

# 2019-2020 Student Handbook



...where *“Excellence is an attitude!”*

## GRAND RIVER TECHNICAL SCHOOL

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[www.grts.org](http://www.grts.org)

### MISSION

Our mission is to ensure that students develop into lifelong, self-directed learners who can achieve career success in a technologically-advanced global society.

## **CORE VALUES AND BELIEFS**

Attitude: Students, faculty and staff members pledge to create a community based on the following principles (adapted from the SkillsUSA creed):

**I believe in the dignity of work.**

I hold that society has advanced to its present culture through the use of the worker's hands and mind. I will conduct myself with dignity in the work I do.

**I believe in the American way of life.**

I know our culture is the result of freedom of action and opportunities won by the founders of our American republic, and I will uphold their ideals.

**I believe in education.**

I will endeavor to make the best use of my knowledge, skills and experience in order to be a better worker in my chosen occupation and better citizen in my community. To this end, I will continue my learning now and in the future.

**I believe in fair play.**

I will, through honesty and fair play, respect the rights of others. I will always conduct myself in the manner of the best professionals in my occupation and treat those with whom I work as I would like to be treated.

**I believe satisfaction is achieved by good work.**

I feel that compensation and personal satisfaction received for my work and services will be in proportion to my creative and productive ability.

**I believe in high moral and spiritual standards.**

I will endeavor to conduct myself in such a manner as to set an example for others by fulfilling my responsibilities as a citizen of my community.

**Attendance:** Attendance and punctuality are extremely important. Employers are interested in hiring persons with excellent work habits and attendance records; therefore, we make it our policy at GRTS to emphasize the importance of these characteristics to our students. Thus, student attendance is a major factor in student selection and retention.

**Accountability:** GRTS promotes good citizenship, a sense of civic responsibility, global awareness and an appreciation for human diversity. GRTS strives to employ the most efficient and appropriate use of fiscal and human resources in order to provide students with a quality, affordable technical education experience.

**Adaptability:** Preparing students for a global, technologically changing world requires GRTS faculty and staff members to be adaptive and responsive in developing and delivering programs and services. GRTS promotes involvement and provides experiences that foster a lifelong commitment to service and believes in the importance of sharing its human and academic resources with schools, businesses, industries and public agencies through partnerships and outreach activities.

**Ambition:** GRTS places a high value on the leadership shown by its faculty and staff. GRTS has a strong future orientation and a willingness to make long-term commitments, as well as the flexibility to respond quickly to meet community and industry needs.

## *Welcome to the Grand River Technical School...*

...where *"Excellence is an Attitude!"*

The fact that you are enrolled here means you are preparing for an occupation or field of work. This is an important start for you in preparing to earn a living. Whether you are enrolled one hour or six hours per day, we hope you will try to make the most of the opportunities offered. During your time here, you need to develop the knowledge, skills, work habits, attitudes, and personality traits that will enable you to secure employment and be successful in your chosen occupation.

Our faculty and staff stand ready to assist you in any way they can. Our teachers have all had successful work experience in the occupations they are teaching and will share this information and experience with you. We hope you will work closely with your instructor and help him/her to help you.

Our staff is proud of the facilities and equipment that we have here at the Grand River Technical School (GRTS). We hope you will share our pride and do all you can to help keep the facility looking nice.

We try to have a minimum of rules here. However, if we are to have a good learning environment, we must have some regulations and responsibilities for everyone. This handbook outlines student responsibilities and the school's operating policies. **Please note: CHS students will also adhere to the CHS student handbook.** Area students' home school administrators will be kept informed of all decisions regarding disciplinary actions. **GRTS administrators reserve the right to remove a student from a program at any time due to serious discipline issues, lack of respect toward faculty and staff, and refusal to follow school rules.**

If you have any questions, feel free to contact your instructor or the office staff. We sincerely hope that you have a successful school year.

Sincerely,

*Jayme Caughron*  
Jayme Caughron, Director

*Adam Wolf*  
Adam Wolf, Assistant Director

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## 2019-2020 ~ GRAND RIVER TECHNICAL SCHOOL

