

Post-Secondary Student Handbook 2021-2022



Rolla Technical Institute/Center
1304 E. 10th Street/500 Forum Drive
Rolla, MO 65401
573-458-0150/0160

<https://rtirtc.rolla31.org/>

I certify the content in this handbook to be true and correct to the best of my knowledge.

Amy S. Herrman Ed.D.
RTI/C Director

Lucas Chapman, Ed.D.
RTI/C Assistant Director

Effective July 1, 2021

Dear Students,

Rolla Technical School and Rolla Technical Center welcomes you! By attending RTI/C, you will experience opportunities that will expand your horizons, challenge you, and engage you on many levels. RTI/C provides students with a seamless school-to-work experience. Our goals are to train individuals in technologically advanced skills in their chosen occupational area and to create an atmosphere that is welcoming and comfortable for all students. We are eager to help you discover and develop your talent here.

This handbook will provide you with important information about RTI/C. It is your responsibility to read and be familiar with the contents. This handbook contains guidelines and information regarding expectations for general student conduct, programs and student responsibilities. It will assist you in making the best possible decisions that will help you get the most out of RTI/C. Please review the policies and procedures and keep this handbook readily available throughout the year for your reference.

On behalf of all of our faculty and staff, it is my distinct pleasure to welcome you to RTI/C. If I, or any member of our faculty or staff can be of assistance to you, please do not hesitate to ask.

We look forward to helping you to plan for your future!

Sincerely,



Amy S. Herrman Ed.D.
RTI/C Director



Lucas Chapman, Ed.D.
RTI/C Assistant Director

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General Information

About this Handbook

Rolla Technical Institute/Center (RTI/C) is a part of the Rolla 31 public school district. Policies included in this handbook are intended to support the language and intent of the board policies, regulations, and administrative procedures of the school district. In the event of a discrepancy between this handbook and other written school district materials, current school district board policies, regulations, and administrative procedures will take precedence. For guidance on any issue that is not addressed by this handbook, please refer to any relevant school district board policies, regulations, or administrative procedures. School district board policies, regulations, and administrative procedures are available online at https://rolla31.org/board_of_education. If you are unable to access these materials online, RTI/C's faculty/staff will assist you by request.

Additionally, individual programs may have policies or procedures that, while supporting and aligning with RTI/C and school district policies, regulations, and administrative procedures, are more specific and/or more restrictive. These policies and procedures may be found in a separate program handbook or in the program syllabus(i). In the event that a program has additional policies or procedures, students enrolled in the program must follow those as well.

Accreditation

RTI/C is accredited by the Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, (800) 917-2081, www.council.org and approved by the Department of Elementary and Secondary Education (DESE). Documents describing the accreditation and approval processes are on file in the Director's office and may be reviewed by request during normal business hours.

Complaint Process

Individuals who have a complaint concerning RTI/C that they are unable to resolve with the faculty/staff most directly involved are asked to submit the complaint in writing to the RTI/C Assistant Director. The Assistant Director will schedule a conference with the individual and attempt to resolve the complaint to the satisfaction of all parties involved. If resolution is not achieved by the Assistant Director, individuals should follow the listed institutional chain of command (RTI/C Director, Rolla 31 School District Policy AC).

Individuals who have a complaint regarding Federal Programs such as Title IV should follow the process outlined in Rolla 31 School District Policy KLA.

RTI/C is accredited by the Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, (800) 917-2081, www.council.org.

Crime and Campus Security

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) or the Clery Act requires that schools who participate in Title IV federal student financial aid programs disclose information about crime on and around their campuses or in off-campus facilities as described by the Act. RTI/C is committed to providing a safe environment for students, faculty, and the general public and, as such, adheres to all requirements of the Clery Act. Students are notified annually of the availability of the updated Security report required by the Clery Act and current information about crime statistics is available on the school's Consumer Information site or by request.

Mission and Vision Statements

Mission

RTI/C will provide quality career education and leadership opportunities through skilled training and community partnerships in a continually changing society.

Vision

We envision that all RTI/C students will:

- Be lifelong learners
- Demonstrate skills to obtain employment and succeed in their chosen career field
- Contribute to society as responsible, ethical citizens

Notice of Non-Discrimination

RTI/C is an affirmative action institution. No person shall, on the basis of race, color, religion, sex, national origin, ancestry, disability, or age, be subjected to discrimination in employment or in admission to any educational program or activity. As required by law, the district will provide equal access to district facilities and related benefits and services, and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of America, or any other youth group designated in applicable federal law. RTI/C is fully accessible to the individual with a disability. For further information, please see Rolla 31 School District Policy AC (Prohibition Against Discrimination, Harassment, and Retaliation).

Inquiries regarding the implementation of this policy should be directed to: Title IX Section 504 Coordinator, Assistant Superintendent of Human Resources, Rolla Public School District No. 31, 500A Forum Drive, Rolla, Missouri 65401, 573.458.0100.

Student Policies and Information

Academic Calendar

August 11, 2021	PN & Surgical Technology Orientation
August 11, 2021	Business and Skilled Technical Sciences CPR/First Aid
August 12, 2021	PN & Surgical Technology CPR/First Aid
August 13, 2021	PN First Day of Class
August 18, 2021	Business and Skilled Technical Sciences Orientation
August 23, 2021	Business and Skilled Technical Sciences & Surgical Technology First Day of Class
September 6, 2021	Labor Day, No School
September 24, 2021	PD Day, Dismiss @1:00 p.m.
October 15, 2021	End of 1 st Quarter
October 22, 2021	Parent Teacher Conference, No School
November 8, 2021	PD Day, No School
November 24-26, 2021	Thanksgiving Break, No School
December 16-17, 2021	No School, Business and Skilled Technical Sciences
December 17, 2021	End of 2 nd Quarter/1 st Semester, Dismiss @1:00 p.m.
December 20, 2021 – January 3, 2022	Winter Break, No School
January 17, 2022	Martin Luther King Day, No School
February 21, 2022	PD Day/President's Day, No School
March 11, 2022	PD Day, Dismiss @1:00 p.m.
March 11, 2022	End of 3 rd Quarter
March 25, 2022	Parent Teacher Conference, No School
March 28 – April 1, 2022	Spring Break, No School
April 15, 2022	PD Day, No School
May 16, 2022*	Business and Skilled Technical Sciences Last Day of Class
May 16, 2022**	Business and Skilled Technical Sciences Graduation
May 26, 2022*	RPS Last Day of School, Dismiss @1:00 p.m.
July 7, 2022*	Surgical Technology Last Day of Class
July 13, 2022*	PN Last Day of Class
TBD in July***	PN & Surgical Technology Graduation

Unless otherwise noted above or in a specific program's syllabus, students attend school from 9:00 a.m. – 3:00 p.m. during the academic year.

