
- The most current grading period will be used to verify grades.
- Any student who has any form of suspension on the dates(s) of the activity will not be able to participate.
- Any student violating the code of conduct/school rules at any activity, including conferences and competitions, will not be allowed to participate in any future activities, conferences, and contests. Officers will also be removed from his/her office.

### **LEAVING SCHOOL DURING THE DAY**

A students' responsibility is to their schoolwork during the school day. Any student checking out of school must have parent or guardian permission and must sign out in the office.

### **STUDENT BEHAVIOR EXPECTATIONS AND CONSEQUENCES**

The director at her discretion may use any steps in the sequence of handling disciplinary problems or choose other consequences as she may deem necessary to ensure the safety of all of the students.

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of the Lamar Career & Technical Center. Administration works in coordination with the sending schools with regard to disciplinary action. Each student's home high school handbook is in effect while the student is attending classes at the Lamar Career & Technical Center.

The following table shows the consequences for disciplinary issues. Most minor offenses will be handled by the classroom teachers. More severe offenses will be dealt with by administration. Administration may use any steps in the sequence of handling disciplinary problems; or choose other consequences as deemed necessary to ensure the safety off all students. When necessary, law enforcement and juvenile officers will also be notified.



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\*Students assigned to a full day of ISS may not leave school early to attend extra/co-curricular events.

\*\*Students who are assigned OSS are not allowed to attend or participate in any extracurricular school activity until after the entire suspension time has been served.

Violation	Consequence for 1st Offense	Consequence for 2 <sup>nd</sup> Offense	Consequence for Multiple Offenses
Classroom Disruption	Detention	ISS	Additional days ISS, parents contacted
Food/Drink	Detention	ISS	Additional days ISS, parents contacted
Tardies—4 <sup>th</sup> or more	Detention	ISS	Additional days ISS, parents contacted
Dress Code Violation	Change clothing	1 day ISS, parents contacted	Additional days ISS, parents contacted
Cell Phone, Electronics Misuse	Detention and phone/electronics kept in office until the end of the day	1 day ISS, electronics/phone kept in office until the end of the day, parents contacted	Additional days ISS, parents contacted to pick up the electronics/phone at end of the day
Possession of Pocket Knives (not used as a weapon)	Confiscation; kept in office until the end of the day	Confiscation and 1 day ISS, kept in office until the end of the day, parents contacted	Confiscation and additional days ISS, parents contacted to pick up the pocket knife
Academic Dishonesty (Cheating, Plagiarism)	Zero on the assignment and 1 day ISS, parents contacted	Zero on the assignment and 1 day ISS, parents contacted; <b>ineligible for academic recognition this school year</b>	Zero on the assignment and additional days ISS, parents contacted; <b>ineligible for academic recognition this school year</b>
Vehicle Misuse, Bus Violation	Loss of driving/bus privileges, subject to additional discipline consequences based on offense; parents contacted	Loss of driving/bus privileges, subject to additional discipline consequences based on offense; parents contacted	Loss of driving/bus privileges, subject to additional discipline consequences based on offense; parents contacted
Leaving the Room without permission	Detention	1 day ISS; parents contacted	Up to 10 days OSS, parents contacted
Truancy	1 day ISS, parents contacted	2 days ISS, parents contacted	Up to 10 days OSS, parents contacted
Violation	Consequence for 1st Offense	Consequence for 2 <sup>nd</sup> Offense	Consequence for Multiple Offenses
Gambling, False Alarm, Threats	1 day ISS, parents contacted	2 days ISS, parents contacted	Up to 10 days OSS, parents contacted
Technology Misconduct	1 day ISS, parents contacted	2 days ISS, parents contacted, loss of	Up to 10 days OSS, parents contacted