### **GRTS Administration**

Jayne Caughron ..... Director  
Adam Wolf ..... Assistant Director

### **GRTS Faculty**

Nancy Burtch ..... Technical Math/Computers/PLTW  
Kerrie Campbell ..... Early Childhood Professions  
Lee Caughron ..... Industrial Welding  
Sonja Daley ..... Health Science Technology  
Brandon Dennis ..... Computer Network Technology/PLTW  
Don Dennis ..... Building Trades  
Brandon Duckworth ..... Computer Service Technology  
Ken Estes ..... Automotive Service Technology  
Jim Grozinger ..... Agriculture  
Mike Harrington ..... Automation and Electrical Technology  
Arch Haslar ..... Auto Collision Technology  
Anthony Hinnen ..... Automotive Service Technology  
Jenny Hughes ..... Business Technology  
Lance Martin ..... Agriculture  
Susan Mayers ..... Business Technology  
Adam Melton ..... Industrial Welding  
Randy Plattner ..... Agriculture  
Andy McLean ..... EMT/Paramedics  
Sandra Roberts ..... Career Independence  
Leda Schreiner ..... Agriculture  
Bill Shaffer ..... Applied Communication  
Janice Shaffer ..... Hospitality & Tourism Management  
Michael Slater ..... Agriculture  
Sondra Sturguess ..... Business Technology/PLTW  
Jamie Sullivan ..... Health Science Technology  
Ray Summers ..... Diesel Service Technology  
Chris Todd ..... Building Trades  
Neal Wolf ..... Agriculture

### **GRTS Support Staff**

Tonia Akerson ..... Administrative Assistant  
Justin Alexander ..... Collision Technology Teaching Assistant  
Lisa BeVelle ..... Administrative Assistant  
Cindy Donnelly ..... Custodian  
Jona Jones ..... Food Service Manager and Custodian  
Haley Minnis ..... Basic Skills Aide  
Joyce Mollohan ..... Vocational Resource Educator  
Debby Peery ..... Counselor  
Anna Plattner ..... Financial Aid Coordinator  
Mary Jane Stephens ..... Aide/Job Coach  
Sondra Sturguess ..... Adult Education Coordinator  
Ruth Summers ..... Custodian

### **Chillicothe R-II Daycare Staff**

Mandy Anderson ..... Daycare Aide

## INTRODUCTION

The school was completed in 1967, operating under the name “Chillicothe Area Vocational-Technical School.” On July 1, 1995, the name of the school was changed to Grand River Technical School to more properly reflect the “area” concept of the school’s territory. The school provides needed technical training programs for secondary students, post-secondary students, and adults. It is accredited by the Council on Occupational Education (COE), approved by the Missouri State Department of Education as an area school, and is operated by the Chillicothe R-II School District.

Over 750 secondary students attend as part of their high school program from the following 16 high schools:

Bosworth R-V	Gallatin R-V	Northwestern R-I
Braymer C-IV	Grundy Co. R-V	Southwest R-I
Breckenridge R-I	Hale R-I	Tina-Avalon R-II
Cameron R-I	Hamilton R-II	Trenton R-IX
Chillicothe R-II	Linn Co. R-I	Tri-County R-VII
	Meadville R-IV	

Approximately 100 post-secondary students attend our daytime preparatory programs each year. These students come from throughout the Midwest, primarily North Central Missouri. In addition, over 1,000 adults use these facilities for evening classes during each school year.

### NOTE TO ALL GRTS STUDENTS – CLASS SCHEDULE

**When you arrive at GRTS, you should go directly to your class.** You are expected to stay in your classroom or shop area until class ends. Visiting with students in other shops or going to the parking lot is not allowed.

If for any reason you need to leave, request permission from your instructor and notify the office prior to leaving the building. It is very important that the school staff know where students are during the time that they are assigned to GRTS. Please refer to the bell schedule located in your classroom. A complete schedule by program is located in the appendix of this handbook.

### NOTE TO CHS STUDENTS – CLASS SCHEDULE

1. Go directly to class. **Do not go to or through the break area without prior permission.**
2. All CHS students must ride the bus between GRTS and the high school during the school day. **(Students will not be allowed to walk, drive, or ride with another student to or from GRTS. For occasional special circumstances, see a GRTS administrator.)** If you are caught breaking this rule, consequences of a violation of the closed campus rule will be enforced. (See p. 11 for parking/driving regulations.)
3. If you miss the bus at the high school or at GRTS, get a pass from the teacher who kept you late. Take the pass to the office personnel who will assist you with transportation to the other building. **Do not walk on your own. You must obtain permission from the office personnel first.**
4. Tardies will be kept by the office personnel. For each three tardies, one absence will be assessed and will be added to your total absences. **Frequent tardies (3+) will result in the assignment of detentions or loss of breaks so students can make up lost shop and/or lab time at GRTS.**

## TOOLS, SUPPLIES, TEXTBOOKS, & PROJECTS

The tools, equipment, supplies, textbooks and reference materials are provided by Grand River Technical School. You can appreciate the fact that these items are expensive for the technical programs offered here. We urge you to do your very best to take care of the books and equipment that are assigned to you to use. If these items are returned with just normal wear, there will be no charge. However, if books, tools, etc., assigned to you are lost or damaged through carelessness, the replacement cost will be charged to you. **One** pair of safety glasses is provided to each student enrolled in shop classes. Additional pairs can be purchased for **\$5.00** per pair or **\$10.00** per pair for safety glasses that fit over eyeglasses.

