



# **Post-Secondary Handbook 2024-2025**

# STAFF

Amy Himbury, Director

Paige Pence, Adult Education Supervisor (Bachelor's in Business Management)

Marcy Pence, Director's Administrative Assistant

Rachel Lautenschlager, Financial Aid Administrative Assistant

# Full Time Faculty

Tammie Smith, Practical Nursing Coordinator (BSN, Western Governor's University)

Michele Hamilton, Practical Nursing Instructor , BSN, Webster University

Rodney Wolken, Automotive Technology, DESE Teaching Certificate University of Central Missouri

John Harden, Collision Repair, DESE Teaching Certificate University of Central Missouri

Each faculty member maintains the required certification through the Department of Secondary Education.

## **LOCATION DESCRIPTIONS**

Lex La Ray Technical Center, 2323 High School Drive, is located in Lexington, MO. This building is nestled in between the Lexington High School and the Lexington Middle School. LLRTC houses 6 programs in its main building and 2 in outer buildings. Each program has a classroom with an adjoining workshop. In the main building the programs housed are Agriculture, Industrial Welding, Culinary Arts, Collision Repair, Automotive Technology, Practical Nursing and Health Occupations. In one outer building located directly south of the main building LLRTC's Computer Maintenance and Networking program is housed. In the other outer building located southwest of the main building LLRTC's Building Trades Program is housed. In addition to the outer buildings, LLRTC has a greenhouse located next to the parking lot for our Agriculture programs. LLRTC has 4 administrative offices, a media center, a break/snack area, and a conference room. Each program has a shop area or lab that houses equipment needed to learn the skills required in the workforce.

## **POST-SECONDARY HANDBOOK 2024-2025**

This handbook provides basic information and offers a general description of various aspects of the Post-Secondary programs at Lex La-Ray Technical Center.

It is subject to change.

Before using the information herein for major decisions, please contact the Adult Education Supervisor.

### **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), 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:

2323 High School Drive  
Lexington, MO 64067  
(660) 259-4369

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. For communication auxiliary aid and services, please contact the Technical Center office at (660) 259-2264 or the Board of Education Office at (660) 259-4369. The Lexington School District uses Relay, MO. 1-800-735-2966 (TDD)

### **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 about our programs with other groups and organizations. We may elect to videotape or take photographs of students engaged in a particular learning activity. These videotapes/photographs will be used for educational purposes to promote the value of vocational education.

The photographs will be used in newspaper articles, brochures and possibly on our school web page. Students need to specify to the Director of the Technical Center (within 30 days from the start of school), in writing, if they would prefer not to be part of these groups which may be

videotaped and or photographed for educational purposes in the school setting. If you have questions, please call the school office at 660-259-2264.

## **LOCATION ADDRESSES**

Lex La Ray Technical Center  
2323 High School Drive  
Lexington, MO 64067

## **STAFF CONTACT INFORMATION**

Amy Himbury, Director – Ext. 6002  
ahimbury@lexington.k12.mo.us  
Paige Pence, Adult Education Supervisor – Ext 6005  
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Marcy Pence, Director Secretary – Ext. 6001  
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Rachel Lautenschlager, Adult Education/Financial Aid Assistant – Ext 6003  
rlautenschlager@lexington.k12.mo.us

The above personnel can assist students and program applicants in obtaining information on financial aid, LLRTC, completion/graduation rates, security policies & crime statistics.

# Lexington R-V School District Calendar

2024-2025

Aug-24				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

5th & 6th—New Teacher Academy  
 14th - 16th—All Teacher In-Service  
 19th & 20th—Teacher Work Day  
 19th—Open House  
 21st—First Day of School

Sep-24				
Mo	Tu	We	Th	Fr
	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

2nd—No School—Labor Day  
 27th—Homecoming—Early Dismissal 12:45 LMS/LHS;  
 1:00 ECC/LBS \*Staff Full Day\*  
 30th—No School—Teacher In-Service

Oct-24				
Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

23rd—Full Day—Parent/Teacher Conferences 3-7 pm  
 24th—Early Dismissal 12:45 LMS/LHS; 1:00 ECC/LBS  
 \*LRTC—Full Day\*  
 Parent/Teacher Conference 1-7 PM  
 25th—No School

Nov-24				
Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

1st—No School—Teacher In-Service  
 25th—No School—Teacher In-Service  
 26th—No School—Teacher Work Day  
 27th-29th—Thanksgiving Break

Dec-24				
Mo	Tu	We	Th	Fr
	2	3	4	5
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

23rd-31st—Winter Break

Jan-25				
Mo	Tu	We	Th	Fr
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

1st - 3rd—Winter Break Continued  
 6th—No School—Teacher In-Service  
 7th—No School—Teacher Work Day  
 20th—No School—Martin Luther King Jr. Day

Feb-25				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

17th—No School—President's Day

Mar-25				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

12th—Full Day—Parent/Teacher Conferences 3-7 pm  
 13th—Full Day—Parent/Teacher Conferences 3-7 pm  
 14th-21st—No School—Spring Break

Apr-25				
Mo	Tu	We	Th	Fr
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

17th—No School—Teacher In-Service  
 18th - 21st—No School—Easter Break

May-25				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

18th—Graduation  
 22nd—Last Day of School  
 Early Dismissal 12:45 LMS/LHS; 1:00 ECC/LBS  
 \*Staff Full Day\*

- First Day of School
- New Teacher Work Day
- Teacher Work Day
- Teacher In-Service
- No School (Students & Teachers)
- End of Quarter Grading Period
- Parent/Teacher Conferences
- Student Early Dismissal 12:45:1:00 - Full Staff Day
- Last Day of School - Full Staff Work Day
- Student Early Dismissal 12:45:1:00pm

Staff Days - 179      Student Days - 165 (1083 Hours)  
 State Requirement - 1044  
 Built in Hours - 39

Required make up days/times over 39 hours will be determined by the School Board, according to state guidelines.

