

State Fair Career and Technology Center

HAND BOOK

State Fair Career and Technology Center

3201 W. 16th Street
Sedalia, MO 65301

T. 660-530-5806 F. 660-530-5848

<https://www.facebook.com/sfccmoctc/> 



2020
CFC
2021

State Fair
Community College

State Fair Career and Technology Center

2020-2021 School Year Calendar

Orange = Teacher Workday
 Orange* = Teacher PD Day
 Yellow = Student Day
 Green = Half Day
 Pink = Non-Student/Staff Days

 End of Quarter/Semester
 Snow Make-up days
 Students are expected to be in attendance all days that the CTC is in session unless excused in advance by their home school.

Jan-2021				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

1-4 Christmas Break - No School
 5 2nd Semester- CTC Resumes
 7 No AM Session- SFCC Meeting
 18 Martin Luther King Day- No School
 0 Teacher Work/PD Days
 18 Student Days

Aug-2020				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18*	19	20*	21
24	25	26	27	28
31				

18-20 Convocation (Teacher PD Days)
 19 CTC Orientation Night
 25 First Day of School
 3 Teacher Work/PD Days
 5 Student Days

Feb-2021				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

5 SkillsUSA District Contest - NO CTC
 15 President's Day - No School
 1 Teacher Work/PD Days
 18 Student Days

Sep-2020				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

7 Labor Day- No School
 0 Teacher Work/PD Days
 21 Student Days

Mar-2021				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

2 SFCC PD Day- No School
 2 Inclement Weather Make-up Day
 12 End of 3rd Quarter
 15-19 CTC Spring Break - No School
 1 Teacher Work/PD Days
 17 Student Days

Oct-2020				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

16 End of 1st Quarter
 0 Teacher Work/PD Days
 22 Student Days

Apr-2021				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

2-5 Easter Break - No School
 5 Inclement Weather Make-up Day
 0 Teacher Work/PD Days
 20 Student Days

Nov-2020				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

6 SkillsUSA Leadership Conference*
 25-27 Thanksgiving Break- No School
 0 Teacher Work/PD Days
 18 Student Days

May-2021				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31	1	2	3	4

27 Last Day of School
 0 Teacher Work/PD Days
 19 Student Days

Dec-2020				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

18 End of 1st Semester
 21-31 Christmas Break - No School
 0 Teacher Work/PD Days
 14 Student Days

172 Student Days
 5 Teacher Work/PD Days
177 TOTAL DAYS
 1st Semester Days 80
 2nd Semester Days 92
 38 1st Quarter Students Days
 42 2nd Quarter Student Days
 45 3rd Quarter Student Days
 47 4th Quarter Student Days

(Approved - 6May2020)

State Fair Career and Technology Center

State Fair Community College

3201 W. 16th Street
Sedalia, MO 65301

Office (660) 530-5806

Fax (660) 530-5848

Office Hours

7:30 a.m. – 4:00 p.m., Monday – Friday

Session Schedule

8:00 a.m. – 10:35 a.m.

11:45 a.m. – 2:20 p.m.

Automotive Technology	Mr. James Bengé
Building Trades	Mr. Hunter Cline
Criminal Justice	Mr. Doug Barklage
Early Childhood Careers	Mrs. Dawn Macklin-Gulick
Graphic Design	Mrs. Linda Harris
Health Occupations	Mrs. Rachel Wienberg
Industrial Equipment Maintenance	Mr. Brady Glover
Precision Machining Technology	Mr. Matthew Parker
Welding Technology	Mr. Paul Hooper
Embedded Math and Communication Arts	Mr. Doug Gantz
Mo Options	Mrs. Jill Gantz

Administrative Office

Mrs. Alyssa Wilson , Executive Assistant	660-596-7263
Mrs. Stacie Wild, Guidance and Career Services	660-596-7256
Mr. Eric Rehmer, Executive Director	660-596-7257

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Vision/Mission Statement

The State Fair Career and Technology Center, referred to as “SFCTC”, is comprised of nine career and technical education programs and an alternative education program (MO Options). Career and technical education is “*learning by doing*”, and instructional programs at SFCTC incorporate traditional classroom activities with learning experiences conducted in the shop or laboratory, at the job site or in a clinical setting. The energies and knowledge of the administration and staff are directed toward providing students with the most effective educational environment possible.

SFCTC is housed at State Fair Community College (SFCC). SFCTC programs are specifically designed to promote easier entry into apprenticeship, business and industry, and post-secondary education which are directly aligned with SFCC programs. It is possible to earn college credit while at SFCTC. Graduates of SFCTC have a head start when entering college level related courses at SFCC.

SFCTC is a team comprised of dedicated educational professionals who believe in the academic, occupational skills and personal preparation of all students. This team will make a positive difference for all students taking their first steps towards their chosen career, continued education and a positive life in society. Teachers and the supporting staff will provide an outstanding opportunity for a diverse student population to learn and grow personally through the economic, social and cultural leadership of the institution. We are dedicated to quality education that is student centered, comprehensive and accessible.

SFCTC strives to provide:

Highly qualified instructors in every academic and career education program who are properly certified and experienced in all aspects of their profession.

Quality curriculum for every program that is current with industry standards and validated by advisory committee members from local business and industry.

Instructional strategies that are current and effective in teaching all students, regardless of ability.

State-of-the-Art classrooms and laboratories containing the most advanced equipment and instructional materials.

Services available to all students that include career guidance, workforce preparation and personal assistance.

A safe, clean learning environment for all students, faculty and staff.

