KIRKSVILLE AREA TECH CENTER

Adult Student Handbook & Catalog 2026-2027

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KIRKSVILLE R-III SCHOOL DISTRICT

2026-2027 Calendar

AUGUST

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12 NTO	13 NTO	14 NTO	15
16	17 NS	18 NTO	19 PD	20 PD	21 PD	22
23	24 NS	25 First Day	26	27	28	29
30	31					

SEPTEMBER

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7 NS	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25 PD	26
27	28	29	30			

OCTOBER

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16 Q1	17
18	19 PD	20	21	22	23	24
25	26	27	28 PTC	EO 29 PTC	30 NS	31

10/28 PTC - 3:30 - 7:00 pm
10/29 PTC - 1:30 - 7:00 pm

NOVEMBER

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25 NS	26 NS	27 NS	28
29	30					

DECEMBER

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22 Q2/S2	23 NS	24 NS	25 NS	26
27	28 NS	29 NS	30 NS	31 NS		

JANUARY

Su	M	Tu	W	Th	F	Sa
					1 NS	2
3	4 PD	5	6	7	8	9
10	11	12	13	14	15	16
17	18 NS	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8 PD	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5 Q3	6
7	8 NS	9 NS	10 NS	11 NS	12 NS	13
14	15	16	17	18	19	20
21	22	23	24	25	26 NS	27
28	29	30	31			

APRIL

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23 PD	24
25	26	27	28	29	30	

MAY

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	EO 21 PD	22
23	24	25	26	27	28	29
30	31					

JUNE

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
16	14	12	10	8	6	4
20	21	22	23	24	25	26
27	28	29	30			

New Teacher Orientation

August 12-14

August 18

Teacher Professional Days

(No School for Students)

August 19-21

September 25

October 19

January 4

February 8

April 23

Early Out Days

October 29 - PT Conferences

May 21 - Last Day of School

No School Days

(Staff and Students)

September 7

October 30

November 25-27
(Thanksgiving Break)

December 23 - January 1
(Winter Break)

January 18

March 8-12
(Spring Break)

March 26

Important Dates to Note:

August 25 - First Day of School

October 16 - End of First Quarter

October 28 - P/T Conferences (3:30 - 7:00)

October 29 - P/T Conferences (1:30 - 7:00)

March 5 - End of Third Quarter

May 21 - Last Day of School (Early Out)

Make Up Days

#1	**March 26**
#2	**May 24**
#3	**May 25**
#4	**May 26**

* 36 Hours for Inclement Weather Built In

KATC FACULTY & STAFF

Domenic Bach.....Construction Trades, Other
Morgan Coy.....Career & Technical Counselor
Dakota Bell.....Auto/Automotive Body Repairer
Elizabeth Summers.....Adult Education & Financial Aid
Mary Chrisman.....Secretary
Justin Miller.....Automotive Mechanic/Technician
Joy Munn.....Practical Nurse
Lacey Scheurer.....Graphic Arts Occupations
Celia Simler.....Practical Nurse Administrator
Shelby Munden.....Child Care Provider/Assistant
Crystal Whitlow.....Practical Nurse
Jesse Wolf.....KATC Director

HOURS

Office Hours: 7:30 am - 3:30 pm
School Hours: 7:52 am - 2:48 pm

MISSION AND VISION

Kirksville R-III School District Mission

The Kirksville R-III School District will partner with families and community to engage, educate, and empower all learners.

Kirksville Area Technical Center Mission

The mission of the Kirksville Area Technical Center is to prepare students for continuous learning and workforce success.

Kirksville Area Technical Center Vision

KATC will be recognized as Northeast Missouri's state-of-the-art career training center meeting the needs of today and the future with innovation and excellence.

Kirksville Area Technical Center Goals

1. To enable students to demonstrate personal and job-specific competencies needed for career success.
2. To expose students to the technologies necessary to perform successfully in their chosen careers.
3. To assist students in securing rewarding employment in their chosen career areas.
4. To demonstrate to students the importance of a successful career to their overall personal satisfaction.

KATC CAREER TRAINING PROGRAMS

(All Hours Represent Actual Clock Hours)

The KATC serves both secondary students and adults in most programs. Each course is designed to provide a basic knowledge of skills required for entry-level employment. All programs begin each fall and are one year (if enrolled full-time) or two years (if enrolled part-time) in length. Classes meet daily for (2) three-hour blocks for full-time students or for (1) three-hour block for part-time students. Enrollment is required by the beginning of August each year.

Auto/Automotive Body Repairer (1020 Full-Time Hours): In this 2-year program you will receive hands-on training that will develop skill sets to help jump start your collision repair career. The program will include the following: safe & proper use of tools of the trade, damage analysis & utilizing estimating software, researching and comprehending vehicle makers repair procedures, body panel repair utilizing hybrid PDR (Paintless Dent Repair) & glue pull techniques, bolt on panel replacement, weld-on panel replacement with squeeze type resistance spot welders, mig welders and weld bond procedures, surface preparation & masking, paint mixing & color matching with solvent and water based paints, refinishing new and repaired panels and sanding & polishing to remove paint defects and matching factory finishes. In addition, the program will also provide the opportunity to gain hands-on experience working on custom projects such as race cars, hot rods, motorcycles and more. Tasks involved with these projects will include: fiberglass & carbon fiber panel fitment and repair, sheet metal panel fitment and repair, rust repair & patch panel fabrication and installation, airbrushing & graphics, refinish application with pearls, candies, metal flake and more and sanding & polishing to create a mirror like finish.

Automotive Mechanic/Technician (1020 Full-Time Hours): In this 2-year program you will learn the mechanical and electrical principles to service the complicated and integrated systems of today's automobile. You will achieve these goals in both the classroom and shop. The combination of class time as well as hands-on shop experience will prepare you for the Automotive Service Excellence Certification program. Successful completion of the eight specialized areas covered will prepare you to enter the automotive industry as a certified technician to specialize in the field of your choice.