Board of Education Approval Date: January 17, 2024

## 2024-2025 Post-Secondary Program Costs

Program	Full-time	Part-time	App. Fee	LLRTC Fees	Shop Fee	Total for Part-time	Total for Full-time
Culinary Arts	\$ 6,600.00	\$3,300.00	\$ 25.00	\$ 63.00	\$400.00	\$3,788.00	\$7,088.00
Industrial Welding	\$ 6,600.00	\$ 3,300.00	\$ 25.00	\$ 63.00	\$ 400.00	\$ 3,788.00	\$ 7,088.00
Collision Repair Technology	\$ 6,600.00	\$ 3,300.00	\$ 25.00	\$ 63.00	\$ 465.00	\$ 3,853.00	\$ 7,153.00
Automotive Technology	\$ 6,600.00	\$ 3,300.00	\$ 25.00	\$ 63.00	\$ 245.00	\$ 3,633.00	\$ 6,933.00
Building Trades & Cabinets	\$ 6,600.00	\$ 3,300.00	\$ 25.00	\$ 63.00	\$ 245.00	\$ 3,633.00	\$ 6,933.00
Computer Mtnc & Networking	\$ 6,600.00	\$ 3,300.00	\$ 25.00	\$ 63.00	\$ 295.00	\$ 3,683.00	\$ 6,983.00
Early Childhood Professions	\$ 6,600.00	\$ 3,300.00	\$ 25.00	\$ 63.00	\$ 465.00	\$ 3,853.00	\$ 7,153.00
Practical Nursing	See Practical Nursing Program Cost Sheet						\$ 18,110.00

Institutional Fees include: Parking, Field Trips & SkillsUSA Membership (FCCLA Dues for Early Childhood) and drug test.

## APPLICATION ADMISSION REQUIREMENTS

The following requirements must be met to apply to LLRTC 924 Clock Hour Programs:

1. Must be 18 years of age by class start date
2. Must provide Official Copy of High School Transcript or 12th Grade GED Certificate
3. Provide transcripts from any other post-secondary institutions attended
4. Complete application and pay a \$25.00 application fee
5. Pass background check
6. Provide Social Security Card

\*Any concerns regarding the validity of a High School Graduation Transcript will be addressed by a Staff Member completing any or all of the steps below:

- Compare high school name with those provided on the FAFSA.
- Contact the State Dept. of Education in the state the high school is located.
- Contact the high school to request written verification of the student's attendance and graduation.

The programs offered at LLRTC are all-inclusive programs. As such, the programs are not structured to accept transfer of credits/clock hours earned previously; nor will enrolled students be able to transferred clock hours attended to other schools or programs.

The successful completion of Safety Modules is required during the first week of classes. Students who attempt to enroll after the first week of school may be denied admittance because they would not be able to complete the Safety Modules.

### **ABILITY TO BENEFIT**

The LLRTC does not offer Ability-to-Benefit. For students who “first enroll in a program of study on or after July 1, 2012,” and who do not have a high school diploma or its recognized equivalent or who have not completed a homeschool program, the Consolidated Appropriations Act, 2012 (Public Law 112-74) eliminates the ability-to-benefit (ATB) alternatives.

### **IMMUNIZATIONS & VACCINATIONS**

It is the policy of the Lexington R-V School District that all students attending the district schools shall be immunized in accordance with law. All LLRTC students must adhere to this policy. For further details see Lexington R-V School Board Policy JHCB.

### **STUDENT ACCOMMODATIONS POLICY**

Lex La-Ray Technical Center has a policy of providing reasonable accommodations to qualified students with a disability according to Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act to ensure that there will be no discrimination on the basis of disability. Accommodations are adjustments made for students with disabilities in order to allow them to access the same education experiences as their peers.

1. The student with a disability who requires accommodations must request accommodations in writing and must also provide appropriate medication documentation. The written request and appropriate documentation shall be directed to the Program Coordinator. **It is the student’s responsibility to initiate the request for accommodations. Students are encouraged to request accommodations and submit documentation at least two weeks prior to the first day of school.** Under no circumstances, however, will an accommodation be denied on the basis of the date the student first requests the accommodation. Requests for accommodations may be made at any time.
2. Students with a disability are responsible for providing documentation from the appropriate medical or psychological personnel in conjunction with the student’s request for accommodations.
  - a. Students are responsible for any charges incurred while obtaining documentation.
  - b. Policies for required documentation vary according to the disability. The documentation must clearly identify the disability and provide sufficient information regarding the limitations of the disability in order to permit Lex La-Ray Technical Center to make a determination as to whether the requested accommodations are appropriate. Lex La-Ray Technical Center will be responsible to determine based upon the evaluative data, what those accommodations should be.