Sending School Directory

Students are given career education opportunities by SFCTC from the following sending school districts within Benton, Cooper, Moniteau, and Pettis Counties.



Cole Camp R-I



Green Ridge R-VIII



La Monte R-V



Lincoln R-II



Pettis County R-V



Otterville R-VI



Sedalia #200



Smithton R-VI



Tipton R-VI



Warsaw R-IX

Career Center Hours of Operation

The main office of the Career and Technology Center is open from 7:30 a.m. until 4:00 p.m., Monday – Friday during the school year. During the summer the main office is open from 8:00 a.m. until 5:00 p.m., Monday – Thursday.

Classes are split into morning and afternoon sessions, with each session consisting of a 2 ½ hour block. Morning classes meet daily beginning at 8:00 a.m. and continue until 10:35 a.m. Afternoon classes begin at 11:45 a.m. and continue until 2:20 p.m. Unless dictated otherwise, classes will meet Monday through Friday.

Non-discrimination Statement

State Fair Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, veteran status, or age in its programs and activities or in employment. The following persons have been designated to handle inquiries regarding the nondiscrimination policy: Director of Human Resources, Hopkins Student Services Center, (660) 596-7484, or Dean of Student and Academic Support Services, Hopkins Student Services Center, (660) 596-7393. The Hopkins Center is located on SFCC's Sedalia campus at 3201 W. 16th St., Sedalia, MO 65301. Inquiries also may be directed to the U.S. Department of Education, Office of Civil Rights at OCR.KansasCity@ed.gov.

Interested persons may obtain information as to the existence and location of services, activities and facilities at State Fair Community College that are accessible to and usable by persons with disabilities by contacting the Access office, Yeater 159, SFCC, 3201 W. 16th Street, Sedalia, MO 65301, (660) 596-7293.

The SFCTC Student Handbook is approved by the Superintendent Advisory Committee.

General Information

Statements of Success

As a Student of State Fair Community College and State Fair Career and Technology Center:

- I will treat faculty and staff with courtesy and respect and expect the same.
- I am responsible for my education. While others may help me, my success will depend primarily upon what I do to become successful. If it is to be, it is up to me.
- I will work hard to succeed. This includes attending all classes and devoting a great deal of time to reading, studying and doing out-of-class assignments.
- I will value time, come to classes on time and be attentive and participate.
- I will set positive, specific and measurable goals, and I will visualize myself in possession of them.
- I will be an active learner. I will ask questions and seek guidance as often as needed.
- I will respect differences among members of the campus community and encourage everyone to learn from these differences.
- I will be honest and maintain the highest level of integrity.

Inclement Weather/School Closings

In the event the sending high school has closed due to inclement weather, the student will be excused from attending SFCTC. SFCTC students may check the State Fair Career and Technology Facebook page for posts regarding inclement weather and closings. SFCTC closings will also be posted on State Fair Community College's SFCC Alert & Campus Closures website and our Facebook page.

Medical/Accident/Emergency Treatment

Students must report all injuries or illnesses immediately to their instructor; then, if deemed necessary, to the SFCTC Director. Ill or injured students must receive permission from the office before calling parents or leaving the premises. Emergency first aid measures will be taken to treat any student injuries occurring on campus. If the emergency requires a level of treatment beyond that of the capability of staff and is viewed as an injury requiring immediate treatment, for the student's health and well-being, SFCTC will notify 911 and an ambulance will be summoned. Parents' or guardians' signature on the student enrollment form gives consent for SFCTC employees to seek medical assistance for medical emergency treatment.

Every attempt will be made to notify the parent/guardian or emergency contact given on the student application which shall be on file in the SFCTC office. The parent/guardian will be legally responsible for the cost of any medical service or care provided.

Dispensing Medication

Students should not bring medicine to school unless parents have made arrangements through the SFCTC office (medicines will be kept in the SFCTC office). SFCTC cannot dispense any medication (including aspirin) to any student without parent's permission.

Accident Insurance

State Fair Community College and State Fair Career and Technology Center does not carry accident insurance for students. However, it is important that parents/guardians consider carrying an accidental or medical policy on their students while enrolled in programs at SFCTC that require shop or medical laboratory experiences. In such programs, the students may be exposed to such things as: hand tools, power equipment, machinery and contagious disease if in a medical setting. **MEDICAL AND ACCIDENT INSURANCE IS THE RESPONSIBILITY OF THE INDIVIDUAL STUDENT AND HIS/HER PARENT/GUARDIAN.** Accidental health insurance coverage is recommended. For more information on accident insurance, contact your home school office.

Tours/Visitors

Individuals or groups are welcome to visit SFCTC and tour our facilities. Arrangements for tours should be made in advance by contacting the SFCTC office. Parent/guardian involvement is encouraged, and guests are welcome to visit campus. However, to ensure safety, visitors may not be in classrooms, shops, laboratories or other hazardous areas at any time unless they are escorted by a staff member of the Career Center. All visitors must sign in at the SFCTC Main Office and must be escorted either by the student or the instructor while inside the building.

Field Trips

At times, instruction can take place outside of the typical classroom and lab areas. SFCTC faculty are encouraged to pursue instructional activities through first-hand experiences that relate directly to the respective subject area. Field trip transportation will be by school bus or rental vans through a local transportation provider; SFCTC students must use the transportation provided by SFCTC.

A field trip form must be completed in advance of the field trip and signed by the student, SFCTC instructor, parent/guardian and sending high school principal or principal's designee. During field trips, students are under the supervision of the instructor(s) or other SFCTC representative(s), and SFCTC rules and regulations apply. Students must have a completed Parental Permission Form on file in the SFCTC office to participate in any field trip.