*For RPS, days of school lost due to inclement weather will be made up in the following order: May 24, May 25, May 26. Any of the three days listed at the end of the school year (May 24, 25, and 26) not needed for inclement weather make-up days will be dropped and the last day of school for RPS will be adjusted accordingly. For programs scheduled to end the year on May 16, any make-up days will be added directly and consecutively after May 16. Similar arrangements will be made for programs scheduled to end in July.

**Graduation for the Business and Skilled Technical Science programs is held at RTI the evening of the last full day of classes. If additional days are made up at end of the year and the last day of school is adjusted, the date for graduation will be adjusted accordingly.

***Graduation for Practical Nursing and Surgical Technology is held in July. The specific date and venue will be announced sometime during first semester.

Appeal Process

The appeal process is provided for students who have been deemed academically ineligible or otherwise adversely affected as the result of violating or allegedly violating a Rolla 31 School District or RTI/C policy, regulation, or procedure and would like to request that an exception be made. Examples might include being deemed ineligible due to not meeting attendance or academic standards. To file an appeal, a student should follow the steps below:

1. **Step 1.** A student who would like to appeal a decision must submit a formal written appeal to the RTI/C Assistant Director or designee before he/she may continue attending classes. The formal written appeal is a signed written statement that should include a description of the appeal, date of filing, reason(s) for the requested exception, names of any school staff involved, and any documentation that would support the requested exception. If an appeal is not received within **(1) one school** day including date of notification of the event giving rise to the appeal, the student's termination date will be the same as the date of the original decision. Once an appeal is submitted, the Assistant Director or designee will notify the RTI/C Professional Review Board to investigate and render a decision no later than **(7) seven calendar** days following the filing of the formal written appeal. If more than twice the allotted time has expired without a response or an explanation by the Assistant Director, the appeal may be taken to the next step.
2. **Step 2.** If the student still does not feel the action is justified in **Step 1**, a formal appeal may be submitted to the RTI/C Director within **(7) seven calendar** days from the date of the Professional Review Board decision. A written appeal requesting a conference must be submitted to the Director before a student may continue attending classes. After review of previous actions in a personal

conference, the Director and the student will both review the salient facts with respect to the appeal. Within **(7) seven calendar** days following the personal conference, the Director will render a written decision to the student.

- Disciplinary actions involving suspensions and expulsions are excluded from the appeal process and are referred to Rolla 31 School District Discipline Policy JG-R2.
- The student is required to attend class and other required activities that are attendance/academic related during the appeal process unless otherwise notified by the instructor or school administration.
- The school may extend the timelines in this procedure if necessary to conduct a full investigation.

RTI/C Professional Review Board

The RTI/C Professional Review Board shall meet to consider appeals regarding requested exceptions to the Attendance Policy, academic standards, and other program requirements. The Professional Review Board will minimally include 3 persons from the following list: RTI/C's faculty, the program's advisory board, industry/employers, and RTI/C's Student Services. Other persons may be designated to serve, as deemed appropriate.

A written appeal requesting the exception must be received by the RTI/C Assistant Director or designee within (1) one school day of the event giving rise to the appeal in order for the board to consider the facts of each case and decide whether to grant or deny the relief requested.

Relevant factors may include, but are not limited to the following:

- whether all class work has been satisfactorily completed
- academic performance
- the extent to which the class objectives have been met
- the reason(s) for failure to follow policy
- the reason(s) for the accrued absences
- the duration of each period of absence
- physician's/nurse practitioner's note(s)

The student will be notified of the meeting date, time, and location by the Assistant Director/Program Director or designee. If a student cannot make the scheduled meeting and does not contact the Assistant Director/Program Director or designee to

make other arrangements, the appeal will be dismissed and the original decision prompting the appeal will stand.

Procedure for RTI/C Professional Review Board

1. Introductions and the importance of confidentiality will be reviewed by the RTI/C Assistant Director or designee. All personally identifiable student records and information obtained from student records are confidential in accordance with law.
2. The instructor will present pertinent student information regarding absences and academic status to board.
3. Student shall present his/her case.
4. Questions and clarification entertained from board members.
5. At this time, the student is dismissed from meeting with date and time to meet with the Assistant Director or designee in regard to decision of board.
6. Professional Review Board discusses the appeal and makes a decision regarding the request. The Assistant Director or designee will issue, in writing, the decision of the board.
7. The Professional Review Board may, as a condition of granting an exception, require the student to meet certain academic or attendance related requirements by a specific deadline. If the student does not meet the requirements by the deadline, he/she will be terminated on the date of the deadline and will be ineligible to continue his/her appeal.
8. If the Professional Review Board requires a student to make-up time as a part of granting an exception, the specifics of how and when that time will be made-up by the deadline will be determined by the Assistant Director and the appropriate program faculty. Students are not permitted to make-up time in advance of the Professional Review Board's decision or to bank hours.

If the student is not in agreement with the final decision of the Professional Review Board, he/she is referred to Step 2 of the Appeal Process outlined in this handbook.

If a student's appeal is denied, the student's termination date will be the same as the date of the final decision.

Asbestos Control

RTI/C gives notice to the presence of asbestos and any inspections, re-inspections, surveillance, and response or post-response actions taken. For further information, please see Rolla 31 School District Policy EBAB (Hazardous Materials) and Administrative Procedure EBAB-AP1 (Hazardous Materials – Asbestos Control).

Attendance and Tardy Policy

RTI/C trains students for a variety of skilled occupations in a hands-on environment. In order for students to be successful in these training programs, students must be on

time, ready to learn, and in attendance on a regular basis. Students are allowed to miss no more than 44 hours of class each semester and being tardy or leaving early counts against the 44-hour maximum. Additionally, being tardy at the start of the day or after scheduled breaks may impact the student's grade and overall success in the program and, if excessive, can result in disciplinary action. If a student misses more than 44 hours, he/she is not eligible to continue as a student or to earn a certificate and, unless the student files a successful appeal, is terminated from the program. Please note that this Attendance Policy applies to all students, including students who do not receive any type of financial aid. Students who receive financial aid should pay particular attention to the Satisfactory Academic Progress (SAP) Policy, which covers both attendance and academic requirements necessary to maintain good standing for financial aid. Students who fail to meet SAP may not receive financial aid and may be responsible for charges incurred at RTI/C.

