

Lex La-Ray Technical Center

Student Handbook

2009 - 2010 SCHOOL CALENDAR

August 19	Classes begin
October 16	End of 1 st Quarter
December 18	End of 2 nd Quarter
March 5	End of 3 rd Quarter
May 20	Classes End

SCHOOL CLOSING DUE TO INCLEMENT WEATHER

Severe storms or road conditions which create safety hazards may make it necessary to cancel classes and other scheduled school activities. The following radio and TV stations will be notified and they will broadcast news about Lexington R-V School District closing after 6:00 a.m. RADIO: KMZU (Carrollton) 100.7FM/1430 AM, KMMO (Marshall) 102.9FM/1300 AM and on KKWK/KMRN (Cameron) 100.1FM/1360AM, Kansas City Radio Stations KSRC 102.1FM, WDAF 610AM, KCUR 89.3FM, KBEQ 104.3FM, KMXV 93.3 FM, KFKF 94.1FM, KFME 105.1FM, KMBZ 980AM and on the following Kansas City TV stations: WDAF TV-4, KCTV TV-5, KMBC TV-9 and KSHB TV-41. If your home school is dismissed because of inclement weather, you are not expected to attend classes at Lex La-Ray.

FIRE DRILLS, TORNADO DRILLS AND EMERGENCY EVACUATION

Fire drills are held periodically during the school year. Your instructor will inform you of the exit to be used in emergency evacuations. The signal to leave the building is a intermittent blast from the fire alarm system. Whenever this occurs EVERYONE is to leave the building IMMEDIATELY in an orderly manner and move away from the building so others may also exit the building. Students will wait for the signal to return to the building. In case of a tornado warning (indicated by a continuous ring from the school bell system), all work will be immediately stopped, machinery CLOSED DOWN AND EVERYONE WILL MOVE IMMEDIATELY into the nearest corridor, closet, or similar confined area and remain until the ALL CLEAR signal (one long bell ring) is given.

STUDENT RESPONSIBILITIES

This school is different from any school you have attended before. The classes will be conducted differently, and the atmosphere of the school will be entirely different.

Because our main purpose is to provide you with the skills, attitudes and knowledge required to enter your chosen field of work, we will try to simulate the working world. We want you to feel that, to a certain extent, you are actually working. Therefore, grooming, action, long, must be in good taste at times. There will be enough classroom work and theory given so you will feel comfortable while working in the lab or shop.

TUITION

Your home school is paying tuition for the time you spend at the Technical Center. For this reason, we feel that your high school should be informed of your progress at the Technical Center, including attendance, discipline or special honors.

STUDENT ATTENDANCE REGULATIONS

Regular and punctual patterns of attendance will be expected of each student enrolled at Lex La-Ray. In accordance with our commitment to teach strong work habits, attendance becomes a top priority. We ask students and or their parents/guardians contact the school in the event of an absence by 11:00 am. Upon returning to Lex La-Ray, it is the student's responsibility to check into the office for an admit slip and provide a reason for the absence. If at anytime you have questions regarding attendance or policies, please contact the school office.

TARDIES

Students are expected to be in the classroom and ready to begin work when the tardy bell sounds.

- Any student arriving after 8:00 a.m. must report to the office for an admit slip.
- Any student late 20 minutes or more for a 1-hour class will be counted absent.
- Any student late 20 minutes or more for a ½ day program, on 3 occasions, will be counted absent.
- If a student is detained in the office or by another instructor, the student must obtain a pass from the person who detained them.
- All tardies will be unexcused unless the student has verification from a staff member.
- Students having excessive tardies (more than 3 for a class) will be assigned detentions, ISS or other disciplinary actions. Student may lose the privilege to participate in school related activities, including field trips.

MAKE UP WORK

Students are solely responsible for getting assignments from their teachers. Teachers are not responsible for telling a student their make-up work unless asked. Teachers will assign meaningful alternative assignments. All make up work must be completed in a reasonable amount of time (1 day absent =1 day to make up work). Students in ISS must complete the assigned work. Students on OSS will also receive assignments and will receive 50% credit for the work completed. Students will not be excused from one class to make up work in another.