Textbooks, Supplies and Equipment

Textbooks and most instructional supplies will be provided by SFCTC. All texts, reference materials, hand tools, etc., checked out to the student must be returned to the instructor. Any lost or damaged items must be paid for upon completion or withdrawal from the course. Grades (including dual-credit grades) will not be awarded until all items are accounted for.

Required Costs

Once accepted, the student's tuition will be paid for by their sending school district. Any uniform or individual tool costs will be the responsibility of the student. All costs differ by program and are dictated by curriculum requirements.

Leaving School During Class Hours

Students are not to leave their classroom or the building during regular class periods without permission. If it is necessary to leave the building, ask the instructor for permission and report directly to the SFCTC office for final approval. A parent/guardian will be called to verify and approve early check out.

Eye Protection Policy

Sections 170.007 and 170.009 RSMo, state law says: **Every student, teacher, and visitor is required to wear an industrial quality eye protection device when participating in or observing any vocational, technical, industrial, chemical, physical shop, or laboratory course in schools, colleges, university, or educational institutions.**

SFCTC will provide one pair of safety glasses to each student participating in lab learning environments. The safety glasses are to be worn in all applicable work areas for the safety and protection of the student. The student will be responsible for the care of the glasses. If the safety glasses are lost, it is the responsibility of the student to replace them. Students will not be allowed to participate if they do not observe safety practices and wear appropriate clothing.

Care of Areas

Each student is expected to help keep his/her own personal work area, as well as the total classroom and shop area, clean. Students are to do their part in keeping the school in good appearance and the equipment in a good state of repair.

Telephone Calls

In the event of an emergency, parents may contact students by calling the school telephone number (660-530-5806).

Only in case of an emergency will a student be called from class. The office staff will convey a message to a student if requested to do so by a parent. Personal calls by the student may be made during non-class time only. Students are not allowed to use the telephone in the classroom or in the instructor's office.

Personal cell phones are not to be used during class time and will be confiscated if necessary. Students are to have cell phones turned off during class unless permission is given by the instructor.

Electronic Devices

Possession of electronic devices by students is permitted but must be used in a responsible manner that does not disrupt the education of the individual student and/or classmates, nor transmits profane material. This includes but is not limited to radios, cellular phones, MP3 or iPod type devices, electronic games, tablets, laptops, or other entertainment devices. These devices are considered a disruption of class if used during inappropriate times and punishable under the disciplinary rules. If students are found using device(s) during class time or in an irresponsible manner, the devices will be confiscated and a disciplinary report will be submitted to the SFCTC Director.

STATE FAIR CAREER AND TECHNOLOGY CENTER AND STATE FAIR COMMUNITY COLLEGE ARE NOT RESPONSIBLE OR LIABLE FOR DAMAGE, LOSS, OR THEFT OF PERSONAL ELECTRONIC COMMUNICATION DEVICES.

Emergency Procedures

Instructions are posted by the door of each classroom informing students of the procedures for emergency situations for the building. Each instructor will discuss specifics at the beginning of the school year. **Everyone will follow the instructions given by their instructor.**

Transportation

Transporting students to and from SFCTC is the responsibility of each sending school district. Students are encouraged to utilize the transportation provided. It is recognized that it may be necessary for students attending SFCTC to drive to school. Prior approval from the home school is required along with the proper completed paperwork. These forms are located in the SFCTC office. Students should allow adequate lead time to process the required approval forms.

Driving Procedures

Students who drive vehicles to SFCTC must comply with all administrative regulations for driving and parking. Driving to SFCTC is a privilege, not a right. Therefore, your driving privilege can be revoked at any time. Those students who do not comply with the driving rules will lose the privilege to drive and must utilize the transportation provided by their school district. The following regulations will apply:

1. Students who desire to drive daily must obtain and complete the required driving form from the SFCTC office. **Permission from parents and school administration must be obtained for passengers as well as for drivers.**
2. After review of permission papers by the SFCTC staff, a numbered permit may be issued and, if so, must be displayed on the front windshield.
3. Parking is permitted only in areas designated for students. Failure to park in designated areas could result in either a fine or your vehicle being towed. Unrestricted parking spaces on all of the college lots are outlined in WHITE. Restricted parking is outlined in BLUE for persons with disabilities.
4. There is no parking in any roadway or grassy areas.
5. Student drivers are to be especially watchful of other students and adults who are walking in the parking lot. Discourteous or dangerous driving actions are subject to immediate disciplinary action. **Careless, reckless, or dangerous driving between the home school and SFCTC will lead to immediate loss of driving privileges.**

Get Involved in Student Organizations!

Be a Leader

Supplement your classroom experiences

Make life-long friends



SkillsUSA

is a partnership of students, teachers and industry leaders working together to ensure America has a skilled workforce. SkillsUSA helps each student excel through education and competition. SkillsUSA is a national nonprofit organization serving teachers, high school students and college students who are preparing for careers in trade, technical and skilled service occupations.

Open to students enrolled in Automotive Technology, Building Trades, Criminal Justice, Graphic Design, Industrial Equipment Maintenance, Precision Machining Technology and Welding Technology.

Please see your program instructor or Mr. Gantz for more information.



HOSA (Health Occupations Students of America)

is a national student organization endorsed by the U.S. Department of Education and the Health Science Education Division of ACTE. HOSA's two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. HOSA provides a unique program of leadership development, motivation and recognition exclusively for secondary, postsecondary, adult and collegiate students enrolled in HSE programs. HOSA is 100% health care!