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		technology use	
Defiance, Disrespect, Noncompliance	1 day ISS, parents contacted	3 days ISS, parents contacted	Up to 10 days OSS, parents contacted
Teasing, Taunting	1 day ISS, parents contacted	2 days ISS, parents contacted	Up to 10 days OSS, parents contacted
Public Display of Affection	1 day ISS; parents contacted; possible OSS	3 days ISS, parents contacted; possible OSS	Up to 10 days OSS, parents contacted
Inappropriate Physical Contact, Horseplay	1 day ISS; parents contacted; possible OSS	3 days ISS, parents contacted; possible OSS	Up to 10 days OSS, parents contacted
Tobacco/Electronic Cigarettes	Confiscation of material and 3 days ISS, parents contacted	Confiscation of material and 5 days OSS, parents contacted	Confiscation of material and up to 10 days OSS, parents contacted
Drugs, Alcohol; Under the Influence	Confiscation of material; 5 days OSS, parents and law enforcement contacted	Confiscation of material; 10 days OSS, parents and law enforcement contacted	Confiscation of material, parents and law enforcement contacted, and possible expulsion by superintendent
Possession of Violent/Sexually Explicit Material	Confiscation of material; 3 days ISS; parents contacted; possible OSS	Confiscation of material; 5 days ISS, parents contacted; possible OSS	Confiscation of material and up to 10 days OSS, parents contacted
Incendiary Devices	1 day ISS; parents contacted; possible OSS	3 days ISS, parents contacted; possible OSS	Up to 10 days OSS, parents contacted
Harassment, Extortion, Hazing	3 days ISS; parents contacted; possible OSS	5 days ISS, parents contacted; possible OSS	Up to 10 days OSS, parents contacted
Verbal Assault, Bullying/Cyber Bullying	3 days ISS; parents contacted; possible OSS	5 days ISS; parents contacted; possible OSS	Up to 10 days OSS, parents contacted
Fighting, Assault	3 days OSS; parents contacted	5 days OSS; parents contacted	Up to 10 days OSS, parents contacted
Sexual Activity	3 days OSS; parents contacted	5 days OSS; parents contacted	Up to 10 days OSS, parents contacted

Violation	Consequence
Stealing, Theft	Restitution and up to 10 days ISS/OSS; or Restitution and expulsion by superintendent
Vandalism, Property Damage, Unauth. Entry,	Restitution and up to 10 days ISS/OSS; or Restitution and expulsion by superintendent

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Arson	
Weapons—any item used with intent to harm	Up to 10 days OSS or expulsion by superintendent

**Automobile/Vehicle Misuse**

Un-courteous or unsafe driving on or around school property, 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 school property.

- First Offense: Suspension or revocation of parking/driving privileges and discipline assigned, referral to home high school.  
 Second Offense: Revocation of parking/driving privileges and referral to home high school.

**Bus or Transportation Misconduct**

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.

**Cell Phones/Electronic Devices**

Usage of cell phones and electronic devices are at the discretion of LCTC instructors.

- All Offenses: Phone or electronic device confiscated and turned into the LCTC office for parents and/or guardian to pick up and any discipline action.

**Profanity**

Verbal, written, pictorial, or symbolic words or gestures that are rude, vulgar and thus inappropriate for the school setting.

- All Offenses: Principal/student conference and discipline assigned, referral to home high school  
 Second Offense: Student may be removed from the program

**Refusal to Work**

Occasionally there will be a problem in which the student refuses any attempt to produce anything in the way of academic performance. If this problem interferes with the classroom function, this it is a discipline problem.

- First Offense: Discipline assigned, parent contact by teacher, referral to home high school  
 Second Offense: Student may be removed from the program

**Other Discipline Issues**

The Lamar Career & Technical Center will work closely with the home high schools in regards to arson, assault, bullying, extortion, drugs/alcohol, fighting, hazing, sexual harassment, theft, threats or verbal assault, tobacco, truancy, vandalism, and weapons. Every student who attends the Lamar Career & Technical Center will be disciplined according to their home high school handbook with input from the career and technical center director.

