



# Monett R-I Scott Regional Technology Center

## Community Education Instructor Handbook

Revised 2017

Two David Sippy Drive, Monett, MO 65708

417-235-8356

[www.monettschools.org/SRTC](http://www.monettschools.org/SRTC)

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## **MONETT R-I SCOTT REGIONAL TECHNOLOGY CENTER (SRTC) CONTINUING EDUCATION PROGRAM**

Dear Community Education Instructor:

The information included in this handbook is designed to provide direction to your efforts as an adult education instructor and answer questions you might have regarding your responsibilities to your students and Monett R-I's Scott Regional Technology Center Adult Education Program. Additionally, we encourage you to read and become familiar with the SRTC Adult Education Student Handbook, which will be provided to all SRTC continuing education students. Both documents are intended to provide the overt direction and basic procedures for SRTC's Adult Education Program.

Currently, SRTC provides continuing education courses for adults during the evening hours on Tuesdays and Thursdays, during the fall and spring semesters of each school year. All continuing education programs are "non-credit courses" designed to provide learning opportunities for individuals seeking to develop new skills, enhance career options, or experience personal enrichment classes.

Career and technical classes that lead to national certification or the acquisition of articulated college credit with area community colleges are only offered for adults during the daytime hours per the established Monett R-I school calendar. Notably, the stated intent of the Monett R-I Board of Education, administration, and career and technical advisory committees is to expand the current career and technical programs, as well as the continuing education programs, to provide additional courses for adults above and beyond current offerings. Even though this goal may not be realized immediately, we are looking forward to better serving adults in Monett and surrounding area in the near future.

At the heart of this effort, we believe high quality instructors and instruction create the conditions that produce successful students regardless of the age or experience of the student. As such, our instructors are charged with the responsibility to provide lessons and experiences that result in students acquiring the knowledge, ability, and skills that will enable the student to immediately translate what they have learned into the world of work, additional post-secondary training, or personal self-improvement. Consequently, as an instructor, we urge you to provide educational opportunities in a professional manner for your students that focus their efforts on acquiring skills and knowledge that will serve them for a lifetime.

Once again, welcome to the Scott Regional Technology Center and feel free to come by the Adult Education Office for help or assistance. We are delighted you are here to provide continuing education opportunities to all of the students we are so fortunate to serve.

Miss Kailee Essary, Community Education Coordinator

## **SRTC MISSION, VISION AND GOALS**

### **MISSION STATEMENT**

Preparing students for an ever-changing world!

### **VISION STATEMENT**

The Scott Regional Technology Center aspires to empower and to transform the lives of students by providing high quality, assessable, and cost-effective learning experiences that meet their education needs.

### **SRTC ADULT EDUCATION PROGRAM GOALS**

In accordance with the Monett R-I Scott Regional Technology Center's mission we will:

- Present classroom instruction, laboratory training, and internship/clinical experiences for adult students to acquire, improve, and/or refine career and technical skills to gain entry-level employment
- Provide current equipment and technology that meets or exceeds business and industry standards.
- Promote, by example, the desirable work ethic, attitude, initiative, and a sense of responsibility that is the cornerstone of acquiring and maintaining employment.
- Enhance student awareness and understanding of occupational safety, working conditions, and potential advancement.
- Provide career placement and job counseling support through resume writing development, practice interviews, internships, job fairs, and Missouri job placement reports.
- Offer non-credit continuing education programs and on-line courses that correspond with adult and area industry needs and interest.
- Monitor and report standardized assessment and placement data to the general public.

## **MONETT R-I CENTRAL OFFICE AND SRTC DIRECTORY**

### **Superintendent's Office**

Main Office                      235-7422 or 235-5877  
Fax                                      235-1415

### **Scott Regional Technology Center**

Main Office                      235-7022  
Fax                                      235-8270  
**Adult Ed Office                      235-8356**  
**Adult Ed Fax                              235-8270**  
MCCE                                      235-7369  
Career Services                      235-7022

## **EMERGENCY CONTACT DIRECTORY**

### **Emergency phone numbers are as follows:**

Monett Police Department                      235-4641  
Monett Fire Department                      235-7799  
Monett Ambulance Service                      235-3102 or 911

## **ADULT EDUCATION PROGRAM INFORMATION**

The Monett R-I Scott Regional Technology Center's Adult Education Department offers a variety of educational opportunities to patrons from Monett and area communities. A significant number of diverse programs are offered on the SRTC campus for adults to enhance knowledge and skills, train for new job opportunities, and pursue areas of personal enrichment.

