



# ***STUDENT HANDBOOK***

## ***2018-2019***

***1694 W. Ashley Road***

***Boonville, MO 65233***

***660-882-5306***

***[www.boonville.k12.mo.us/btec](http://www.boonville.k12.mo.us/btec)***

# Student Handbook 2018-2019

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# Boonslick Technical Education Center

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## Message from the Director, Mrs. Risner

Hello, and welcome to the BTEC! On behalf of the BTEC staff and the Boonville R-1 School District I would like to personally thank you for choosing our institution to fulfill your career and technical education needs. We are all very excited to begin a new year and are looking forward to once again having great students such as yourself roaming through our halls.

Here at the BTEC we take pride in what we do and we work hard to achieve success, and because of this, we expect our students to do the same. We encourage all students to not only respect their vocation, but to also respect our building, our staff, and each and every other BTEC student. The main goal of our institution is to not only prepare our students to be college or career ready, but to also help improve character, professionalism, and work ethic. Once our students leave our building we expect them to be the best of best in all aspects.

Once again, welcome to our building, and if I can be of any assistance to you while participating in our programs please feel free to come and see me. My door is always open!

Sincerely,



Mrs. Risner

## Vision Statement

The vision of the Boonslick Technical Education Center is a school of excellence for career and technical education, adaptable and responsive to the needs and expectations of our students and both business and industry. All citizens of Missouri will view career education as an essential investment in Missouri's economy.

## Mission Statement

The Boonslick Technical Education Center will provide quality career education for students in a positive and supportive environment that develops collaborative workers, complex thinkers and community contributors who value life-long learning in a diverse and changing world.

## Boonslick Technical Education Center Faculty and Staff

Administrative Assistant	Ms. Gochenour
Adult Certified Nursing Aide	Mrs. Stock
Adult Farm Management	Mr. Sponaugle
Alternative Energy	TBD
Auto Technology	Mr. Tuttle
Computer Information Technology	Mr. Hopkins
Custodian	Mr. Miller
Director	Mrs. Risner
Guidance & Counseling	Mrs. Selby
Health Sciences	Mrs. Stock
Marketing	Mrs. Crider
Agriculture	Mr. Henke & Ms. Thies
Woodworking, Construction & CAD	Mr. Allen
Cross-Categorical	Ms. Jones
Senior Army Instructor (JROTC)	Major Meyer
Army Instructor (JROTC)	SFC Straw

## Enrollment and Withdrawal Procedures

### Student Application

Interested students may indicate their preference for a vocational program through regular high school enrollment procedures and should submit a BTEC application to their respective sending school counselor or principal by the deadline. Participating sending schools will provide a copy of each student's transcript, Personal Plan of Study, and attendance record. In addition, those students requesting enrollment in Automotive Technology need to have a recent ASVAB score provided by their counselor.

### Assessments

Each student referred to the Technical Education Center, as outlined in the State plan, should have completed a Personal Plan of Study and an Interest Inventory on Missouri Connections, which substantiates enrollment in a vocational program. The vocational guidance counselor can assist participating sending schools in evaluating individual student's test results, which determine eligibility for a technical education program.

## **Student Acceptance**

Selection of students for vocational programs will be determined by the results of combined efforts of the participating sending schools and the Boonslick Technical Education Center.

## **Withdrawals**

In the event a student must withdraw from school during the year, he/she should report to the office before going to class.

The following procedure will be observed:

1. Present Withdrawal Slip from sending school.
2. Obtain Withdrawal Slip from Boonslick Technical Education Center.
3. Have teacher place grade standing on slip and sign.
4. Return slip to the office.

Student records will be forwarded to the sending school. Student grades, evaluation and/or recommendations will be forwarded to other schools, potential or existing employers, etc., upon request.

## **Attendance**

The importance of regular attendance and punctuality cannot be over-emphasized. Employers are highly interested in the dependability of their employees. Each student is expected to be in school regularly unless hindered by their own illness, or by serious illness or death in their family. Students who are absent from school and present no evidence of having parental permission for their absences are considered to be truant. If the absence is excused, students will be allowed to make up any missed work.

If a student needs to stay back at the sending school for reasons cleared by their sending school administration, the sending school will need to contact Boonslick Technical Education Center to excuse the absence. Otherwise, it will be counted as an unexcused absence.

Attendance will be recorded onto the Student Information System immediately after the start of each class once all sending schools have arrived.

Boonville High School students will follow updated absence limit policy.