MAKE UP TIME

Any student tending toward habitual tardiness and/or absenteeism may be required to make up time lost. Attendance checks will be conducted on a regular basis. This is to provide the student with an opportunity to make up time before grade reductions occur. Time lost due to absences can be made up on designated days. It is the student's responsibility to make arrangements to make up time.

ATTENDANCE STANDARDS

The following absences will be excused. Documentation must be provided as indicated.

Illness or injury of the student, with notification from the parent.

Illness or injury of a member of the student's family when the student's presence is necessary or expected, with written excuse from parent.

Medical appointments, with written appointment confirmation by medical provider.

Funeral, with written excuse from parent. The principal may require a program or other evidence from services as well.

Religious observances, with written excuse from parent.

Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written excuse from parent.

Out-of-School suspension.

Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.

Students will be expected to make up all assignments from missed classes regardless of whether an absence is excused or unexcused. Each teacher may set reasonable limits regarding the timeframe in which missed work may be completed. Attendance and participation are part of a successful learning experience, so students with more than nine (9) excused absences or any unexcused absences in any class in a semester will be issued an academic penalty in the form of grade reductions as follows:

Excused Absences	Grade Reduction	Unexcused Absences	Grade Reduction
10	2%	1	4%
11	4%	2	8%
12	8%	3	16%
13	16%	4	32%
14	32%	5 +	50%
15 +	50%		

This academic penalty represents the participation portion of the student's grade and is intended as a deterrent to excessive absences. Academic consequences accumulate more quickly for unexcused absences, since they are completely avoidable. Penalties are cumulative so that a student with ten (10) excused absences and one (1) unexcused absence would be penalized six (6) percent. Unexcused absences will not count in the excused total, so a student with nine (9) excused absences and one (1) unexcused absence would only receive a four (4) percent penalty. Any student may reduce accrued absences by attending make-up study or counseling sessions scheduled by the principal during non-instructional times. The student must notify the principal that he or she wishes to make up attendance days, and the building principal will provide the student information on the next available session. (Please see District Policies located on the Lexington R-V Home page for the complete policy).

ATTENDANCE INCENTIVES

In accordance with our commitment to teach strong work habits, attendance becomes a top priority at Lex La-Ray. Employers must have someone they can depend on to do their jobs everyday. A student's attendance record is an indicator of both personal commitment to learning and of dependability in the present and future. To encourage outstanding achievement in attendance, Lex La-Ray offers the following incentive system:

- Students with perfect attendance will be rewarded quarterly, and are recognized at award assemblies held in the Fall and Spring.
- Each semester, students with perfect attendance will receive a free gift from the program in which they are enrolled. The gift will be an item related to the student's field of training, or in some cases a gift certificate to apply toward the purchase of a tool or piece of equipment.
- All students with perfect attendance for the year will receive special recognition and are eligible for a drawing to win a \$50.00.

STUDENT DRESS

Students are expected to change into suitable clothes while working in some classes. This clothing shall be laundered frequently. The instructor will inform students what constitutes suitable attire for your training program. Student dress and appearance guidelines are based on accepted standards in the field in which the students are training to enter. In most areas the apparel is a very important part of a student's safety. Hats may be worn at the discretion of the instructor, but, **ONLY** in

shops/labs. Failure to adhere to policies may result in loss of lab time or possible removal from the program.

STUDENT TRANSPORTATION

Under no circumstances are you to drive to the Technical Center without obtaining prior permission from your Principal and the Technical Center Director. Violators of this rule will be subject to suspension.

When the sending school furnishes transportation, follow these guidelines: If you miss the bus, you have (2) two options:

1. Go to your home high school and check in to the office. Arrangements will be made for you to stay at your home high school or drive to the Technical Center.
2. Have a parent or guardian (not a friend or student) drive you to the Technical Center. You must have your parent or guardian check you into the office upon arrival at the Technical Center.

