PIKE-LINCOLN TECHNICAL CENTER

Student Handbook

2026-2027

PIKE-LINCOLN TECHNICAL CENTER

342 VoTech Road | Eolia, MO 63344

(573) 485-2900

Accredited and/or approved by: Missouri Department of Elementary and Secondary Education; Missouri State Board of Nursing (PN Program); Commission of the Council on Occupational Education; Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Profession (Paramedic Program). Accreditation documents are available for review in the Pike-Lincoln Technical Center Administration Office.

ADMINISTRATIVE PERSONNEL

Dr. Todd Smith, Superintendent/District Compliance Coordinator

Dr. Steve Smith, Director
NOTICE: This Handbook is meant to be purely informational and does not serve as a contract or offer to contract with any student. All students are required to maintain a current understanding of Pike County R-III ("Clopton") Board of Education policies, which are amended from time-to-time during the school year. Updated versions of such policies are accessible on the Clopton School District's website.

UPDATED: AUGUST 2026

Welcome

Welcome to Pike-Lincoln Technical Center. We are pleased you have selected a technical course as part of your preparation for a career. This handbook has been developed so you can know the expectations, policies, and procedures expected while you are a student here.

The Technical Center is an institution designed to offer career and technical education to students from Pike, Lincoln and surrounding counties. Adult students are enrolled in our programs on a space available basis except for those programs which are designated as "adult-only". Please see the current course catalog for a listing of those courses.

The school and its programs operate within the policies established by the Clopton School District (referred to herein as the "District") Board of Education.

Our responsibility to you is to provide the facilities, equipment, instructional staff, teaching aids and atmosphere for quality career and technical education. Our highest priority is your learning!

Your responsibility is to effectively utilize the Technical Center to prepare yourself for future work or education. Additionally, your responsibility will be that of helping us to continue to be a fine school. We expect you to put forth the effort to learn, to show respect for your fellow students and teachers, take care of school property, and display proper courtesy at all times. These make up the foundation upon which a good school is built.

We look forward to working with you and helping you achieve your education and career goals. We want to make your experience rewarding and successful.

If you have questions, please call Pike-Lincoln Technical Center at 573-485-2900. We look forward to the school year and the many opportunities it will present.

Sincerely,



Dr. Steve Smith, Director
573-485-2900
ssmith@pltc.edu

Notice of Nondiscrimination

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the District are notified that the District does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law.

Any person having inquiries concerning the District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA) should contact the Compliance Coordinator identified below, who oversees the District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The District's Compliance Coordinator will provide information regarding those procedures upon request.

COMPLIANCE COORDINATOR

Superintendent

Pike County R-III School District

28176 Highway WW

Clarksville, MO 63336

(573) 485-2488

Commitment to Compliance under the Americans with Disabilities Act

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the District does not discriminate on the basis of disability against qualified individuals with a disability with respect to its services, programs or activities.

Employment: The District does not discriminate on the basis of disability in its hiring or employment practices. The District complies with the federal regulations under Title I of the ADA, governing the application of the ADA in the hiring and employment setting.

Effective Communication: The District will comply with the ADA with respect to providing auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in District programs, services, and activities. These aids and services are designed to make information and communications accessible to people who have impairments, in areas such as speech, hearing, and vision. The District will not place a surcharge on a qualified individual with a disability, or any group of qualified individuals with disabilities, to cover the cost of providing auxiliary aids/services or reasonable modifications of policy (for example, retrieving items from locations that are open to the public but inaccessible to users of wheelchairs). Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a service, program, or activity of the District must contact the Compliance Coordinator listed below. Such contact must be made as soon as possible, but not later than two (2) business days before the event.

Modifications to Policies and Procedures: The District will make reasonable modifications to policies and programs to ensure that qualified individuals with disabilities have an equal opportunity to enjoy its services, programs and activities.

The ADA does not require the District to take action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a District service, program, or activity is not accessible to persons with a disability may be directed to the Compliance Coordinator, identified above.

Mission

To provide each and every student with the opportunity to succeed through an enriching learning experience.

Vision

Each of the programs are designed to enrich the high school experience that prepares students for their chosen career.

As districts enhance the career readiness of their students, PLTC is a partner in providing technical skill proficiency that is aligned with the student's chosen career pathway. This partnership is designed to enhance students' employability in the ever changing global economy.

PLTC contributes to the student's development of:

- Goal setting and planning
- Clear and effective communication
- Critical thinking and problem solving
- Working productively in teams and independently
- Effective use of technology
- Ethical decision making and social responsibility

As students progress through career awareness and exploration, they will find the support needed to navigate their chosen career pathway. PLTC programs are designed to help students experience a fulfilling, financially secure and successful career. PLTC is an effective economic development tool necessary for our citizens to adapt to an ever-changing global economy. PLTC will provide the leadership for a renewed commitment to lifelong learning available to everyone.

Values and Beliefs

1. Students have the opportunity for a new start at PLTC which improves their self-esteem. PLTC students make important individual contributions to the success of our programs.
2. Education is designed to meet the needs of students, employers, and the community.
3. All students can be professional, productive, show personal responsibility, and take pride in their work.
4. Students are expected to have excellent attendance.
5. Everyone must show respect.
6. Students are respected as individuals.
7. All students must see the connection between what they are doing and where they are going.
8. Students here learn positive work ethics and responsibility.
9. All students are responsible for their own learning and their own actions.
10. Learning at PLTC revolves around a hands-on approach.
11. Students who graduate from Pike-Lincoln Technical Center become productive members of our local communities.

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready.

School Year Calendar

The school calendar will be provided separately from the handbook. The calendar is approved by the Pike County R-III Board of Education each year. Students are expected to be at PLTC whenever class is in session unless excused in accordance with policy.

School Cancellation

Cancellations because of inclement weather will be announced on the PLTC app, website, our social media, and on KMOV TV.

Class Schedule

Practical Nursing*	8:00a.m. - 3:00 p.m.
Morning Session	8:15 a.m. - 11:15 a.m.
Afternoon Session	11:45 a.m. - 2:30 p.m.

* PN classes may run later than 3:00 pm, but students will be notified prior to the late ending.