- **SRTC Continuing Education Programs** – Adult continuing education classes are offered during the evening hours in the fall and spring of each school year. These non-credit courses provide learning opportunities for individuals seeking to develop new skills, explore career options, or take personal enrichment classes.
- **SRTC On-Line ED2GO Programs** – ED2GO on-line courses are projected-oriented and include lessons, quizzes, discussion areas, and supplementary links that can be completed entirely from an adult's home or office at any time of the day or night. Over 100 hundred classes are available via SRTC's link at [www.ed2go.com/srtc](http://www.ed2go.com/srtc).

- **Contact Information for SRTC Adult Education Programs:** Adult students seeking information or admission to SRTC's Adult Continuing Education Program, and On-Line ED2GO Program may contact Mrs. Pam Wormington, SRTC Community Education and Public Relations Coordinator. Prospective students are encouraged to visit or call SRTC at 417-235-8356 to inquire about programs that are offered, enrollment, and basic procedures or visit the SRTC Adult Education website @ <http://monett.srtc.schoolfusion.us/>. Email requests for information should be forwarded to:

[pwormington@g-apps.monett.k12.mo.us](mailto:pwormington@g-apps.monett.k12.mo.us) .

## **GUIDELINES FOR CONTINUING EDUCATION INSTRUCTORS**

The following guidelines are basic procedures that are expected of all SRTC adult education instructors. The instructor:

1. Shall conform to the policies of the Monett R-I Board of Education and the rules and regulations as applicable to teachers.
2. Shall conform to the public school laws of the State of Missouri and DESE directives.
3. Shall be evaluated yearly by the Adult Education Coordinator or his/her designee. Evaluations are designed to enhance teacher competency and the total educational program.
4. Will receive and accept constructive criticism, if necessary, in an objective manner from their supervisors.
5. Will report for duty a minimum of fifteen (15) minutes prior to the beginning of the assigned class and be punctual for adult education meetings that may be called.
6. Shall carry out assigned duties except in cases of an emergency or by prior arrangements with their supervisors.
7. Shall dress in an acceptable, professional manner.
8. Will not teach or supervise students at any time while under the influence of intoxicants or non-prescriptive drugs or when the use of prescriptive drugs adversely affect ability to carry out responsibilities.
9. Will refrain from the use of tobacco products on school property or premises.
10. Shall require all students to complete and submit Monett R-I's Technology Acceptable Use agreement prior to utilizing district technology equipment.
11. Shall prepare lesson plans and be organized for instruction.
12. Will keep sufficient records and evaluations to justify grades or certificates students earn, and prepare all records and reports neatly, accurately, and timely that may be required.
13. Shall focus classroom discussions on relevant subject matter, with allowance for academic freedom to expound upon discussion to enhance students' educational, social or moral development.
14. Shall immediately report issues to the adult education coordinator that the instructor believes are detrimental to the welfare of the students and school.
15. Shall follow the established chain of command in making requests or presenting concerns (Adult Education Coordinator, SRTC Director, Superintendent of Schools, and Board of Education).
16. Is expected to maintain reasonable control and model appropriate behaviors within the classroom and/or laboratory setting.
17. Has a responsibility to correct and/or report students who disobey rules and regulations, whether or not they are under the instructor's direct supervision.
18. Shall respect the integrity and confidentiality of the student while acting in their best interest and welfare.
19. Will consistently practice appropriate verbal and written communications with students and refrain from using obscenity or profanity.
20. Shall not use physical force with a student at any time except in self-defense.
21. Will work to maintain school property and report damage promptly to the adult education coordinator.
22. Will not allow food or beverages in the classroom when the class is in regular session.