While RTI/C's overall attendance policy allows students to miss a maximum of 44 hours a semester, the Practical Nursing and Surgical Technology programs have more restrictive attendance and tardy policies that students are required to follow in order to be eligible to continue as a student in these programs. Students enrolled in the Practical Nursing and Surgical Technology programs are highly encouraged to consult their individual program handbooks for additional program-specific attendance and tardy policies.

How Absences are Counted

If a student is not in class, he/she is counted absent regardless of the reason for the absence. This applies to cases where a student is gone for a whole class period/day, is tardy, or leaves early. The instructor may allow the student to make up missed work; however, the absence is still recorded as an absence. The student is responsible for contacting the instructor on the first day back to class regarding missed assignments.

Students are responsible for their individual positive attendance by checking in using the required clock-in method. All students must clock in and out daily, whether they are attending class on campus, participating in work-based learning at a clinical or internship site, or participating in some other school sponsored activity. Because the school has the ability to restrict clock-in activity to pre-defined geographic coordinates, students are asked to use a phone app on their personal device to clock in and out when they are not on campus. If a student does not have a personal device, the school will work with the student to determine the best solution for clocking in and out when he/she is not on campus.

In the event that a student fails to clock in or out, the student must contact his/her instructor and/or student services for assistance. Students will be required to provide written validation by appropriate RTI/C faculty/staff or their clinical/internship supervisor of the time they were actually in attendance in order to have their time adjusted.

Student Notification

Students enrolled in RTI/C's Business and Skilled Technical Sciences programs will receive a warning letter from the RTI/C Counselor or other designated RTI/C faculty/staff when they have missed approximately 1/2 of the hours allowed in a semester and again when they have missed approximately 2/3 to 3/4 of the hours allowed in a semester. When students exceed 44 hours, they will receive a letter notifying them they are ineligible to continue as a student. Once a student is ineligible to continue due to attendance, the student will be dropped from enrollment unless the student successfully appeals the decision.

Students enrolled in the Practical Nursing or Surgical Technology programs should refer to their program handbooks for information related to student notification.

School Notification

Students should notify the school whenever they will be absent. Failure to do so will be considered a "no call, no show." A student can be officially dropped from class after missing (5) five consecutive days without notification to the instructor or the school.

Cancellation Policy

RTI/C is part of the Rolla 31 public school district and is closed when Rolla Public Schools are closed. In cases of inclement weather, there are several options for finding out if school is in session:

- Check with Student Services to make sure your current cell phone or email is in the student information system in order to receive text and/or email notifications from School Messenger
- Visit the district's website at <https://rolla31.org> where notifications are prominently displayed at the top of the home page
- Visit the app store for your mobile device and download the Rolla Public Schools app to receive smart phone notifications
- Call 573-458-0101 and select option 2 to hear the district's recording

College Credit Opportunities

College credit opportunities are based upon mutual concern for the needs of students pursuing a career in the Business and Skilled Technical Science programs offered at RTI/C. College credit opportunities provide students who are enrolled in an accredited program the opportunity to further their education without the unnecessary duplication of instruction.

Students enrolled in certain Business and Skilled Technical Science programs at RTI/C have the opportunity to be granted advanced standing in the Associates of Applied Science degree programs at East Central College. RTI/C also partners with several

other area community colleges to offer college and/or articulated credits for our students.

College and/or Articulated Credit opportunities are currently available in the following program areas:

- Automotive Technology
- Collision Repair
- Construction Trades
- Emergency Medical Technician
- Graphic Design

For further information; please feel free to contact the college you plan to transfer to upon completion of your program.

Completion Requirements

RTI/C offers one (nine months, 914.5 hours) and two year (18 months, 1829 hours) Business and Skilled Technical Sciences programs. RTI/C also offers Practical Nursing and Surgical Technology programs of varying lengths. Students who successfully complete a program are issued a Certificate. In order to complete a program, a student must be earning a passing grade, be in compliance with the Attendance Policy, attend the full program, and complete all program requirements outlined in the program syllabus(i).

Discipline Policy (Rolla 31 School District Regulation JG-R2)

The district discipline policies are designed to foster student responsibility, respect for others and to provide for the maintenance of an atmosphere where orderly learning is possible and encouraged. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses, which, if committed by a student, will result in the imposition of a specific penalty. This code includes, but is not necessarily limited to, acts of students on district property, including parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law. This policy applies to all students enrolled in the district's adult education program.

Students dismissed for disciplinary reasons from RTI/RTC with a balance due to the school must either pay the entire balance or make monthly installments to satisfy this debt. If this debt is not satisfied, the student will be turned over for collection and reporting and will have any collection fees added to the total balance due.

Reporting to Law Enforcement

It is the policy of the Rolla Public Schools to report all crimes occurring on district property to law enforcement including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The director/dean shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

Prohibition against Being on or near School Property during Suspension

While suspended, a student may not be on district property or at district activities except to attend a scheduled appointment or transport the student's child to or from the district.

Readmission

Readmission is conditional and a student may be readmitted only if readmission does not cause class size to exceed the limit set forth by RTI/C administration. In order for the student to be readmitted to the program, the student must: complete a new application; purchase any new textbooks; complete specific program criteria and a new criminal background check prior to readmission; abide by rules and regulations as set forth in the current student handbook; and meet any additional criteria set forth by the program director, administration of school or financial aid.

Impact on Grades

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

Prohibited Conduct

The following are descriptions of prohibited conduct and potential consequences for violations. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy. Depending on the seriousness of the offense and the circumstances involved, any or all of the listed consequences may be used as a disciplinary action unless otherwise noted: administrative conference, probation, suspension, expulsion, restitution.

I. **Violations Against Persons**

A. **Assault to Students**

1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.
2. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense:	Expulsion.
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B. **Assault to Patients, Internship or Clinical Staff, Faculty, or Others**

1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.
2. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense:	Expulsion.
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C. **Breach of Confidentiality** – Unauthorized possession, use, photocopying or reading of patients' records, or disclosure of information contained in such records to unauthorized persons; any break in confidentiality.

D. **Bullying and/or Cyberbullying (see Board policy JFCF)** – Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is

substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

- E. **Extortion** – Threatening or intimidating any person for the purpose of, or with the intent of, obtaining money or anything of value.
- F. **Fighting (see also, "Assault")** – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.
- G. **Hazing (see Board policy JFCG)** – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing can occur even when all students involved are willing participants.
- H. **Harassment, including Sexual Harassment (see Board policy AC)**
 - 1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.
 - 2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.
- I. **Threats or Verbal Assault** – Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.
- J. **Verbal Abuse to Patients, Internship or Clinical Staff, Faculty, or Others** – Disrespectful, profane or sarcastic language.