FACULTY

Program	Instructor
3D Animation & Modeling	Lori Collins
Auto Collision Technology	Scott Hipes
Auto Mechanics Technology	Ian Campbell
Building Trades	Lucas Bergfeld
Computer Networking Technology	Brian Ingram
Dental Assisting	Kristin Evans
Diesel Technology	David Talbott
Digital Design	Courtney Cassady
EMT Adult	Amanda Nordbland
EMT Substitute	Ashlee Roberts
Fire/EMS Coordinator	Tommy Beauchamp
Fire/EMS Lead Instructor	Lee Schieffer
Health Sciences 1	Christian Martin
Health Sciences 2	Marsha Whittenburg
Law Enforcement	Jeff Salois
Practical Nursing	Nicole Belcher, BSN

Program	Instructor
Practical Nursing	Nikki Stroud, BSN, RN
Welding I	Taylor Noah
Welding II	Aaron Ervin

SUPPORT STAFF

Role	Staff member
Asst Bookkeeper	Kierston Colbert
Custodial	Kelly Henry
Custodial	Jessica Cassells
Front Desk	Ali Jacyna

ADMIN TEAM

Role	Staff member
Director	Dr. Steve Smith
Adult Education Coordinator	Michele Noah
Counselor/VRE/Admissions/Placements	Hannah Williams
PN Coordinator	Michelle Roberts

General Admission Requirements

All applicants must meet Pike-Lincoln Technical Center's General Admission Requirements described below, as well as all additional prerequisites and admission criteria that are applicable to specific programs.

Adult

Pike-Lincoln Technical Center admits as regular students only persons having a high school diploma, or a recognized equivalence or HiSET. These students are also required to meet all other admission requirements of the program in which they are enrolling. Adult student admission files must be completed before starting classes. All financial aid documentation and payment arrangements must be finalized before the 2nd week of class or the student may be dropped from the program.

Secondary

Students are selected to attend the Pike-Lincoln Technical Center by the sending school. Students must complete an application for admission. There are a limited number of slots available to each high school in each of our high school programs. Sending schools pay tuition for high school students to attend PLTC. Any requests for changes in class schedules must be approved by the sending school, PLTC guidance counselor, and the Technical Center Director

Home School

Home school students are included with the secondary students of the district in which they reside. They must contact the principal of the school to be included. If the home district has already filled their available slots, the student may be allowed to attend if there is room in the class and if they are willing to pay the tuition.

Awards and Certificates

Passport Outstanding Achievement Award

This award recognizes students who demonstrate outstanding achievement in the following areas: academic and skill performance, leadership, and attendance. To receive the Gold Level Passport Outstanding Achievement Award, students must maintain a 95% academic average, demonstrate leadership skills, positive work habits, good character, no discipline referrals, and maintain a 98% attendance average. To receive the Silver Level Passport Outstanding Achievement Award, students must maintain a 90% academic average, demonstrate leadership skills, positive work habits, good character, no discipline referrals, and maintain a 95% attendance average. Recommendation for each award is by the student's instructor and approved by the Director.

Director's Award

This award is given to junior and first year adult students who possess the following: high achievement, great work attitude, consistently demonstrates the ability to work well with others, excellent attendance (not on attendance probation, no more than one unexcused absence), good character (no more than one discipline referral), and demonstrated leadership. The student must have a 95% attendance average and 90% grade average.

Certificates

Students will only be issued certificates at the end of the program if they have mastered 80% of their competencies, have maintained a 70% (C) average, and have maintained a 95% attendance. In addition, the student account must be clear of any unpaid charges before a certificate will be issued.

Student of the Month

During the months of September through March, students in the secondary programs can be nominated to be named student of the month. Each instructor nominates a student in each of the sessions. Nominations may also come from support staff and administration. The number of nominations that a student receives will not be factored into the final decision. All nominations will be due by the end of school day of the 2nd Friday of the month.

On the next working day after nominations are due, the counselor, director, and any other staff member they invite will go through the nominations and select the student to be named as that month's Student of the Month. See rubric below on nomination form. The selection committee retains the right to select the student based upon the rubric and any and all additional factors they see fit.

The student will receive a certificate and letters will be sent to their parent or guardian and their sending school administrative team, and the school board of Pike County R-III will be notified of the recipients during the next scheduled board meeting. Additionally, students who have been selected will be eligible to participate in the Student of the Year Scholarship process. Students who receive a Student of the Month recognition as a junior will be eligible for the scholarship process during their senior year if they are still attending PLTC. Students may earn Student of the Month once per school year.

Student of the Year Scholarship

Nomination Process

Only secondary students who have been selected as a PLTC Student of the Month recipient are eligible to apply for this award. This award will only be given to those who will be graduating from high school at the end of the current school year. After the March Student of the Month is selected, all Student of the Month recipients will receive an application. The student needs to have an instructor recommend them and write a short 3-5 minute speech on how attendance at PLTC has impacted their lives and their plans for continuing education. These documents must be turned in to the counselor no later than April 15.

Selection Process

On the next working day after applications are due, the counselor, director, and any other staff member they invite will go through the applications and select the students to be named as that year's Student of the Year scholarship recipient. The selection committee retains the right to select the students using any and all additional factors they see fit and their decision is final.

Awards

At the student recognition ceremony, the student will receive a certificate and a letter with information on how to receive the scholarship funds. Those funds will be released to the student upon successful (C average or better) completion of their first semester of post-secondary education and validation of enrollment in the second semester. This information, along with the mailing address, needs to be mailed or delivered to the counselor at least one week prior to the January board meeting (typically the 3rd Monday of January). Upon receipt of the required documentation, the payment request will be submitted and within two weeks after the board meeting, a check will be mailed to the student. For those students going into the work force, they may submit receipts for work required items purchased after the student recognition ceremony. They will receive a reimbursement check for up to 50% of the scholarship amount. That check will be sent after the January board meeting.

The scholarship amount will be determined by the fundraising activities that have happened over the year. No set amount is implied or guaranteed.

Satisfactory Progress

Adults

Satisfactory progress is necessary in order to maintain eligibility for financial aid and to participate in some activities. The adult education coordinator will provide you with specific information regarding financial aid requirements for satisfactory progress.

Secondary and Adults

Students must meet the respective class academic requirements in order to participate in internships, state board exams, extracurricular activities, and the like. Questions regarding such requirements should be directed to the class instructor. In general, to return to the second year of the program, students must have at least a 75% average during their first year. Some programs will require a 75% in the first semester to return for the second semester

Student Expectations and Progress Reports

Mid-quarter progress reports will be sent home throughout the year. In an effort to reduce waste, PLTC will be using the online system for progress reports. If you are unable to access the online system, please notify the Director's office.

Technical Skills Attainment Tests and Industry Recognized Certifications

Students will take either a technical skills attainment test or an industry recognized certification test when they complete their program. Examples include CNA license, ASE student certified, and AWS certification. There may be fees associated with these tests. Students will be informed of any fees associated with the tests.

Attendance

The achievement attained by any student is directly related to his/her pattern of attendance. It is very difficult to duplicate the instructions missed due to absences from class. In addition, the mission of Pike-Lincoln Technical Center is to prepare each student in the proper skills and attitudes necessary for success in his/her chosen field. Employers consider regular attendance as the first step in becoming a successful employee. Because of this expectation, Pike-Lincoln Technical Center maintains an attendance expectation similar to that of business and industry. Students with excessive absenteeism may be removed from the program. See Appendix IV.