If you must drive to the Technical Center, due to a school related activity you should request a driving permit from your instructor **at least** one day prior to the day you intend to drive. This permit must be signed by your instructor, the Technical Center director, your home school principal, and your parent or guardian. One copy of the driving permit should be left in your home school office and the other copy brought to the Technical Center office upon arrival the day of driving. You will be issued a parking permit, which must be displayed in your car immediately, (on your rear-view mirror). When you are allowed to drive your own car, the following rules will be observed:

1. When you drive your car to school, park it in designated areas only and leave it until you are released from class.
2. Do not allow other students to drive your car.
3. Drive in the vicinity of the school only when necessary during the day. Do not cruise around the school grounds before or after school hours.
4. **NO PASSENGERS** will be allowed to ride in cars without prior approval.
5. Students will park in those areas designated by the Director. Students driving or riding to/from the Technical Center without following procedures will be disciplined in the following manner:
 - 1st occurrence - loss of driving privilege for the semester and a detention at the student's home school.
 - 2nd occurrence - 2 days ISS at the student's home school
 - 3rd occurrence - 2 days OSS from the student's home School and the Technical Center
 - 4th occurrence - Removal from Lex La-Ray Technical Center program

SEARCH POLICY

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice. The school principal or designee shall from time to time, but in no event less than one (1) time per semester, conduct random searches of school lockers, endeavoring to search a minimum of ten percent (10%) of the total lockers in his/her school building. School administrators are also authorized to work with law enforcement officials to use trained dogs to search lockers and vehicles parked on school property. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. (See Lexington R-V Board Policy JFG)

LOST AND FOUND

Articles found should be taken to the office.

TELEPHONES/USE OF CELLULAR PHONES

Office telephones are only for the use of school personnel. Students will only be called from class for emergency calls. Long distance calls may only be made with the use of a calling card.

Use of cellular phones and pagers is not allowed. The following

consequences will result :

- 1st Offense – Teacher Warning
- 2nd Offense – Phone will be confiscated and turned over to the LLRTC Director.
- 3rd & Subsequent offenses – Phone will be confiscated and Parents must pick from the LLRTC Director.

LEAVING CLASS

If the student must leave the building, the instructor will send the student to the office for approval to sign out. Students must have prior approval from a parent and/or director. Routine doctor or dental appointments should be scheduled at a time outside the school day. Upon returning to school, the student must sign in through the office and return to class immediately.

VISITORS

Individuals or groups are welcome to tour the Lex La-Ray Technical Center facilities. Parents are especially encouraged to observe our programs in action, if schedules so allow. Arrangements for visits or tours should be made in advance by contacting the Director at the Technical Center. All visitors must check in at the office.

STUDENT STORE

The Lex La-Ray Marketing class manages a student store. Refreshments are sold during scheduled breaks. **ALL FOOD AND DRINK SHOULD BE KEPT IN THE BREAK AREA.** Please dispose of trash in the containers provided, and stay within the time limits assigned to the class. We also ask that students recycle aluminum cans in the designated recycling container.

STUDENT CONDUCT

Your conduct is not expected to be a problem, as all of you are selected based on your interest and ability to pursue a Career and Technical Education. If a problem should occur, consequences will be administered based on the Lexington R-V Student Code of Conduct. (See Lexington R-V Board Policy JG-R)

SENDING SCHOOL BUS

For students from sending schools, conduct on the bus ride to and from the Technical Center is monitored by your sending school. Please report any concerns to your high school principal.

USE OF TOBACCO

The Lexington R-V School District is a “Smoke-Free” Campus. Students are not permitted to carry (have in their possession) or use tobacco in any form while on school property. This includes sitting in automobiles or standing on school parking lots. Failure to abide by this rule could lead to suspension.

DRUG ABUSE

Because of the physical, emotional, and legal consequences involved in the illegal use, sale, or possession of drugs or alcohol, you are prohibited from such involvement in or on the school premises or at school sponsored activities. Suspicion could result in a search.