We encourage students to use the technical skills they have developed to complete projects that are of interest to them (if time allows) following the completion of required classroom assignments; however, students who complete personal projects are responsible for the cost of the material used. Projects must be paid for in full before they leave school property. Most projects require partial or full payment before beginning them. See instructors for details.

## BREAK AREA

During the three-hour block classes, you have a ten-minute break that will be taken only in the area assigned by your instructor. (No breaks are to be taken outside.) Charging food and drink items in the break room is not permitted. If you write a check, make sure you have money in your account. One check returned to us due to insufficient funds will result in the loss of your check-writing privileges at GRTS. Each class will be responsible for keeping the break area clean. When you leave the break area, be sure your trash is picked up. **Food and beverages are not to be taken out of the break area without prior teacher approval and are not allowed on the shuttle buses. There should be no running, horseplay, loud talk and/or profanity or use of cell phones in the halls or break area at any time.** This break is a privilege and any class or individuals who cannot conduct themselves properly will lose this privilege. One-hour classes may be rewarded with occasional breaks, but this is not part of the daily routine. **Student ID's should be worn at all times, including in the break area.**

## PERSONAL GROOMING AND APPEARANCE

Employers put great emphasis on personal grooming and appearance. When prospective employers visit the school or a class, the first thing they notice is the appearance of students. It is important that they be favorably impressed if they are to be interested in hiring our graduates. You are making an effort to prepare for a job, so you need to be moving toward the type of career dress and grooming that will help you get a job. Personal grooming involves overall cleanliness and a neat appearance and includes taking a daily bath or shower, using deodorant, cleaning nails, and washing and combing your hair. Clothing worn should always be appropriate for the job you are doing. It should not reveal an inappropriate amount of the body or underclothing (i.e. no halter tops or extremely low-cut shirts, no bare midribs, no "Sagging"—pants must cover underwear at all times, etc.). Shorts, skirts, and skorts will be disallowed if they are too short (mid-thigh length would be appropriate.) as will jeans with large holes above mid-thigh length. Additionally, T-shirts with unsuitable innuendos, slogans for alcohol or tobacco, etc. should not be worn. **Students will be required to change if they wear such clothing.** Your instructor will discuss with you the proper dress for your training program and occupation. There are safety factors to consider in many shops, including flammable clothing, jewelry, appropriate footwear, etc. You are expected to dress according to the instructions for your class. Keep this in mind while attending school and when applying for a job.

## EMERGENCY SCHOOL CLOSING

Grand River Technical School will be closed when the Chillicothe R-II Schools are not in session. In the event of snow, ice, or other emergencies, the decision to close will be made by 6:30 a.m. The information will be posted on the Grand River Technical School Facebook page and given to the following radio stations:

<b>KCHI FM:</b>	<b>Chillicothe</b>	<b>102.5</b>	<b>KTTN AM/FM:</b>	<b>Trenton</b>	<b>92.3</b>
<b>KMZU FM:</b>	<b>Carrollton</b>	<b>100.7</b>	<b>KGOZ FM:</b>	<b>Trenton</b>	<b>101.7</b>

Additionally, students may sign up to receive text alerts through a link on the district website: [www.chillicotheschools.org](http://www.chillicotheschools.org).

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## SAFETY PRACTICES

We must all be concerned about safety. In most programs, we have equipment and tasks that, if not done properly, can be dangerous. Each program has specific safety rules, and your instructor will give you special instructions regarding safety procedures for your occupation. Students are required to pass safety tests before working in shop areas. We must insist that all safety procedures be observed and practiced. Remember, violations are not only dangerous to you, but also for other persons in the area.

We have a state law in Missouri that requires all students to wear approved safety glasses while working in school shops. Your instructor will have more detailed information for you. Please remember that all safety procedures here are really no different from those in the occupation for which you are training. Injuries can be painful, inconvenient and sometimes expensive for you.

## STUDENT ILLNESS OR INJURY

Should a student become ill or injured at school, he/she should notify his/her instructor and report to the main office if possible. If the student is in high school, a parent or guardian will be contacted. If the student is post-secondary, we will call emergency contacts if he/she chooses. Depending upon the severity of the illness or injury, the student may be transported to Hedrick Medical Center. For illnesses and injuries that are not severe or do not require hospital care, the school nurse will be contacted, and students will be released to their parent or guardian. Please keep the main office informed of emergency contacts and advised of any conditions that might require special attention.