K. Weapons (see Board policy JFCJ)

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.
2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).
3. Possession or use of ammunition or a component of a weapon.

First Offense:	One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
Subsequent Offense:	Expulsion.

II. Violations Against Public Health and Safety

- A. **Drugs, Drug Paraphernalia, Alcohol (see Board policy JFCH)** – Use of, presence under the influence of or soon after consuming, or possession of alcoholic beverages, unauthorized inhalants, controlled substances, substances represented to be such controlled substances, or drug paraphernalia.
- B. **Distribution or Attempt to Distribute Drugs, Drug Paraphernalia, Alcohol, or Substances Represented to be such (see Board policy JFCH)**

First Offense:	Expulsion
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- C. **Tobacco Use** – Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products while in or on district property, district transportation or at any district activity. In all instances, prohibited product will be confiscated. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.
- D. **Incendiary Devices or Fireworks** – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

III. **Violations Against Property**

- A. **Failure to Care for or Return District Property** – Loss of, failure to return, or damage to district property including, but not limited to, books, technology resources, calculators, uniforms, and sporting and instructional equipment.
- B. **False Alarms (see also "Threats or Verbal Assault")** – Tampering with emergency equipment, setting of false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of school property.
- C. **Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP1)**
 - 1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

First Offense:	Range of listed consequences and suspension or loss of user privileges.
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- 2. Using, displaying or turning on personal electronic devices during the regular school day, unless permitted by the building principal.

First Offense:	Confiscation, range of listed consequences.
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- 3. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.

First Offense:	Range of listed consequences and suspension or loss of user privileges.
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4. Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense:	Confiscation, range of listed consequences.
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- D. **Theft** – Stealing or attempting to steal private or district property. In addition to school penalties, the school will notify legal authorities if the value of the item exceeds \$25.00.
- E. **Unauthorized Entry** – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.
- F. **Vandalism/Willful Damage to Property (see Board policy ECA)** – Willfully causing damage or attempting to cause such damage to any property, real or personal, or participating in the littering of the district property. The district will notify legal authorities if the value of the damage exceeds \$50.

Any student who is found by the principal or designee to have willfully damaged or destroyed district property or participated in the littering of district property will be subject to the following actions:

Restitution and possible suspension from program.

- G. **Automobile/Vehicle Misuse** – Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.
- H. **Arson** – Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense:	Expulsion.
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IV. **Violations Against Public Decency and Good Order**

- A. **Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)** – Verbal, written, pictorial or symbolic language or gesture that is directed at any person

that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

- B. **Obscene Language** – Use of words or gestures that are offensively lewd and indecent and do not have a serious literary, artistic, political or scientific value.
- C. **Gambling** – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense:	Restitution or return of property, range of listed consequences.
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- D. **Sexual Activity** – Consensual acts of sex or consensual simulations of sex while on district property. Examples include, but not limited to, intercourse or oral or manual stimulation.

First Offense:	Expulsion.
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- E. **Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material** – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Confiscation, expulsion.
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- F. **Nuisance Items** – Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

First Offense:	Confiscation. Warning.
Subsequent Offense:	Confiscation, range of listed consequences.

V. **Other**

A. **Other Violations of Good Order That may Result in Probation or Expulsion/Dismissal from Classes or School Functions:**

1. Participation in unauthorized or unscheduled activities.
2. Falsifying or forging names and/or documents.
3. Dishonesty, such as cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; other misconduct related to academics; or knowingly furnishing false information to the school district.
4. Obstruction or disruption of teaching, administration, disciplinary procedures, or other activities on school district premises.
5. Off-campus misconduct of a serious nature that may adversely affect or disrupt school discipline and good order (i.e., sale of controlled substances, assault).

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Date Adopted: 11/17/2016
Original Date Issued: 06/28/2007

Dress and Grooming Policy

Students attending RTI/C are expected to adhere to a standard of dress above what might normally be acceptable in an everyday casual atmosphere.

Several of RTI/C's programs require safety attire both in the lab on the jobsite.

Dress and grooming are, to a large extent, determined by individual students; however, there will be times when the mode of dress of an individual student will be subject to question by school authorities. When faculty members or administrators feel that a student's manner of dress serves as a potential disruptive influence to the school program or might be embarrassing to individual students or teachers, they will hold a

private conference with the student and counsel him/her privately regarding the inappropriateness of his/her attire.

The following rules regarding student dress are to be observed at RTI/C:

1. Dress, personal appearance, and grooming must be clean and conform with appropriate health, safety, and sanitation standards.
2. Students' dress, personal appearance, and grooming must not materially disrupt or detract from the educational process or constitute a threat to the health or safety of the students or others.
3. All students must wear shoes, boots, or other acceptable footwear. Footwear should be tied, fastened, or buckled.
4. Metal or chain belts or swags, which are possible weapons, shall not be worn. Likewise, dangerous jewelry, such spiked or studded collars or bracelets, is prohibited.
5. Caps, hats, hoods, bandannas, or other types of headgear or sunglasses shall not be worn in any school facility during school hours. Hats and caps may be worn as deemed necessary for safety by the classroom teacher or as allowed for special occasions or events by administration.
6. Printed words or pictures on clothing or accessories that contain, connote, or suggest (including any innuendo alluding to such) drug, tobacco, and/or alcohol use shall not be worn.
7. Printed words or pictures on clothing or accessories that contain, connote, or suggest (including any innuendo alluding to such) sexual, violent, obscene or profane matters are prohibited.
8. Students shall not wear shorts that expose or reveal undergarments, shorts that expose buttocks, or spandex shorts.
9. Student tops, blouses, shirts, etc., **must have sleeves and cover the shoulder**. No spaghetti straps, tank shirts, muscle shirts, halter-tops, tube tops, etc. will be allowed. In addition, students shall not wear mesh or transparent shirts, or any shirt that exposes the midriff, clothing with tears or holes in inappropriate regions, or severely sagging clothing. Also, clothing that exposes undergarments shall not be worn.
10. Additional dress regulations may be imposed upon students participating in certain extracurricular activities.
11. Gang-related clothing and accessories, as defined in the District's policy regarding gangs, shall not be worn.

First Offense:	Administrator conference up to 3 days out-of-school suspension.
Second Offense:	Up to a 10 day out-of-school suspension.

Third Offense:	Up to 180 days out-of-school suspension.
Subsequent Offense:	Up to expulsion.