STUDENT GRIEVANCE PROCEDURE

Students who have complaints or concerns regarding discrimination should handle their grievance in the following manner:

- Level I - File complaint with the Director of the Technical Center.
- Level II - Appeal to Lexington R-V Compliance Coordinator.
- Level III - Appeal to Lexington R-V Superintendent of Schools
- Level IV - Appeal to Lexington R-V School Board, through the Superintendent of Schools. If the concern or complaint is not resolved at any one level, the student may take it to the next level. (See Lexington R-V Board of Education Policies AC and AC-R)

VIDEOS AND PUBLICATIONS PERMISSION

The Lex La-Ray Technical Center (Lexington R-V School District) is involved with many innovative programs and we are often asked to share information with other groups and organizations. We may elect to videotape or take photographs of students engaged in a particular learning activity. These videotapes or photographs will be used for educational purposes to promote the value of career education.

Photographs may be used in newspaper articles, brochures, our web page and other promotional items. Parents need to specify to the Director of the Technical Center (within 30 days from the start of school), in writing, if they would prefer that their child not be part of these promotions. If you have any questions, please call the school office at 660-259-2264.

HAZING AND BULLYING

The Lexington R-V School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with Policy JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying should promptly report such incidents to a school official. (See Lexington R-V Board Policy JFCF)

NETWORK ACCEPTABLE USE POLICY

The Lexington R-V School District provides students and staff with a service called "the network." The network is a computer service which includes the use of computers, servers, and the Internet.

Learning is enhanced through technology's endless possibilities. Students and teachers have opportunities to gather information, communicate with people all over the world, and create their own products. However, some of the network's systems may contain offensive material. Even though it is impossible to have control over all the information on the network, the district has in place several ways to prevent access to inappropriate materials and to provide for a positive, productive educational experience.

The privilege of using the network is conditional upon following these guidelines and rules outlined in the Network Acceptable Use Policy. See Lex La-Ray Technical Center Policy manual located in each classroom. A copy is also available in the office.

The district has the right to restrict or terminate network access to any or all users at any time and for any reason. The district further has the right to monitor network activity in any form that it sees fit in order to maintain the integrity of the network.

STUDENT ORGANIZATIONS

At Lex La-Ray, we are committed to developing future leaders for our country and its workforce. Therefore, we strongly support the following student organizations and their excellent leadership opportunities.

DECA - is a state and national organization available to all marketing education students

FBLA - is a club for high school students who are enrolled in or have taken a business class.

SKILLS USA - is the student organization available to all areas of the school, which offer instruction in the following trades; Collision Repair , Automotive Technology, Building Trades/Cabinet Making, Health Occupations, Computer Maintenance and Networking, Industrial Welding and Manufacturing and Engineering Technology.

FFA - is one of the strongest organizations in the United States. The primary purpose of FFA is to develop leadership in students interested in agricultural related careers.

FCCLA - is a student organization for young men and women in family and consumer sciences education through grade 12.

NATIONAL TECHNICAL HONOR SOCIETY - recognizes high school students who have achieved success in both their classes at Lex La-Ray and at their home schools. Students become eligible after the completion of their first semester of study.

INTERNSHIP PROGRAMS

The basic goal of Lex La-Ray is to prepare individuals for career success

through the development of marketable knowledge, skills and attitudes. Our internship program is an excellent way to accomplish this goal.

Through a cooperative internship agreement, students may be placed in a community work setting prior to the completion of the school year for part of or all of the second semester. The primary purpose of this arrangement is to allow the student who already possesses extensive skill training to use those skills in an employment setting.

Students can expand and enrich training through additional employment activities. The internship program can smooth the transition from school to the labor market and provide a valuable opportunity to acquire experience while still having the support of the Technical Center staff.

Students wishing to participate in an internship must meet established selection criteria and apply through their instructors at least one (1) month before they plan to begin working. Internship application packets are available in the office.