## STUDENT ACCIDENT INSURANCE

Most high schools make accident insurance available for students to purchase. We believe it is very important that students in our shop programs make sure that they have some type of accident coverage. **High school students are encouraged (and it is the recommendation of GRTS) to purchase insurance coverage from their home high school. GRTS does not carry insurance on high school students.** Post-secondary accident insurance is provided within the fee structure. You will receive detailed information from your instructor.

**EVACUATION PROCEDURES**  
**EMERGENCY DRILLS: FIRE – TORNADO – EARTHQUAKE – OTHER**

1. A **continuous buzzer and/or siren** will indicate evacuation of the building for **fire**.
2. The **tornado warning will be announced over the intercom**, which is notice to take cover in designated shelter as posted in each program area.
3. The **earthquake warning will be announced over the intercom**, which is notice to evacuate the building immediately.
4. A **continuous bell** will indicate evacuation of the building for all emergencies other than tornado, fire, or earthquake.
5. **SPECIAL EMERGENCY CRISIS:** If an emergency exists that requires a “lock down,” a GRTS administrator will announce over the intercom instructions and special procedures.

Your instructor will go over instructions for each of these emergencies with you. Also, specific written instructions are posted in each program area.

**CAREER AND TECHNICAL STUDENT ORGANIZATIONS (CTSOs)**

The following national student organizations have active local chapters at the Grand River Technical School. You will receive detailed information on the club pertinent to your training program.

FBLA	Business-related programs
FCCLA	Childcare; Family & Consumer Science; Hospitality programs
FFA	Agriculture-related programs
SkillsUSA	All technical & health-related programs

These clubs all have a fine tradition of participation and achievement at local, district, state, and national levels. You are encouraged to get involved with your club and make whatever contributions you can. The club will provide you with the opportunity for personal and social development, leadership training, and job skill development.

**COUNSELING & PLACEMENT**

The school employs a counselor to assist all technical school students with career and/or personal counseling, including setting goals and developing career choices, testing and assessment, and selecting advanced technical training and/or college. GRTS faculty and staff assist students in acquiring workplace readiness and job seeking skills such as completing applications, preparing resumes, participating in interviews, and writing letters of introduction and thank you letters. We try to instill a formula for success in each student. The majority of our graduates find employment in their field of training or continue their education in that field.

**VOCATIONAL RESOURCE EDUCATOR (VRE) & BASIC SKILLS AIDE**

A VRE and Basic Skills' Aide are on staff to assist students with IEP's (Individual Education Plan), as well as any students who are experiencing academic difficulties, who need help with tests and assignments, or who need to improve language and reading skills. The VRE will: Provide career and vocational assessment information; assist in defining appropriate vocational objectives for the student's IEP; inform parents and students of progress in vocational programs; work with instructors to assist students with special needs; and act as a liaison between instructors and sending schools.



## ATTENDANCE POLICY

Attendance and punctuality are most important. Laboratory and shop work cannot be made up adequately; therefore, excessive absences, whether verified or unverified, **may result in loss of credit and possible dismissal from the program.** School-excused absences for school-sponsored activities (field trips, CTSO conferences, testing, etc.) do not count against the student's attendance record; however, it is the student's responsibility to notify his/her instructor(s) and arrange to make up work missed prior to leaving for the activity. CHS students who are in violation of the CHS attendance policy are not permitted to attend any field trips, extra or co-curricular events that cause a loss of class time during the school day until they have satisfied their Saturday School hours. See CHS Handbook for details. Adult and area students follow the policy below:

As a school, we must be concerned about such things as work habits, attitudes and attendance. Employers are not interested in hiring persons with poor work habits and poor attendance records. Poor attendance is disruptive to our classes, teachers, and other students. Overall, it is detrimental to our school and to our students. Therefore, we believe it is necessary to establish the following attendance policy for all students:

### **Attendance Policy for Post Secondary Students**

Students who exceed 10 percent absences (**nine days**) during two consecutive quarters (**one semester**) will not be eligible for enrolling in the next semester of school. Ninety-percent attendance is required in order to receive a career and technical program completion certificate. Failure to meet this attendance policy could result in loss of financial aid, including veterans' benefits. For veterans' eligible students, failure to maintain satisfactory progress will lead to termination of benefits. Students should consult with the financial aid director if there are mitigating circumstances.

### **Attendance Policy for High School Students**

Students who exceed 10 percent absences (nine days) during two consecutive quarters (one semester) will require special permission from the teacher, GRTS Assistant Director, and the home high school principal to enroll in the next semester of training at Grand River Technical School. If students are allowed to return, they must make up missed lab time at the convenience of the instructor. Ninety-percent attendance is required in order to receive a vocational program completion certificate. We will be in touch with the home high school officials whenever excessive absences occur. Parents/Guardians will be contacted when a student has five absences that are not school-related. The student will be required to sign an attendance contract.