- c. Documentation of disability should be mailed or faxed by the professional to the attention of the Program Coordinator at Lex La-Ray Technical Center Health Science Annex at 817 South Business Hwy 13, Lexington, MO 64067 or faxed to 660-259-2688. The documentation may also be hand delivered by the student in a sealed company envelope with the professional's signature across the seal.
3. Accommodations will be determined based upon the documentation of the disability. It is important to have the documentation state how the disability affects academic performance. Students who believe that they would like additional accommodations must make the request in writing to the Program Coordinator. These will be considered on a case-by-case basis, and decisions may involve various personnel (for instance, the Technical Center Director, Vocational Resource Education Specialist, faculty and the student).
  4. **It is in the best interest of students requiring classroom accommodations to attend the first class before scheduling a meeting with the coordinator to determine the accommodations for the course.**
  5. After accommodations have been established by the Program Coordinator, a letter will be presented to the student describing the accommodations for which he/she qualifies to receive. A confidential letter will also be presented to the instructors describing the accommodations for which the student qualifies.
  6. Students who are experiencing unresolved problems receiving appropriate accommodations should contact the program coordinator as soon as possible.
  7. Students with latex allergies should be aware that the potential for latex exposure exists in classroom and clinical activities. It is the student's responsibility to notify the Program Coordinator of such allergy. When possible, the program faculty will alert the student to potential latex exposure, and if available, will provide non-latex substitutions. While faculty will make every effort to keep the student informed, it is the student's ultimate responsibility to maintain vigilance for potential exposure.

## **ATTENDANCE**

To meet the minimum number of clock hours for successful Program completion a Post-Secondary Student cannot miss more than 32 hours per semester. Unless documentation of extreme extenuating circumstances can be provided, (see below) students who exceed 32 hours of absence will be expelled.

Maximum hours absent are cumulative and CANNOT be carried over from one semester to the next. Just like a job, the student is responsible for deciding when to attend or not attend class. There are no excused absences for Post-Secondary Students. If the student is in class they are counted as present, if they are not in class or at an approved internship site, they are counted as absent. To assist students in tracking days absent, days tardy, and early checkouts the Adult Education Supervisor will periodically issue written attendance reports to the student.

To accurately record time spent in the classroom, students arriving after the first bell or leaving before the last bell will be required to sign in/out at the office. The date and time will be recorded and the time missed applied to the student attendance record.

## **EXCESSIVE TARDIES or EARLY OUTS**

Tardies or early checkouts will be considered excessive if they meet one of the following criteria:

- Student arrives in the classroom after the morning bell more than five times in a one month.
- The internship site reports the student arrived at the approved internship site after the designated start time more than five times in one month. The time of arrival will be determined by the internship site supervisor.
- Student checks-out/leaves prior to the final bell more than five times in one month
- The internship site reports the student left prior to the designated end time more than five times in one month. The time of departure will be determined by the internship site supervisor. Early departures initiated and/or approved by the internship site supervisor do not count toward the five.

If any of the above criteria are met the following procedure will be applied:

FIRST INCIDENT – The Adult Education Supervisor will meet with the student and discuss the attendance issue and all applicable policies and procedures.

SUBSEQUENT INCIDENT/NOTIFICATION – The Adult Education Supervisor will meet with the student and provide written notification of an Out of School (or internship site) Suspension for the following class/internship day. The hours for this one day will be deducted from the student’s attendance.

### **EXTREME EXTENUATING CIRCUMSTANCES**

Unless documentation of extreme extenuating circumstances can be provided, students who exceed 32 hours of absence will be expelled. If a student has extenuating circumstances that prevent attendance they must schedule a meeting with the Adult Education Supervisor. Make up time (see below) may be approved on a case-by-case basis. Documentation of the circumstances, which prevented attendance, will be required. Previous attendance, classroom performance and any disciplinary actions on record will play a large role in the decision to grant make-up time. Extreme extenuating circumstances may include, but are not limited to hospitalization, chronic illness, death in the immediate family, or jury duty. Immediate family is defined to include:

- The student’s spouse
- The following relatives of the student or the student’s spouse: parents, children, children's spouses, grandparents, grandchildren, siblings and any other family member residing with the student
- Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.

If a student is granted make-up time for extenuating circumstances, an Attendance Agreement must be signed to outline the schedule and terms for the make-up time. The hours agreed

upon must be logged within 45 days of the Attendance Agreement signature date or by the end of the current semester, whichever occurs first.

### **MAKE UP TIME**

Make up time may be granted in the case of extreme extenuating circumstances or to students who wish to improve their attendance record. The approval of make-up time will be determined on a case-by-case basis by the Adult Education Supervisor and the Instructor. Previous attendance, classroom performance and any disciplinary actions taken will play a large role in this decision. Time will be made up during the Saturday Make-up sessions scheduled for secondary students. Post-Secondary students are responsible for signing up to participate in the Make-up session and getting a relevant assignment from their instructor to complete during the session. Individual instructor/classroom policies will determine if the make-up time will also qualify the student to regain all or some of the daily points for the day missed.

If Saturday make-up sessions are not a reasonable option for a student, the instructor and Adult Education Supervisor may consider setting an alternate make-up schedule to include job related events and activities. The make-up hours included in the alternate schedule will not exceed the potential make up hours provided through the remaining Saturday Make-up sessions for the school year. A student who is allowed to be on an alternate make-up schedule will not be allowed to attend additional make-up hours during the Saturday make-up sessions. All acceptable make-up hours will be outlined on the Alternate Schedule Form.

### **LEAVE-OF-ABSENCE/EXCUSED ABSENCE**

The Programs at LLRTC are based on a clock hour system. This system, unlike college credit hour systems, requires the student to not only meet the minimum grade and competency requirements, but to also attend a minimum number of clock hours for successful Program completion. For this reason, Post-Secondary Students cannot be granted a leave of absence or excused absences.

### **SATISFACTORY ACADEMIC PROGRESS (SAP)**

See Financial Aid Handbook.

### **Title IV Eligible Programs at LLRTC**

<b>Program</b>	<b>Total Program Length</b>
Practical Nursing	1357 clock hours
Automotive Technology	924 clock hours
Collision Repair	924 clock hours

Full time students in all programs (except PN) complete the clock hours during a nine month period from mid-August to mid-May. Half time students attend for two consecutive nine month terms from mid-August to mid-May. The Practical Nursing students complete the course clock hours during a 10 ½ month period from late-August to early July.