Tardies

All Students

Each accumulation of three tardies will result in an absence. A total of nine (9) tardies may result in disciplinary action up to and including dismissal from the Technical Center.

Practical Nursing and Paramedic Students

PN and Paramedic students may have additional tardy policies in their respective handbooks.

No Call Policy

Pike-Lincoln Technical Center not only strives to teach the skills necessary to get a good job or to continue one's education, but to work habits necessary to obtain and keep a good job. A "no call" is recorded in the attendance record when an adult student does not call the school prior to an absence.

Once a student has accumulated 3 "no calls", the student will be subject to discipline up to and including dismissal.

Make Up Time

Students will not be allowed to make up missed time. Exceptions to this rule will be considered on a case-by-case basis and must be pre-approved by the Director.

School Activity Absence

If a student is absent from PLTC due to a school activity, then the absence is recorded as a school activity on the Technical Center records. Prior to the absence, it is the student's responsibility to complete the School Activity Form, secure proper signatures, and return the form to PLTC. Students are responsible for the instructional materials covered and are to accept the responsibility for completing the assignments missed as required by the classroom instructor. Students with an attendance lower than 95 percent may not be excused for school activities.

Job interviews and college visitations will be considered as a school activity if permission forms have been completed prior to the absence. Forms are available at the front desk or on our website.

Tobacco Free Campus

Pike-Lincoln Technical Center prohibits use of any tobacco or e-cigarette products. Infraction of this policy will result in a disciplinary action.

Drug or Alcohol Use

Drug/alcohol possession or use is strictly prohibited. Students also are forbidden from being present on District property if they are under the influence of any substance that is prohibited under District policy. Violators are subject to suspension or expulsion from PLTC and also may be reported to law enforcement.

For reasons of safety and security of patients, students enrolled in an Allied Health or Law Enforcement program offered by PLTC will be required to undergo drug testing. The applicable drug-testing policy appears within the appendices to this Handbook.

Drug-free Workplace

Pike-Lincoln Technical Center is committed to having a drug-free working environment for both students and faculty. Staff members as well as students are expected to report to work and school on time and in appropriate mental and physical condition for work. The Technical Center's Drug Policy follows the guidelines of the Drug-Free Workplace Act of 1988, as well as all guidelines for Financial Aid Title IV benefits. Each student will be required to read the school drug policy which includes sanctions that may occur as a result of use and lists assistance programs. *(See the Drug Policy in Appendix II for more information)*

Crime Policy

Pike-Lincoln Technical Center is committed to having a crime free campus for both students and faculty. Staff members and students are expected to work cooperatively to provide this type of atmosphere. Policies regarding crime and security will be reviewed with students during student orientation following student enrollment. *(See the Crime Policy in Appendix I for more information.)*

Student Self-Discipline and Responsibility

Attendance at the Technical Center is a privilege extended to the student by the sending districts, or by special selection for adults. All students are expected to maintain self-discipline at all times. Students are expected to abide by the following rules:

- Attend classes and clinical or work experiences daily.
- Be in the proper classroom at the proper time and remain in the area until dismissed by your instructor.
- Maintain an attitude that will promote learning for yourself as well as fellow students.
- Conform to all PLTC rules and policies established by the Board of Education of the Pike County R-III School District.

General Consequences for Misconduct

When a PLTC student fails to comply with policies established by the Board of Education of the Pike County R-III School District, programmatic rules, or staff directives, the PLTC administration will take appropriate action in accordance with its professional judgment and in accordance with Pike County R-III School District policies, rules and regulations. In addition to disciplinary action at PLTC, students may also be subject to disciplinary action from their sending district.

Although PLTC has established a sequential program of office referrals as a mechanism to address student violations of PLTC rules and/or District policies, students are not entitled to such referrals. PLTC reserves the right to proceed to suspension/expulsion as provided for below.

Additionally, students who have been giving ISS or OSS discipline may not be able to make up assignments that will be missed due to their suspension.

First Referral to the Director's Office

The Director will discipline the student according to the District discipline policy. For those actions not defined by board policy, appropriate disciplinary action up to and including removal from the program will be determined by and at the discretion of the Director. *In addition, a PLTC official will notify the student's parents or guardians (if the student is under age 18) and the sending school Principal of the referral.*

Second Referral to the Director's Office

The Director will discipline the student according to the District discipline policy. For those actions not defined by board policy, appropriate disciplinary action up to and including removal from the program will be determined by and at the discretion of the Director. *In addition, a PLTC official will notify the student's parents or guardians (if the student is under age 18) and the sending school Principal of the referral. A behavior contract may also be developed to set forth specific standards of conduct to which the student must adhere as a condition of continued participation in Technical Center courses, as well as to highlight possible consequences of continued misconduct.*

Third Referral to the Director's Office

The student may be removed from the Technical Center program. *In addition, a PLTC official will notify the student's parents or guardians (if the student is under age 18) and the sending school Principal of the referral.* PLTC officials retain the right to impose alternative consequences for a third referral under certain rare circumstances, but removal will be the standard result.

Suspension/Expulsion of Secondary Students

PLTC's suspension and expulsion of secondary students (i.e., students who are formally enrolled in a sending school district's program of instruction) is conducted in accordance with the student disciplinary policies and regulations of the Pike R-III School District Board of Education.

Suspension/Expulsion of Adult Students

Because adult students' participation in PLTC programming is a privilege, the District reserves the right, at all times, to immediately expel (i.e., remove) an adult student for any violation of any PLTC or District policies, rules or regulations. Disciplinary consequences may be issued in accordance with the Administration's professional judgment and need not conform to the student discipline policies and regulations of the Pike R-III School District Board of Education or the disciplinary referral provisions contained above.

Dress Code

Career and technical education is designed as preparation for job entry, so a student's hygiene, grooming, and clothing should always be neat, clean, and appropriate as this will play a large part in securing a job. Guests, including employers and the general public tour the class laboratories regularly so daily attention to appropriate dress is expected. Students will be expected to abide by individual class requirements. Student dress in the classroom setting must follow their District's policies. However, within each program at PLTC, program-specific items of clothing may be

required for student safety and professionalism. The instructor will inform students of such program-specific clothing, and students are expected to wear such clothing as a condition of their participation in the program.

Students found violation of their classroom clothing requirements may be subject to discipline up to and including removal from the program.

Bullying

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Students should report any concerns about bullying to a member of staff so that appropriate action can be taken. Please see Board Policy JFCF for more information.

School Entry & Exit

Students are required to enter and leave the building through the appropriate entrance and exit as directed by their instructor. Loitering on school property is not permitted.

Appropriate Language

Appropriate language must be used at all times. Use of abusive, profane, and/or obscene language may be referred to the Director and may result in disciplinary action.