## **SAFETY AND DRESS**

Each student, teacher, and staff member must be alert to potentially hazardous situations and to initiate appropriate remedial procedures necessary to correct any unsafe working conditions that are encountered. Safe working habits are to be continually stressed and enforced, including the following regulations regarding personal safety.

### **CLOTHING AND JEWELRY**

Neckties, full-length sleeves, other loose clothing, watches, and finger rings shall not be worn by individuals when they are engaged in any kind of work where, if worn, will create potentially hazardous conditions.

### **EYE SAFETY**

Missouri State Law, 170.005, requires eye protection in technical lab classes. All students, instructors, and observers are required to have and to use approved safety glasses whenever eye hazards exist, and more specially when they are engaged in or exposed to hazards created by:

- Milling, sawing, shaping, turning, grinding, and stamping of any solid materials.
- Hot liquids, molten metal, solids, gases, and caustic or explosive materials.
- Tempering, heat treating, or kiln firing of materials.
- All types of gas and electric welding, cutting, brazing, and all types of soldering.
- Repairing and servicing vehicles and other equipment where foreign objects may be thrown or dropped onto the face.

### **FOOTWEAR**

Shoes appropriate to the working conditions in the area must be worn by students and instructors. In labs/shops where there is a danger of stepping on sharp objects or having tools, materials or equipment fall on or strike the feet, safety shoes are highly recommended.

### **HAIR**

Hair nets/hair restraints shall be worn by all individuals engaged in any kind of work where long hair presents a potentially hazardous condition.

### **SAFETY GLASSES**

One pair of safety glasses will be issued to each student needing them. Replacement of lost or damaged safety glasses is the student's responsibility. Individual students may purchase, at their own expense, prescription safety glasses, providing they meet state law requirements and the standards of the American Material Standard Practice for Occupational and Educational Eye and Face Protection. Students who do not have the proper eye protection cannot be involved in any operation or lab/shop that requires safety glasses. It is the teacher's responsibility to make their students wear safety glasses. Teachers are responsible for all facets of lab safety, including safety area, glasses, signs, clothing, hair and visitor safety. The eye protection procedures of the Lamar Area Vocational Technical School are in agreement with and comply with Missouri Statute Sections 170.005, 170.007 and 170.009. Violations of the safety policy will be dealt with as follows:

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First Offense:	Teacher conference/report filed with administration.
Second Offense:	Conference with administration, parent notification.
Third Offense:	Student may be removed from program.

### DRESS CODE

Employers put great emphasis on personal grooming and appearance. When prospective employers visit the school or a class or when you apply for a job, the first thing they notice is the appearance of students. It is important that they be favorably impressed if they are to be interested in hiring our graduates. You are making an effort to prepare for employment so you need to be moving toward the type of career, dress and grooming that will assist in your goal. Student dress should be modest, and appropriate for the school setting. Specific guidelines in some areas are listed below.

1. Students' general appearance must be clean and include clothing that is in good condition and appropriate for a school setting.
2. Students will be expected to dress in an acceptable and modest manner. **Shorts and skirts should not be shorter than 6 inches above the knee.** Pants, shorts, and skirts are not allowed to sag below the students hip bones. **Tank tops, racer back tops, biker shorts, leggings, and frayed cut-offs, are not considered acceptable attire (exception – girls may wear tank tops with a two inch shoulder strap). Boys may not wear sleeveless t-shirts.** Boxer shorts are not to be worn as shorts. All clothing should be free from holes that expose areas that the dress code requires to be covered. This includes pants that have inappropriate holes that were made by the manufacturer. No undergarments are to be visible at any time. No skin is to be visible between tops and bottoms. Tops that expose cleavage are not to be worn.
3. Unacceptable attire would include T-shirts, etc., which have advertisements or other insignia which are offensive or considered out of place in an education facility. Sleeveless (open cut) shirts are not allowed.
4. Footwear shall be worn at all times.
5. Hats, caps, or sunglasses shall not be worn inside the building. (No headbands, doo rags, or bandanas are allowed.)
6. Hair should be clean and well groomed: not of nuisance to the education process. Students who participate in athletics or other school activities are subject to their coach's or their sponsor's requirements for grooming.
7. Body piercing shall not present a safety risk or create a disturbance of the educational process. If, upon the administration's judgment, the appearance is detrimental to the learning environment, an adjustment, covering, or removal will be expected.
8. Final decision as to what is acceptable lies with the administration.