## **STUDENT INFORMATION DURING FIRST CLASS**

1. General Classroom and Laboratory Procedures
  - a. Absence and tardy policy
  - b. Routine for turning in work
  - c. Policy for completion of makeup work
  - d. Emergency procedures—fire drills, tornado, intruder, etc.
  - e. SAFETY, SAFETY, SAFETY
2. General Course Overview
  - a. Goals for the classroom
  - b. Explanation of the importance of the course
  - c. Methodology/approach to subject
3. Instructor's Evaluation Procedures
  - a. Evaluation should reflect identified objectives and assignments
  - b. Types of evaluation:

- \*Tests/quizzes-length and frequency
- \*Papers or written reports
- \*Projects
- \*Class discussion
- \*Homework
- \*Objective—Subjective
- \*Participation in class

4. Classroom Procedures
  - a. Require students to complete and submit Internet Acceptable Use agreement prior to utilizing district technology equipment
  - b. Calendar of when class will meet and starting times.
  - c. Activity should be purposeful
  - d. Attendance information (Tardies, absences)
  - e. Respect and courtesy
  
5. MISCELLANEOUS
  - a. When and how students may see or contact you before, during, or after class
  - b. How you may contact students before or after class if class has to be canceled due to instructor illness or emergency

### **INSTRUCTOR ABSENCE**

Given the nature and duration of adult education programs, it is expected that the adult education instructor will be at each class. However, in case of instructor illness or emergencies that may preclude the instructor from being in attendance, the instructor shall notify the SRTC Adult Education Office as soon as possible prior to the absence. Additionally, the instructor is charged with the responsibility of notifying all adult students in their class if the class will not meet on a given day or time by phone or email. The adult education instructor will then work with the Adult Education Coordinator and the students to reschedule the missed class on another day and time.

### **INSTRUCTOR EVALUATIONS**

Each adult education instructor will be evaluated at least once per school year. The Adult Education Coordinator will also conduct walk-through observations. Additionally, students will be encouraged to complete a survey at the conclusion of each course with the results of the survey being tabulated and reported to the instructor by the Adult Education Coordinator.

### **MAILBOXES**

Instructor mailboxes are located in the faculty workroom in the main office. Please check your mailbox on a weekly basis.

### **EQUIPMENT REQUEST**

Equipment request for a television, VCR, CD player, DVD player, projector, smart board, etc. should be made to the Adult Education Office two days prior to the intended use date. The equipment will be delivered to your classroom and retrieved following class by staff members.

### **TECHNOLOGY ASSISTANCE**

SRTC will provide a technology employee to assist instructors with problems that may arise with the use of computer technology in the classroom, amphitheater, or commons area. Instructors who need assistance should call the office and/or note whatever problems they may be having and it will be addressed before their next class.

### **TECHNOLOGY ACCEPTABLE USE POLICY**

All students using a computer will need to complete, sign, and submit Monett R-I's Internet Acceptable Use agreement prior to using a computer. The agreements should be filled out online.

Additionally, all students will be provided with a computer login based upon enrollment information.

### **PHOTOCOPYING**

Copy machines are available in the office and the building for instructors to copy materials for classroom usage. Please notify the office if problems are incurred or if assistance is needed in operating the copying machine.

### **SYLLABUS AND TEXTBOOKS**

Each instructor shall prepare a syllabus to present to students the first class session the goals of the course, basic learning objectives, instructor expectations, and basic procedures.

Instructors should order all textbooks through the Adult Education Office after discussion with the Adult Education Coordinator. It is the intent of SRTC to maintain current textbooks for adult students to utilize and return following their continuing education program. If students have a desire to purchase a textbook they may do so on-line at their own expense.

Students will be charged for textbooks that are not returned in good condition.

### **ATTENDANCE POLICY**

Regular attendance is required of all continuing education students in order to receive a certificate of completion. Exceptions may be made in individual cases based on hardship conditions due to illness, death of an immediate family member, or natural disaster. However, the expectation is that a student will be in attendance regularly to complete the classroom and laboratory experiences for each continuing education programs. The maximum number of absences allowed is determined by each of the program instructors.

### **TARDINESS**

Program instructors are charged with beginning their classes on time with the expectation that all students will also be on time and ready to learn in the same manner that employees are expected to be at work on time. Students who are tardy more than three times during a semester may be required by the instructor to make up the minutes/hour missed and/or receive a lower grade.

### **WITHDRAWAL PROCEDURES FOR CONTINUING EDUCATION PROGRAMS**

The Community Education Coordinator will determine refunds on books and supplies, if any. Full reimbursement will only be available to students who drop prior to the first class meeting or students enrolled in a class that is cancelled due to less than minimal enrollment.