Child Care Provider/Assistant (1020 Full-Time Hours): Coursework focuses on the developmental needs of children from birth to age five and the effective ways of providing for their early care and education. This program will prepare students for the Child Development Associate (CDA) credentialing program and is designed for those individuals who want to "specialize" in a Preschool or Infant/Toddler setting. Students spend 3 days a week in field experiences working with young children and 2 days a week in classroom instruction.

Construction Trades, Other (1020 Full-Time Hours): This course is designed for those individuals who desire employment in construction, maintenance, repair and remodeling of homes and other types of buildings and structures. Principles of framing, roofing, scaffolding, exterior and interior trim, finishing, as well as wiring will be studied and applied through completion of actual on-site construction project(s).

Graphic Arts Occupations (1020 Full-Time Hours): The Graphic Arts Occupations program is designed to introduce students to graphic arts as it exists today, covering the various printing methods, techniques, and terminologies used in the industry. Extensive use of the industry-standard software will be applied, using the Macintosh operating system. Students will get hands-on-training in the use of vinyl cutters, inkjet printers, plate makers, and paper cutters. The class also offers an extensive screen printing facility complete with a six-web press and complete darkroom equipment geared for screen printing. This program will equip the student with entry-level job skills in the field of graphic arts.

Practical Nurse (1388 Full-Time Hours): This 11-month program prepares the individual to provide skilled bedside nursing care in a variety of healthcare facilities, i.e. hospitals, nursing homes, home health agencies, clinics, etc. One class is admitted each August. Following satisfactory completion of the prescribed course of study, the graduate will be eligible to apply to the Missouri State Board of Nursing for permission to take the licensing examination for practical nurses. After passing the exam, the successful candidate will be an LPN.

ADULT ADMISSION REQUIREMENTS

The admission requirements listed below are for all KATC programs except the Practical Nurse (PN) Program. Please see the current Practical Nurse brochure or application for admission requirements for PN.

1. Complete an adult program application and pay a $40 non-refundable application fee. Payment may be made by cash, check, or money order with checks made payable to Kirksville R-III Schools. The application fee is waived for applicants completing their 2nd year of a continuing program when they apply immediately upon completion of the preceding year. Payment may be made by cash or check, with checks made payable to Kirksville R-III Schools.
2. Register with the Family Care Safety Registry either online or by mail.
3. Provide an **OFFICIAL** high school transcript (which includes graduation date), GED, or HISET.
4. Meet one of the following guidelines:
   a. Complete one of the following admission tests with the listed minimum scores:

	TABE	ACT
Reading	5.0	11
Math	5.0	11
Writing*	7.0	14

*Writing test is only required for admission to the Child Care Provider/Assistant program.

*If accommodations to test are needed, documentation must be provided seven days prior to the test date and approved by the Adult Program Coordinator.

*KATC will accept test scores from other agencies given within five years of the date the application is received. If the applicant does not have prior test scores, the TABE will be given at the Kirksville Area Technical Center at no extra charge.

OR

b. Provide an **OFFICIAL** high school transcript, which reflects a C average or better in KATC classes.

NOTE: Applicants previously enrolled at KATC must have maintained a C average, 90 percent attendance, good discipline history, and good standing with Title IV funds and financial aid office. KATC reserves the right to refuse to admit students who have not had satisfactory progress during a previous enrollment period or those students with an outstanding balance from a previous enrollment. Previous students who did not meet standards may be conditionally admitted according to the following guidelines:

1) Students must correct any Title IV or financial aid office deficiencies.
2) Respective program instructor must approve the student's admission.

Applicants previously enrolled at KATC may not enroll in a program completed as a high school or adult student within 7 years of initial completion date.

Revised: 06/2025

BLOCK SCHEDULE

(All Adult Programs EXCEPT Practical Nurse)

Morning Session:	7:52 am-10:36 am
Lunch Break:	10:36 am-12:05 pm
Afternoon Session:	12:05 pm-2:48 pm

2026-2027 TUITION AND FEES

Program	FT/PT Tuition	Fees	Books & Supplies
Auto/Automotive Body Repairer	$7,500/$3,750	$40	$150
Automotive Mechanic/Technician	$7,500/$3,750	$40	$100
Child Care Provider/Assistant	$7,500/$3,750	$40	$100
Construction Trades, Other	$7,500/$3,750	$40	$300
Graphic Arts Occupations	$7,500/$3,750	$40	$400
Practical Nurse	$17,500	$40	$0
PN-DOD-Tuition Assistance	$15,800	$40	$1700

Section 103 of the Veterans Benefits and Transition Act of 2018

If payment for any student receiving VA educational benefits under Chapter 33 (Post 9/11) or Chapter 31 (Vocational Rehabilitation and Employment) is pending from VA, then Kirksville Area Technical Center will not:

- Prevent the student from enrolling;
- Assess the student a late penalty fee;
- Require the student to secure alternative or additional funding;

- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution. Examples include (but are not limited to) access to classes, libraries, or other institutional facilities.

However, to qualify for this provision, Kirksville Area Technical Center may require an eligible recipient of VA educational benefits to provide the following:

- VA Certificate of Eligibility by the first day of class;
- A written request to be certified;
- Additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements). This policy supersedes any policy that Kirksville Area Technical Center may have regarding payment of tuition, fees, and other charges.

ATTENDANCE POLICY

Salary to the employee and profit to the employer lost through absenteeism can never be recovered. Progress in a course, including attendance habits, becomes a part of the permanent record. Attendance is one item of information most often requested by prospective employers when they contact instructors or the placement office for references.

The mission of the KATC is to prepare ALL students for successful entry into a career. In keeping with this mission, the KATC administration and staff have developed this attendance policy with input from area business and industry. The intention of this policy is not to remove any student from the Center, but to better prepare them for the future.