## GRADES

### LLRTC Post-Secondary Grading Scale (by percentages)

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

## COMPETENCIES, COMPLETION, CERTIFICATION & PASSPORTS

Post-Secondary students must master core competencies and additional competencies required for adult students at a minimum of 80%.

**A certificate will be awarded to students who meet the following guidelines:**

1. Attendance – **a student cannot miss more than 6 days per semester.**
2. Performance – a student must maintain an overall grade average of 78% or better for each semester completed.
3. Competency completion – completion of competencies at 80%.

**A passport will be awarded to students who meet the following guidelines:**

1. Attendance – **a student cannot miss more than 3 days per semester.**
2. Performance – a student must maintain an overall grade average of 85% or better for each semester completed.
3. Completion of competencies at 85% or higher.

Students must follow the assignment and competency deadlines outlined in the Course Syllabus to ensure timely achievement of the Program Completion Requirements. Full-time students must complete the Program Completion Requirements within one, nine-month school year. Part-time students must complete the Program Completion Requirements within two consecutive, nine-month school years.

### INCOMPLETES

Courses that are not fully completed by the student will be marked as “incomplete” on the transcript and no final score will be issued.

### NON CREDIT REMEDIAL COURSES

Any course taken at LLRTC that is not part of a full-length program (500+ clock hours) is considered to be non-credit or remedial. These courses are not eligible for Title IV funding.

## TRANSFERS

**924 Clock Hour Program students:** Due to the nature of our programs, LLRTC does not accept transfers from another institution. Students cannot transfer credits from another institution. Students are not allowed to transfer from one program to another within the institution.

Previous transcripts will be reviewed for VA students. However, due to the nature of our programs prior classes will not replace courses within the program or give students advanced placement in the courses.

**Practical Nursing students:** Based on the "State of Missouri Minimum Standards for Accredited Programs of Practical Nursing"

statement 4 CSR 200-3.090-Students-Transfer "Students shall complete the comparable requirements for graduation as other members of the graduating class." The following policy has

been developed regarding applicants for transfer into the practical nursing program.

1. The applicant shall request their former Practical Nursing Program to send an OFFICIAL transcript to this program for evaluation by the Coordinator.
2. The applicant will not be required to repeat a course that has been satisfactorily completed, using the same evaluation scale as this Program, and in which the hours and content were the same or greater than the content in this program. The applicant must have completed said courses within a period of 12 months prior to transfer.
3. The applicant MUST challenge any course previously completed by successfully passing the comprehensive examination from this program with a minimum of 78%. The coordinator will provide a course outline to the applicant, which covers course content.
4. The applicant may only transfer into this Program at the point of beginning semesters (or levels). Applicants will not be accepted at any other time.
5. The applicant will have three (3) references (one reference must be from his/her former school Coordinator indicating reason for withdrawal and two (2) professional references. No references from family accepted.
6. The applicant must meet all admission criteria.
7. Employee Disqualification List: If the applicant is on the employee disqualification list, he/she is ineligible for completing clinical experiences and therefore unable to complete the requirements for this program. If the student is added to the list or found to be on the list during the course of the program, the student will be immediately terminated from the program.
8. The tuition for the program will be dependent upon the time of entry into the program. The Director of the Technical Center shall make this decision. Additional costs of the program are uniforms, textbooks, and other supplies as deemed necessary.

Previous transcripts will be reviewed for VA students. However, due to the nature of our programs prior classes will not replace courses within the program or give students advanced placement in the courses.

### **WITHDRAWAL OR TERMINATION**

Withdrawal: Students withdrawing from school must contact the Adult Education Supervisor and submit a written statement giving the reason, within five days of their last date of attendance. A student who withdraws from a LLRTC Program may re-apply through the complete admissions process for the following year.

Dismissal: Students may be terminated because of (1) unsatisfactory academic progress as defined by certification guidelines (2) misconduct (3) non-payment of tuition/supplies/fees or (4) poor attendance. Dismissal notice will be issued in writing to the student & an exit conference will be held to discuss all financial obligations & options. Students who are dismissed may re-apply the following year unless reason for dismissal disqualifies the student.

### **TUITION REFUNDS FOR WITHDRAWN/TERMINATED STUDENTS**

Tuition paid out-of-pocket will be refunded on the following schedule:

- Prior to first day of class – full refund
- Requested 1 to 13 days after class start date – 75% of amount paid
- Requested 14 to 29 days after class start date – 50% of amount paid
- Requested 30-44 days after class start date – 25% of amount paid
- Requested 45 days and beyond – no refund

Refunds are not given on any fees after the first day of class.

Title IV funding refunds will be processed according to federal regulations. All other scholarship and grant refunds will be processed according to the policies and regulations of the individual funding source. Refunds due to any student will be mailed to the address on file within 10 business days of the last day of attendance. If the check is returned to the sender with no forwarding address information, the funds will be retained by Lex La-Ray Technical Center.

### **STUDENT ACCOUNT BALANCES FOR WITHDRAWN/TERMINATED STUDENT**

Please see the Financial Aid Handbook for details on policies regarding monies due to the school when a student withdraws or is dismissed. The return of Federal or other outside funding may result in balances on a Student Account. A Payment Plan may be required to pay off any balance owed to LLRTC.

### **PROPERTY OF WITHDRAWN STUDENTS LEFT AT SCHOOL**

It is not uncommon for students to work on personal projects in the shop/lot areas. If a student withdraws or is dismissed and leaves personal property in the shop/lot, they will have 30 days from the last date of attendance to remove the items. The student must make an appointment with the Instructor or Adult Education Supervisor to enter the shop/lot and remove the items.