## **End of School Attendance**

Seniors will attend the Boonslick Technical Education Center until they graduate or until the sending school dismisses the seniors from school. Juniors will attend up to and including the last day of school. Boonslick Technical Education Center reserves the right to require attendance of

Boonville High School students beyond the Boonville High School requirements during the week of finals and up through the last day of school.

## **General Policies and Procedures**

### **Daily Bulletin**

During the first hour of the day, teachers will read the Boonville High School Bulletin aloud to the class. Teachers who do not have a first hour class will post the Boonville High School Bulletin. Any other announcements will come from the Boonslick Technical Education Center Main Office.

### **School Website**

Please check the school website for announcements and happenings here at Boonslick Technical Education Center. The address is [www.boonville.k12.mo.us/schools/btec](http://www.boonville.k12.mo.us/schools/btec). Teachers have their own webpages, so be sure to check those pages for upcoming assignments.

### **School Hours**

The building is open for high school daytime classes from 7:45 a.m. a.m. to 3:00 p.m. The building will reopen for adult evening classes at various class times. The main doors will be locked at 3:30 p.m. each day and open for the beginning 10 minutes of the evening classes. After which time, the doors will remain locked. The compound area is locked at all times other than with permission to gain access.

### **Guests**

We will often have guests in our buildings. Please help make them feel welcome by introducing yourself and offering assistance. All guests need to sign in at the Boonslick Technical Education Center Main Office upon arrival.

### **Deliveries**

All deliveries will be made through the Boonslick Technical Education Center Main Office. All drivers must check in at the Boonslick Technical Education Center Main Office. If a large delivery needs to be made in the shop areas, the driver must first stop in the Boonslick Technical Education Center Main Office to request access to the compound area, which is to remain locked at all times for student safety.

### **Bell Schedules**

Boonslick Technical Education Center class schedule is as follows:

Sending School Session Times:

AM session 7:50 a.m. to 11:30 a.m. (Boonville, New Franklin, Pilot Grove, & Prairie Home)

PM session 11:57 p.m. to 2:45 p.m. (Boonville) NOTE: 2:30 p.m. (Bunceton) for Buses

Hourly schedule:

1 <sup>st</sup> Hour	7:50-8:45
2 <sup>nd</sup> Hour	8:49-9:40
3 <sup>rd</sup> Hour	9:44-10:35
4 <sup>th</sup> Hour	10:39-11:30
Lunch	11:30-11:57
5 <sup>th</sup> Hour	12:01-12:55
6 <sup>th</sup> Hour	12:59-1:50
7 <sup>th</sup> Hour	1:54-2:45

### **Inclement Weather**

When it becomes necessary to dismiss school due to inclement weather, notice will be given over the Boonville Radio Station, KWRT 1370 AM, on the local television stations, and the school district text alert system. Please make note that Boonville R-1 School District is not responsible for student drivers only bus transportation.

### **Late Start Procedures (page 17)**

School will officially start 2 hours later than the normal starting time for that particular building.

Bus routes will be delayed by 2 hours.

For parent convenience, if parents have no option but to bring students at normal opening time due to work obligations, each building will have staff available to supervise students. Breakfast will be available at the high school.

Dismissal time will be at the regular time.

### **Student Fees/Charges**

All student fees must be paid by due dates set by their instructor. Automotive students can bring in new parts that they previously purchase from an outside source when working on personal vehicles for a class project upon the instructor's approval. And, students in woodworking, construction, or CAD may bring in previously-purchased wood upon the instructor's approval.

All outstanding student bills **MUST** be paid prior to the last day of school unless that student has coordinated a payment plan with the instructor and/or the BTEC Director. If a student has an outstanding bill after the end of the year, **THAT STUDENT WILL NOT BE ALLOWED TO ENROLL IN ADDITIONAL BTEC CLASSES THE FOLLOWING YEAR AND/OR A HOLD WILL BE PLACED ON THEIR HIGH SCHOOL DIPLOMA.**

## Leadership Opportunities

Beyond the competitions and wonderful leadership opportunities the student organizations contain, the Boonslick Technical Education Center develops leaders in various roles here on campus. If you are interested in any of the following, please contact your instructor and the director.

- Student Ambassadors – students who help with events and tours on campus.
- Student Focus Groups – small groups of students who will serve on various committees to promote school growth and development
- Advisory Committee Members – 2 students per program area who will serve in an advisory capacity with educators, business and industry leaders, and your instructor.