This attendance policy is applicable to all KATC adult students, **other than PN students**. PN students are held to a more restrictive attendance policy outlined in their program specific handbook.

For administrative purposes, an "absence" will be classified as a class period (one day's class session), where the student is not present. Students will be recorded absent by the course instructor.

Because documentation of absences and/or tardies may be reviewed if an appeals hearing is requested by the student, it is important that documentation of all absences and/or tardies be retained by the student. The office will not determine whether an absence or tardy is excused or unexcused; therefore documentation should be kept by the student.

NOTE: A student may be officially dropped from a program after missing five (5) consecutive days without notification to the instructor or when it becomes mathematically impossible for a student to obtain an 90% semester average attendance rate. PN students are held to a more restrictive attendance policy outlined in their program specific handbook.

- School sponsored or sanctioned activities are exempt and will not count toward absences.
- Tardiness (unless the student is detained by a staff member) is defined as an appearance of a student beyond the scheduled time that a class begins. Tardiness in excess of more than one-half of the class period, being tardy more than 30 minutes, will constitute an absence.

- It is the student's responsibility to obtain any makeup work as the result of an absence. Students will have a minimum of two (2) days for each absence with a maximum of ten (10) days to complete and turn in any missed work. The makeup policy in each classroom will be determined by the classroom teacher.
- For successful completion of any KATC training programs students must have a minimum average attendance rate of 90 percent per semester as well as an average grade of at least 70 percent. Students who stop attending prior to the end of the semester may be required to pay back all or part of any financial aid monies received for the term.

GRADING SCALE (*All Adult Programs EXCEPT Practical Nursing)*

Letter grades will be distributed at the end of each semester (two times per year) and are given for work completed as follows (*unless more rigid standards are specified by the program policies)*:

95%-100%	A	73%-76%	C
90%-94%	A-	70%-72%	C-
87%-89%	B+	67%-69%	D+
83%-86%	B	63%-66%	D
80%-82%	B-	60%-62%	D-
77%-79%	C+	0%-59%	F

To maintain good academic standing, students (full and half time) must achieve a first-semester letter grade of an overall "C" or higher.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS & ELIGIBILITY FOR FINANCIAL AID

(All Adult Program Students EXCEPT Practical Nursing)

Federal regulations require that all students receiving federal aid funds maintain satisfactory academic progress; failure to do so could result in termination of their financial aid. KATC has established measures for evaluating the satisfactory academic progress (SAP) of financial aid recipients. For SAP purposes, an assessment of grades and attendance/clock hours will occur at the end of each payment period (for more information on payment periods, please refer to the section on disbursements in this handbook). KATC defines the academic year as the program hours/weeks for that year. Practical Nursing students have different SAP guidelines from other adult program students; you can view those guidelines in the next section.

- Satisfactory Academic Progress requirements must be met and maintained for all students to be eligible to receive any financial aid funds, to certify any additional applications and/or to retain eligibility for subsequent disbursements. A 70% grade average for students (other than PN) is required to maintain SAP.
- Students should refer to their Program Handbook to ascertain specific guidelines for meeting academic requirements. All students (other than PN) must meet the 90% attendance requirement or in accordance with program requirements for Practical Nursing students and half of the clock hours/weeks, prior to receiving their

second disbursement. Under no circumstances will a student receive financial aid disbursements until they meet the required program hours /weeks of the academic year.

- Students (other than PN) not meeting SAP at the end of the first payment period will be placed on Financial Aid Warning, but are still eligible to receive Title IV funds for one payment period. Students who attend a two-year program, who at the end of the second payment period are in Financial Aid Warned status, and are not making SAP, will lose their financial aid eligibility, and will have to appeal to receive financial aid for the next payment period. If the student is not making SAP due to some extenuating circumstance, (i.e. illness, death in the family etc.) he/she may appeal. The appeal must include: (1) why he/she failed to meet SAP and (2) what has changed that will allow him/her to make SAP at the next evaluation. Any documentation must be attached to the letter of appeal. If the appeal is granted, the student will be placed on Financial Aid Probation and may receive financial aid for that payment period.
- After Financial Aid Probation, the student must make SAP or must follow an academic plan designed specifically for them. Depending on the situation, that academic plan may include regular meetings with instructors and/or KATC administration or completing course remediation.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS & ELIGIBILITY FOR FINANCIAL AID

(*Practical Nursing Students ONLY*)

Federal regulations require that all students receiving federal aid funds maintain satisfactory academic progress; failure to do so could result in termination of their financial aid. KATC has established measures for evaluating the satisfactory academic progress (SAP) of financial aid recipients. For SAP purposes, an assessment of grades and attendance/clock hours will occur at the end of each payment period (for more information on payment periods, please refer to the section on disbursements in this handbook). KATC defines the academic year as the program hours/weeks for that year.

- Satisfactory Academic Progress requirements must be met and maintained for all students to be eligible to receive any financial aid funds, to certify any additional applications and/or to retain eligibility for subsequent disbursements. A PN student must maintain a 79% grade average (70% in physiology) in all courses to maintain SAP.
- PN students cannot be absent in excess of 90 clock hours and must meet half of the clock hours/weeks, prior to receiving their second disbursement. Under no circumstances will a student receive financial aid disbursements until he/she meets the required program hours/weeks of the academic year.
- PN students not meeting SAP at the end of the first payment period will be placed on **FINANCIAL AID WARNING** but are still eligible to receive Title IV funds for one payment period.

LEAVE OF ABSENCE POLICY

PURPOSE: To provide a means by which a student, in good standing, may complete the KATC Program when unforeseen and unpreventable circumstances prevent the student from being able to complete the educational plan within the prescribed year.

OBJECTIVES:

1. To ensure a sound educational plan for the student.
2. To ensure the student has a sound knowledge base and meets all graduation requirements of the school.