Open to students enrolled in Health Occupations.

Please see your program instructor for more information.

Be a Leader

Supplement your classroom experiences

Make life-long friends



FCCLA (Family, Career and Community Leaders of America) is a nonprofit national career and technical student organization for young men and women. FCCLA promotes personal growth and leadership development through Family and Consumer Sciences education. Involvement in FCCLA offers members the opportunity to expand their leadership potential and develop skills for life – planning, goal setting, problem solving, decision making, interpersonal communication, creative and critical thinking, character development, practical knowledge and career preparation.

Open to students enrolled in Early Childhood Careers.

Please see your program instructor for more information.



The National Technical Honor Society

is State Fair Career and Technology Center's and the nation's highest award for excellence in career and technical education established to honor student achievement and leadership, promote educational excellence and enhance career opportunities for the NTHS membership. The NTHS has partnered with BPA, DECA, FCCLA, FBLA/PBL, HOSA and SkillsUSA in promoting excellence in career and technical education.

Students will be notified of eligibility after receiving first semester grades.

Please see Mrs. Wild for more information.

Policies and Guidelines

Application and Admission Policies

Students are accepted to SFCTC based on a number of objective criteria. These criteria are based on critical academic or course preparation pre-requisites that have proven to be the foundation necessary for a student to experience success in the program. These criteria include grade point average, attendance, course preparation, and prior SFCTC program completion. The course and program description outline the basic requirements for each career education program to assist in planning and application.

An application must be received for all students, including those students returning to SFCTC for their second year.

When applying or re-applying, students should adhere to the following steps to ensure that their application is received and scored in a timely manner.

1. Obtain a current SFCTC application from the high school counselor.
2. Fill out SFCTC application with input from parents and guidance counselor as needed.
3. Turn in completed application to guidance counselor before set deadline.
4. The high school guidance counselor will check application for completeness and deliver it to SFCTC to be scored.

The application should include a minimum of the following documents:

1. A completed Application for Admission Form
2. A transcript, which includes all high school courses taken through the first semester of the school year in which the student is making application.
3. Attendance record (if not included on the student's transcript).
4. An official detailed discipline record.
5. Completed Student Informational Consent form.
6. Interest statement completed by the student.

Student Adds and Drops

Students are considered to be enrolled for the entire year if they have been accepted for admission. The administration realizes it is sometimes necessary for students to drop programs or to change to other programs. These program changes should be made during the first two weeks of school. Students who are added to a program must meet the same minimum qualifications as students accepted in the spring. Students may be dropped from any career education program at any time. Students may be dropped from their program due to lack of progress, excessive absenteeism, failing grades or disciplinary reasons. Any change in the original roster of students will be clearly communicated with the sending school officials. It is the student's responsibility to bring evidence to the office that he/she has returned textbooks and loaned items to the instructor and paid for all consumable supplies used.

Re-Admission of Second-Year Students

Behavior during a student's first year in a SFCTC program could affect his/her readmission for the second year. Any infraction listed in this handbook, but not limited to said infractions, could be considered grounds for not re-admitting a student. These infractions include fighting, insubordination, profane or threatening language, theft, vandalism, use of drugs/alcohol, or any student who had been suspended during his/her first year at SFCTC. Other considerations for not re-admitting a student could include credit loss due to attendance, revoked driving privileges, a semester course grade below a 70%, or failure of a course.

Guidance, Counseling and Career Services

Guidance services at SFCTC are primarily based on the needs of each individual student. While this makes for uniqueness with each individual school district, there are some needs that all school districts have in common. Guidance/Counseling is a cooperative effort between the staff of the home school and the staff at SFCTC.

Guidance services can be useful to a student when making decisions about educational, career, or personal matters. Guidance is not telling a person what to do; it is helping a person gather information and explore possible choices and alternatives so that they might be better prepared to make adequate decisions. Guidance services are varied and in general include the following: orientation, testing and evaluation, counseling, pre-employment, post-secondary preparation and follow-up/follow-through.

Placement assistance is available to any student enrolled in a career and technical program. SFCTC is a participant in Missouri Connections and Missouri Career Centers. The primary purpose is to assist students in obtaining full-time employment after graduation, but it does include helping students find part-time jobs while enrolled.

Grading and Credits Earned

Earned Credits by Program

Students enrolled in career and academic programs at SFCTC receive high school credit from their sending high school. Students enrolled in a college-level program earn dual credit. These students earn high school credit through their sending high school and college credit is granted for each career program designated as dual credit. The number of college credits earned varies based on the career and technical education program. Transfer of college credit to a post-secondary educational institution other than State Fair Community College is determined by each individual institution and is subject to change.

Years Required to Complete Programs

Program Title	Years to Complete Program
Automotive Technology	2
Building Trades	2
Criminal Justice	2
Early Childhood Careers	2
Graphic Design	2
Health Occupations (CNA)	1
Industrial Equipment Maintenance	2
Precision Machining Technology	2
Welding Technology	2

Requirements for Levels of Certification

Certificate of Achievement

To receive a Certificate of Achievement, students will successfully demonstrate positive behavior, appropriate work skills and attitudes, knowledge/skills of the technical program, and must meet the following criteria:

1. Student will master 90% or more of the competencies.
2. Student will have at least a 3.0 GPA in the technical program.