## Student Organizations

### DECA

DECA is the career and technical student organization that prepares emerging leaders and entrepreneurs in marketing, finance, hospitality and management. The DECA organization annually provides over \$300,000 in scholarships and awards to DECA members, and competitive events provide opportunities for achievement and recognition. Mrs. Lenon is the chapter advisor.

### FFA

The FFA chapter is a very active one and obtains many honors each year. The chapter advisors are Mr. Henke and Ms. Thies.

### HOSA

Health Occupations Student Association is the only career and technical student organization specifically for those going into the healthcare career field. Mrs. Stock is the chapter advisor.

### SkillsUSA

SkillsUSA is a professional student organization specifically for career and technical education students. The BTEC students enrolled in Automotive Technology, Information Technology (Computer Maintenance and Networking), CAD, Woodworking and Construction are strongly encouraged to become members. The chapter sponsors are Mr. Allen, Mr. Williams, and Mr. Tuttle.

### JROTC

The Army Junior Reserve Officer Training Corps (JROTC) is a program offered to high schools that teaches students character education, student achievement, wellness, leadership, and diversity. It is a cooperative effort between the Army and the high schools to produce successful students and citizens, while fostering in each school a more constructive and disciplined learning environment. The JROTC instructors are CPT Elliott and SFC Straw.

## **Conduct**

Boonslick Technical Education Center students have been selected because of their expressed interest and desire, as well as their abilities to pursue and succeed in the programs of their choice. The conduct of such students should reflect the determination to exemplify the highest degree of moral and ethical behavior both in and out of class. Reports of misconduct may result in a director, teacher, parent, and student conference. Discipline will be incurred according to student's sending school district policies.

## **Discipline Policies**

Boonslick Technical Education Center will follow the discipline policies set forth for each student by his/her sending school, as well as the Boonville R-1 School District. We expect our students to behave in a respectful, responsible, and mature manner. One never knows whether his/her future employer may be in the building observing that day.

## **Searches by School Personnel**

School lockers and desks are the property of the Boonville R-1 School District and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators and/or staff who have a reasonable suspicion that the lockers or desk contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. This search includes the interior of a student's automobile on school premises. In addition, the Boonville R-1 School District authorizes the use of training dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

Law enforcement officials shall be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods or evidence of a crime, in any case involving a violation of law when a student refuses to allow a search, or even where the search cannot safely be conducted. Also, parents shall be contacted. A student who refuses to submit to a search may be appropriately disciplined by school officials.

## **Tardies**

During a semester, each 3 unexcused tardies will equal 1 absence to a class and will be counted as such on the attendance policy. Students in a 2 or 3-hour block who are more than 20 minutes late to class shall be counted as being absent from that class. Sending school students have 5 minutes to get to class upon bus arrival. (This means no loitering near the snack machines.)

## **Tobacco**

The Boonville R-1 School District has implemented a tobacco free policy on every school campus. Violators will be disciplined according to Boonville R-1 School District policy and the policy of the students' sending school(s).

## **School Dress**

It is generally accepted that cleanliness, good grooming and appropriate dress are necessary to reduce distraction, promote health and provide a productive learning atmosphere. Extremes in dress and clothing which are out of compliance with the dress code policy will be dealt with according to the handbook regulations. This also applies to field trips and/or other school-sanctioned activities. We will have business and industry professionals in our building unlike regular high schools, and we expect our students to dress accordingly. No student will be allowed to work in the shop areas or go to clinicals without the proper attire.

## **Shop/ Clinical Dress**

Students will not be allowed to work in the shop areas or go to clinicals without wearing the proper attire – this includes but is not limited to closed-toed shoes, long pants with no holes, shop coats, welding leathers, helmets, safety glasses, and scrub uniforms.

## **Breaks**

Students will be given a break between classes at the discretion of the teacher and administration. This is a privilege. If unacceptable behavior occurs on breaks, the director will determine as to whether a class will continue to have this privilege.

## **Transportation**

Transportation will be the responsibility of the sending schools. Students are to use the provided transportation by their sending school.

## **Driving Permit**

If for some reason special driving privileges are temporarily needed, see the director for the driving permit. All parties involved from both schools and a custodial parent/guardian need to have signed off on the permit in order for the driving privileges to be valid. It is recommended to begin the process 2 days prior to the need of the permit.

## **Parking**

All high school students will park in the BTEC lower lot or the last three rows of the upper BTEC lot after obtaining a driver's permit. Students will not be allowed to bring an automobile into the shop compound area without the permission of the instructor and/or a signed vehicle repair agreement. Reminder, obtain a temporary driving permit through the director's office, if needed.