Concealed Weapons

Weapons are not allowed in Pike-Lincoln Technical Center facilities, on school grounds, or at any school activity.

FREQUENT VIOLATION CATEGORIES

The following discipline policy is not all-inclusive. Any other policy written in the student handbook, district policy manual, or directed to students by proper authorities serve as part of the student discipline policy. Revisions may also be made during the school year that would be effective when written.

Infractions which carry automatic detention, suspension, or expulsion:

Student Behavior	1st Offense/ Referral	2nd Offense	3rd Offense
ALCOHOL (consumption, possession, distribution)	10 days OSS Referral to Superintendent (potential for additional days) Law Enforcement notified	See “Alcoholic Beverages and Controlled Substance Policy”	
ACADEMIC DISHONESTY (offense accumulate together, not class by class)	Failure of Assignment 1 Saturday School	Failure of Assignment Students grade dropped one letter grade for the quarter 2 Saturday School Det	Student dropped from class for semester with an “F”; ineligible for 60 days with activities
ASSAULT (student 1) attempting to cause injury to another, intentionally placing another in reasonable apprehension of imminent physical injury (Safe Schools Act allows for up to 180 days OSS or expulsion)	10 Days OSS Referral to Law Enforcement	Expulsion Referral to Law Enforcement	

Student Behavior	1st Offense/ Referral	2nd Offense	3rd Offense
ASSAULT (student 2) attempting to kill or cause serious physical injury to another	Expulsion Notification to Law Enforcement		
BUS MISCONDUCT	1-4 day Bus Suspension and/ or ISS	4-8 Day Bus Suspension Conference with Parent	Long Term Bus Suspension Conference with Parent
CELL PHONE/ ELECTRONIC DEVICE	See “Cell Phone Policy” and “Electronic Device Misuse Policy”		
DISRESPECTFUL, DISRUPTIVE, DEFIANT, OR UNCOOPERATIVE BEHAVIOR	Saturday School or ISS, or OSS	Saturday School ISS OSS	Saturday School ISS OSS
DRESS CODE VIOLATION	Correct Violation and/ or 1 Detention	1 Day ISS	1-3 Days ISS
DRUGS/ CONTROLLED SUBSTANCES (consumption, possession, distribution, paraphernalia)	10 days OSS Referral to Superintendent (potential for additional days) Law Enforcement notified	10 days OSS Referral to Superintendent and Board of Education for Expulsion Law Enforcement Notified *See Alcoholic Beverages and Controlled Substance Policy”.	
DRIVING VIOLATIONS	Detention and loss of driving privileges for 8 days	1-3 days ISS Loss of driving privileges for semester	Permanent Loss of Driving Privileges
FALSE ALARMS	4 Days OSS/ 2 ISS	Expulsion	
FIGHTING **The instigator of physical contact will be punished more severely. If its impossible to determine who is at fault, all parties will be punished evenly.**	ISS and/ or 1-5 Days OSS	4-10 Days OSS Referral to the Superintendent; Law Enforcement Notified	10-180 Days OSS Referral to the Superintendent; Law Enforcement Notified
GENERAL HORSEPLAY & ROUGH-HOUSING	Warning/ Conference	Saturday School and/ or 1-3 Days ISS	Saturday School and/ or 3-6 Days ISS or OSS
HARASSMENT	1-4 Saturday School Detentions / 1-4 Days ISS/ 1-4 Days OSS Referral to Superintendent with Law Enforcement notified	5-10 Days ISS/ 4-8 Days OSS Referral to Superintendent with Law Enforcement notified	10 Days OSS Referral to Superintendent with Law Enforcement notified
ILLEGAL ENTRY OF BUILDING	1-10 Days OSS and/ or expulsion Law Enforcement contacted	10-180 Days OSS Referral to Superintendent; Law Enforcement contacted	
INAPPROPRIATE BEHAVIOR	Conf/ Sat School/ ISS (depending on seriousness of situation) - if deemed Safe Schools Act violator could see 1-180 days OSS	Saturday School/ ISS/ OSS	Saturday School/ ISS/ OSS
INAPPROPRIATE MATERIALS	Conf/ Sat School/ ISS	Conf/ Sat School/ ISS	Conf/ Sat School/ ISS
PARKING VIOLATION	Saturday School Loss of driving privileges up to 4 days	1-4 Days ISS Loss of driving privileges up to Quarter or Semester	4 Days ISS Loss of driving privileges for the year

Student Behavior	1st Offense/ Referral	2nd Offense	3rd Offense
PHYSICAL ABUSE TO STAFF	10 days OSS; Referral to Superintendent; Law Enforcement notified		
POSSESSION OF FIREWORKS/ NUISANCE ITEM	1-3 Days OSS	3-180 Days OSS	10-180 Days OSS Referral to Superintendent
PUBLIC DISPLAY OF AFFECTION	Conference	Saturday School and Conference with Parents	ISS and Conference with Parents
SEXUAL MISCONDUCT **a. Use of verbal, written or symbolic language that is sexually harassing.** **b. Physical contact that is sexually harassing**	Conference, ISS and/ or 1-180 Days OSS or Expulsion Law Enforcement notified	10-180 Days OSS or Expulsion with Documentation Law Enforcement notified	
TOBACCO/ NICOTINE/ VAPE (Consumption/ possession/ distribution, Electronic Cigarettes)	2 days ISS and/ or Saturday School Detention	4 days ISS	2 days OSS and 2 Days ISS with *Completion of Tobacco Cess Prog
THEFT	Pay Restitution 4 Days ISS and/ or Saturday School Detention Law Enforcement notified	Pay Restitution 4 Days OSS Law Enforcement notified	Pay Restitution 8 Days OSS or Expulsion Law Enforcement notified
TRUANCY	1-4 days ISS or Saturday School Detention No makeup work allowed	3 Days ISS Saturday School Detentions; Law Enforcement notified	5-8 Days OSS and/ or ISS Law Enforcement notified
VANDALISM	Pay Restitution Saturday School Detention and/ or ISS and/ or OSS Referral to Superintendent	Pay Restitution 1-10 Days ISS and/ or 1-10 Days OSS Referral to Superintendent Law Enforcement notified	Pay Restitution 10 Days OSS Referral to Superintendent Law Enforcement notified
VERBAL ABUSE/ THREAT	ISS and/ or 1-3 Days OSS	2-4 Days OSS	4-10 Days OSS

*Accident Insurance

Missouri State Law does not permit a school district to carry accident insurance on students. However, it is important that students carry an accidental or medical policy on themselves while enrolled in programs at PLTC that require shop or medical laboratory experiences. In such programs, the students may be exposed to such things as: hand tools, power equipment, and machinery or in medical settings, contagious disease. **Medical & Accident insurance is the responsibility of the individual student and his/her parent/guardian.** MEDICAL INSURANCE AND ALL MEDICAL COSTS ARE THE RESPONSIBILITY OF THE INDIVIDUAL STUDENT. The District, PLTC, and District personnel are not responsible for medical costs, personal property cost/loss of any other associated costs relating to student accidents or injuries

Accidents

Every accident in the school building, on the school grounds, or at any school sponsored activity must be reported immediately to the teacher in charge. Students are required to participate with the District in reporting any accidents or injuries occurring on campus or at a school sponsored event.