Certificate of Completion

To receive a Certificate of Completion, students will successfully demonstrate positive behavior, appropriate work skills and attitudes, knowledge/skills of the technical program, and must meet the following criteria:

1. Student will master 80% or more of the competencies.
2. Student will have at least a 2.3 GPA in the technical program.

Certificate of Participation

To receive a Certificate of Participation, students will successfully demonstrate positive behavior, appropriate work skills and attitudes, knowledge/skills of the technical program, and must meet the following criteria:

1. Student will master 70% or more of the competencies.
2. Student will have at least a 2.0 GPA in the technical program.

Grade Reports

Each instructor will assign a letter grade for each student at the end of each semester. These grades are reported to the sending high school as a permanent part of the student's transcript. Students receiving college credit for career education courses taken at State Fair Community College will have their grades recoded by the college.

Credit for College Career Programs

Students enrolled in a college-level program may earn dual or articulated credit from State Fair Community College. These students earn high school credit through their sending high school, and college credit is granted for each career program designated as dual or articulated credit. The number of college credits earned varies based upon the career program. Detailed forms regarding dual credit and articulated credit are available from the SFCTC counselor.

“Dual enrollment” means that current SFCTC students in their career education program may earn college credit while receiving regular career education high school credit. Current SFCTC students are “dually enrolled” when they are enrolled in courses for college credit at State Fair Community College and have completed the necessary paperwork and submitted it to the SFCTC counselor. Enrollment will be done by SFCC Admissions in August. The student must complete a Dual Enrollment Application. The application must be signed by the student’s parent/guardian if the student is not 18 years of age or an emancipated minor and sending school counselor.

Embedded Credit

Students at SFCTC have the opportunity to earn embedded credit in Math and Communication Arts as a part of their career education program. In order to be eligible for embedded credit, the student must attend SFCTC for two years (exception – Health Occupations). Awarding of this credit is at the discretion of the sending school district.

Student Code of Conduct

Our primary function is to provide you with skills, attitudes, and the knowledge required to enter your chosen field or work. A goal of SFCTC is to simulate the working world. We want you to feel – to a certain extent – like you are actually working. Classroom work is an integral part of the learning process to provide students the knowledge to perform the hands-on learning component that is required to work in the lab or shop.

Each instructor has the experience in the trade he/she is teaching to be able to establish an actual working atmosphere in the classroom. It is absolutely necessary that all students work in the classroom and lab/shop to develop the skills to become successful in the world or work.

Upon enrolling in State Fair Career and Technology Center, each student assumes an obligation to conduct himself/herself in a manner compatible with SFCTC's function as an educational institution and to comply with the laws enacted by federal, state, and local governments. If this obligation is neglected or ignored by the student, SFCTC must, in the interest of fulfilling its function, institute appropriate disciplinary action. School discipline will be enforced by the Director of State Fair Career and Technology Center in consultation with the student's instructor and the sending school high school principal. Any discipline may be altered at the discretion of the SFCTC Director. Violation of the discipline code is subject to possible prosecution by local law enforcement authority.

Disruptive or inappropriate behavior is described as any behavior that disrupts the learning process to the extent the student or other students are unable to obtain the instruction to which they are entitled. Such behavior will be dealt with by the instructor and, if necessary, by the Director. Offenses would include, but are not limited to, talking without permission during class; loud, abusive, profane and/or obscene language on the school premises; poor attitude; cheating; leaving assigned area(s) without permission of the instructor; visiting in the hallways during class time; running in the hallways; disrespect of other persons including classmates, instructors and staff; petting, kissing or inappropriate touching; or any other behavior that is considered inappropriate. The classroom instructor and/or the Director, as appropriate, will deal with disruptive and/or inappropriate behavior. All students have a right to attend school without having to hear profane and/or threatening language. Obscenities, name-calling, and harassing behavior do not show respect for the rights of others. Students showing this type of behavior are subject to disciplinary actions. **SFCTC adheres to the SFCC Harassment Policy.**

Disciplinary action may include any of the following:

The following are some of the consequences used to reinforce SFCTC and college rules and regulations. Consequences will be administered in a professional manner based on frequency and severity of the student's behavior. A student should expect more severe consequences for repeated or serious violations.

Examples of types of consequences (but not limited to):

- Administrative conference
- Parental notification
- Suspension or restrictions from activities or privileges
- Restitution
- Confiscation of property
- Notification of Campus Resource Officer and Dean of Student Safety and/or appropriate law enforcement agency.
- Withdrawal from SFCTC, which would result in loss of credit for the semester.

Expulsion: The student may be expelled or permanently removed from enrollment at State Fair Career and Technology Center for offenses delineated in the disciplinary guidelines of State Fair Career and Technology Center or the sending school. This action could result in expulsion from SFCC also.

Suspension: The student may be suspended from attendance at State Fair Career and Technology Center for a specified period of time for offenses delineated in the disciplinary guidelines of State Fair Career and Technology Center or the sending school.

Either State Fair Community College or the sending high school may take other disciplinary measures based on the nature and severity of the offense. Absences resulting from either expulsion or suspension are generally considered unexcused.

Discipline for Students with Disabilities will follow the guidelines established by Sections 167.171 RSMo and the Individuals with Disabilities Education Act (IDEA). Consultations between the Director, student's instructor and the appropriate sending school official may precede any disciplinary action.

Weapons:

A weapon is defined as any firearm, knife (of any kind or size), or any object considered to be a weapon by the instructor, SFCTC Director, or the Campus Resource Officer. A weapon may be any item which may be fabricated by the student while attending an SFCTC program. Fireworks or other explosive devices are considered weapons.