If the items are not removed within 30 days they will become the property of Lex La-Ray Technical Center.

### **DISCIPLINARY PROCEDURE**

The following Disciplinary Procedure does not apply to issues regarding attendance. See ATTENDANCE section for procedures regarding that issue. Below is the procedure for all other disciplinary issues:

1. Meeting with Instructor and Adult Education Supervisor to issue a Verbal Warning and notice of applicable consequences\*.
2. Meeting with Adult Education Supervisor and LLRTC Director to issue a Written Warning for personal file and notice of applicable consequences\*.
3. Termination from program issued to the student in writing

**\*Consequences will be administered based on the Lexington R-V Student Code of Conduct. (See Lexington R-V Board Policy JG-R)**

### **SEXUAL HARRASSMENT**

Sexual harassment will not be tolerated. See school board policy AC and regulation AC-R.

### **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)

### **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 Board Policy JFG)

### **CHEATING**

Cheating, in any form, will not be tolerated. This includes misrepresentation of assignments, using whiteout to replace names, etc. If a student is found cheating, Lex La-Ray Technical Center will consider this action grounds for dismissal.

### **DRESS-CODE**

As post-secondary students will share a classroom with secondary students, the Secondary Handbook Dress Policy will be followed. Students will dress in a manner that will not be distracting or disruptive to the educational environment. Teachers and administrators will determine whether a student's dress or appearance is distracting or disruptive to the educational process. All dress must be appropriate, promote good health and safety, and enhance a positive school environment. The following guidelines are to advise students of acceptable dress while at school:

1. Messages on clothing, jewelry, and personal belongings that relate to drugs, alcohol, tobacco, sex, vulgarity, violence or violent acts, or that which reflects adversely upon personas because of their race, sex, color creed, national origin or ancestry are not permitted.
- 2) All clothing must be worn appropriately. Clothing or appearance that sets an individual or group apart (gang-related) from the rest of the LEX LA-RAY student body is not permitted.
- 3) Specific items that are prohibited are hats and/or head coverings (except those worn for religious purposes), wallet chains, chains that connect piercings, chains that connect from one part of the clothing to another part of the clothing, and soft soled house slippers.
- 4) No tops with spaghetti straps (two inches width required), halter tops, see-through tops, low cut tops, sleeveless shirts with loose-fitting arms, or midriff tops (no bare midriffs). When student is standing, the shirt must touch the top of the jeans, slacks, shorts or skirt.
- 5) No mesh shirts unless they are fully lined. No undergarments of any kind may be visible.
- 6) Shorts and skirts must be appropriate length (fingertip). Holes in clothing above the fingertips are not allowed.
- 7) Any clothing that is determined to be too revealing or is determined to be harassment is also prohibited.

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 (see #3 above). Failure to adhere to policies may result in loss of lab time or possible removal from the program.

Should a student refuse to comply with the policies, the student will be asked to change clothes or leave class for the day.

### **TELEPHONE CALLS/CELL PHONES/VISITORS**



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. Adult students are asked to avoid class disruptions and discuss cell phone usage with the instructor.

All visitors are required to sign in at the LLRTC Office. Visitors will not be allowed to interrupt class. If a student has a visitor in the Office while class is in session, the Instructor may or may not grant permission for the student to go to the Office. Student may be required to Check Out during this visit. See ATTENDANCE for additional details on Check Outs.

## **TOBACCO USE**

The Lexington R-V School District is a Tobacco-Free facility and campus; this includes electronic simulation devices such as, but not limited to, electronic cigarettes or imitation chewing tobacco. It is required that Post-Secondary Students leave campus if using tobacco products during breaks. Students are not permitted to have in their possession or use tobacco in any form while on school property. This includes sitting in automobiles or standing in school parking lots.

## **DRUG FREE WORKPLACE POLICY AND DRUG AWARENESS PROGRAM**

Lexington R-V School District (Lex La-Ray Technical Center) realizes the importance of providing a safe and healthy work place. For these reasons, we are committed to a drug-free workplace and to protect the health and safety of our employees and students from the hazards caused by the use or abuse of alcohol and drugs by other employees and students.

Accordingly, we have adopted the following policy and rules with respect to employee and student involvement with alcohol, illegal drugs and other controlled substances. This policy and these rules apply to all employees and students.

## **POLICY ON ALCOHOL AND DRUGS**

It is not the intent of the Technical Center to intrude into the private lives of our employees and students; however, drug use and dependency can dramatically affect safety in the workplace. You should know that under this policy:

1. The Lexington R-V School District is concerned with the health, welfare and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of

drug-related paraphernalia is also prohibited. When it is evident that an student has consumed alcoholic beverages or controlled substances off school property before or during class hours, internship, or any other school related activities, the student will be subject to a drug screening

2. Any employee or student who is convicted of a criminal drug statute for violation occurring in the workplace must notify the Vocational Administrator no later than 5 days after such conviction. Conviction means a finding of guilt or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal and State criminal drug statutes. Criminal drug statutes include Federal or (continued next page) non-Federal criminal statute involving the manufacture, distribution, dispensation, possession or use of any controlled substance.
2. An employee or student who violates any of the above rules and/or is convicted of a criminal drug statute will be subject to severe disciplinary action, which may include termination of employment or schooling.