PROCEDURE:

1. A candidate for LOA must, in the judgment of the faculty, have a valid unforeseen and unpreventable reason for seeking LOA.
2. A candidate will, in the judgment of the faculty, have demonstrated ability for satisfactory completion of the educational plan.
3. A candidate must be in good financial standing with the school.
4. A candidate must have an attendance record which allows a reasonable number of permissible absences upon return from LOA.
5. A candidate can be granted one LOA, and must return to school within 180 days, at a point in the program as determined appropriate by the faculty. The student's return to school shall be scheduled to insure a sound educational sequence of material and enable the student to complete all requirements. Assessment of the need for review of previous learning will be individually planned. Review of the material will be the student's responsibility.
6. A returning contract will be signed and the following areas will be addressed:
   A. The number of hours the student has left for absences.
   B. The student will keep the school notified of any address or phone number changes.
   C. The student will notify the school immediately if he/she will not be able to return the following term.
   D. The student will make financial arrangements with the center's Financial Aid Officer. Full tuition is due for the incomplete term.
   E. The student will attend all classes after the return date.
   F. If the student does not return within 180 days, the student will be considered withdrawn as of their actual last day of attendance. A "Return to Title IV" form will be completed to determine if any financial aid awards need to be returned.

PROGRAM WITHDRAWAL PROCESS

Students withdrawing from a program must complete a withdrawal form with the Program Administrator (PN Students) or KATC Director (other Adult Program Students). All students must also meet with the Financial Aid Coordinator to complete the withdrawal process. If the student received a direct loan, the student must complete online Exit Counseling at www.studentaid.gov. Students who owe a balance when they withdraw must pay that balance immediately or make arrangements. All arrangements must be approved by the KATC Director.

PROGRAM DISMISSAL/TERMINATION

Students being dismissed from a program must complete the dismissal form with the Program Administrator (PN Students) or KATC Director (other Adult Program Students). All students must also meet with the Financial Aid Coordinator to complete the dismissal/termination process. If the student received a direct loan, the student must complete online Exit Counseling at www.studentaid.gov. Students who owe a balance when they are dismissed/terminated must pay that balance immediately or make arrangements. All arrangements must be approved by the KATC Director.

APPEALS POLICY

A student may appeal the determination of satisfactory progress and the termination of enrollment to the Director based on extenuating circumstances. In such cases, the Director may determine that the student is making satisfactory progress toward his/her certificate despite the failure to conform within the time frame or minimum grade averages. The appeal must be in writing and must be explicit in the reasons for not meeting grade/attendance requirements. Students will be informed of the Director's decision in writing within 30 days.

This appeals policy is applicable to all KATC adult students, other than PN students who are held to a policy outlined in their program specific handbook.

The following items are eligible for appeal by the student:

1. Termination from school because of grades. The student must have sufficient reason for not passing the course; i.e. personal serious illness, death or serious illness of an immediate family member, etc.
2. Termination from school because of attendance. The student must have sufficient reason for poor attendance; i.e. personal serious illness, death or serious illness of an immediate family member, etc.
3. Termination from Federal financial aid because of not meeting satisfactory progress requirements. The student must have sufficient reason for not meeting satisfactory progress requirements; i.e. personal serious illness, death or serious illness of an immediate family member, etc.

PROGRAM READMISSION

Readmission After a Withdrawal or Dismissal/Termination (*ALL Students)*

Students who withdrew from the program or were dismissed/terminated (due to lack of attendance or for academic reasons) may reapply to that program. A written request should be submitted to the KATC Director at least one semester before the semester/term begins. The student must return to the program at a point determined by the KATC Director, Financial Aid Coordinator and the program instructor. Students must make financial arrangements with the Financial Aid Coordinator prior to their return. Those who have a balance owed on their account must pay in full prior to returning. Prorated tuition will be due for the returning year.

Readmission After a Leave of Absence *(Practical Nursing Students ONLY)*

If a Practical Nursing student is returning after a Leave of Absence, they must return the following year at a point determined appropriate by the PN Administrator and Director. The student must be in good financial standing at

KATC before they return. Full tuition is due for the incomplete year and a prorated tuition will be due for the returning year. The student must make financial arrangements with the Financial Aid Coordinator prior to their return. Please see Practical Nursing Handbook for the Leave of Absence Policy.

Readmission After a Leave of Absence *(All Adult Program Students EXCEPT Practical Nursing)*

If an adult student is returning after a Leave of Absence, they must return to school within 180 days, or at a point in the program as determined appropriate by the instructor and Director. The student must be in good financial standing at KATC before they return. Full tuition is due for the incomplete year and a prorated tuition will be due for the returning year. The student must make financial arrangements with the Financial Aid Coordinator prior to their return. Please see the Adult Program Handbook for the Leave of Absence Policy.

COURSE COMPLETION EXPECTATIONS

The instructional programs of the KATC represent 510 to 1388 hours of instruction. KATC serves both secondary and adult students in most programs. Each course is designed to provide a basic knowledge of skills required for entry-level employment. Full-time programs begin each fall. Courses may be one or two years in length. Enrollment is required by the beginning of August each year. To be eligible for certification, a student must enroll one year as a full-time student or two years as a part-time student. The structure of the programmatic offerings of the institution does not provide for less than half-time enrollment status.

TECHNICAL SKILLS ATTAINMENT (TSA) ASSESSMENTS

Prior to program completion, students (with the exception of Practical Nursing) will be required to complete the Missouri state-mandated Technical Skills Attainment (TSA) assessment. The TSA assessment is an industry-standard measure of competency.

KATC GENERAL INFORMATION

Accessibility for Individuals with Disabilities

KATC is accessible to individuals with disabilities. Parking space is reserved for those vehicles displaying the Disabled Placard. Entrance doors accommodate wheelchairs, and the south set of doors has an automatic door opener. The restrooms are also wheelchair accessible. In addition, the school employs a Vocational Resource Educator (VRE) to assist students with disabilities in the successful completion of their programs. Students with disabilities, as addressed by the Americans with Disabilities Act, who require accommodations for either testing or during program training, are responsible for initiating such services.