If a student's clothes or accessories fail to comply with these regulations, the student will be required to change or cover the clothing or accessory at issue or to remove the accessory. A student may be sent home in order to do so. Similarly, a student whose personal appearance or grooming fails to comply with these regulations will be required to bring such personal appearance or grooming into compliance. A student may also be sent home in order to do so. Refusal to comply with the district's dress policy and these regulations will result in the student being prohibited from attending class until the student achieves compliance. Violations will also result in appropriate disciplinary action.

Drug Policy

Illegal Drugs and Alcohol

Illegal drugs and alcohol are not permitted on the grounds or inside the buildings operated by RTI/C or any location at which a student is involved in a school activity. Any violation will result in immediate disciplinary action and involvement of area law enforcement. Students are also prohibited from being under the influence of illegal drugs or alcohol on school grounds or any location at which a student is involved in a school activity.

Medications

Students are permitted to have prescription and over-the-counter medications in their possession in an amount that shall not exceed their daily dosage. Prescription medications must be in the properly labeled prescription container. Students are prohibited from sharing any forms of medication (over-the-counter or prescription) with others.

Searches and Screenings

RTI/C's administration has the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy. Such searches shall be conducted in accordance with the Rolla 31 School Board Policy. In the event that any prohibited substance is found, local law enforcement will be notified and the substance(s) will be turned over.

Students are also subject to alcohol and/or drug screening when there is reasonable suspicion that student may be under the influence of alcohol and/or drugs. Refusal to submit to testing or positive test results will result in dismissal from his/her program of

study. RTI/C reserves the right to select the alcohol/drug screening lab and the student is responsible for any cost associated with the screening.

Any student who, after given an opportunity to present his or her version of the incident, is found by the administration and/or staff to be in violation of this policy shall be subject to immediate dismissal from the his/her program of study and referral for prosecution.

Students with disabilities who violate this policy will be subject to the same disciplinary action as any other student in accordance with the Rolla 31 School District Board Policy.

For further information, please see Rolla 31 School District Policies JG-R2 (Discipline), JFCH (Student Alcohol/Drug Abuse), and JFG (Interrogations, Interviews, and Searches).

Electronic Communication with Faculty/Staff

RTI/C recognizes that it is sometimes necessary for students and faculty/staff to communicate outside of the school day via electronic methods. To protect the safety and privacy of both students and faculty/staff, RTI/C prohibits any such communication that is not for educational purposes. For further information, please see Rolla 31 School District Policy GBH (Staff/Student Relations).

Electronic Communication Devices and Audio/Visual Recording

Because RTI/C serves a large population of minors and is subject to a number of confidentiality laws and seeks to maintain an environment free of disruptions to education, the use of audio and visual recording devices is generally prohibited unless part of an educational activity. Unless it becomes disruptive or a violation of privacy, the use of electronic communication devices is generally governed by each educational program's specific policies. For further information, please see Rolla 31 School District Policy KKB (Audio and Visual Recording) and Administrative Procedure EHB-AP1 (Technology Usage – Technology Safety).

Emergency Closures

During the 2019-20 school year, RTI/C experienced an unprecedented event when the Coronavirus caused a pandemic and forced school closures and economic shutdowns around the world. During this time, RTI/C shifted operations to a web-enhanced delivery format and made every effort to minimize disruptions to educational pace.

In the event that RTI/C should be forced again to close or alter campus operations due to a recurrence of the Coronavirus or any other public emergency, RTI/C will make every effort possible to minimize disruptions to educational pace. If authorized by the Department of Education, the Missouri Department of Elementary and Secondary Education, and RTI/C's institutional and program accreditors, RTI/C will implement temporary changes that allow students to stay enrolled, continue learning, and graduate

on time. These flexibilities might include web-enhanced learning, flexible schedules that allow for reduced class sizes, and flexible learning plans that allow for a variety of modifications to academic and hands-on requirements.

In the event that RTI/C is forced to close or alter campus operations, enrolled students will be required to participate in any temporary changes including, but not limited to, web-enhanced learning, flexible schedules, and flexible learning plans. Students who cannot or do not participate in the temporary changes will be required to withdraw or request a leave of absence.

Emergency Procedures and Equipment/Supplies

RTI/C has comprehensive procedures for emergency situations such as fire, tornados, intruders, and medical crises. The school conducts routine drills to prepare students for these situations. Information about these procedures and what equipment/supplies are available (i.e. defibrillators, epinephrine pens) is covered in class in each program.

Grading Policy

RTI/C programs train students for a variety of skilled occupations. Because the training requirements for these programs vary, grading systems/policies have to be determined on a per program basis. Programs have the latitude to determine how grades are weighted, policies on make-up work, etc. Program specific grading systems/policies are outlined in course syllabi and/or program specific handbooks.

Additionally, The Department of Education requires that for a student to receive Title IV federal student aid, they must be making academic and attendance progress in the program that they are enrolled in at the time of receiving their financial aid. This is referred to as Satisfactory Academic Progress (SAP). Please refer to the Financial Aid Handbook on RTI/C's website for the SAP policy.

Leave of Absence Policy

A leave of absence (LOA) is a temporary interruption in a student's program of study or, more specifically, an approved period of time during a program when a student is not in attendance. To qualify as a LOA, the period of time the student will not be in attendance must exceed the hours of absence allowed for the student's program of enrollment. A LOA may be granted for various reasons, examples might include hospitalization or activation for military duty. A LOA can only be granted if the school has a reasonable expectation that the student will return from the LOA. A LOA, together with any additional LOAs, cannot exceed a total of 180 days in any twelve-month period except in certain cases where studies were suspended due to service requirements.

A student who would like to request a LOA should contact the RTI/C Counselor for assistance with making a formal written request to the RTI/C Assistant Director. The

request should be made in advance of the interruption in attendance unless prevented from doing so by unforeseen circumstances. The written request for a LOA must include the reason(s) for the request, supporting documentation, and be signed and dated. Approval of a LOA does not assure a student that he or she will have adequate time remaining in a term to successfully complete any part of his or her program of study. The school's administration may grant a LOA to a student who did not make the request in advance of the LOA if he or she was prevented from doing so by unforeseen circumstances. The school may also request additional documentation from the student to confirm the circumstances. The school reserves the right to grant or deny a LOA based on the reason(s) stated, documentation provided, and whether or not the student would be able to return within the required time frame*.

Any student requesting a LOA must be earning a passing grade and be in compliance with the attendance policy at the time of the request.

A student granted a LOA is not considered to have withdrawn and the school is not required to perform a return of Federal Student Aid. During a LOA, RTI/C will not assess the student any additional institutional charges and the student is not eligible for any additional Federal Student Aid.