APPRENTICESHIPS

Through the Construction Apprenticeship Tech Prep Consortium, students enrolled in the Building Trades and Industrial Welding programs at Lex La-Ray have the option of signing a letter of intent which will enable them to go directly into the Carpentry or Ironworker Apprenticeship programs upon graduation from high school. Advantages of this program include a head start in apprenticing to a life-long career, the ability to use and improve your skills in a practical way, and the opportunity, upon completion of the probationary period, to earn up to 65% of journeyman pay.

Eligibility requirements for the apprenticeship agreement include:

1. Maintain at least a "C" average in your course at Lex La-Ray.
2. Maintain attendance at or above 95%.
3. Attain minimum skills, as required by your training course and the apprenticeship program.
4. Agree to testing for the determination of skills learned at Lex La-Ray. Students will receive apprenticeship credit hours for these acquired skills.
5. Abstain from drug use and willingly participate in drug testing at those times established by the apprenticeship coordinator.

PASSPORTS

Lex La-Ray was one of the first schools in Missouri to implement the "Passport System". When you complete your program under the specified guidelines, you will receive a leather-bound portfolio containing the necessary credentials to become successfully employed. The portfolio will contain your resume, a letter from the Director of the Technical Center attesting to your qualifications, and a certificate of completion for your program area. The portfolio also contains some extra inserts for your high school diploma, transcript, grade cards, and any other awards you may have received.

To qualify for a passport, you must complete your entire program and maintain at least an 80% grade average in your Tech Center coursework; while missing no more than 10 days per year. Passports are awarded at the awards ceremony held each spring. Students not qualifying for a Passport may qualify for a Certificate of Completion.

COLLEGE CREDIT OPPORTUNITIES

Through cooperative agreements with the Metropolitan Community Colleges in Kansas City and with State Fair Community College in Sedalia, students may receive an advanced start in college for Technical Center training.

These **Articulation Agreements**, provide a smooth transition from Technical Center programs to college. This eliminates duplication of instruction when you enter college and allows completion of college programs in less than regular time and at less expense! Students interested in receiving articulated credits must maintain a "B" average in their Technical Center courses and must meet program prerequisites established by participating colleges.

The Technical Center currently has **Dual Credit Enrollment Agreements** in Automotive Technology and Industrial Welding. Manufacturing and Engineering Technology students can earn credit by exam. This means a student enrolled in one of these classes at Lex La-Ray may receive college credit at one of the participating Colleges. Students must meet guidelines established by colleges to be eligible for dual credit.

For more information contact the Lex La-Ray Technical Center Counselor.

SCHOLARSHIPS

Each year Lex La-Ray recommends students to receive scholarships based on the following criteria:

1. Excellence in acquiring the knowledge, skills and attitudes taught in the Technical Center program.
2. Potential for success in chosen occupation.
3. Completion of the scholarship application process. Technical Center counselors and instructors will keep students informed of the application procedures and deadlines for these scholarships.

LEX LA-RAY SCHOLARSHIPS

Students who have completed training on a secondary level at Lex La-Ray who wish to acquire advanced skills on a post-secondary basis at Lex La-Ray Technical Center are eligible for a \$500 scholarship which may be applied to their post-secondary tuition expenses. Instructor's recommendation is required.

NOTICE OF NONDISCRIMINATION

Applications for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Lexington R-V School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Lexington R-V School District's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972, 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the American with Disabilities Act of 1990 (ADA) is directed to contact the Director of Special Services at the following address:

100 S. 13th
Lexington, MO 64067
(660) 259-4369, ext. 204

The Director of Special Services has been designated by Lexington School District to coordinate the district's efforts to comply with regulations implementing Title VI, Title IX, Section 504, and the ADA.

For assistance with accessibility to our school facilities, programs and activities, please call the school office at (660) 259-2264 ext. 201. For communication auxiliary aid and services, please contact the Technical Center office at (660) 259-2264, ext. 201 or the Board of Education Office at (660) 259-4369, ext. 204. The Lexington School District uses Relay, MO. 1-800-735-2966 (TDD)