Medical Treatment

Emergency first aid measures will be taken to treat any student injuries occurring on campus. If the emergency requires a level of treatment beyond that of the capability of staff and is viewed as an injury requiring immediate treatment, an ambulance will be summoned. PLTC will attempt to notify the parent/guardian or emergency contact given on the student's medical emergency information card. **The parent/guardian or adult student will be legally responsible for the cost of any medical services or care provided (including but not limited to ambulance fees, if any). PLTC does not staff a school nurse. Pike-Lincoln Technical Center does not provide or administer medication (aspirin or other) for students.**

School Nurse

Because PLTC does not staff a school nurse, students seeking services of a school nurse are strongly encouraged to seek the services of a licensed health care professional outside of PLTC prior to attending the Technical Center, or after returning to their home school. Injuries should be reported to the Director's office.

Epinephrine or Emergency Asthma Medication

PLTC does not have access to Epinephrine or emergency asthma medication.

Prescription and Over-the-Counter Medicines

It is the policy of the Pike County R-III school district that students not be in possession of these items unless medically required by a doctor. Proper notification must be given to the school. Please see the board policy for specific information.

Safety Glasses

Students are required by law to wear appropriate safety glasses at all times in shop areas and on the job site. Students who do not wear safety glasses will be disciplined by the instructor.

Tools and Supplies

Each student is expected to have tools and supplies, including pencil and paper, as required by his or her instructor within one week of the start of school. Students who do not have the required tools and supplies will not be allowed to participate in lab or shop activities and may be referred to the Director.

Student Projects

The Technical Center accepts some public projects for educational purposes during the year. These projects are scheduled by the instructor and approved by the Director. Work orders must be completed for all student projects. The student account must be clear of any unpaid charges before a student project will be released.

Lockers

Students are expected to keep lockers clean and orderly. Lockers must be locked at all times. Damage to lockers must be reported immediately. School issued locks are required to be used. All lockers must be locked at all times. If a lock is lost, a replacement lock must be purchased from the front office for $10.

Searches

Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas. The District will conduct periodic and unannounced administrative searches of lockers, computers, and other district equipment. The district may also seek the assistance of law enforcement drug dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot. Additional searches of bags, purses, coats, electronic devices, and other personal possessions and cars will be conducted in accordance with District policy and the law. Therefore, students are warned that the presence of any prohibited substance in a personal vehicle and/or otherwise on District property is strictly forbidden and may subject the student to school disciplinary action and/or consequences from law enforcement.

Return of Book, Locks & Equipment

It is the responsibility of the student to turn locks, textbooks and other equipment into the instructor prior to exit. A student will be expected to pay for any lost or damaged text, locks or equipment issued by the school.

Student Organizations

FBLA (Future Business Leaders of America), SkillsUSA, HOSA, and the Practical Nursing Student Organization are student organizations which play an important part in the career and technical education delivery system. Experiences learned in your organization can complement the success you experience in your future endeavors. Student organizations teach leadership, good work habits, and school and community service. Participation in these student organizations is an integral part of each program curriculum. Each student is required to participate in an organization. In response to a student's on-campus or off-campus misconduct, violation of federal, state or local laws, or violation of organizational rules, the District may impose disciplinary consequences, which may include the removal of the student from the organization. Each of the student organizations have different membership requirements that are set at the national level. See the classroom instructors for more information on those organizations.

*Break Time

Programs will follow an assigned break schedule, and students are only allowed to be out of their classroom during their assigned time. Students are not allowed to visit other class areas during break.

Soda & Snack Policy

Any snacks or drinks brought by secondary students are subject to search and confiscation at the discretion of the administration.

The adult commons area is provided for adult students to be used as a lunchroom and study area. This room is off-limits to secondary students. The general commons area is provided for student break time. Vending machines are provided for student use. Soda and snacks may be available at break time. Secondary students are allowed to use the commons area and to have soda and snacks during the specified break time with permission of the classroom instructor. Students will not be allowed in the commons area without an instructor present

Each program will have their own policies about food and drinks in the classroom. In all cases, students are responsible for making sure that all wrappers & cans shall be disposed of properly in trash cans and not left lying on the floor, benches, etc.

Students must consider any break with access to the vending machines as a privilege which can be revoked at any time.

*Transportation and Driving Permits

Secondary students are expected to ride the bus furnished by the sending school district to and from Pike-Lincoln Technical Center. If it is necessary for the student to drive a private vehicle, permission must be authorized in advance. Students should fill out an authorization form with parents and sending school principal signatures. This form should be returned to the main office on or before the date of driving.

The above authorization procedure must be followed for any student who may be riding with you to PLTC. Driving or riding without authorization or leaving before the bus will cause the privilege to be revoked.

Students who drive in the PM session will be expected to stay until all students have left unless otherwise approved by the Director.

Building Hours and Supervision

Building hours for high school and regular adult students are 8:00 a.m. - 3:15 p.m. No students shall be allowed inside the building at other times for any reason without permission and supervision of school personnel.

*Cell Phone and Other Electronic Equipment

Students will not be excused from class to place or receive telephone calls except in emergency situations. Parents may contact their students through the main office secretary if there is an emergency situation at 573-485-2900.

Cell phones are not allowed at PLTC, in accordance with Missouri Senate Bill 68. A few of our programs have especially strict cell phone policies due to the nature of their work. Students visiting rotation and internship sites should not be in possession of their phones while in these facilities. Students are expected to exhibit professionalism and have 100% of their focus on their assigned tasks. Bringing a phone with camera capabilities into some sites may be seen as a threat against patient or student confidentiality. Disciplinary action may occur if cell phone rules are violated.

According to Board Policy KKB and EHB, students are not to record classroom instruction, discussion, or any other interaction in any way unless required for class or approved by the Director. Possession of electronic images and text will be considered the same as possession of a hard-copy.

In some cases, staff members may use personal communication devices to communicate with students to facilitate extra-curricular activities or work place experiences (clinical rotations). Typically these will be with FBLA, HOSA, SkillsUSA members, or health sciences students. For any other instances, the parent/guardians will be notified.

Telephone Use

School telephones are for business use by school personnel. Use of the telephones by students is restricted to emergencies or situations approved by the Director. Students may use the telephone to contact employers and to schedule an interview with instructor's permission. Emergency messages to students will be delivered immediately. Other messages to students will be delivered at break time or after class. Long-distance calls that are not for authorized school business are not allowed.