Any student wishing to withdraw from a class, must complete a Withdrawal form found in the student handbook. A partial refund will be prorated and issued for students withdrawing immediately following first class session. Withdrawal after second class session will not provide a tuition refund. \*\*exception AS400/RPG

AS400/RPG classes meeting for 19 weeks, students will be allowed to drop after third meeting for partial prorated refund and book deposit.

### **CAMPUS SAFETY & SECURITY**

SRTC makes every effort to assure the safety and security of all students and employees. Instructors shall notify their students of the school's safety and security procedures at the beginning of the first class session. Although SRTC has no law enforcement authority, any incidents or emergencies will be reported to the Adult Education Office or Monett Police Department. Any criminal actions or other emergencies should be reported to the Adult Education Office or appropriate agencies immediately.

To promote a safe and secure environment, the buildings are locked each evening. Maintenance personnel are instructed to check all areas of each campus and students and instructors are encouraged to help secure doors when leaving. SRTC is not responsible for the instructor's personal possessions or valuables that might be lost or stolen on his/or her person or in vehicles parked on campus.

### **TELEPHONE**

Telephones are located in the SRTC office and should only be utilized for emergencies or after acquiring permission to use the phone. Local calls will be permitted but all long-distance calls should be made via a calling card.

Emergency phone numbers are as follows: Monett Police Department – 235-4641  
Monett Fire Department – 235-7799  
Monett Ambulance Service – 235-3102 or 911

You can check with the Community Education Assistant to use the phone. They leave at 7:00 p.m. each evening.

### **PARKING/TRAFFIC REGULATIONS AND VIOLATIONS**

Instructors driving a motor vehicle (auto or motorcycle) to SRTC must abide by campus restrictions and adhere to posted speed limit signage. Instructors are encouraged to park in the available parking spaces southeast of the SRTC main entrance.

## **INSTRUCTOR DRESS CODE**

Employers put great emphasis on personal grooming and appearance. When prospective employers visit the school or a class, one of the first things they notice is the appearance of the instructor and the students. Given SRTC's stated objective to "promote, by example, the desirable work ethic, attitude, initiative, and a sense of responsibility that is the cornerstone of acquiring and maintaining employment" along with the fact that the Monett R-I's SRTC campus operates as an integral part of a K-12 public school, our stated desire is to promote an environment that causes employers and visitors to be favorably impressed and interested in hiring graduates from SRTC's CTE and adult education programs.

Instructors are charged with the responsibility of encouraging students to accept the responsibility of dressing appropriately for their program area by modeling appropriate dress. Students that have not exhibited proper behavior including dressing safely and appropriately for their program area should not be allowed the opportunity to participate workplace readiness activities and may be removed from their continuing education program.

SRTC will enforce safety and workplace readiness attributes in the dress code expected for all instructors and students.

## **CONDUCT**

Instructors should report any student to the Adult Education Coordinator that does not cooperate and function as a responsible citizen. Disciplinary sanctions (probation, suspension, and termination) will be imposed based upon the review by school officials for the following conditions:

1. Dishonesty
2. Insubordination
3. Possession or drinking of alcoholic beverages
4. Immoral conduct
5. Possession or use of non-prescribed controlled drugs
6. Cheating or assisting one to cheat
7. Destruction of private or school property
8. Use of vulgar and profane language
9. Willfully engaging in conduct that is detrimental to the best interest of students and the educational program and the image of the institution
10. Possession or use of weapons
11. Behavioral outbursts and/or disruptions in the educational setting

Students failing to conduct themselves as responsible individuals will be required to receive counseling from school officials to determine whether they will be allowed to continue in school under agreed conditions (probation) or be terminated.

Any student displaying disruptive behaviors or engaged in any activity that is not conducive to maintaining the school's standards will be suspended or terminated.

Any problems arising for any student should be solved through personal counseling by the Adult Education Coordinator so as to have no interference in the education function of the school. School officials used for personal counseling will review all circumstances surrounding the misconduct of the student. Students may be referred to an outside agency.