- **Penalty:** Suspension or expulsion from SFCTC and possible prosecution by local law enforcement authorities.

Sale, Possession, or Use of a Controlled Substance:

A student determined to have sold, have in their possession, to be using, or under the influence of a controlled substance will be immediately suspended from SFCTC and the incident will be reported to the sending high school.

- **Penalty:** Immediate suspension or expulsion from SFCTC and possible prosecution by local law enforcement authorities. It will be the determination of SFCTC's Director as to legal action and/or whether expulsion is warranted.

Fighting:

Any physical action by two or more students that constitutes mutual combat will be considered fighting, regardless if physical harm occurs to either or any of the combatants.

- **Penalty:** Immediate suspension or expulsion from SFCTC and possible prosecution by local law enforcement authorities. Suspension for a specified number of days determined by the Director and possible removal from the career education program.

Theft, Attempted Theft, or Possession of Stolen Property:

- **Penalty:** Immediate suspension or expulsion from SFCTC and possible prosecution by local law enforcement authorities. Suspension for a specified number of days determined by the Director and possible removal from the career education program.

Destruction of School or Private Property:

Willful damage to school or private property, tampering with emergency equipment, setting off false alarms, making false reports of an emergency, or threatening any of the above.

- **Penalty:** Immediate suspension or expulsion from SFCTC and possible prosecution by local law enforcement authorities. Suspension for a specified number of days determined by the Director and possible removal from the career education program. Students and/or parents will be required to make restitution of the damaged property based on the assessed value of repair or replacement of the damaged property.

Threats:

Threats may be verbal, physical, written, symbolic, or by gesture. This pertains to threats made toward SFCTC and/or State Fair Community College's faculty/staff, other students, or any person on the campus.

- **Penalty:** Immediate suspension or expulsion from SFCTC and possible prosecution by local law enforcement authorities. Suspension for a specified number of days determined by the Director and possible removal from the career education program.

Cheating or Plagiarism:

Academic dishonesty, including plagiarism, cheating, or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during any assignment or exam is strictly prohibited. This covers all school-related tests, quizzes, reports, class assignments and projects.

- **Penalties:** Violations shall be subject to punishment ranging from loss of credit for the assignment to suspension or expulsion from the career education program.

Smoking:

SFCTC and State Fair Community College are smoke-free institutions. The possession or use of tobacco products, including cigars, cigarettes, chewing tobacco, snuff, electronic devices, or similar products are prohibited for high school students attending State Fair Career and Technology Center. This includes the building site for the Building Trades program, plus clinical sites for the Early Childhood Career program and the Health Occupations program.

- **Penalty:** Immediate suspension or expulsion from SFCTC and possible prosecution by local law enforcement authorities. It will be the determination of SFCTC's Director as to legal action and/or whether expulsion is warranted.

Gambling:

Students are prohibited from gambling or any game of chance on campus.

- **Penalty:** Student will be referred to the Director. It will be the determination of SFCTC's Director and the sending high school as to legal action and/or whether suspension or expulsion is warranted.

Profanity or Obscene Gestures:

Students are prohibited from using profanity or obscene gestures; whether verbal, written, graphic, or symbolic as defined by the faculty and staff of SFCTC and State Fair Community College.

- **Penalty:**
 - First Offense:** Referral to SFCTC's Director.
 - Second Offense:** Suspension for a specified number of days determined by the Director.
 - Subsequent Offenses:** Additional suspension as determined by the Director and possible removal from the Career Education program.

Disruption of Class:

The willful disruption of class, whether in the classroom, shop areas, building sites, clinical sites, or field trips as determined by the instructor with the concurrence of the Director.

- **Penalty:**

First Offense: Referral to SFCTC's Director.

Second Offense: Suspension for a specified number of days determined by the Director.

Subsequent Offenses: Additional suspension as determined by the Director and possible removal from the career education program.

Public Display of Affection:

Display of any physical contact or touching which is determined by SFCTC and State Fair Community College faculty or staff to be inappropriate for the school setting.

- **Penalty:**

First Offense: Referral to SFCTC's Director.

Second Offense: Referral to SFCTC's Director and report of incident to the sending high school and parents.

Subsequent Offenses: Suspension for a specified number of days determined by the Director and possible removal from the career education program.

Sexual Misconduct/Harassment/Assault:

Any hostile or offensive behavior of a sexual nature, be it welcome or unwelcome, intimidating, or assaulting in nature, shall be considered sexual misconduct/harassment/assault. This includes any behavior that is physical, verbal, written, or symbolic gestures.

- **Penalty:** Immediate suspension or expulsion from SFCTC and possible prosecution by local law enforcement authorities. Suspension for a specified number of days determined by the Director and possible removal from the career education program.

Extortion:

The act of threatening faculty, staff, or other students for the purpose of extorting money, property, or any item of value.

- **Penalty:** Immediate suspension or expulsion from SFCTC and possible prosecution by local law enforcement authorities. Suspension for a specified number of days determined by the Director and possible removal from the career education program.

Truancy:

Students from sending high schools are expected to report immediately to their respective career education program classroom after arrival at SFCTC. Students given permission to drive to SFCTC must report to the main office of SFCTC to sign-in and sign-out. Students found to be anywhere on campus other than assigned classrooms or laboratories without permission will be considered truant.

- **Penalty:** Students found to be truant will be referred to the Director. Subsequent incidents will be referred to the Director with determination as to whether suspension or expulsion is warranted.