Equipment Use

School equipment can only be used by a student when permission has been granted by the program instructor.

1. Safety Equipment: Where safety equipment (glasses and hats) is required by law, PLTC will issue or sell the equipment to you. It is your responsibility to care for and keep the equipment secure. At the completion of the school year, all equipment is to be returned in usable condition. You will be financially responsible for lost or damaged equipment. If you do not have the appropriate safety equipment, you will **not** be allowed to participate in shop/lab work until you have the safety equipment. You will **not** be allowed to make up any missed work.

2. Textbooks: Basic textbooks are loaned to students (except practical nursing and some adult textbooks). Workbooks, lab books and consumable supplies are to be paid for by the adult student if they are consumed in the instructional process. Textbooks loaned to students are to be properly cared for and maintained in a usable condition. You will be required to pay for lost or damaged books.

Emergency Responses & Drill Procedures

Fire: The purpose of fire exit drills is to insure the efficient and safe use of the exit facilities. Proper drills prevent panic which is often the cause of injuries and loss of life when disasters occur.

1. The fire signal will be communicated over the intercom system or by a very loud buzzer.
2. Students will exit the building with their class and proceed to the designated safe area.
3. A diagram showing the fire exit from each room is to be on display in all classrooms. In the event exits are blocked, each instructor is responsible for evacuating students by the safest and fastest route.
4. Should the fire alarm go off while students are at lunch, at break, in the restroom, or in another part of the building, students should leave the building in an orderly manner by the closest exit and report to their instructor.

The fire exit plan will be used in all evacuations.

Tornado: A tornado warning will be announced over the intercom or with blast from an air-horn. A messenger will be sent to the Trade and Industrial areas where it is difficult to hear the intercom. Students should assume the safe position on knees, bending forward with hands covering the back of the head. If possible get into a position away from windows and underneath tables or desks.

Earthquake: An earthquake drill will be announced over the intercom. Students and staff should immediately seek shelter under the nearest table or desk.

Sign-in and Sign-Out

When arriving at school late or leaving school early a student will be expected to “sign-in” and “sign-out” in the main office.

Exiting or Early Withdrawal

Students exiting (whether completing or withdrawing early) must complete all exit forms. Students exiting prior to completion of a program must also notify the school in writing in addition to completing all exit forms. All fees and tuition must be paid and all books returned. Students exiting and not completing proper forms will have transcripts, references and services withheld until such forms are completed. Exit forms include:

- School and Classroom Exit Forms with the instructor (this includes payment of all fees within the class) which become a part of your permanent file.
- Financial Aid Exit Form (Adults only)
- Complete Financial Aid Exit Counseling (Adults only)

Student Services

Student services include information and assistance concerning career planning, counseling, job placement, student activities, resource assistance for students with disabilities, assistance with academic basic skills, and financial aid assistance for adult students. These services are provided by the counselor and the Financial Aid Officer. Your instructors can assist you in locating these persons.

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to

succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migrant workers, and neglected or delinquent students. For more information, contact our school counselor.

Student Advisory Services/Assistance

Students may seek advisory services from the PLTC Counselor for aid in finding solutions to academic, personal, and career and technical problems. Please note that PLTC is an educational institution and thus does not provide health care services to students except emergency first aid as addressed in this Handbook.

Placement Service

Placement services are available for current students and past graduates. Placement is handled through a team approach at the Technical Center utilizing placement personnel, instructors, and the Missouri Division of Workforce Development. A student is referred for job consideration after the student's skills and abilities have been reviewed to determine if these factors match the employer's requested need. Clinical, internship, and work experience as a part of a student's curriculum often lead to employment. This allows students to transfer textbook information to employment settings while allowing the employer to observe the student.

In preparation for employment, students are assisted in preparation of resumes and applications, as well as practice interview experiences.

We do not guarantee employment.

Financial Aid Officer

The Financial Aid Officer is available to assist adult students develop a financial aid package that best meets the needs of the adult student.

Articulation Agreements

Articulation agreements allow students to gain free college credit for skills mastered while attending Pike-Lincoln Technical Center that are also a part of a program of instruction at another technical school or community college. Pike-Lincoln has several of these agreements in place. Interested students should contact the Counselor's Office to determine how they could benefit from such an agreement.

Articulation agreements are updated regularly with each institution. Pike-Lincoln Technical Center has articulation agreements with the following schools/apprenticeship programs:

- St. Charles Community College
- State Technical College
- Hannibal-LaGrange University
- Moberly Area Community College
- Ranken Technical College

Prohibition Against Discrimination, Harassment, and Retaliation

Complaints/grievances alleging conduct that is impermissible on the basis of a legally protected category (as defined in the Notice of Nondiscrimination) will be processed under Clopton Board of Education Policy AC. For more information regarding your rights under this policy, please see the Notice of Nondiscrimination that appears at the beginning of this Handbook and Appendix VII, which contains a copy of the policy.

Academic Complaint Procedure

This procedure applies only to actions or decisions which affect a student's participation, grade, or completion of any requirement of the PLTC program. A student who disagrees with an action or decision of an instructor, staff member, or fellow student, may use this procedure to attempt to resolve the complaint.

1. All complaints shall be made in writing to the Director no later than ten (10) calendar days after the action or decision giving rise to the complaint.
2. The Director may encourage the student to attempt to resolve the matter informally, or may attempt to negotiate a resolution on the student's behalf.
3. If informal resolution is not possible or desirable, the Director, or his/her designee, will conduct a prompt, reasonable investigation. Following the investigation, the Director will reach a decision and notify the student of the decision within fifteen (15) calendar days from receipt of the complaint.
4. The student may appeal the decision to the Pike County R-III (Clopton) Superintendent, in writing, no later than ten (10) calendar days after receipt of the Director's decision. The Superintendent will conduct a reasonable investigation and notify the student of his/her decision, within fifteen (15) calendar days from receipt of the student's appeal.
5. The decision of the Superintendent shall be final, unless additional due process is required by law.

Financial Aid, WIOA, and the Practical Nursing program, each have a program-specific grievance procedure. In all cases, steps one and two of this complaint procedure described immediately above are to be followed before filing any grievance action under the program-specific procedure. In addition, **students must provide the school with prompt written notice if the student believes that any program-specific training is inappropriate or inadequate**.

Complaints alleging discrimination or harassment on the basis of a protected category will be processed under Clopton Board of Education Policy AC.

Student Records/Access to Records

The Pike County R-III School District complies fully with the Family Educational Rights and Privacy Act ("FERPA"), which affords parents/guardians ("parents") and students who are at least age 18 ("eligible students") specific rights. See Board Policy JO-i1 for full details and information.