## **EMPLOYMENT RESOURCE ASSISTANCE**

SRTC provides employment services for adult students who desire assistance in developing a resume, interviewing skills, labor market information, and employment counseling through the Adult Education Office.

## **PRIVACY RIGHTS OF STUDENTS**

SRTC will not release any information concerning an adult student to any party (unless by court order or approved in writing by the student) regarding grades, attendance, financial aid, student accounts, or any other information deemed private by a school official as mandated by the Family Educational Rights and Privacy Act (FERPA) Act of 1974 or as amended.

## **NON-DISCRIMINATION STATEMENT**

Per Monett R-I Board of Education policy adopted 12/21/00, applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Monett R-1 Schools are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission/access to, or treatment/employment in its programs and activities. Any person having inquiries



concerning Monett R-1 Schools compliance with the regulations implementing Title IV, Title IX or Section 504 is directed to contact:

The Director of Special Services and Compliance Director of Title VI, title IX and Section 504.  
800 E. Scott St., Monett, MO 65708  
Telephone number: 417-235-4246  
Fax number: 417-235-5470

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

### **ACCESSIBILITY**

Any person requiring a special need or accommodation should contact the program coordinator to ensure that individual rights under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act are preserved.

### **SEXUAL HARASSMENT**

The Board of Education declares that it is the policy of the school district to maintain a learning environment that is free from sexual harassment. The Board of Education is committed to eliminating all sexual harassment. As a result, it shall be a violation of this policy for any employee of the school district to sexually harass a student. It shall also be a violation of this policy for students to sexually harass other students or employees of the school district.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written or physical conduct of a sexual nature.

Complaints of sexual harassment shall be made to the Director or to the Superintendent. Any employee who is aware of any sexual harassment directed toward a student or employee of the school district shall immediately report such conduct to the Director or Superintendent.

When a complaint alleging sexual harassment is received, an investigation will be conducted immediately by the Director receiving the complaint or by the superintendent. As part of the investigation, witnesses to the conduct, if any, will be interviewed. Confidentiality will be maintained to the extent possible. If the school district concludes sexual harassment has occurred, immediate and appropriate corrective or disciplinary action shall be taken.

The Board of Education further declares that persons making complaints of sexual harassment shall be free of retaliation. Retaliatory action against persons making complaints pursuant to this policy or otherwise participating in the making or resolution of a complaint is prohibited.

### **GRIEVANCE PROCEDURE**

When a person believes there has been a misinterpretation, misapplication or violation of any provision of Board policy (including grade disbursement and attendance tracking) the person may file a grievance. This procedure also applies to any allegation of harassment (racial, sexual, religious, disability, or age) including staff/student and student/student harassment.

In the event a person believes there is a basis for a grievance, he or she shall take the following steps:

1. Discuss the alleged grievance with the Adult Education Coordinator. All complaints will be investigated. If after the investigation and informal discussion with the Adult Education Coordinator, the grievance still exists or if the administrator is the person involved, the concerned individual may invoke the formal procedure noted in Monett R-I Board Policy AC - Prohibition Against Illegal Discrimination And Harassment.
2. To invoke the formal procedure, the concerned person must complete the Grievance Procedure Reporting Form. A copy of the form shall be delivered to the Compliance Coordinator (the Supt. of Schools or designee) at the following address:

Monett R-I Central Office  
900 E. Scott Street  
Monett, Missouri 65708  
Phone: 417-235-7422

Within ten (10) calendar days of receipt of the grievance, the administrator(s) shall meet with the concerned person in an effort to solve the grievance. Disposition of the grievance will be presented in writing within five (5) calendar days of the meeting. A copy will be given to the person(s) making the complaint.

3. If the person is still not satisfied with the disposition of the grievance the person may submit the grievance to the Board of Education for final determination. The Board shall hear the grievance within thirty (30) calendar days after receipt of the grievance and shall provide the concerned person with the decision within five (5) calendar days thereafter. This decision shall be made in writing.