## **Safety**

Student safety is our utmost concern. Please take all of the safety procedures and practices very seriously. Sometimes, students may think the procedures are unnecessary, but if and when we need them in a crisis, we will all be thankful.

## **Students Leaving the Building**

If students request to leave the building, they MUST request permission from the Boonslick Technical Education Center Main Office. We have safety procedures in place and need to account for every student at all times. This includes permission to go to Boonville High School or even to the parking lot. Failure to observe this procedure will result in disciplinary action for the student.

## **Lab Safety Procedures**

Safety devices and practices are a must in a technical school. Teachers will instruct students on how to use the tools and equipment and assess each student's ability to use the tools and equipment properly. Students are required to achieve total mastery level (100%) on safety tests. Tests may include both written and performance items. Safety goggles and closed-toed shoes or boots must be worn in the shop areas. Clothing with holes or frayed edges is prohibited. Lockers will be furnished for the storage of such apparel. Students who do not wish to adhere to these practices will not be allowed to work in the shop; classroom work will be assigned, and students can be withdrawn from the program if the director deems necessary.

## **Accidents**

Emergency notification information and medical information are on each student's application form in the office. Students requiring emergency medical aid will be taken to the hospital, a physician or as otherwise requested. Boonslick Technical Education Center recommends that students taking our courses have accident insurance.

## **Medical Issues**

Since we work with dangerous equipment and involve physical activity with our programs, students and parents need to notify the Boonslick Technical Education Center Main Office if a student could potentially experience a health concern or a medical issue.

## **Medication**

If a student needs to take medication while at Boonslick Technical Education Center, the medication needs to be brought to the Boonslick Technical Education Center Main Office in the prescription bottle along with permission notes. The medication will be housed in the Boonslick Technical Education Center Main Office. A doctor's note is preferable along with the parent/guardian note. The student will need to come to the Boonslick Technical Education Center Main Office to take his/her medication. Students cannot have prescription medications in their

possession on school property or at a school function or field trip without administration's permission.

## **Disaster Drills and Crisis Management**

Please follow the appropriate building plan for disasters and crises. Drills will be announced for planning purposes, and others will not be announced for timed drill exercises. We want everyone safe on our campus, so please take note of the importance of the drills.

## **Guest Safety**

Anyone other than a student enrolled in Boonslick Technical Education Center classes must stop in and sign in the Boonslick Technical Education Center Main Office. This requirement is for the welfare and safety of all parties.

## **Concussion Protocol**

In response to House Bills passed in August 2011, the Boonville School District in conjunction with the Missouri State High School Activities Association, has implemented protocol to address the serious issue regarding student and athlete concussions. This protocol addresses efforts that will be made to minimize damages from school sports injuries.

All staff must take a course on the signs, symptoms, and prevention of concussions.

All parents and athletes must receive and sign for the concussion materials as indicated on the MSHSAA Preparticipation Physical Form.

The concussion information for parents and athletes can be found in the following three locations:

- The free NFHS "Concussion in Sports" course described above;
- The materials that are provided on our website ([www.mshsaa.org](http://www.mshsaa.org)) by clicking on the Sports Medicine Tab and then on "MSHSAA Concussion Information Packet;" and
- The Concussion Information PowerPoint located on our website ([www.mshsaa.org](http://www.mshsaa.org)) by clicking on the Sports Medicine Tab and then on "MSHSAA Concussion Video Introduction."

Athletic Directors must keep accurate records of this information and be able to provide it to MSHSAA if asked to do so.

[https://www.mshsaa.org/resources/pdf/IYSBIPreventionReport\\_1213v2web.pdf](https://www.mshsaa.org/resources/pdf/IYSBIPreventionReport_1213v2web.pdf)

In addition, if the student is diagnosed with a concussion, an athlete or non-athletic participating student, must be cleared for progression to activity by an approved healthcare provider (MD/DO/PAC/LAT/ARNP/Neuropsychologist). An emergency room physician cannot clear for progression. A MSHSAA Concussion Return to Play Form must be completed and submitted to the appropriate building level administrator prior to the student returning to any physical activity—sport, competition, physical education classes, and/or recess. The Boonville R-1 School District will follow MSSHA Return to Play (RTP) Procedures after a diagnosed concussion.