All Offenses: Principal/student conference, change into appropriate clothing and discipline assigned, referral to home high school

### TELEPHONE CALLS

All calls made by students must be made through the office. Students will be called to the office if their incoming call is an emergency. Other calls or messages will be taken and forwarded to the student. Students are to make outgoing calls from the office only. **Parents are encouraged to refrain from calling or texting a student's cell phone during school hours as this could cause problems for the student resulting in disciplinary action.**

### **FIRST AID**

The classroom/lab area and the office maintain facilities for first aid. If the injury requires more attention than can be provided by the instructor, a student will be sent or brought to the office. Any student who is ill will be referred to the school nurse for evaluation. Students and teachers should report all accidents on appropriate forms supplied by the office.

### **REVIEW OF STUDENT RECORDS**

An eligible student (18 years of age or older) or the parents/guardians will have access to the student's records under administrative supervision during those times the school is normally in session unless arrangement for another time has been made in writing. The eligible student or parents/guardians have the unique right to inspect the academic record and are entitled to an explanation of any information recorded on the record. School officials are obliged to define or interpret, but not necessarily justify or defend material contained in student records. Examination of the record will be permitted under conditions, which will prevent its alteration or mutilation.

Staff members who have a legitimate interest and need will be allowed information concerning the record of any student. The principal will insure that such use will be limited to specific needs for providing the student with educational services.

### **STUDENTS RIGHTS AND RESPONSIBILITIES**

The Board of Education believes that students have rights, which should be recognized and respected. It also believes that every right carries with it certain responsibilities.

Among these student rights and responsibilities are the following:

- ❖ The right to attend free public schools; the responsibility to attend school regularly and to observe school policies, rules and regulations deemed essential for permitting others to learn at school.
- ❖ The right to a quality education is the responsibility, to put forth the best efforts during educational process.
- ❖ Civil rights—including the rights to equal educational opportunity and Freedom from discrimination: the responsibility not to discriminate against others.
- ❖ The right to free inquiry and expression is the responsibility, to observe reasonable rules and regulations regarding these rights.
- ❖ The right to due process of law with respect to suspensions, expulsion, and decisions, which the student believes injure his rights.
- ❖ The right to privacy, which includes privacy in respect to the student's school records.

It is the Board's belief that, as part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make and delegate authority to its staff and to make rules and regulations regarding the orderly operation of the district schools. If the policy guidelines adopted by the Board are to be successful, it must be understood that school

officials and teachers have the authority to interpret and apply policy in a given situation. Students must follow any such interpretation subject to an appeal. Schools must be a place where students are encouraged to learn. Standards of conduct are established by the Board of Education to create an environment in which each student's right to learn is protected. Students and their parents/guardians will be notified of their rights and responsibilities, including standards of conduct, through handbooks distributed annually. When the rights and responsibilities of individuals are clearly understood, the elements of respect and cooperation will result in the harmonious and constructive education of the student.