### **Lex La-Ray Technical Center Drug Testing Policy**

Post-Secondary Students in the Lex La-Ray Technical Center Programs are given the opportunity to work with a variety of potentially dangerous equipment and tools. Post-Secondary enrollment in the LLRTC Programs also means that the Adult Students will be working closely with minors around this equipment. It is the purpose of this policy to protect from harm the Post-Secondary Student, the minor Students, and LLRTC Staff Members. The Lexington R-V Board of Education deems all Post-Secondary students should be subject to drug testing randomly and under circumstances where such students are reasonably suspected of being under the influence of illegal drugs or alcohol.

**Definition of Illegal Drugs:** Illegal drugs are drugs or drug-like substances for which the sale, use, distribution or possession is unlawful and includes, but is not limited to all controlled substances defined in Chapter 195 RSMo and alcoholic beverages. Illegal drugs include prescription drugs which may be used by someone other than the prescription holder or in a manner or quantity other than prescribed.

**Other Drug Policies:** In addition to this policy, Post-Secondary students shall be subject to the drug policies of those Internship sites to which such students are assigned as part of the program. Students are subject to such other drug policies while on the premises of those other clinical sites and are subject to termination from LLRTC for violating such other drug policies.

**Drug Screening:** When the observation of a supervisor or other objective circumstances permit the reasonable suspicion that a Post-Secondary student is under the influence of illegal drugs during school hours or on the premises of an Internship site, such student will be required by his/her supervisor to submit to breath analyzer, urine, blood and/or other screening tests for the presence of illegal drugs within two (2) hours of the incident which generates the

reasonable suspicion. Drug tests may be conducted on school premises by a nurse or at a third party testing facility. Such student will be suspended from class and/or Internship pending results of the drug/alcohol screening.

If the student has a confirmed positive result for illegal drugs as defined in this policy, said student will be immediately terminated from LLRTC. In addition, the student will be responsible for the screening costs.

If it is determined that the tested student provided an adulterated urine specimen, immediate termination will occur and said student will be responsible for the screening costs.

Any student, who refuses to submit to drug screening after having been asked to submit to such test based upon reasonable suspicion and after having been warned of the consequences of such refusal, will be immediately terminated.

If the results of a drug screening are negative, the student will be allowed to return to class immediately upon receipt of the test results. When test results are negative, the student will not be required to reimburse the Practical Nursing Program for the screening costs.

Any student terminated from the Lex La-Ray Technical Center due to a positive test for illegal drugs will be allowed to apply for readmission to the Program after a twelve (12) month interval. Upon re-application, said student will be required to submit to a test for illegal drugs at student expense as an additional condition of admission. If the test results are negative, the applicant may be accepted into the Program. Should results of the test for illegal drugs be positive, said applicant will be denied class admission.

Notice: Students shall be given a copy of this policy and shall be required to sign a receipt for same. The signed receipt shall be placed in the student's file. Any student subject to termination under this policy shall be given written notice of termination as soon as reasonably practical under the circumstances. The written notice shall advise the terminated student that he/she may make written request for an administrative hearing before the Director of the Lex La-Ray Technical Center. If a hearing is requested, it shall be held within 20 days after receipt of written request.

### **EMPLOYEE/STUDENT PROGRAM FOR ASSISTANCE**

The Technical Center recognizes that alcoholism and/or drug use or dependency are generally regarded as medical problems requiring close medical supervision and treatment if there is to be successful rehabilitation. It is the Technical Center's desire and intent to encourage any employee/student with an alcohol or drug dependency to voluntarily enter a drug or alcohol rehabilitation program and/or the Technical Center's employee/student assistance program. Any such employee/student who seeks approved medical attention prior to a violation of this policy will be treated by the Technical Center in the same manner as employees/students with other medical problems. However, where a violation of a drug or rehabilitation program shall not serve to waive the application of disciplinary action which is appropriate for the policy violation.

## COUNSELING

The LLRTC Staff is available to discuss with students concerns they may have. It is best to make an appointment with the faculty member you wish to see if your questions concern a course or clinical experience. If you have personal concerns, adult counseling services are provided by the Technical Center.

### CERTIFIED AGENCIES WHICH PROVIDE ALCOHOL/DRUG COUNSELING, TREATMENT AND/OR REHABILITATION

#### **Lafayette Regional Health Center**

1500 State Street  
Lexington, MO 64067  
(660) 259-2203

#### **Compass Health Network**

*Higginsville Clinic*  
1810 Spruce, Higginsville, MO 64037  
(660) 584-5600  
*Odessa Clinic*  
1278 W Hwy 40, Odessa, MO 64076  
(816) 633-5921

#### **HCC Network and Community Health Centers:**

##### IN-Person:

*Buckner Clinic*  
324 S Hudson St,  
Buckner, MO 64016  
816-249-1521

*Concordia Clinic*  
206 N Bismark St  
Concordia, MO 64020  
660-463-0234

#### **HCC Network and Community Health Centers:**

##### Telehealth:

*Carrollton Clinic*  
718 Harvest Hills Drive  
Carrollton, MO 64633  
660-322-7272

*Independence Clinic*  
17611 E US Highway 24 STE HCC  
Independence, MO 64056  
877-344-3572

*Lexington Clinic*  
811 S Business Highway 13 STE A  
Lexington, MO 64067  
660-251-6440

*Waverly Clinic*  
608 Missouri St  
Waverly, MO 64096  
660-493-2262



## Lexington R-V School District Technology Usage Policy

The Lexington R-V School District's technology exists for the purpose of enhancing 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 increases engagement of students' 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. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

**Definitions:** For the purposes of this policy and related procedures and forms, the following terms are defined:

*Technology Resources* – Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: computers; printers; scanners; fax machines and transmissions; telephonic equipment; mobile phones; audio-visual equipment; Internet; electronic mail (e-mail); electronic communications devices and services, including wireless access; multi-media resources; hardware; and software. Technology resources may include technologies, devices and services provided to the district by a third party.