## Academic Policies and Procedures

### Grading Scale

The grading scale is as follows:

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

### Grading Periods

Grades will be reported on a six-week rotation as follows:

6 weeks	6 weeks
12 weeks	12 weeks
End of Semester 1	End of Semester 2

Grades are transcribed at the sending school. Sending school students, parents, principals, and counselors may access the grade book with attendance for their students at any time on the Student Information System (SIS).

### Academic Integrity

Due to the nature and safety of the various technical fields represented within the classroom instruction, it is imperative to instill within oneself a high degree of academic integrity for the safety of oneself and those nearby. The director and the instructors take cheating very seriously. Students – please remember that your instructors will often be contacted to recommend you for scholarships or employment.

### Technical Skills Attainment (TSA tests)

Program area completers are required by the Missouri Department of Elementary and Secondary Education to take TSAs. These are extremely important to our students as the tests we chose are industry-recognized credentialed tests. In other words, these are certification tests that

employers or the government require of their employees. We ask that our students do their best to obtain as many of these types of certifications as they are able to while they are here with us at Boonslick Technical Education Center.

### **Dual Credit and Articulation Credit Opportunities**

Students will have the opportunity to gain college credits in various programs. Some credits will be articulated credits, which mean credits that can be obtained and recognized at that specific college. Other opportunities will be dual credit. These credits are transcribed to both the sending school transcript and the college transcript.

### **Chain of Command**

Please follow the chain of command when seeking assistance. It is as follows:

1. BTEC Instructor
2. BTEC Director
3. District High School Principal
4. District Superintendent
5. District School Board of Education

*The Boonville R-1 School District has adopted policies which affirm its compliance with applicable statutes regarding nondiscrimination on the basis of race, color, national origin, ancestry, religion, socioeconomic status, sex, age or handicapping condition. Any person having inquiries concerning the Boonville R-1 School District's compliance with the regulations implementing Title VI, Title IX or Section 504 is directed to contact Dr. Mark Ficken, Title IX and Dr. Sarah Marriott, 736 Main Street, Boonville, MO 65233, (660-882-7474). These people have been designated to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX and Section 504.*

*Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX or Section 504.*

# BTEC Student Policies and Regulations Agreement 2018-2019

Upon review of the Boonslick Technical Education Student Handbook, teachers are required to have a signed copy on file stating students and parents/guardians understand the regulations. These will be placed in the student's file.

Student's Name: \_\_\_\_\_  
(LAST,) (FIRST)

Grade Level: \_\_\_\_\_ Sending High School: \_\_\_\_\_

AM or PM: \_\_\_\_\_ or Class Period(s): \_\_\_\_\_

I have been provided with a copy of the Boonslick Technical Education Center Handbook. My instructor has reviewed the handbook with me and I have had an opportunity to ask questions concerning the information published in this handbook. I understand that I may ask the Director, or any of my instructor's questions about the information contained in the handbook at any time during the year to gain a better understanding of what is expected of the students at the Boonslick Technical Education Center. I understand further that it is impossible for the student handbook to contain all the rules necessary for an orderly school atmosphere at any given time. Therefore, my conduct at school should at all times be consistent with the standards published in the handbook. The rules published in the handbook are to be followed on all school property during the school day, as well as at all school-sponsored activities. Also, I understand that the rules outlined in the student handbook are to be followed through the last day of school, and should I choose not to follow the rules during the last few days of the school year, discipline will be administered during the beginning of the following school year for 9-11<sup>th</sup> graders. Seniors issues will be dealt with prior to graduation.

Therefore, I understand that compliance with the standards of conduct published in the Boonslick Technical Education Center Student Handbook as adopted by the Boonville R-1 Board of Education is mandatory.

I understand that the Boonslick Technical Education Center at times will video-tape or photograph my child. If you, as a parent or guardian do not wish your child to be photographed, please contact the office for a form of omission.

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Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

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Parent/Guardian's Signature as Witness \_\_\_\_\_ Date \_\_\_\_\_

## Late Start Schedule

# Boonville High School

1 <sup>st</sup> Hour	9:50-10:22
2 <sup>nd</sup> Hour	10:26-10:59
3 <sup>rd</sup> Hour	11:03-11:36
5 <sup>th</sup> Hour	11:40-12:54
A Lunch	11:36-12:02
(Class	12:06-12:54)
B Lunch	12:02-12:28
(Class	11:40-12:02 and 12:32-12:54)
C Lunch	12:28-12:54
(Class	11:40-12:28)
4 <sup>th</sup> Hour	12:58-1:31
6 <sup>th</sup> Hour	1:35-2:08
7 <sup>th</sup> Hour	2:12-2:45