To obtain accommodations, students must:

1. ***Self-identify***: Contact the VRE regarding the disability and the accommodations needed. This must be done in a timely manner, or delays in service provision may be unavoidable.
2. ***Verify***: Provide current documentation from a qualified professional. The documentation must clearly support the need for any requested accommodations.

3. ***Determine***: The VRE, in some cases in conjunction with others, will determine the appropriate accommodations based on the documentation provided.

Every effort is made to accommodate individuals with disabilities. The staff at KATC works with students on a case-by-case basis to ensure that they receive the same quality education as other students.

Accreditation

All programs at KATC are approved by the Missouri Department of Elementary and Secondary Education and accredited by the Commission of the Council on Occupational Education. For information about national and program accreditation, contact the institution. In addition, the Practical Nurse Program is accredited by the Missouri State Board of Nursing. Documents regarding accreditation can be seen in the KATC office.

Availability of Information

Information regarding KATC's diversity statistics, job placement statistics, retention rates, completion/graduation rates and security report can be found at http://nces.ed.gov/ipeds/datacenter/ and http://ope.ed.gov/security.

Campus Security

The KATC makes every effort to assure the safety of all students and employees. Any incidents or emergencies will be reported to the campus security officer. To promote a safe and secure environment, KATC is locked each evening and outside entrances and parking areas are lighted at night. If you must bring valuables to school, please keep them with you at all times, locked securely in a locker, or secured in the KATC office. Vehicles parked on campus should be locked at all times. Any criminal actions or other emergencies should be reported to the KATC Director immediately. For a detailed Security Report, log onto http://ope.ed.gov/security/ and search for KATC.

Cell Phone/Electrical Devices Policy

In order to protect the learning environment, cell phones and personal electronic devices (including bluetooth enabled headphones/airpods) must be kept out of sight during the regular school hours of 7:47 a.m. to 2:48 p.m. Students may use their phones/devices until the first hour warning bell at 7:47. The expectation is for students to leave their cell phone and personal electronic devices at home, in a locked vehicle, or in a locked locker. If a cell phone, smart watch, or audio visual device is on the student's person or is heard (alarms, rings, vibrates, etc.) during the school day, this will result in a cell phone violation. With staff permission, students are welcome to use our office phones to call home. When absolutely necessary, parents may communicate with their students by calling the front office, and we will get messages to the student. Please be aware that messages left after 2 p.m. may not be delivered in a timely manner.

Cell phone/device use outside of the allowed times will result in the following:

- Cell phones/devices will be confiscated by the instructor and picked up by the KATC Director or Counselor.
- The violation will be documented in their student file and the student information system.
- If the violation continues, there will be a meeting held with the student and the KATC Director to discuss possible solutions and disciplinary measures.

Certificates of Completion (Excluding PN)

To be awarded a program certificate of completion, students must have a minimum average attendance rate of 87 percent as well as an average grade of at least 70 percent. Practical Nurse students should review their program-specific handbooks for certificate of completion details.

Completion Rate 2025-2026

As a prospective student to the KATC, part of our responsibility to you is to make you aware of the completion rates in each of our programs. Please find below the completion rates by program for the 2025-2026 school year:

Program	Enrolled/Continuing or Graduated	Completion Rate
Auto/Automotive Body Repairer	1/1	100%
Auto Collision Repair III	0	N/A
Automotive Mechanic/Technician	0	N/A
Automotive Technology III	0	N/A
Child Care Provider/Assistant	0	N/A
Construction Trades, Other	0	N/A
Graphic Arts Occupations	0	N/A
Practical Nurse	16/14	87.5%

Conceal and Carry

House Bill 349, commonly known as conceal and carry, was passed into law on Thursday, September 11, 2003. The concealed carry endorsement does not permit an individual to carry a concealed firearm into any school "facility" unless a school official or the school board grants permission.

Conduct

Because adult students are in constant contact with high school age students, the policies and procedures addressing the high school student population, as outlined by the Kirksville R-III Board of Education, will also address adult students.

The items listed below are specific causes for dismissal from the KATC:

1. The use or possession of alcohol on school premises;
2. The use or possession of any drugs (other than over-the-counter or prescription drugs) on school premises;
3. Any involvement on the part of the adult student in fighting or threats with another student or a staff member;
4. Deliberate damage, destruction, or defacing of school property or equipment;
5. KATC promotes a smoke-free environment. Smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products on school premises is prohibited; and
6. Any act of fraudulent academic deception. in all district facilities

In the event that any of the above reasons occur AND require dismissal from KATC, the student must be aware that funding and/or accrediting agencies will be notified in writing immediately and the student may also be subject to legal action taken against him/her.

Disciplinary Procedures

The KATC Director is responsible for the general conduct of students in the school and shall have the right to administer suitable and proper corrective measures for the proper control of the school. Teachers are responsible for securing and maintaining order and discipline in their classrooms as well as promoting a suitable atmosphere for learning. Teachers are also charged with the responsibility of maintaining order and discipline in corridors, on school grounds, and at school-sponsored activities.

KATC adheres to the procedures specified by the Kirksville R-III School District Student-Parent Notifications Booklet. A copy of the booklet is made available to all KATC students. Each student is responsible for familiarizing himself or herself with the content of the policy handbook and is directed to clarify the handbook information with the assistance of his or her instructor.

Enrollment

Any student may apply to any adult program regardless of race, color, creed, or disability.

Internet Use Policy

The internet is an extraordinary resource for students. However, some information is not suitable for students. In an effort to protect students who use the internet, an internet use agreement has been established which details responsible and ethical use, prohibitions, and consequences for failing to abide by the policy. This Internet Use Agreement needs to be reviewed and signed by both the student and his/her parent/guardian before the Internet can be used.