Pike County R-III Board of Education Policy

In addition to the rules and standards set forth in this handbook, students must also comply with all Pike County R-III Board of Education policies and regulations, as well as all policies and regulations of the school district in which they reside. The Pike County R-III policies can be found at https://tinyurl.com/CloptonPolicy.

Appendix I - Campus Security and Crime Policies

CAMPUS POLICIES REGARDING PROCEDURES TO REPORT CRIMINAL ACTION OR EMERGENCIES OCCURRING ON CAMPUS

CAMPUS SECURITY AND CRIME POLICIES:

All crimes or emergencies should be reported verbally to your instructor immediately following the crime, or following your awareness of the crime. If your personal safety or if property safety is endangered, the nearest instructor or person in authority will immediately report the crime or emergency to the Director's Office. A written report describing the incident must be written by the student or instructor and filed with the Director's Office. The Director will determine if the Pike County Sheriff's Department should be contacted, and he/she (or his/her designated person will make the

contact if such contact is deemed necessary. A report of the incident will then be filed with the superintendent's office. All employees and students are encouraged to act responsibly for their own security and the security of others.

Policies regarding crime and security will be reviewed with students during student orientation following student enrollment.

CAMPUS SECURITY: Since the campus is small, the school will rely on the local, county and state law enforcement agencies to provide security. Access to campus facilities will be during regularly scheduled hours.

PERSONAL THEFT: All students are encouraged to keep valuables in their lockers, and to keep their lockers locked when not being used. Students in programs without lockers may leave valuables in the central office if class activities require students to be unable to protect them.

Appendix II - Drug Testing Policy for Allied Health Program Students

PIKE-LINCOLN TECHNICAL CENTER DRUG TESTING POLICY FOR ALLIED HEALTH PROGRAM STUDENTS
Student Drug Testing

This policy is intended to promote the health and safety of participants in the Allied Health Programs of Pike-Lincoln Technical Center and those individuals with whom such participants come into contact in the clinical setting. Clinical experiences are required for students to complete the Allied Health program and to earn a competency certificate. Because they work closely with health care professionals and have direct access to patients and other vulnerable individuals, Allied Health students carry an especially weighty responsibility to preserve the health and safety of themselves and others with whom they come into contact. This responsibility necessitates that Allied Health students avoid the abuse of drugs and contribute to a drug-free environment.

Further, substance abuse by Allied Health students is inconsistent with the expectations of the drug-free environment in which these students will gain practical experience. The vast majority of modern-day health-care providers require regular and/or random drug testing for those individuals who deliver services within their facilities. Many of these providers also require drug-testing of students who participate in clinical activities in order to ensure the safe and careful delivery of health services in the respective facilities.

Accordingly, for the protection of students, patients, and employees of the District and clinical facilities, Allied Health students are prohibited from consuming or taking any prohibited drug, as that term is defined below, and must consent to testing for such prohibited drugs as a condition of participation in clinical activities.

Participants in the Allied Health program are subject to three different types of testing: (1) Initial Participation; (2) Random; and (3) Reasonable Suspicion. These categories are described more fully below.

GENERALLY APPLICABLE TESTING RULES AND PROCEDURES

Definition of "Prohibited Drugs"

Under this policy, the term "prohibited drugs" shall include the actual drug or its synthetic or generic equivalent (or derivatives, salts, metabolites, or isomers thereof) which is illegal under federal, state, or local laws, including but not limited to marijuana, hashish, cannabis, heroin, opiates, cocaine, hallucinogens, depressants containing barbituric acid, phencyclidine, amphetamines, narcotics, narcotic pain medication, and methamphetamines. This term shall also include adulteration indicators such as creatinine, nitrates, and pH (which are always present in urine but variations of which may indicate adulteration of the sample).

Sample Collection

Urine samples will be collected using a method intended to balance the intrusiveness of the procedure with the need to achieve testing accuracy.

Testing will be conducted by authorized employees or agents of the testing facility, at the request of the district. Testing administration (i.e., retrieval of sample and test protocol) will occur in accordance with the policy and procedure of the respective facility.

Protection of Information (Privacy)

Each student will be assigned to a specimen number that shall serve as the identifier for all materials. The student and his or her parent/guardian shall have access to the specimen number. Either immediately before or shortly after sample collection, students tested will provide to the Director of the Pike-Lincoln Technical Center , in a sealed envelope, a list of any medications they have taken in the last 30 days, including legally prescribed and over-the-counter medications and herbal/vitamin supplements. Additionally, the parent/guardian of each respective student is responsible for submitting a separate list to the Technical Center Director, also in a sealed envelope, of medications (as that term is described in the previous sentence) which the student has taken within the last 30 days, which will be used for confirmation purposes in the event of a positive test result. The sealed envelopes will be opened by the testing entity's medical review officer in the event of a positive test result as described more fully below. If the sample does not test positive, the envelopes will be shredded without being opened.

The testing administrator will report positive test results directly to the superintendent or designee. The superintendent or designee will only notify the student, the instructor of the program, the parent/guardian of the student, the sending school principal, and other persons the superintendent or designee determines need to know the information to implement district policies or procedures.

Positive Test Results

If the test result is negative, that fact will be reported to the district. If the test result is positive, the laboratory shall refer the result to the laboratory's medical review officer for assessment. Following a confirmed positive result, the student's and parent's envelopes will be opened by the testing facility, and that facility's medical review officer will assess the list of the student's medications. If it appears that a prescription medication could be causing a positive test result, the student or parent/guardian shall be given the opportunity to submit a copy of the prescription, prescription bottle, or other documentation from the prescribing physician that can be verified by a licensed pharmacy. The documentation must confirm that the prescription is for the student tested. Ultimately, the medical review officer of the testing facility will make the determination, based upon her/his judgment, as to whether the test result shall remain a confirmed positive result.

Consequences of Confirmed Positive Test Result

Following a confirmed positive test result, the superintendent or designee will immediately remove the student from the clinical setting (if the student has begun participation in the clinical setting) and will schedule a conference with the student, parent/guardian (if applicable) and the program instructor. This conference is required and not optional.

A high school student will be allowed to continue classroom activities until the end of the semester. The high school student will not be allowed to attend clinical sites. In lieu of clinical activities, alternative assignments will be provided to the student until the end of the semester. At the end of the semester, the high school student will be removed from the program. An adult student with a confirmed positive test result will be immediately dismissed from the program.

Refusal to Submit or Altering/Falsifying Results

A student is considered to have refused to submit for drug testing when he or she fails to undergo a drug test or to provide adequate urine for testing when directed to do. Any student who acts or attempts to dilute, falsify, or otherwise alter a drug testing specimen, or who obstructs the testing process, will be immediately dismissed from the clinical activity and may be subject to additional disciplinary action in accordance with district policies.