Upon return from a LOA, the student continues to earn any Federal Student Aid previously awarded for the payment period. The student is responsible for making up attendance and coursework missed during a LOA to the point that he or she is meeting SAP eligibility standards. Once SAP eligibility standards are met, the student is eligible to have his or her title IV payment processed at the end of the next payment period.

Should the student fail to return from a LOA, RTI/C must return any unearned Federal Student Aid and the student's last date of attendance would be the last date he or she was physically in attendance.

***Since RTI/C is teaching out all post-secondary programs during the 2021-22 academic year, LOAs will only be allowed if a student can return and make-up any missed work and hours in time to complete his or her program before the end of the 2021-22 academic year.**

Notice of Availability of Consumer Information

RTI/C is required by law to make available to enrolled students, prospective students, and their parents certain information about its operations. Such information pertains to: (1) contact information, (2) financial aid information, (3) general institutional information, (4) student outcomes and employment, (5) other information, and (6) exemptions. RTI/C is also required by law to notify students of the availability of this information. In addition to the notification in this handbook, RTI/C also makes written notification of the availability of consumer information to each student on an annual basis.

RTI/C's Consumer Information can be found on the home page of the school's website (<https://rtirtc.rolla31.org>). The information can be accessed both from a "Consumer Information" button in the center of the home page and from the "Student Services" menu across the top of the home page. The actual consumer information page has a menu and subpages for each item, which include email addresses and telephone numbers for the appropriate RTI/C staff to contact for questions or information requests. Upon request, RTI/C's Student Services offices will provide a paper copy of any of the information items displayed on its Consumer Information pages.

Re-Admission Policy

In the event that a student withdraws from a program, re-admission is possible the following semester* if the student meets the following requirements:

- Had, if required, completed an official drop form at the time of withdrawal
- Previous account paid in full
- Previous program requirements met as specified at date of withdrawal
- Re-admission does not cause class size to exceed limit
- Has clearance from the financial aid office (students receiving financial aid should see the Re-Entry policy in RTI/C's Financial Aid Handbook)

***Since RTI/C is teaching out all post-secondary programs during the 2021-22 academic year, re-admission in 2021-22 will only be allowed if a student can return and make-up any missed work and hours in time to complete his or her program before the end of the 2021-22 academic year.**

Refund Policy

Refunds are based on many factors which include but are not limited to the total institutional charges assessed to the student, the type of funding received, and the date a student ceased all attendance in the program in which he/she was enrolled. RTI/C's Refund Policy is designed to meet all federal, state, and accreditor regulations.

Balances Due

A student leaving RTI/C with a balance due to the school must either pay the entire balance or make monthly installment payments to pay off the outstanding balance. RTI/C may withhold the student's official transcript until the outstanding balance is paid in full. Failure to pay any outstanding balance to RTI/C may also result in the student's account balance being turned over for collection and collection fees being added to the total balance due.

Refunds for Cancelled Classes

In the event that RTI/C cancels a class or program before it starts, the school will refund 100% of tuition and fees collected within 45 days of the planned start date.

Refunds for Students who Withdraw On or Before the First Day of Class

In the event that a student officially withdraws on or before the first day of class, the school will refund any fees paid to the school in excess of \$100 and 100% of tuition. Students who officially withdraw after the first day of class are responsible for 100% of fees and tuition is refunded according to the refund schedule for early withdrawal. The school will issue the appropriate refund within 45 days of the class start date.

Refunds for Students who Never Visited Campus

If a student enrolls without ever visiting campus, he/she will have (3) days from the date of their first attendance at a regularly-scheduled orientation or following a tour of the facilities to withdraw without penalty.

Early Withdrawal

Students are considered to have withdrawn from their programs if they do not complete all of the clock hours and weeks of instructional time required to complete the program. In the event that a student withdraws, whether voluntarily or involuntarily, all refunds will be made according to the refund schedules outlined in this policy.

Refund Calculations

RTI/C bases refund calculations on payment periods associated with the clock hour and weeks of attendance for programs as defined by the Department of Education and Council on Occupational Education (COE) accreditation. The payment periods for programs are as follows:

Business and Skilled Technical Sciences:

- 2 payment periods/914.50 clock hours/38 weeks
- 1st Payment Period 0-457 clock hours and 0 weeks (August to December)
- 2nd Payment Period 458-914.50 clock hours and 19 weeks (January to May)

Practical Nursing:

- 4 payment periods/1511 clock hours/46 weeks
- 1st Payment Period 0-450 clock hours and 0 weeks (August to November)
- 2nd Payment Period 451-900 clock hours and 14 weeks (November to March)
- 3rd Payment Period 901-1206 clock hours and 29 weeks (March to May)
- 4th Payment Period 1207-1511 clock hours and 37 weeks (May to July)

Surgical Technology:

- 3 payment periods/1283 clock hours/44 weeks
- 1st Payment Period 0-450 clock hours and 0 weeks (August to November)
- 2nd Payment Period 451-900 clock hours and 15 weeks (November to March)
- 3rd Payment Period 901-1283 clock hours and 30 weeks (March to July)

Academic Year Definition

An academic year is defined 914.5 clock hours and 38 weeks for Business & Skilled Technical Science programs, 900 clock hours and 28 weeks for the Practical Nursing program, and 900 clock hours and 30 weeks for the Surgical Technology program. Payment periods for full academic years are 457 clock hours for Business & Skilled Technical Science programs and 450 clock hours for the Practical Nursing and Surgical Technology programs. In cases where a student is enrolled in a program with a second or third academic year* that is less than 900 hours, financial aid payment periods are prorated in accordance with federal financial aid regulations regarding academic years and payment periods.

*For financial aid purposes, a new academic year begins after 914.5 clock hours and 38 weeks for Business and Skilled Technical Science programs, after 900 clock hours and 28 weeks for Practical Nursing, and after 900 clock hours and 30 weeks for Surgical Technology.

Refund Schedule for Early Withdrawal – Fees and Supplies

Fees that must be paid to external entities before enrollment as part of a program's application process such as drug screening charges and background check fees are not considered program tuition and are non-refundable.

Fees that must be paid to the school before enrollment as a part of a program's application process such as application fees and acceptance fees may be partially refundable. Students who officially withdraw on or before the first day of class will be refunded any of these fees paid in excess of \$100. Students who officially withdraw after the first day of class are responsible for 100% of these fees.

Students who officially withdraw after the first day of their program are responsible for 100% of any supply expenses incurred by the institution.

Refund Schedule for Early Withdrawal – Tuition

If a student withdraws from his/her program, voluntarily or involuntarily, on or before the first day of the program, the student will be refunded 100% of any tuition collected within 45 days of the program start date.