**NOTICE OF RIGHTS FOR DISABLED STUDENTS AND  
THEIR PARENTS UNDER 504 OF THE REHABILITATION ACT  
OF 1973**

The Rehabilitation Act of 1973, commonly known in the schools as "Section 504", is a federal law passed by the United States Congress with the purpose of prohibiting discrimination against disabled persons who may participate in, or receive benefits from, programs receiving federal financial assistance. In the public schools specifically, 504 applies to ensure that eligible disabled students are provided with educational benefits and opportunities equal to those provided to non-disabled. Under 504, a student is considered "disabled" if he or she suffers from a physical or mental impairment that substantially limits one or more of their major life activities, such as learning, walking, seeing, hearing, breathing, working, and performing manual tasks. Section 504 also applies to students with a record of having a substantially-limiting impairments, or who are regarded as being disabled even if they are truly not disabled. Students can be considered disabled, and can receive services under 504, even if they do not qualify for, or receive, special education services. The purpose of this Notice is to inform parents and students of the rights granted them under 504. The federal regulations that implement 504 are found at Title 34, Part 104 of the Code of Federal Regulations (CFR) and entitles parents of eligible students, and the students themselves, to the following rights:

1. You have a right to be informed about your rights under 504. (34 CFR 104.32) The School District must provide you with written notice of your rights under 504 (this document represents written notice of rights as required under 504). If you need further explanation or clarification of any of the rights described in this Notice, contact appropriate staff persons at the District's 504 Office and they will assist you in understanding your rights.
2. Under 504, your child has the right to an appropriated education designed to meet his or her educational needs as adequately as the needs of non-disabled students are met (34 CFR 104.33).
3. Your child has the right to free educational services, with the exception of certain costs normally also paid by the parents of non-disabled students. Insurance companies and other similar third parties are not relieved of any existing obligations to provide or pay for services to a student that becomes eligible for services under 504 (34 CFR 104.33).
4. To the maximum extent appropriate, your child has the right to be educated with children who are not disabled. Your child will be placed and educated in regular classes, unless the District demonstrates that his or her educational needs cannot be adequately met in the regular classroom, even with the use of supplementary aids and services (34 CFR 104).
5. Your child has the right to services, facilities, and activities comparable to those provided to non-disabled students (34CFR 104.34).

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6. The School District must undertake an evaluation of your child prior to determining his or her appropriate educational placement or program of services under 504, and also before every subsequent significant change in placement (34 CFR 104.25).

**PROCEDURE FOR STUDENTS CLAIMING DISCRIMINATION  
ON THE BASIS OF RACE, SEX, CREED, COLOR OR  
NATIONAL ANCESTRY**

The Lamar R-1 School District, in compliance with Title IX of the Education Amendments of 1972, has implemented the following procedure for students claiming discrimination on the basis of race, sex, creed, color or national ancestry.

Informal Procedures:

1. Verbal communications of alleged discrimination shall be made directly to the teacher, or other school employee directly involved.
2. Unresolved complaints may be taken directly to the appropriate building administrator after a reasonable time.
3. Complaints not resolved in the informal stages may be presented as formal charges.

Formal Procedures:

1. Students, accompanied by parents, may present discrimination complaints in writing to the school Principal. Student and parent or legal guardian must sign written complaints. Written complaints must include the following information: date of filing, description of alleged grievances, and the names of the school staff involved.
2. Upon receipt of the formal complaint the principal will:
  - a. Forward copies of the complaint to the superintendent of schools.
  - b. Make a decision and notify the student, parents, and superintendent of schools of that decision no later than ten (10) school days following the filing of the formal complaint
3. Students and parents or legal guardian may appeal the decision of the building principal to the superintendent of schools. The parents and students may arrange a conference with the superintendent at their earliest convenience. Parents and students must appear together and present their written report of the decision of the building principal. Notification of the action taken by the superintendent will be given in writing to the students, parents, and principal within five (5) school days of this conference.
4. Students and parents may appeal the decision of the superintendent to the Board of Education by notifying the superintendent of their intent and by appearing before the Board of Education at the next regularly scheduled or special called meeting. The hearing before the Board of Education may be conducted in executive session upon the request of either the Board or the complaining parents and students.