## ACADEMIC INFORMATION

Progress reports are given to students halfway through each quarter, and report cards are given to the students at the end of each quarter. A permanent record will be developed for each student at GRTS. This transcript will include hours of training, units of instruction, grades, and attendance, as well as instructor comments regarding work habits and attitudes. Prospective employers often use this information to determine your potential as an employee. This official transcript will be available at GRTS, and you may have a copy of it sent to potential employers, colleges, etc. at any time in the future. It is important for you to see that your work and conduct over the next several months are of the quality that will permit your instructor to give you a good recommendation. *\*A detailed record of grades, attendance and progress is kept by the school. Student records are available for inspection upon request in accordance with the Family Educational Rights and Privacy Act of 1974.*

### **Grading System and Prerequisite for a Second-year Program**

In each course offered for credit, students earn grades that are recorded in the school's student management system. A program grading system will be posted in each department and/or available on course outlines, and students will receive information regarding their academic progress through midterms and end-of-quarter grades. Students are required to maintain a C grade average. If a student fails to maintain a C grade average during the first semester, and progress is not satisfactory to bring the grade average to a C in the following semester, the student may be placed on probation or terminated from the program. Quite a number of students

*(Continued on p. 10)*

(Academic Information continued from p. 8)

who want to attend are not able to enroll at GRTS because the classes are full. This makes it essential for students enrolled to be interested and working to capacity. Generally, employers are not interested in hiring students doing inferior or failing work, so it seems futile for a student to continue with an advanced course of study if he/she has had difficulty in the introductory course.

### **Certificate of Completion**

Each student successfully completing a program at GRTS will receive a Certificate of Completion in the field of his/her training. This certificate will document the number of training hours completed by the student. In order to receive the certificate, a student must maintain at least a C average and 90 percent attendance and must have the ability to perform entry-level skills in his/her chosen occupation.

### **Articulated Credit**

In addition to receiving a Certificate of Completion, students completing a full-time technical program with at least a C average and 90 percent attendance have the opportunity to receive up to 31 hours of articulated college credit toward an Associate's Degree at North Central Missouri College and other Missouri Community Colleges. For more information on the degrees offered through these colleges, see the GRTS counselor.

**Student Honors:** Each quarter, instructors from each program area will select a "Student of the Quarter" who will be recognized by GRTS Administrators. Criteria for this award include the following: Outstanding work ethic, excellent attendance, good manners, and superior grades. Students will receive "Certificates of Excellence," GRTS sweatshirts designed specifically to recognize this achievement, and their pictures will be submitted to the *Constitution Tribune*, as well as area newspapers, and featured on the *GRTS Wall of Fame*.

All students with excellent attendance and grades are honored each quarter. To be included on the ***Director's Honor Roll***, students must have 0 absences for the quarter, and an A average in all GRTS classes. To be included on the ***GRTS Honor Roll***, students must have 2 or fewer absences for the quarter, and a B average.

## **WORK RELEASE POLICY**

Seniors enrolled in a GRTS program and meeting graduation requirements may request work release in a related field of vocational study. In order to be released from school, a student must obtain a job that has been approved by the GRTS Assistant Director and Counselor. Until the job has been approved, he/she will be enrolled in a full schedule of classes. Upon approval, GRTS officials will contact high school counselors regarding appropriate release time from school so that the student's schedule may be adjusted. A student will receive half a credit for each hour released per semester.

## **STUDENT RIGHTS & RESPONSIBILITIES**

Students' rights will be recognized and respected. While at GRTS, students can expect to be trained for their career fields as efficiently as possible in an environment conducive to learning. In addition to technical skills, students will also be trained in communication skills, math skills, and pre-employment preparation and job-seeking skills. We will offer assistance in job placement as well as advice regarding additional training and certifications they may wish to pursue. With rights, however, come responsibilities. These are outlined in the Program Student Behavior Plan.

## **PROGRAM STUDENT BEHAVIOR PLAN**

1. Be at your work station prepared to go to work when class starts. Have necessary books, paper, pencil, clothing, equipment (including safety glasses), etc. Not having the necessary materials or equipment with you for the class or shop does **NOT** excuse you from the assignment (i.e. leaving textbook, homework, safety glasses, etc. at home or on the bus). *(Continued on p. 11)*