Insubordination:

All students who attend SFCTC are expected to recognize the importance of cooperation with all officials of the school system. As a matter of courtesy, students should not address staff by their first names. Any student who refuses, through verbal or other action, to immediately comply with any legitimate request of faculty/staff, will be referred to the Director.

- **Penalty:** Student will be referred to the Director. It will be the determination of SFCTC's Director whether suspension or expulsion is warranted.

In-School/Out-of-School Suspension

A student placed in in-school suspension (ISS) from their home school will be eligible to attend SFCTC during the time of suspension at the discretion of their home school. Any student in out-of-school suspension (OSS) from their home school is automatically suspended from SFCTC.

Attendance Policy

Attendance at SFCTC is modeled after the workplace. Attendance is critical to success. As a student, you are expected to be in class and on time every day. Students must be present each day to receive the maximum benefits from their Career Education program and to also develop habits of punctuality, self-discipline, and responsibility which are required for future career success. Personal business must be taken care of on your own time. **Pre-approved sending school functions (College visits), funerals for immediate family, illness or injury requiring hospitalization or doctor prescribed bed rest, and other absences at the discretion of the Director are the only excused absences. VERIFICATION WILL BE REQUIRED AT THE TIME THE STUDENT RETURNS TO SFCTC.** If a student must miss class, documentation must be provided to the SFCTC main office to verify this absence. Failure to provide proper documentation will result in the absence being classified as unexcused.

1. Each absence will result in the loss of daily grades as determined by each instructor. Students may complete missed class-work if their absence is excused and under the discretion of the program instructor.
2. Certain training opportunities and instruction cannot be made up. If certain instruction and training opportunities are missed, it will be reflected in the grade the student earns.
3. All absences will affect the level of certification a student may attain within their program. Attendance percentages will be calculated based upon the total number of days SFCTC is in session.
4. Out-of-School Suspensions are **NOT** considered an excused absence.
5. Students have the right to appeal in writing to the Director of SFCTC regarding unexcused absences.
6. Students are not allowed to leave school property without parent and/or school permission. Failure to gain permission will result in disciplinary action.
7. If a student exceeds eight (8) unexcused days during any one semester, program credit may be denied and the student may be prohibited from returning to their Career Education program. **Students exceeding eight (8) unexcused days in a semester may not be eligible for college credit, student awards, and scholarships.** Juniors who exceed the 90% minimum attendance policy may not be allowed to return the following year as a SFCTC student.

An absence will be classified as a class period (one session) where a student is not present. Any student missing 1 – 75 minutes will be counted as a Late, while a student missing 76 – 150 minutes will be counted as an absence. Four (4) Lates will be classified as an absence. Parents will be notified by e-mail and/or letter when their child reaches four (4), six (6) and eight (8) absences.

Students may make up unexcused absences after they have missed the 9th session (per semester) at SFCTC. Students can make up a maximum number of four (4) sessions at SFCTC and still be eligible to receive credit. If a student exceeds 12 sessions in a semester, he/she will not be eligible for credit.

Students may attend SFCTC for a make-up session on a day their homeschool is not in session and SFCTC is. If a student needs to make up two (2) missed sessions at SFCTC, they may do so by attending an entire day (AM session and PM session) at SFCTC on a date their school is not in session (this must have instructor approval). **Required paperwork must be obtained prior to the make-up session.** This paperwork is available through the SFCTC main office.

If a student becomes ineligible to earn credit based on their attendance, they and their parents may request an appeal with the SFCTC Appeals Committee through the SFCTC office. This request (in writing) must be made within 10 days of the date the notification of lost credit is mailed.

Students leaving SFCTC classes early must:

1. Be signed out by their parent or legal guardian or have a written and signed statement from a parent or legal guardian authorizing the student to leave early. This statement must indicate the reason for leaving early, the date, the time the student is leaving, and a parent/legal guardian phone number.
2. Students must have written or oral approval from the parent if the parent is not signing the student out.
3. Students must have written or oral approval of the sending school district officials if the reason for leaving early is a school related activity such as an athletic event, school field trip, etc.
4. If a student becomes ill while in attendance, the instructor will arrange for the student to go to the SFCTC main office as soon as possible. Administrative staff will contact the sending school district and/or the parents/guardian of the student to arrange transportation either back to the sending school or for appropriate medical attention. Students will not be allowed to ride with anyone other than an authorized parent, guardian, or school official without prior approval.

Student Dress

All aspects of dress and personal appearance are extremely important in developing the best atmosphere for educational and workplace attainment. Any attire which creates a distraction is strongly discouraged.

Students are expected to comply with all dress code regulations of their respective sending high school. Students are expected to change into suitable clothes while working in their specific classes. Students should be appropriately dressed and maintain acceptable levels of hygiene at all times. The instructor for each career education program will determine appropriate and/or required dress codes for their program and laboratory. Students will be informed of these dress requirements at the beginning of the school year. Students' dress and appearance guidelines are based on accepted standards in the field in which the student is training.

It is nearly impossible to cover all dress situations that might arise. Listed below are general guidelines that apply to all students:

1. Hats are not to be worn in the classroom.
2. Clothing that is revealing, suggestive, inciting, or disruptive to the class is not allowed.
3. Appropriate shoes **must be** worn at all times.
4. Shorts of any type are not permitted while participating in shop, clinical, or child care activities. Teacher/Advisor discretion will prevail in all SFCTC sponsored events.
5. Clothing with vulgar slogans or symbols, racial slurs, and drug related language, including tobacco or alcohol is not permitted. Bandanas, shorts higher than two (2) inches above the knee, muscle shirts, spaghetti straps, camisoles, halter tops, midriff tops, or jeans sagging below the hip line are also not permitted.
6. Any clothing that creates a disturbance, mesh or any see-through clothing, clothes that expose a bare midriff, or exposed undergarments will not be allowed.