Self-Reporting

When a student, of his or her own volition, self-reports consuming drugs or alcohol in violation of district policy to an administrator, supervisor, coordinator, or program instructor before receiving notification that he or she will be tested, that student shall be treated in the same manner as a student who has a confirmed positive test result. A self-report is considered the same as testing positive.

Access to Records

Parents of students who are under age 18 and who still have the right of access to student records will have the right to access the information received as a result of the testing of their children under this policy. All information and records relating to a student's participation in the testing program under this policy shall remain confidential as required by law and shall be maintained in a file separate from the student's educational records.

Effect on Other Policies

This policy does not invalidate or supplant other policies and practices of the district regarding drug-related issues, including but not limited to discipline codes and rules of eligibility for participation in extracurricular activities.

TYPES OF TESTING

1. Initial Participation Testing

All students will be selected for initial drug testing prior to the beginning of clinical experiences and during the first semester of the student's enrollment in the Allied Health program. Initial Participation Testing is conducted in accordance with the rules and protocols described above.

2. Random Testing

The district may choose to randomly select fifty (50) percent of students for drug testing during each of the remaining enrollment quarters. The random selection process will result in an equal probability that any participating student could be chosen. District employees do not have the authority to waive the testing of any student.

3. Suspicion-Based Testing

A student may be required to submit to a drug test when there is reasonable suspicion that a student is under the influence of or has recently consumed or taken any drug prohibited by district policy. In addition to the prohibited drugs identified above in this policy, alcohol will be considered a prohibited drug for purposes of suspicion-based testing.

When a District or clinical facility employee or official observes or otherwise receives information indicating that a student may have consumed, taken, and/or been under the influence of a prohibited drug or alcohol, such individual will report such suspicions to the program instructor and/or building administrator or designee as soon as possible. An appropriate district administrator will determine if reasonable suspicion exists such that drug testing is warranted. The district's attorney may be consulted as necessary. The district is responsible for the cost of suspicion-based drug testing.

Appendix III - Pike-Lincoln Technical Center Attendance Policy

Our primary focus is to prepare students for success in their chosen field. Employers consider regular attendance as one of the most important attributes of a quality employee. Our attendance policy is designed to promote good attendance and success in our programs. Student grades are based in large part on attendance with daily participation grades given. The policy applies to all secondary and adult students attending daytime programs.

Absences

Students will be allowed 7 absences per semester. All absences will be counted toward the seven (7) allowable days, regardless of their nature. Parent-verified absences, doctor's excuses, funerals, and others will be counted toward the seven (7) days. However, documentation from doctor's office visits, funerals and other absences will still be collected.

Communication

Parents and students will be notified at the 4th absence via a conference with the counselor and a letter sent home to the parents.

After the 7th absence, the student will meet with the attendance committee. The attendance committee is composed of the Director, Counselor, and any other personnel the Director may assign at the start of the school year. Parents will be informed of this meeting. At the meeting, a decision will be made regarding the student's credit and ability to continue in the program. Possible outcomes include, but are not limited to, immediate removal from the program and removal from the program at the end of the semester. The decision of the committee may be appealed in accordance with the Academic Complaint Procedure.

School Activities

Pike-Lincoln Technical Center and Sending School activities do NOT count toward the 7 absences per semester. However, a school activity form must be filled out prior to the activity. With sending school permission, students may be allowed to return the form within one week of the activity.

No Call/No Show

Adult students must notify PLTC of any absence the morning of the absence. Students in any health care related class must notify PLTC and/or their clinical site if they will not be present. Three no call/no show days will require the student to meet with the attendance committee as above.

Appendix IV - Computer and Internet Use Policy

Use of the computers, Internet, and other electronic media provides great educational benefits to students. Unfortunately, however, some material accessible via computers and other electronic media may contain items that are illegal, defamatory, or potentially offensive to some people. Access to computers and other electronic media is given as a privilege to students who agree to act in a considerate and responsible manner and as with any privilege, it may be revoked.

1. Students are responsible for good behavior on computers and other electronic media just as they are in school. General school rules for behavior and communications apply.
2. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files will always be private.
3. The following are NOT permitted:
    a. Sending or displaying offensive messages or pictures
    b. Using obscene language
    c. Harassing, insulting, bullying, or attacking others
    d. Damaging computers, computer systems, or computer networks, or changing any computer settings
    e. Violating copyright laws
    f. Using another's password

g. Trespassing in another's folder, work or files

h. Employing the network for commercial purposes

i. Revealing the personal address or phone number or yourself or any other person without permission from your instructor

j. Email other than school authorized

k. Playing online games.

l. Playing online music or watching streaming videos

m. Text messaging to cell phones

n. Chat including Instant Messenger and Novell messaging

o. Printing anything not required in school

p. Ordering merchandise or services through the Internet

q. Attempting to bypass computer security systems in place within the district

r. Reading, deleting, changing or copying files and/or data belonging to others without their permission

s. file sharing

t. Using computers without supervision by a teacher or other authorized person

u. Visiting or attempting to visit inappropriate Internet sites

v. Attach personal electronic equipment to the network; including but not limited to laptops, flash drives, and cell phones.

4. Cyber bullying is prohibited. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:

   a. Physically, emotionally, or mentally harming a student;

   b. Placing a student in reasonable fear of physical, emotional or mental harm;

   c. Placing a student in reasonable fear of damage to or loss of personal property; or

   d. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

5. The following are permitted only with the permission and supervision of an authorized staff member.

   a. School authorized email

   b. Chat

   c. Installing, downloading, or running materials, files or programs

   d. Creation, use, or viewing of blogs or web logs.

   e. Using personal disks, CD's, DVD's, or other storage media, unless scanned for viruses by instructor.

6. Pike County (Clopton) R-III makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damage a user suffers.

7. Student access may be limited to a specific time because of the potentially large number of individuals who may need to use school computers. Student access to District computers is not a right, but a privilege.

8. Any unauthorized deliberate action which damages or disrupts computer use, alters normal performance, or causes malfunction is prohibited. Intentional attempts to "crash" any computer, group of computers, or network will result in the user or his/her guardian being responsible for all costs for damages incurred and the suspension of computer access to that student. Violations may also result in a loss of access as well as other disciplinary or legal action.

Students found to be in violation of the User Agreement will be disciplined by the appropriate district administrator. Disciplinary actions may include, but not be limited to:

- Referral to the Director’s Office with In-School-Suspension assigned
- Temporary loss of technology use privileges
- Loss of technology privileges for an extended period of time
- Permanent loss of technology use privileges.

Appropriate authorities may be contacted if a violation of law or regulation is suspected. It should be noted that the student’s loss of technology user privileges could hinder the student’s ability to successfully complete schoolwork, and thus, affect the student’s grade.

Appendix V- 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 Pike County R-III 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 Pike County R-III 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 Pike County R-III 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 Pike County R-III 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 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 by contacting the Superintendent of Schools Office at 573-485-2388.