*(Program Student Behavior Plan continued from p. 10)*

2. If you are absent, it is your responsibility to obtain assignments from your instructor and submit make-up work in a timely manner.
3. Learn and follow all safety rules for your program. (Safety glasses, safe use of equipment, proper clothing, etc.)
4. Show respect and courtesy to other people at all times. (Keep your hands to yourself, no foul language, no horseplay, no disruptive comments, teasing, etc.)
5. Monitor your personal property. If issued a locker, make sure it is locked. GRTS is not responsible for lost or stolen items.
6. Use class and lab time constructively. When finished with the day's work, use the time to clean up your area in the shop or classroom and organize your assignments for the next day. Students do not need to stand by the classroom door, in the halls, by the break room door, or by the main doors near the office waiting for the bell to ring. Your instructor, not the bell, will dismiss you.
7. Learn to use, but do not abuse, equipment in classroom and lab. If computers or classroom equipment are stolen or maliciously damaged, the replacement cost will be charged to the student(s) responsible. If students use the school's computer network inappropriately, their privileges may be revoked. **Student(s) involved will be sent to the office and assigned detention or suspension based on severity of the issue.**
8. **Cell phones** should be turned off and be kept out of sight while on school property (unless teachers are having students use them for a lesson in the classroom). **Other electronic devices** (i.e. laser pointers) should not be brought to school. 1<sup>st</sup> offense, phone (or electronic device) will be confiscated, submitted to the main office, & returned to the student after school. 2<sup>nd</sup> offense, phone (or electronic device) will be confiscated & submitted to the main office, student will be assigned a detention, and parent will be contacted. Further offenses will be assigned based on the steps listed under "Office Consequences." **Note:** Cell phones are allowed on school-sponsored trips (CTSO activities, etc.) at the adviser's discretion.

#### **CONSEQUENCES OF BREAKING PROGRAM RULES (See below)**

**Please note:** Consequences of breaking Rules #7 and #8 are listed within each rule and apply to all program areas. An example of what a teacher may choose to do is below; however, all teachers have the right to enforce their own classroom rules.

- 1<sup>st</sup> Time ..... Warning
- 2<sup>nd</sup> Time ..... Lose 2 breaks or 30 minutes before or after school
- 3<sup>rd</sup> Time ..... Call parent and lose 5 breaks or one hour before or after school
- 4<sup>th</sup> Time ..... Referred to Office

## SCHOOL-WIDE BEHAVIOR RULES

The following actions are considered serious offenses to school rules:

1. Fighting, ethnic intimidation, sexual assault, bullying.
2. Vandalism (includes not taking proper care of the break area).
3. Use or possession of tobacco while on school grounds.
4. Use of, possession of, selling of, or under the influence of illegal drugs or alcohol. **Probable 180-day suspension.**
5. Stealing; cheating.
6. Disrespect for authority; refusal to obey instructor or GRTS personnel.
7. Action jeopardizing safety or welfare for yourself or others.
8. Loud talk, profanity or horseplay on school premises (break area, halls, parking lots, shops, etc.).
9. Filing a false report; bogus calls/impersonation/forgery.
10. Violation of closed campus rules or in wrong break area; using break area at unauthorized time; being in building without supervision after school hours; unauthorized parking in the GRTS lot.

## CONSEQUENCES OF VIOLATION OF SCHOOL-WIDE BEHAVIOR RULES

Issues such as fighting, sexual assault, ethnic intimidation, bullying, vandalism, horseplay and actions jeopardizing safety, stealing, cheating, filing a false report, disrespect/refusal to obey authority will be considered “severe” violations and referred to the office immediately. The consequences will result in detention, suspension, or removal from the program. The Director and/or Assistant Director (or their designee) will determine the time and length of detentions, suspensions, and removal from program. **All discipline is based on the severity of the misbehavior. GRTS administrators reserve the right to remove a student from a program at any time due to serious discipline issues, lack of respect toward faculty and staff, and refusal to follow school rules.**

1. Possession of tobacco including electronic vaping devices:
  - a. **1<sup>st</sup>** violation – Confiscation of tobacco product. Administrator/Student conference. Parent notified for record. Detention or In-School Suspension.
  - b. **Subsequent** violations – Confiscation of tobacco product. Administrator/Student conference. Parent notified for record. In-School Suspension, or 1-10 days Out-of-School Suspension.
2. Use of tobacco including electronic vaping devices: consequences:
  - a. **1<sup>st</sup>** violation – Confiscation of tobacco product. Administrator/Student conference. Parent notified for record. Detention or In-School Suspension.
  - b. **Subsequent** violations – Confiscation of tobacco product. Administrator/Student conference. Parent notified for record. In-School Suspension or 1-10 days Out-of-School Suspension
3. Use, possession, selling, or under the influence of illegal drugs or alcohol.
  - a. Notification of parent(s) and authorities.
  - b. Out-of-school suspension of 1-10 days, followed by a hearing; **possible** out-of-school suspension for **180** days. Parent conference with Director/Assistant Director prior to re-admission to school.
4. Closed campus or break area violations:
  - a. **1<sup>st</sup>** violation – 30 minute detention
  - b. **Subsequent** violations – 60 minute detention or In-School Suspension

## OFFICE CONSEQUENCES

When a student is sent to the office for disciplinary reasons by a teacher from a classroom or shop, it will be viewed as a serious matter due to the fact that the student has already committed several offenses (or the offense is severe).