*User* – Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

*User Identification (ID)* – Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.

*Password* – A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

**Authorized Users:** The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless excused by the superintendent or designee.

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

**User Privacy:** A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

**Technology Administration:** The Board directs the superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources. Administrators of district technology resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may remove,

change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

**Content Filtering and Monitoring:** The district will monitor the online activities of minors and operate a technology protection measure (“content filter”) on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited. The superintendent, designee or the district’s technology administrator may fully or partially disable the district’s content filter to enable access for a nonstudent user for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district’s content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district. The superintendent, designee or the district’s technology administrator may fully or partially disable the district’s content filter to enable access for a nonstudent user for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district’s content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

**Online Safety, Security and Confidentiality:** In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The superintendent, designee and/or the district’s technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All students will be instructed on safety and security issues, including appropriate online behavior and the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct electronic communication. This instruction will occur in the district’s computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

**Closed Forum:** The district’s technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district’s webpage will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district’s technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

**Records Retention:** Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources. The retention schedule must comply with the *Public School District Records Retention Manual* as well as the *General Records Retention Manual* published by the Missouri Secretary of State. In the case of pending or threatened litigation, the district’s attorney will issue a litigation hold directive to the superintendent or designee. The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by the district’s attorney. E-mail and other technology accounts of separated employees that have been placed on a litigation hold will be maintained by the district’s information technology department until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

**Violations of Technology Usage Policies and Procedures:** Use of technology resources in a disruptive, 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. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

**Damages:** All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

**No Warranty/No Endorsement:** The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis.

The district is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

Adopted: 09/13/1995  
04/11/2012

Revised: 12/18/2002; 06/18/2008;

**Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may** subject students to civil and criminal liabilities. Refer to Lexington R-V School Board Policy EGAAA and Board Policy EGAAA-AP for the LLRTC Copyright Policy and Procedures.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws: Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

## **Lex La-Ray Technical Center Post-Secondary TECHNOLOGY USAGE & COPYRIGHT AGREEMENT**

I have read the Lexington R-V School District Technology Usage policy, regulations and etiquette guidelines and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me including, but not limited to, suspension or revocation of my access to district technology or expulsion from school.

I understand that my use of the district's technology is not private and that the school district may monitor my use of district technology including, but not limited to accessing browser logs,



e-mail logs, and any other history of use. I consent to district interception of or access to all communications I send, receive or store using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely. I agree to be responsible for any unauthorized costs arising from my use of the district's technology resources. I agree to be responsible for any damages incurred by my use.

Revised: May 8, 2012

See last page for signature.

## **LEXINGTON R-V SCHOOL DISTRICT Complaints or Concerns C-120-S**

LEXINGTON R-V SCHOOL DISTRICT  
Complaints or Concerns C-120-S

Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to: civil rights, including discrimination, harassment, and retaliation; special education matters including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described above, a complainant should consult with the District's Compliance Officer who will direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District's Compliance Officer:

Title: Assistant Superintendent

Phone #: (660) 259-4369

Email Address: [assistantsuperintendent@lexington.k12.mo.us](mailto:assistantsuperintendent@lexington.k12.mo.us)

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Title: Superintendent  
Phone #: (660) 259-4369  
Email Address: superintendent@lexington.k12.mo.us

All complaints of violation of any law or a District policy or written rule will be promptly investigated by the District, and appropriate action will be taken. Complainants are strongly encouraged to provide their concerns in writing.

#### COUNCIL ON OCCUPATIONAL EDUCATION

For cases where a grievance is not settled at the institutional level, students may contact the institutional accreditor, COE, at the location listed below:

Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
Telephone: 770-396-3898  
www.council.org

#### **MISSOURI DEPARTMENT OF HIGHER EDUCATION COMPLAINT POLICIES AND PROCEDURES**

Exhaustion of Remedies at the Institutional Level

Many issues fall within areas that generally are within the sole purview of an institution and its governing board. Examples include, but may not be limited to, complaints related to student life (such as, student housing, dining facilities, or student activities and organizations) and certain academic affairs (such as the assignment of grades). Moreover, issues or complaints are generally more speedily and appropriately resolved within the grievance channels available at the institution. Face-to-face discussion of the matter through open door policies or other informal means is the preferred starting point. Should that fail, the complainant should use formal dispute resolution mechanisms provided by the institution. Exhaustion of all informal and formal institutional processes, including both campus processes and any applicable system processes, is a prerequisite to filing any formal complaint with the MDHE pursuant to this policy.

#### Process

If a mutually agreeable resolution cannot be reached at the institutional level, the student or prospective student may proceed with the MDHE's formal complaint process. The complaint

must be submitted in writing, using a complaint form provided by the MDHE. It may be mailed or faxed to the department and should include any other supporting documentation. The MDHE will acknowledge receipt of the complaint, either in writing or by email. Such acknowledgment, however, will not constitute a determination that the complaint addresses a law applicable to the institution or otherwise is a complaint covered by the policy. If there is no indication that institutional remedies have been exhausted, the complaint will be returned for that purpose. Filing a complaint pursuant to this policy cannot, and does not, extend or satisfy any statutory deadlines that may apply to filing particular complaints with any other state or federal agency having jurisdiction over such matters.

Complaints that fall within the jurisdiction of the CBHE will be investigated and resolved as appropriate by the relevant unit of the MDHE. Complaints that fall within the jurisdiction of another State agency or are within the purview of an institution's accrediting body will be forwarded to that agency for appropriate investigation and resolution. The agency to which the complaint is forwarded will keep the MDHE apprised of on-going status and final disposition of the complaint. All parties to the complaint will be notified of its resolution by mail.