The above list is not exhaustive and any dress or accessory may be determined to be inappropriate at the discretion of the faculty or the Director.

Computing Privileges

As part of its educational mission, State Fair Career and Technology Center strives to provide quality computing facilities. Each computer user is responsible for use of the computing resources in an effective, efficient, ethical, and lawful manner. Please note that computing at SFCTC is a privilege, not a right. It is the objective of State Fair Career and Technology Center to maintain an atmosphere of constructive learning, academic freedom and proper asset management and control.

User Eligibility

All users must adhere to the State Fair Community College Information Technology Policies and Regulations. Computers are to be used for instructional and research purposes only. Scheduled classes have priority use of the Computer Labs. Non-class user may be asked to leave during class sessions.

General Guidelines

Access to computing resources is contingent upon prudent and responsible use. Inappropriate use of computing services and facilities will not be tolerated and may result in loss of computing privileges. In addition, disciplinary and/or legal action may be pursued for violation of these codes and statutes through appropriate procedures. All computer users are expected to observe ethical behavior in the use of SFCTC equipment and services.

Examples of inappropriate behavior include the following:

- Wasting limited resources, such as excessive printing or printing multiple copies
- Disproportionately using computing resources
- Altering, changing or deleting hardware and software configurations
- Loading unauthorized applications/program software onto lab computers
- Simultaneously using multiple computers
- Use of chat mode of conversation application(s)
- Importing software of unknown or suspicious function or quality
- Using SFCTC/SFCC computing facilities for commercial purpose
- Interfering in any way with another's use of SFCTC/SFCC equipment or services
- Causing a disturbance or nuisance in the Computer Lab

Examples of unacceptable, zero tolerance behavior include the following:

- Knowingly introducing a computer virus or other destructive program
- Creating, disseminating, or possessing pornography
- Possessing or using program, files, or instructions for violating system security

- Intimidating or creating an atmosphere of harassment based upon gender, race, religion, ethnic, origin, creed, or sexual orientation
- Creating an “offensive educational environment”

The above list is not exhaustive and any action(s) may be determined to be inappropriate at the discretion of the faculty or the Director.

SFCTC staff members have the authority to revoke computer lab privileges for any person engaged in inappropriate or unacceptable behavior in the computer lab/classroom. Disregard of any warnings issued or sanctions made will result in a referral to the Director for disciplinary action.

No person may use SFCTC/SFCC computing resources to violate any state or federal laws. Such actions will result in notification of the appropriate authorities.

Examples of illegal behavior include the following:

- Creating, disseminating, or possessing child pornography
- Violation of copyright law (i.e. making illegal copies of copyrighted material. Such materials may include software, movies, music. For example, peer-to-peer file sharing is often used illegally.
- Fraudulent, threatening or obscene e-mail, graphics, or other electronic communications
- Unauthorized entry into secure websites or servers

Sexual Harassment Policy

Sexual harassment will not be tolerated. The following is the definition of sexual harassment according to the law:

Sexual harassment is defined according to the EEOC guidelines as “unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature” when any of the following conditions occur:

1. Submission to the conduct or communication is made a term or condition of employment or of obtaining an education.
2. Submission or rejection of the conduct or communication is used as a factor in decisions affecting that person’s employment or education.
3. The conduct or communication creates an “intimidating, hostile, or offensive” working or educational environment.

SFCTC adheres to the SFCC Harassment Policy 2130.

Weapons in Schools

SFCTC/SFCC recognizes the importance of preserving a safe educational environment for students, employees and patrons. In order to maintain the safety of the educational community, SFCTC will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school grounds, buses, or at school activities.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. 921.
2. Any device defined in ♣ 571.010 RSMo., including a blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, or switchblade knife.
3. Any instrument or device customarily used for attack or defense against an opponent, adversary or victim, or any instrument or device used to inflict physical injury or harm to another person.

In accordance with federal and state law, any student who brings or possesses a firearm as defined in 18 U.S.C. 921 or a device as defined in ♣ 571.010 RSMo., on school property or at any school activity will be suspended from school for at least one calendar year or expelled and will be referred to the appropriate legal authorities.

Due Process

All students are entitled to due process. This means students will have knowledge of the charges against them and will have the opportunity to present their version of the incident. Students have the right to appeal a suspension of more than ten days or expulsion from the program through the following channels:

1. Dean of Career and Technical Education
2. SFCC Due Process Hearing Committee
3. Student opportunity to appear as provided by school policy or state law
4. Notification of Final Decision to the student, parent/guardian and sending high school

Statement of Ownership

(To be signed by the student and parent/guardian that verifies the handbook has been read and that all policies and terms are understood. Please return this sheet to the program instructor. It will be included within the student's permanent file.)

I have reviewed a copy of the State Fair Career and Technology Center's Handbook for the 2018-19 school year. I have read and understand the rules and policies of State Fair Career and Technology Center. I understand that this handbook is not all inclusive, and that sending schools may be consulted at any time.

I also understand that representatives of SFCTC (including instructors, support staff, and administration) may contact parents to discuss academic progress of the student.

SFCTC Career Education Program: _____

Student Name (Please Print): _____

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____

Please sign and return to your SFCTC program instructor. Due to safety and liability issues, failure to return a signed sheet could result in denial of program participation while attending State Fair Career and Technology Center.