Parking

Parking areas include the area east of the tennis courts and the high school parking lot to the west of the Technical Center. **Parking in any faculty area is prohibited**. Failure to park in the designated area could result in having your vehicle towed at your expense. Do not park in the fire lane.

Program Improvement

KATC continually strives for improvement in all programs.

Selective Service Registration

Any student who is required to be registered with Selective Service and fails to register is ineligible for student financial assistance provided through programs established under Title IV of the Higher Education Act.

Smoking Policy

To promote the health and safety of all students and staff and to promote the cleanliness of district property, the district prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all district facilities, on district transportation, on all district grounds at all times and at any district-sponsored event or activity while off campus. This prohibition extends to all facilities the district owns, contracts for or leases to provide educational services, routine healthcare, daycare or early childhood development services to children. This prohibition does not apply to any private residence or any portion

of a facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to, drugs or alcohol in which the district provides services.

Students and employees who violate this policy will be disciplined in accordance with applicable Board policies and may be offered referrals to smoking cessation programs. Employees may be terminated for repeated violations. Visitors who violate this policy may be asked to leave or may face other consequences in accordance with district policies and procedures.

Adult students must leave campus to smoke or chew tobacco. **Students may not smoke in their cars if parked on school property.**

Statements of Confidentiality & Non-Discrimination

All data provided as file documentation is strictly confidential and cannot be released to other agencies without written authorization. Equal access and educational opportunity is available to all persons without regard to race, sex, creed, color, age, national origin, or disability.

Kirksville Area Technical Center is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can dial "711" if they feel they have been subject to discrimination under a Workforce Innovation And Opportunity Act (WIOA) Title I financially assisted program or activity, you may also file a complaint within 180 days from the date of the alleged violation with either:

Sara Oligschlaeger
Equal Opportunity Officer
Missouri Department of Labor & Industrial Relations
P.O. Box 510
Jefferson City, MO 65102-0510
Phone: 573-751-1339
Fax: 573-751-3668
Email: **EO@labor.mo.gov**

Civil Rights Center Director
U.S. Department of Labor
200 Constitution Ave, NW
Room N-4123
Washington, DC 20210
Phone: 202-693-6502
TTY: 202-693-6515
Fax: 202-693-6505
Email: **CRCExternalComplaints@dol.gov**

Statements of Fraud/Misrepresentation of Facts

To receive any Title IV financial aid, items indicated in the Statement of Updated Information must be current. You must complete the Statement of Educational Purpose/Certification Statement on Refunds and Default and you must be registered with Selective Service if you are required to register. To receive a Pell Grant, you must sign the Anti-Drug Abuse Act Certification. If you purposely give false or misleading information, you may be subject to a fine of up to $10,000 imprisonment for up to five years or both.

Student Complaints and Grievances FILE:JFH Basic

For the purposes of the KATC Adult Student Handbook, a grievance is defined as a verbal or written report (also known as a complaint) of alleged acts of unfairness or any decision made by school personnel believed to be unjust

or in violation of Kirksville R-III Board of Education (Board) policy or KATC building rules.

Alleged acts of unfairness or any decision made by school personnel which students believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the KATC Director or a designated representative.

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

1) The KATC Director shall schedule a conference with the student and any staff member involved to attempt to resolve the problem.
2) If the problem is not resolved to the satisfaction of the student, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem and to inform participants of the action that will be taken.
3) If the student is not satisfied with the action of the superintendent, he or she may submit a written request to appear before the Kirksville R-III Board of Education. Unless required by law, a hearing will be at the discretion of the Board.
4) If the student is not satisfied with the action of the Board, they may contact the Commission of the Council on Occupational Education at 7840 Roswell Road, Building 300 Suite 325, Atlanta, GA 30350 or by calling (800) 917-2081.

All persons are assured that they may utilize this procedure without reprisal.

Student Files

Student files are open to the student as well as funding and accrediting agencies. Files will not be available to anyone else unless requested in writing by the student.

Technology Usage

The Kirksville R-III School District's technology exists for the purpose of maximizing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and board and increases engagement of student's families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students. The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology.

Transfer & Articulation

Upon successful completion of eligible KATC programs, students may earn articulated credit or advanced standing upon enrollment at a higher education institution. KATC does not permit the transfer of students between KATC programs or the transfer of credits from other institutions. The Practical Nurse program is the only program that accommodates student transfers from other institutions; that policy is clearly defined in the Practical Nurse General Information Packet, which is available in the application materials as well as the KATC website.

Vaccination Policy

It is the policy of the Kirksville R-III School District that all enrolled students be immunized in accordance with law.

Violations of Technology Usage Policies and Procedures

Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources. Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges that of an actual violation.

KIRKSVILLE R-III SCHOOL DISTRICT POLICIES

Student Discipline

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students. The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

Corporal Punishment

Except for emergencies where immediate physical force must be used by school personnel to restrain a student or to protect the student, other students, staff or citizens on school property, corporal punishment may be used only after other options have not been successful.

Student Dress Code

The Board of Education recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. Student dress code procedures must be designed with the goal of balancing these competing interests.

All dress code procedures will adhere to health and safety codes and comply with applicable law. Dress that materially disrupts the educational environment will be prohibited. No procedure will impose dress and grooming rules based on gender in violation of Title IX. District procedures will specifically define ambiguous terms, and examples will be provided when practical.

School Cancellation, Early Dismissal and Two-Hour Delay

Kirksville R-III School District cancellation, early dismissal, and two-hour delay information will be aired on KIRX, KRXL, KTUF, KZBK Radio Station, KTVO Television Station, and the district website: www.kirksville.k12.mo.us.

Cancellation, early dismissal, and two-hour delay information can also be sent via Thrillshare (replaced Textcaster). If you are a student already enrolled in the Kirksville R-III school district and your cell phone number is in our system, we've already got you covered! You do have the option, once you receive a text from us to opt-out, however, please keep in mind this is one of the ways we will notify you of school closures, hard surface routes, reminders of early outs, and more.