## **DISASTER PLAN**

### **Chain of Command During Disasters:**

Superintendent.....Mr. Brad Hanson  
Director.....Mr. David Miller  
Adult Education Coordinator.....Mrs. Pam Wormington

### **Fire:**

#### **Follow posted building evacuation plan directions in each classroom to fire exits**

Alarm – Escort the students out of the building with your class enrollment information and take roll  
Return to Class - Only when given the “all clear” to do so

### **Severe Weather Emergency Plan:**

#### **Follow posted weather emergency plan directions in each classroom to safe areas**

Notification by Intercom - Escort students to the posted safe area located in or near to your classroom  
Return to Class - Only when given the “all clear” to do so

### **Intruder Alert Plan:**

#### **Lock classroom door(s) and move all students away from doors and windows**

Notification by Intercom – Lock classroom doors and move students to areas away from doors and windows  
Return to Class - Only when given the “all clear” to do so

## **SMOKING**

Smoking is not permitted at the SRTC Campus.

## **POSSESSION OF ALCOHOL OR ILLEGAL DRUGS**

It is the policy of Monett R-I School District’s on all district campuses that possession, use, and/or distribution of alcohol as defined in chapters 311 and 312 RSMO and illegal drugs as defined in chapter 195 RSMO are strictly prohibited in school buildings, on school grounds, and at all school activities, regardless of location. Monett R-I and designated SRTC officials will aggressively pursue criminal charges and judgments against any adult student in violation of this policy.

Any individual attending SRTC is strongly discouraged from consuming any alcohol or illegal drugs the day of any class. A student that obstructs or disrupts the teaching/learning process in the classroom may be subjected to a drug test or reported to appropriate law enforcement officials for prosecution. In addition, any student who violates this policy will be subject to suspension and/or dismissal from the program.

## **WEAPONS IN SCHOOL**

The possession or use of a weapon by any person shall be prohibited in all school buildings, on or about school grounds, and at all program activities. A weapon shall be defined as 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.

Violators of this policy may be referred to the appropriate legal authorities. In addition, any student who violates this policy will be subject to suspension and/or expulsion from the program.

In accordance with federal law, any student who brings or possesses a firearm (as defined in 18 U.S.C. 921) on school property will be suspended from school for at least one calendar year. The Superintendent to the Board of Education may modify the suspension on a case-by-case basis upon recommendation.

## **EDUCATIONAL RECORDS**

Continuing Education class files are kept for five years, in the Adult Education Office, to indicate those that received a Certificate of Completion.

## **STUDENT HEALTH AND SAFETY**

SRTC believes in providing learning experiences in classroom and laboratory settings that closely emulate the settings found in a trade, business or industry. Because every industry has some degree of occupational hazard associated with it, students may be exposed to conditions that present potential dangers if appropriate safety procedures are not observed. SAFETY is of paramount concern in all programs and shall be continuously emphasized in all programs. Consequently, instructors shall require students to demonstrate appropriate knowledge and safe operating procedures before being allowed to perform tasks in a laboratory setting. Students must pass safety tests with 100% accuracy.

Each teacher is responsible for maintaining conditions that promote safety at school. Any condition that would cause injury should be reported immediately to the principal. Any act of vandalism should be reported to the principal immediately.

### **EMERGENCY/ACCIDENT**

Instructors are to report all injuries immediately to the Adult Education Coordinator instructor. If a student needs emergency hospital or medical aid, the school will contact the person designated by the student to notify in case of emergency. If the person cannot be reached, the hospital or physician named on the emergency form will be contacted.

All accidents severe enough to require first aid must be reported to the Adult Education Office. Any accident requiring a doctor's care must be reported to the office in writing as soon as possible. Accident forms are available from the office.

### **MEDICAL TREATMENT**

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 the instructor and is viewed as an injury requiring immediate treatment, an ambulance will be summoned. Every attempt will be made to notify the emergency contact given on the student's medical emergency information card. The student will be legally responsible for the cost of any medical services or care provided.

### **VISITORS TO THE SCHOOL**

All visitors to the school and persons wishing to speak with a student, regardless of the reason, should be directed to the office before they are allowed to go anywhere in the school. If their business should warrant, a visitor badge will be issued for them to wear and to show before you allow them to see a student. Any visitor in the building without a visitor badge should be sent to the office immediately.

### **CELL PHONES**

All cell phones are to be turned off during instructional or clinical times. Usage is only permitted before or after class periods.

### **INCLEMENT WEATHER**

In the event school is closed due to inclement weather, information regarding the closing will be available through Radio Stations KRMO 990 AM, KKBL 95.9 FM, KSWM 940 AM Aurora, and Springfield Radio and TV Stations. Evening continuing education programs will be canceled when Monett R-I is canceled for inclement weather.