The MDHE will keep a log of all complaints and record the date received, the name of the complainant, the institution against which the complaint is made, a brief description of the complaint, the agency addressing the complaint, and the date and nature of its disposition.

Note: Prior to initiating this formal process, complainants must first call the MDHE at 573-526-1577 to indicate their desire to file a complaint. At that time, the MDHE will ascertain whether the issue can be resolved through informal means and also determine whether administrative processes available within the institution of concern have been exhausted. If after that screening the complainant still desires to initiate a formal complaint, the MDHE will send the complainant the form to be filled out and returned for that purpose.

## **LLRTC ACCREDITING, APPROVING & LICENSING**

Accrediting and Licensing Agencies:

Missouri Department of Elementary and Secondary Education

Lex La-Ray Technical Center is accredited by the Commission of the Council on Occupational Education

Council on Occupational Education

7840 Roswell Road

Building 300, Suite 325

Atlanta, GA 30350

Telephone: 770-396-3898

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

Missouri State Board of Nursing, licensee for the Practical Nursing (LPN) Exam.

Approving Agencies:

Missouri Coordinating Board of Higher Education  
U. S. Department of Education

Certificates of Accreditation, Approval, and Licensure are available for review on request in the Administrative Office of Lex La-Ray Technical Center.

### **SATISFACTORY ACADEMIC PROGRESS (SAP)**

See Financial Aid Handbook

### **FINANCIAL AID AND FINANCIAL AID REFUNDS**

Refer to the Financial Aid Handbook for information on these topics. Copies are available in the LLRTC Business Office. Contact the Financial Aid Administrator for additional information.

### **SAFETY REGULATIONS AND INSURANCE**

Instructors will cover all safety information with students and pass safety tests before being allowed to enter the classroom. Likewise students will sign a safety pledge that is to remain on file, students may be excluded from shop activities until this form is completed.

The school carries no accident or health insurance. Each student is individually responsible for costs should medical attention be necessary. Should a student become incapacitated while on school property, the school will request that an ambulance transport the student to a local hospital having an emergency room. Cost for transportation and/or treatment will be the student's responsibility.

### **HOUSING AND MEALS**

There will be no housing provided for students.

Meals will not be provided. Students may eat in the Technical Center break area where vending machines are located. Students may also bring lunch or leave the building for lunch.

### **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. Information regarding school cancellation may be obtained through the Lexington R-V School District Website. Students may also sign up for the district Text Alert Program. The following radio and TV stations will be notified and they will broadcast news about Lexington R-V School District closings: RADIO: KMZU (Carrollton) 100.7FM/1430AM, KMMO (Marshall) 102.9FM/1300AM and on KKWK/KMRN (Cameron) 100.1FM/1360AM, Kansas City Radio Stations KSRC 102.1FM, WDAF 610AM, KCUR 89.3FM, KBEQ 104.3FM, KMXX 93.3FM, KFKF 94.1FM, KFME 105.1FM, KMBZ 980AM and the following Kansas City TV stations: WDAF TV-4, KCTV TV-5, KMBC TV-9, KSNF TV-41.

### **LOST AND FOUND**

Articles found should be taken to the office.

## **GAINFUL EMPLOYMENT DATA**

Information regarding Gainful Employment can be found on the LLRTC website:  
[www.lexlarya.com](http://www.lexlarya.com)

## **CLERY ACT**

Clery Act information regarding campus safety statistics can be found on the LLRTC website:  
[www.lexlaray.com](http://www.lexlaray.com)

## **NET PRICE CALCULATOR**

The Net Price Calculator that provides information regarding student funding can be found on the LLRTC website: [www.lexlaray.com](http://www.lexlaray.com)

## **STUDENT ORGANIZATIONS FOR ADULTS**

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.

**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 Culinary Arts.

Student Membership Fee is included in the Program Costs. Entrance Fees and travel expenses for competitions must be paid for by the student.

## **TRANSCRIPT REQUESTS**

Transcript requests will be processed in 5 to 10 business days. A document signed by the student must be received by LLRTC providing for the release of all education information prior to transcripts being sent to a third party. **There is a \$10 fee for all transcripts or any other requested documentation from student file.** Student transcript requests will not be processed if: 1) The student has an outstanding balance with LLRTC and have not made 6 consecutive payments in the full payment amount on or before the monthly due date and/or 2) if the student account has been sent to collections. Requests for any copies of other documents contained in the student file will fall under these same policies, guidelines and charges.

All student records (period of enrollment, academic, financial, and current educational progress) are available at the Lex La-Ray Technical Center.

## **Meningococcal Disease**

Each student will be provided with an informative brochure regarding Meningococcal disease during their mandatory financial aid meeting with the Adult Education Supervisor/Financial Aid Administrator. If students would like additional copies, they can be obtained at the H.S.A. office.

### **TUBERCULOSIS (TB) SURVEY**

Each student will be presented with an informative TB Survey to complete during their mandatory financial aid meeting with the Adult Education Supervisor/Financial Aid Administrator. Any student who falls into an “at risk” category will be required to submit a recent negative TB test prior to attending classes.

## HANDBOOK ACKNOWLEDGEMENT AGREEMENT

By signing below I agree:

1. I have been given a copy of the Post-Secondary Handbook.
2. I have been given ample time to read the Post-Secondary Handbook.
3. I understand the guidelines and rules contained therein.
4. I will abide by all of the guidelines, rules, and expectations of LLRTC.
5. I understand that if I do not abide by all of the guidelines, rules, and expectations; I may be dismissed from LLRTC.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_