**STANDARD COMPLAINT RESOLUTION PROCEDURE  
FOR IMPROVING AMERICA'S SCHOOLS**

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and the Improving America's Schools Acts (IASA). A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel. Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed: it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied or misinterpreted. The written, signed complaint must be filed and the resolution pursued in accordance with local district policy. If the issue cannot be resolved at the local level, the complaint may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution. Any person directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself. Anyone wishing more information about the procedure or how complaints are resolved may contact local district or Department personnel.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Parents and students who are 18 have the right to inspect, review and seek amendment to education records by notifying the registrar. If records are to be revised, they are to be reviewed and proposed changes must be approved by the building administrator.

Directory information for Lamar High School will include the student's name, telephone number and address and will be released to all who request this information. Parents may request and sign a form to be obtained from the registrar to opt out of having this information released. The district must release the names, addresses and telephone numbers of secondary students to recruiters from the military or from institution of higher education that request them unless parents have specifically notified the district not to do so. Under the No Child Left Behind Act, the parent must make an additional request that the district not release this information to recruiters.

**DUE PROCESS**

Section 167.171, RSMo. Provides for the following rights:

1. The right to written notice of charges.
2. If the charges are denied, the right to written explanation of the facts supporting the charges.
3. The right to present the student's own version of the incident.
4. The right to a hearing before the Board if the suspension imposed is to last more than 10 days.
5. The right to reinstatement pending a Board hearing unless, in the judgment of the superintendent, the student's presence poses a "continuing danger to persons or property or an ongoing threat of disrupting the academic process".

**PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The district will require students to participate in surveys pertaining to any of the topics listed in board policy JHDA. Parents have the right to inspect these surveys prior to administration. If the survey is funded in whole or in part by a program of the U.S. Department of Education the district must have affirmative consent from the parent before the student can participate. Parents may notify the District Health Coordinator if they choose for their student to opt out of any non-emergency, invasive physical exam or screening administered by the district or agent of the district, not necessary to protect the immediate health or safety of the student, and required as a condition of attendance. This notice does not apply to hearing, vision or scoliosis screenings or any physical exam or screening permitted under state law.

Parents have the right to inspect instructional material used as part of the curriculum.

**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, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, 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 Lamar R-I School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, 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 Lamar R-I School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

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

The Lamar R-I School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the

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agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the Lamar R-I School District Superintendents office at 202 W. 7<sup>th</sup> Street, Lamar, MO.

This notice will be provided in native languages as appropriate.

**STAFF/STUDENT RELATIONS**

***(Parent/Guardian Notice of Electronic Communications with Students)***

Staff members of Lamar R-1 are encouraged to communicate with students for educational purposes using a variety of effective methods, including electronic communication. When communicating electronically with students, staff members are required to use district-provided communication devices, accounts, web pages and social networking sites, when available.

Some staff members are given permission to communicate with students on a limited basis using the staff member's personal telephone numbers, addresses, web pages or accounts (including, but no limited to, accounts used for texting) for the purpose of organizing or facilitating a district-sponsored class or activity (for example, text messaging students participating on an athletic team or on an overnight field trip). **Your student is currently participating in such an activity.**

To facilitate these authorized communications, your student will be asked to provide his or her contact information to staff members to use to communicate with your student. This information includes, but is not limited to, your student's mobile phone number and e-mail address(es).

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only electronically communicate with your student between the hours of 6:00 a.m. and 10:00 p.m.

If you are not in agreement with this process, or if you would like staff members to use contact information other than what may be provided by your student, please contact the principal of your student's school.

Implemented: 6 March 2012

**ASBESTOS NOTIFICATION**

Parents have the right to request from the district central offices information regarding the presence of asbestos and any inspections, re-inspections, surveillance and response or post-response actions taken.

**EMERGENCY RESPONSE NOTIFICATION**

Parents may request information regarding emergency response procedures including fire and earthquake procedures, and other communication procedures that will be used in case of an emergency situation.

**CANINE SEARCHES**

Canine searches of school lockers and the general facilities will occur throughout the year on a random basis.