If a student withdraws from his/her program, voluntarily or involuntarily, within (7) seven calendar days of the beginning of a payment period, the student will not owe RTI/C any of the tuition charged for that payment period. The student will, however, be responsible for any previous balance due to RTI/C.

If a student withdraws from his/her program, voluntarily or involuntarily, after (7) seven calendar days of the beginning of a payment period, but before 60% of the hours in the payment period, the student will owe RTI/C prorated tuition for that payment period and any previous remaining balance due. The tuition will be prorated based on the

percentage of hours possible at the time of withdrawal. For example, if there are 450 hours in the payment period and the student withdraws after 225 hours, then the student will owe for half of the tuition because they withdrew after half the hours ($225/450=50\%$).

If a student withdraws from his/her program, voluntarily or involuntarily, after 60% of the hours in a payment period, the student will owe RTI/C 100% of any of the tuition charged for that payment period and any previous remaining balance due.

Satisfactory Academic Progress (SAP) Policy

Students who qualify for and utilize financial aid are required by Federal and State regulations to meet certain academic standards to maintain eligibility for financial aid programs. This is referred to as Satisfactory Academic Progress (SAP) and covers attendance, grades, and the pace at which a student is progressing. For specific information, please contact RTI/C's Financial Aid office or see the Financial Aid Handbook on the school's website.

Student Records Policy/FERPA

RTI/C complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. In accordance with this federal law, RTI/C has adopted policies and procedures governing the confidentiality of student educational records. No individual shall have access to, nor will the institution disclose any information from, a student's educational record without the written consent of the student or as otherwise authorized by FERPA.

Permitted exceptions under the law include disclosures to: school officials and personnel who have a legitimate educational interest, officials of other institutions in which a student seeks enrollment, representatives of agencies or organizations from which a student has received financial assistance, and certain federal and state officials.

RTI/C does not produce a student directory; therefore, personal student information will not be disclosed.

Students will be provided annual notification of their right to inspect, review and request an amendment to their educational records. The student then has the right to request a hearing (if the request for an amendment is denied) to challenge the contents of the education records on the grounds that the records are inaccurate, misleading, or violate the rights of the student.

Inquiries concerning policies, procedures or compliance with federal and state regulations and guidelines may be addressed to the Assistant Director. Students may request copies of their records for personal use or to be forwarded to others.

Surveys

In accordance with the law, no student, as a part of any program wholly or partially funded by the U.S. Department of Education, shall be required to participate in any survey that reveals any protected information. For further information about what is considered protected information, please see Rolla 31 School District Policy JHDA (Surveying, Analyzing, or Evaluating Students).

Technology Usage Policy (Rolla 31 School District Policy EHB)

The Rolla Public Schools'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; modems; 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 an adult 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 or designee will create a procedure that allows students, employees or other users to request that the district review or adjust the content filter to allow access to a website or specific content.

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 minor students will be instructed on safety and security issues, including instruction on 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. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

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.

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records.

All users are prohibited from using district technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

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.

Inventory and Disposal

The district will regularly inventory all district technology resources in accordance with the district's policies on inventory management. Technology resources that are no longer needed will be disposed of in accordance with law and district policies and procedures related to disposal of surplus property.

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.

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Date Adopted: 04/10/2003

Last Revised: 05/10/2018

Transfer Credit Policy

All of RTI/C's certificate programs are designed to serve a cohort of students. Students are expected to begin and progress through a program as a group and to meet all completion requirements in order to earn a certificate. Under unique circumstances an exception to these requirements could be made.

Secondary Students Returning to Same Program

There is an advanced placement policy for individuals who have had prior training as a high school student with RTI/C and are applying to the same program they attended in high school. Some programs will recognize and accept the training that a student completed at RTI/C while in high school (check with Student Services for details about

which programs participate in this advanced placement). In order to receive credit for coursework completed at RTI/C as a high school student, the student must have **earned** high school credit for the coursework within the previous two academic years.

Student Transfers from Other Institutions

Students from other institutions are expected to meet all admissions requirements and, if accepted, begin a program with the next cohort group.

Credit from Other Institutions

RTI/C does not normally accept credit from other institutions to be applied toward program coursework. An example of an exception would be if a student came from a like program due to the unexpected closure of said program. These situations are considered individually and students are required to prove competency (through assessments) in the subject area before credit is granted. A student requesting the transfer of credit is required to provide transcripts, course syllabi, and other documentation requested by the Counselor, appropriate program instructor(s), and administration who will collectively determine if credit will be granted for previous coursework. The student will be notified of their decision in writing. If an exception is granted, the student will be placed at the appropriate point in an existing cohort and given credit for the previous coursework. Previous coursework from other institutions is not included in the cumulative grade point average (GPA) calculation at RTI/C.

Internal Transfers

RTI/C does not allow students from one program to transfer to another program after the start of the academic year with one exception. On a case-by-case basis, students may be allowed to transfer between programs that do not use a selective enrollment process during the first (7) seven calendar days of the academic year. A transfer must be requested by the student and approved by the Counselor, appropriate program instructors, and administration. Transfers can be denied for any reason, including unavailability of seats in the requested program.

Withdrawal Policy

Any student who wishes to withdraw from RTI/C must complete a drop form and file it in the Assistant Director's office or the Counselor's office. Blank drop forms can be picked up in the Admissions' office or the Counselor's office. Tuition refunds are based on official drop dates or, in the case that a student fails to complete a drop form, the last date of attendance. Please consult the Refund Policy in this handbook for specific details.

Special Facilities and Services

Disability Services

Rolla Technical Institute/Center (RTI/C) recognizes its obligations as set forth in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 for students with disabilities. RTI/C is committed to providing students with disabilities reasonable accommodations in an educational environment free of discrimination on the basis of a disability. RTI/C provides accommodations to students who request reasonable and appropriate accommodations and provide supporting documentation of such need based on a disability. Individuals requesting accommodations bear the responsibility for disclosing a disability, requesting accommodations, and providing documentation to support their request. The required documentation may include confirmation from a health care provider and previously written individualized plans (i.e. 504, IEP) while in secondary school. The use of accommodations is individualized by student based on his/her needs. Accommodations must be requested in advance with the Student Services Office of RTI/C. If you would like to request an eligibility determination, please contact RTI/C Student Services Office. All inquiries for accommodations and eligibility determination are confidential.

Drug and Alcohol Abuse Prevention Program

RTI/C considers student health and safety of the utmost importance. RTI/C is a safe, career education-oriented institution that maintains an academic and social environment conducive to the intellectual and personal development of its students and promotes the safety and welfare of all members of its school community.