If you're unsure of what phone number we have on file, please contact KATC at 660-665-2865.

Cancellations - Every effort will be made to cancel school by 6:00 a.m. However this may not always be possible, so cancellations may occur later. School days canceled in their entirety will be made up in accordance with the school calendar.

Early Dismissal - Every effort will be made to announce Early School Dismissal by 10:00 a.m. However this may not always be possible, so early dismissal may occur later. When an Early Dismissal is announced each school will dismiss students approximately 2 hours before their normal release times. Buses will run approximately 2 hours early for student drop off. An Early Dismissal announcement will be made via Thrillshare, local T.V. and radio outlets, and on the Kirksville R-III School District website. Please continue to monitor announcements for any changes in times.

Two-Hour Delay Procedure

1. School officials will strive to announce the delay or cancellation of school by 6:00 a.m. via Thrillshare, local T.V. and radio outlets, and the school district website.
2. When a two-hour delay announcement is made, buses may run regular routes or hard surface roads only. Please continue to monitor our website and local media outlets for updated information. If conditions deteriorate, a decision will be made to close all schools for the day by 7:30 a.m.
3. During a Two-Hour Delay, morning bus transportation will be delayed two hours from normal pick-up times. This will apply to all students. Buses could be running slower due to weather conditions.
4. When school is delayed, it is important that you Do Not Send or drop off your children at school prior to the delayed start time. Building staff will not be available to supervise children before that time.
5. Morning Early Childhood classes will be canceled for the day with afternoon classes remaining as scheduled.
6. NO Breakfast will be served. The lunch program will run as usual with some possible changes in serving times and\or menu.
7. School dismissal will remain at the normal time when school is delayed.
8. Scheduled co-curricular activities will be adjusted accordingly.

The Two-Hour Delay School Start Time for KHS and KATC is 9:47 a.m.

Directory Information

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as directory information:

High school and KATC students - Student's name; parent's name; address; telephone number; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

Student Records

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.

The superintendent or designee will provide for the proper administration of student records in accordance with law, will develop appropriate procedures for maintaining student records and will standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The building principal shall assist the superintendent in developing the student records system, maintaining and protecting the records in his or her building and developing protocols for releasing student education records.

The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

Student Records and Eligible Student Access - All adult students will have the right to inspect their own educational records as allowed by law. If an eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student's privacy, he or she may ask the district to amend the record by following the appeals procedures created by the superintendent or designee.

Interrogations, Interviews and Searches

Searches by School Personnel - School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice.

Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist.

It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of

any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.

The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If a student is strip searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible.

During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

Technology Usage

Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

Assessment Program

The district will use assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy.

In cooperation with the administrative and instructional staff, the Board will annually review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making

adjustments as necessary.

The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

Emergency Response Procedures

In the event of an emergency, students and teachers must be prepared for a quick and efficient exit of the building. In the event of a fire emergency, the fire alarms will ring continuously. Everyone should leave the building through specified exits as to exit routes posted. Windows will be closed. Lights are to be turned off and doors closed as rooms are evacuated. Classes should stay together and the teacher will take roll after evacuation. Classes should remain a safe distance from the building until the all clear sign is given over the intercom or by messenger.

In the event of a **severe weather/tornado emergency,** notification will be made by the continuous long blasts of an air horn or an announcement over the intercom system. At this signal, all should prepare and immediately go to the assigned locations. Move to the inside wall as posted farthest away from any openings. An all clear signal will be announced over the intercom or by messenger.

In the event of an **earthquake or explosion emergency,** the warning signal will be announced through the intercom or 2 short blasts of an air horn. The primary concerns will be to: prevent panic, take cover away from electrical wiring, and evacuate the building when notice is given through the intercom or by messenger.

In the event of a **lockdown emergency,** notification will be made over the intercom system. All students and staff should be secured in classrooms or offices with the doors locked to those rooms. An all clear signal will be announced over the intercom or by messenger.

Signs are posted in hallways, offices, and classrooms showing the appropriate directions for all emergency procedures.

Programs for Homeless Students

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

Weapons in School

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property. No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. The school district will provide secured storage of student firearms if necessary.

Firearms and Other Weapons - No person shall carry a firearm, a concealed weapon or any other weapon readily capable of lethal use into any school, onto any school transportation or onto the premises of any function or activity

sponsored or sanctioned by the district, except for authorized law enforcement officials. Adults and students may possess weapons on school property for the limited purpose of facilitating or participating in a school-sanctioned firearm-related event, as long as the weapons are not concealed and the weapons are not carried onto school transportation or onto the premises of any other school or school-sponsored activity. School officials are prohibited from authorizing any person to bring weapons on school property or to school activities, including concealed weapons, beyond the exceptions stated in this policy.

Any person who possesses a weapon in violation of this policy will be asked to leave. In addition, district administrators may report the incident to law enforcement officials, ban the person from school property or school events in accordance with policy KK or seek other legal remedies. Possession of weapons by students is governed by policy JFCJ and regulation JG-R.

Asbestos

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

Prohibition Against Illegal Discrimination and Harassment

The Kirksville R-III School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. The Kirksville R-III School District is an equal opportunity employer. Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

The Board also prohibits:

1. Retaliatory actions based on making complaints of prohibited discrimination or harassment or based on participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination or harassment.
3. Discrimination or harassment against any person because of such person's association with a person protected from discrimination or harassment due to one (1) or more of the above-stated characteristics.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute illegal discrimination or harassment. However, intentionally filing false sexual harassment charges will be treated as a serious offense and employees making such charges in bad faith shall be subject to disciplinary action including, but not limited to, suspension and dismissal (for employees), and suspension and expulsion (for students).

Additional Prohibited Behavior - Behavior that is not unlawful or does not rise to the level of illegal discrimination or harassment might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

Consequences - Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from school grounds or otherwise restricted while on school grounds. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior. In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported to the Children's Division (CD) of the Department of Social Services.