1. 1<sup>st</sup> Referral
  - a. Parents will be notified by written report for the record.
  - b. Student will receive 1-2 days out of the program in an in-school suspension or other program that the sending school might administer.
2. 2<sup>nd</sup> Referral
  - a. Student will receive 3-5 days out of the program in an in-school suspension or other program the sending school might administer.
  - b. A written report will be sent home for the record.
  - c. A parent conference will be held with the administrator, student and teacher.
3. 3<sup>rd</sup> Referral
  - a. Student will receive 5 days out of the program in an in-school suspension or other program the sending school might administer.
  - b. A written report will be sent home for the record.
  - c. A parent/student conference will be held with Director/Assistant Director.
4. 4<sup>th</sup> Referral
  - a. Parents are notified.
  - b. Student is suspended from school for 10 days.
  - c. Superintendent and Director/Assistant Director will determine student's status or the semester involved.

**Chronic Disciplinary Referrals** - Any student referred to the principal for disciplinary purposes who has already received ISS on three separate occasions during the school year will face the consequences listed below:

- |                            |                                   |
|----------------------------|-----------------------------------|
| 1 <sup>st</sup> Time ..... | 1-3 days Out-of-School Suspension |
| 2 <sup>nd</sup> Time ..... | 3-5 days Out-of-School Suspension |
| 3 <sup>rd</sup> Time ..... | 5-7 days Out-of-School Suspension |
| 4 <sup>th</sup> Time ..... | 10 days Out-of-School Suspension  |

## SCHOOL PARKING REGULATIONS

Parking permits are issued to all post-secondary students; however, **only those high school students who have been issued parking permits are to park on the school lot.** All others **must** ride the bus provided by their high school. Students may obtain a parking permit if they start and end the day with classes at GRTS (i.e. 1<sup>st</sup> & 8<sup>th</sup> hours, 1<sup>st</sup> hour & work release, etc.). High school students are not allowed to transport other students during school hours. If you find it necessary to park at GRTS (i.e. You need to have your car serviced in the auto mechanics department, etc.) and you do not have a permit, obtain permission from the Director or Assistant Director. You **MUST** notify the office to avoid discipline for parking violations. Be aware that 1<sup>st</sup>- & 8<sup>th</sup>-hour assemblies, early dismissal times, etc. will conflict with your parking arrangements. GRTS parking regulations still apply, so plan accordingly.

Those who receive parking permits are expected to observe all parking regulations:

1. Attach permit to rearview mirror immediately.
2. Park only in areas designated as student parking within the yellow lines.
3. Do not block drives and areas around shop doors.

*(Continued on p. 14)*

*(Parking Regulations continued from p. 13)*

4. Drive carefully on school lot. Observe the 10 MPH speed limit, and do not pass buses that are loading/unloading. The number of cars, school buses, delivery trucks, and people walking on the school lot demands careful and alert driving to avoid accidents.
5. Do not go to your car during school hours without permission or drive during school hours with other students in your vehicle.
6. Students who drive should leave school on the last bell—after all CHS and area buses have left the parking lot.

Students whose parents and sending schools request they be allowed to drive do not get a driving permit from us. Those permits are issued only when GRTS staff request that they drive (CTSO activities, etc.). Instead, students need to have their schools notify GRTS and bring a permission slip that is signed and dated stating that their school and parents/guardians are permitting them to drive.

Parking on the school lot is considered a privilege. Those who cannot observe these simple regulations will lose their parking permit. \*\*\*NOTE: The Chillicothe Police Department will be notified and a driving violation ticket will be issued for flagrant and persistent violations.

### **STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY POLICY**

Public Law 101-542 requires that Grand River Technical School provide you with information regarding numbers and types of crimes that have taken place on our campus beginning August 1, 1991. Also required are policies regarding procedures and facilities for reporting criminal actions or other emergencies occurring on campus. The Act also requires that effective in July of 1994, the school must provide you with completion rates for students attending this school commencing with those enrolling after July 1, 1991. Also to be included is the school's policy regarding drug and alcohol as required by the Drug Free Schools Act, a policy that is presently published in this Student Handbook.

Grand River Technical School Campus presently consists of the facility located at 1200 Fair Street, Chillicothe, Missouri, and 1303 Bryan Street, Chillicothe, Missouri. For purposes of this policy, any acts occurring in the building, on the grounds, or on school-owned parking lots will be considered as occurring on campus. Grand River Technical School employs no Campus/Police/Security personnel; therefore, all staff employed and assigned to the building will act in that capacity. Any student who observes or is involved in a criminal act should report such occurrences to any GRTS staff member. School staff will refer such incidences as are deemed appropriate to local law enforcement agencies. In keeping with regulations, the school will gather and annually publish statistics concerning on-campus occurrences of crimes in the following categories: murder, rape, robbery, aggravated assault, burglary, and motor vehicle theft.