However, it is difficult for students to be successful if they have a drug and/or alcohol dependency issue; consequently, RTI/C wants students to be aware of the following information and the options available for counseling and treatment.

RTI/C, in conjunction with local agencies, has developed a drug and alcohol abuse and prevention program. The program starts each year with a drug and alcohol prevention and awareness seminar during student orientation. Through this seminar, students are made aware of the RTI/C drug and alcohol prevention program and educated on the resources and counseling options that are available to them as needed. RTI/C also conducts an anonymous survey at the beginning of each school year that measures behaviors and perceptions of risk. Data from this survey are used to shape the educational program that is delivered throughout the school year. Effectiveness of the educational program is measured with a post-program survey at the end of the school year and is reviewed at least biennially by the appropriate RTI/C faculty/staff.

Legal Sanctions

RTI/C prohibits the use and abuse of drugs by its students and employees. RTI/C will cooperate with authorities in the enforcement of all applicable laws. Under “Code of Conduct,” see section II “Violations Against Public Health and Safety” as well as Board policy JFCH for Rolla Public Schools’ prohibitions against and penalties for possession of, use of, or presence under the influence of or soon after using alcohol, illicit drugs, or drug paraphernalia. These penalties are strictly enforced. Local, state, and federal laws also prohibit the unlawful possession, use, distribution, and sale of alcohol and illicit drugs. Criminal penalties for violation of such laws range from fines up to \$20,000 to imprisonment for terms up to and including life.

Health Risks

Specific serious health risks are associated with the use of illicit drugs and alcohol. Some of the major risks are:

Alcohol and other depressants (barbiturates, sedatives and tranquilizers): Addiction, accidents as a result of impaired ability and judgment, overdose when used with other depressants, damage to a developing fetus, heart and liver damage.

Marijuana: Addiction, panic reaction, impaired short-term memory, increased risk of lung cancer and emphysema (particularly in cigarette smokers), impairment of driving ability.

Cocaine: Addiction, heart attack, seizures, lung damage, severe depression, paranoia, psychosis. Similar risks are associated with other stimulants such as speed and uppers.

Hallucinogens (acid, LSD, PCP, MDMA, etc.): Unpredictable behavior, emotional instability, and violent behavior, organic brain damage in heavy users, convulsions, and coma.

Narcotics (Heroin, Demerol, Morphine, Codeine, etc.): Addiction, accidental overdose, and risk of hepatitis and AIDS from contaminated needles.

Inhalants (harmful gasses and aerosols, glue, nitrous oxide, etc.): Loss of consciousness, suffocation, damage to the brain and central nervous system, sudden death, nausea and vomiting, nosebleeds and impaired judgment.

For more detailed information on health risks for these and other drugs, students may consult the RTI/C Counselor or access the National Institute on Drug Abuse website: <http://www.drugabuse.gov/drugs-abuse>

Counseling and Treatment Available

Numerous community resources and services are available to eligible students and families. These services include recreational opportunities, counseling and medical services, food pantries, and support services.

Students seeking help for problems with alcohol and/or drugs may contact the RTI/C Counselor or access the following treatment options in Phelps and surrounding counties.

Missouri Department of Mental Health

For treatment options in additional counties, students may access the Missouri Department of Mental Health website:

<https://health.mo.gov/>

<https://careers.compasshealthnetwork.org/en-US/>

Weblink to area treatment facilities:

<https://www.rehab.com/pathways-behavioral-health/5738501-r>

Phelps County

Southeast Missouri Behavioral Health, Inc.
1051 Kingshighway, Suite 5
Rolla, MO 65401-2981
573-364-8511

<http://www.semobh.org>

Crawford County

Southeast Missouri Behavioral Health, Inc.
312 N. Franklin Street
Cuba, MO 65453-1717
573-677-0262

<http://www.semobh.org>

Dent County

Southeast Missouri Behavioral Health, Inc.
(2 locations in Salem)

<http://www.semobh.org>

Salem Center
203 N. Grand Street
P.O. Box 429
Salem, MO 65560-0429
573-729-4103

Salem Hart Building
200 N. Washington
Salem, MO 65560-1349
573-729-4723

Gasconade County

Pathways Community Behavioral Healthcare, Inc.

704 E. Highway 28

Owensville, MO 65066

573-437-2959

Hotline: 800-833-3915

<https://www.drug-rehab-headquarters.com/mo/facility/pathways-cbh-inc-owensville/>

Southeast Missouri Behavioral Health, Inc.

1014B W. Highway 28

Owensville, MO 65066

573-437-6264

888-715-0641

<http://www.semobh.org>

In accordance with the Federal Drug-Free Schools and Communities Act Amendments of 1989, RTI/C is required to establish a drug and alcohol prevention policy for its students and employees. A biennial review of this program will be done to determine its effectiveness, to implement changes to the policy if they are needed and to ensure that the school's disciplinary sanctions are consistently enforced. RTI/C provides Drug Policy information as listed in this handbook.

Financial Aid

RTI/C recognizes the need for financial aid to assist students in reaching their educational goals. Many students may be eligible for grants, loans, agency funding, and/or scholarships to help cover the cost of tuition. Information about opportunities and requirements for Financial Aid is available on the Financial Aid webpage of RTI/C's website or by appointment with the Financial Aid office.

Guidance and Counseling

A full-time counselor provides individual and group guidance and counseling to assist students in making informed decisions about their occupational and educational futures. The counselor is also available to assist students individually with personal concerns or issues that may arise during the school year. When necessary, the counselor can make referrals to other community resources. In addition, the counselor measures student's interest and aptitudes using a variety of assessment tools in combination with the individual's experiences and/or employment.

Placement/Career Services

RTI/C's Student Services Center exists to assist students and graduates in their employment seeking endeavors. Students are encouraged to contact the Student Services Center for assistance in completing applications, developing and revising

resumes, developing a job search plan, sharpening interview skills, and planning for career enhancement. The Student Services Center is the primary contact for employers interested in hiring RTI/C students and alumni.

Additionally, detailed placement information is available by request in the Student Services Center. Students are encouraged to stop by the Student Services Center for information on job placement rates in their particular field. Placement information on file includes the following categories: students employed in a related field, students employed in a non-related field, students not placed, students not available for employment, students whose status is unknown, students continuing education in a related field, students in military training in a related field, and students in military training in a non-related field.

Suicide Awareness and Prevention

RTI/C takes the health, safety, and wellbeing of students seriously. As such, the school has implemented annual suicide awareness and prevention education for all students, which is included with the Drug and Alcohol Abuse and Prevention Program at orientation. For further information, please see Rolla 31 School District Policy JHDF (Suicide Awareness and Prevention).