Definitions -

Discrimination – Conferring, refusing or denying benefits or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry,
disability, age or any other characteristic protected by law, or based on a belief that such a characteristic exists.

Harassment – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law or a belief that such a characteristic exists: graffiti; display of written material or pictures; name calling; slurs; jokes; gestures; threatening, intimidating or hostile acts; theft; or damage to property.

Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated

or inappropriate patting, pinching or rubbing.

Grievance – A verbal or written report (also known as a complaint) of discrimination or harassment made to the compliance officer.

Compliance Officer

The Board designates the following individual to act as the district's compliance officer:
Assistant Superintendent in Charge of Business Affairs
Kirksville R-III School District, 1901 E. Hamilton, Kirksville, MO 63501-5505
Phone: 660-665-7774/Fax: 660-324-1279

Council on Occupation Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Phone: 1-800-917-2081
www.council.org

Public Notice - The superintendent or designee will continuously publicize the district's policy prohibiting illegal discrimination and harassment and disseminate information on how to report discrimination and harassment. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the Kirksville R-III School District does not discriminate in its programs, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

Reporting - All persons must report incidents that might constitute illegal discrimination or harassment directly to the compliance officer or acting compliance officer. All district employees will direct all persons seeking to make a grievance directly to the compliance officer. Even if the potential victim of discrimination or harassment does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding discrimination or harassment prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Students, employees and others may address concerns directly with the person alleged to have caused harassment or discrimination in an attempt to resolve the issue, but are not expected or required to do so.

Student-on-Student Harassment - Building-level administrators are in a unique position to identify and address discrimination and harassment between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. The administrator has the ability to immediately discipline a student for any behavior that otherwise would lead to disciplinary action in accordance with the district's discipline policy. The administrator will report all incidents of harassment and discrimination to the compliance officer and will

direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

Investigation - The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination or harassment, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after an investigation, school officials determine that it is more likely than not that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

Grievance Process Overview

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

Grievance Process

1. Level I – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate.

   Regardless of who investigates the grievance, an investigation will commence immediately, but no later than ten (10) working days after the compliance officer receives the grievance. The compliance officer will complete a written report within 30 working days of receiving the grievance that 1) summarizes the facts; 2) makes conclusions on whether the facts constitute a violation of this policy; and 3) if a violation of this policy is found, recommends corrective action to the superintendent. If someone other than the compliance officer conducts the

investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

2. Level II – Within five (5) working days after receiving the Level I decision, the person filing the grievance may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

   Within ten (10) working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

3. Level III – Within five (5) working days after receiving the Level II decision, the person filing the grievance may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board's decision and any actions taken are final. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

Compliance Officer

The Board designates the following individual to act as the district's compliance officer:
Assistant Superintendent in Charge of Business Affairs
Kirksville R-III School District, 1901 E. Hamilton, Kirksville, MO 63501-5505
Phone: 660-665-7774/Fax: 660-324-1279

Council on Occupation Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Phone: 1-800-917-2081
www.council.org

Confidentiality and Records - To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be

maintained and released in the same manner as any other disciplinary record.

Training - After the adoption of this policy prohibiting sexual harassment, all district employees will receive an initial training which includes the following:

1. Definition of sexual harassment.
2. Explanation of the district policy and grievance procedures.
3. Legal prohibitions and consequences of sexual harassment.
4. Pertinent examples of sexual harassment.
5. Overview of sexual harassment identification.

New employees will receive initial training soon after they begin their responsibilities with the district.Each subsequent year, R-III employees will be provided with additional training opportunities which will restate the district's commitment to providing a harassment-free working and learning environment and provide the staff with opportunities to broaden their knowledge of the issues relating to sexual harassment.

Upon the adoption of this policy prohibiting sexual harassment, all students, in one of their classes, will receive age-appropriate information which will include the following:

1. A copy of the district's policy.
2. An explanation of the policy and its purpose.
3. A definition of sexual harassment.
4. Instruction in what to do if one is a victim of sexual harassment.
5. A clear definition of the sanctions against anyone found to have been a perpetrator of sexual harassment.
6. Information on the consequences to individuals who are found to have made a frivolous accusation.
7. A safe and supportive forum for discussion by the students of the issue of sexual harassment and of their related concerns.

Personnel Records

It is the intent of the Board of Education to maintain complete and current personnel files, including all information necessary to comply with the Fair Labor Standards Act, for all district employees.

The file of an individual employee will be considered confidential information and a closed record, to the extent allowed by the law, and will only be available to authorized administrative personnel and to the employee. Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment are closed records under the Missouri Sunshine Law to the extent allowed by law. Pursuant to state law, the names, positions, salaries and lengths of service of all employees are public information and must be released upon request. In accordance with federal law, the district shall release to parents, upon request, information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals who are employed by a school receiving Title I funds and who provide instruction to their child at that school.

Public Information Program

Open communication with the district's students, parents, patrons and the public in general is essential for the school

district to operate effectively. The district will make a systematic effort to communicate with the public using newsletters, student handbooks, local media and the district's website.

Board policies and related documents, including current versions of district handbooks, will be posted on the district's website. School building and district report cards may be posted on the district website and will be distributed to the public as determined by the superintendent or designee. Other public information will be available in the district's buildings or administrative offices for viewing by the public during the office's normal business hours, as required by law and in accordance with policy BDDL.

The district will utilize the local radio, newspapers and other media to publicize the district's legal obligations as required by the Individuals with Disabilities Education Act (IDEA) and by other applicable law. Notice of district meetings will be made to representatives of the news media, if requested. The superintendent or designee may adopt administrative procedures to further the goals of this policy.

Copies of the following policies, along with all other Kirksville R-III School District Policies can be read in their entirety at https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=2&Sch=2. For copies of district policies please call 660.665.7774.