The school will also collect and report statistics concerning the number of arrests for the following crimes occurring on campus: liquor law violations; drug abuse violations; and weapons possessions. This report is published annually.

## STUDENT ALCOHOL/DRUG ABUSE

The School Board recognizes its share of responsibility for the health, welfare, and safety of the students who attend the Chillicothe R-II School District. Therefore, the use, sale, transfer, possession or being under the influence of intoxicants, alcohol, and/or physical- or mind-altering chemicals (drugs) or drug paraphernalia are prohibited on or in school property, at school-sponsored activities or events, or in any vehicle while being used to transport students for the school district.

### Drugs/Alcohol

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.  
*1<sup>st</sup> Offense:* In-school suspension or 1-180 days out-of-school suspension.  
*Subsequent Offense:* 1-180 days out-of-school suspension or expulsion.
2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.  
*1<sup>st</sup> Offense:* In-school suspension, 1-180 days out-of-school suspension.  
*Subsequent Offense:* 11-180 days out-of-school suspension or expulsion.
3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.  
*1<sup>st</sup> Offense:* 1-180 days out-of-school suspension or expulsion.  
*Subsequent Offense:* 11-180 days out-of-school suspension or expulsion.

School administrators and/or teachers have the right to conduct searches that are reasonable in scope of persons who are reasonably suspected to be in violation of the district drug and alcohol policy during or after school hours, on school property, or at any school event, whether at the school or at some alternate location. **Note: Lockers and desks are school property, provided as a convenience to students, and they, as well as cars parked on school property, are subject to search. Students suspected of being in violation of school policy may be requested to submit to voluntary personal searches. Students who refuse to submit to a voluntary search may be referred to appropriate law enforcement authorities if a GRTS administrator deems such action necessary.**

All disciplinary actions, even though different in nature, are accumulative and will result in more severe consequences with each violation. It is impossible to develop policies to govern all circumstances; therefore, those that are not directly covered by school policy will be left to the discretion of the building administrators with consideration given to the severity of the individual case and the impact a given situation has upon the best interests of the school.

In accordance with the provisions of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and the Regulations thereunder, and P.L. 94-142; Rehabilitation Act of 1973 and Section 504 Regulations thereunder, it shall be the policy of the Chillicothe R-II School District that no person shall, on the basis of age, sex, race, handicap, national origin, political or religious beliefs, be excluded from participation in, be denied benefits or, or subjected to discrimination under any educational program or activity conducted by the district.

Adopted:  
Cross Refs: JGR  
JFG, Interrogations and Searches  
JGD/JGE, Student Suspension and Expulsion  
Legal Refs: 167.161, 167.171, 195.010, RSMo.  
Chillicothe R-II School District, Chillicothe, Missouri

## **Complaint Resolution Procedure for Improving America's Schools Act Programs**

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and the Improving America's Schools Act (IASA).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

**The following steps are proper procedures to be followed by a person with questions or complaints regarding the operation of the Chillicothe School District:**

**Complaints on behalf of individual students should first be addressed to the teacher.**

**Unsettled matters on behalf of individual students, or problems and questions concerning individual schools, should be directed to the principal of the school.**

**Unsettled matter from individual schools, or problems and questions concerning the school district, should be directed to the superintendent.**

**If the matter cannot be settled satisfactorily by the superintendent, it should be brought to the Board of Education.** Questions and comments submitted to the secretary of the Board in letter form will be brought to the attention of the entire Board at a regularly scheduled or called meeting. If necessary, a Board hearing will be scheduled to resolve the complaint. However, the decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of the Department of Elementary and Secondary Education and from there on to the United States Secretary of Education.

Anyone wishing more information about this procedure or how complaints are resolved may contact the Chillicothe R-II Schools' main office at 646-4566.

**Equal Opportunity:** Grand River Technical School provides equal educational and employment opportunities and does not discriminate on the basis of gender, race, origin, creed, age, marital status or disability in its educational programs or activities, or its employment and personnel policies. Direct questions to: Chillicothe R-II Superintendent, EEO/AA Coordinator, 1020 Old Highway 36, Chillicothe, MO 64601.

**Disabilities:** In compliance with Title 11 of the Americans with Disabilities Act, Grand River Technical School will provide reasonable accommodations to disabled persons upon request. Requests should be directed to: Director, Grand River Technical School, 1200 Fair Street, Chillicothe, MO 64601; (660) 646-3414.