### **NOTICE OF CONFIDENTIALITY**

SRTC receives funds under certain programs of the United States Department of Education and is required by law to collect social security numbers (SSN) from its students for the administration of those programs. SRTC is also required by law to safeguard certain documents in accordance with Missouri's records retention policies. Personal information will not be collected or shared for any purpose other than to respond to the student submitting the information or governmental agencies requiring us to report such information.

## **Evening Fire Drill Procedures Scott Regional Technology Center**

Instructors: It is your responsibility to become thoroughly familiar with the procedures to instruct your class of the Fire Drill process and procedures to be used. Please note the diagram posted in each classroom. The diagram will show the route that is to be used for each classroom to ensure the quickest, most effective way to exit the building safely.

The signal for the Fire or Fire Drill will be “Flashing Lights accompanied by a Fire Alarm Horn.” When the Alarm is activated: Exit the Building Immediately.

### **PROCEDURE FOR EVACUATING THE BUILDING**

When the Alarm is Activated, Instructors apply the following Procedures:

1. TAKE ROSTER SHEET IN ORDER TO ACCOUNT FOR ALL STUDENTS
2. Give specific instructions as to proper exit (SEE POSTING IN CLASSROOM)
3. Do not take time to remove coats, books or other belongings from the room.
4. Be sure all of your students have exited the building (Take Roll from Roster Sheet, to verify)
5. Follow the group to a safe distance from the building and EVERYONE proceed to the Front Main Parking Lot.
6. Instructors will check in with Adult Ed. Evening Receptionist immediately to notify that your class is “All Clear & Accounted For”. THIS MUST BE DONE IMMEDIATELY AND QUICKLY. This person will be stationed at the flag pole.
7. Restrooms: Evening Tech Support will check the boy’s restroom, the girl’s restroom in the West (B) Wing, the North (C) Wing, the Amphitheater, and the Commons. After all are evacuated exit the building and report to the Evening Receptionist that all areas are “All Clear and/or Accounted for”.

Soon after the building has been evacuated, a signal and/or announcement will sound designating an **“All Clear.”** Each group will return to their classes through the front doors. **UNDER NO CIRCUMSTANCES WILL ANYONE RETURN TO THE BUILDING UNTIL THIS SIGNAL IS HEARD.**

**Order to exits**  
**(See Diagram Posted in Each Classroom)**

Commons and office personnel will exit through the south double doors (next to the office) and proceed to the south parking lot.

**West (B) Wing:**

Rooms B102, B107, B109, B130, B135, & B138 will exit through the double doors in the corridor between Computer Networking and the MO Options classroom to the south parking lot.

Rooms B110, B114, B118, B122, & B124 will exit through the double doors at the west end of B wing to a safe distance from the building.

Room B121 will exit through the south double doors in the corridor outside the Business classroom to the south parking lot.

Rooms B120, B123 & B128 will exit through the north double doors in the corridor between FACS and the Pre-School entrance.

**North (C) Wing:**

All classes on the west side of C wing will exit through the shops to the west parking lot (north of the Pre-School playground area). All classes on the east side of C wing will exit through the shops to the east side of C wing to the grass area.

Construction Technology classes exit through their main entrance to the west parking lot (north of the Pre-School playground area).

## **Evening Tornado Drill Procedures Scott Regional Technology Center**

Instructors: It is your responsibility to become thoroughly familiar with the procedures to instruct your class of the Tornado Drill Process and Procedures to be used.

The Standard Procedure for Personal Protection during an actual Tornado is to be Seated along an inside Wall with Both Hands Covering the Head.

Faculty and students will be notified of an impending tornado by the all-call system over the intercom. Should we lose electric power we will use the power horn with repeated blasts plus a runner from the office.

### **LOCATIONS FOR COVER/SAFETY:**

Amphitheater/Commons – Go to designated classroom area

B121 – Girl’s restroom in new area

B122 – Boy’s restroom in new area

B128 - South interior wall within the classroom

B120 – South interior wall within the classroom

B114 – North interior wall within the classroom

B102, B107, and B109 – North interior wall of B109

Construction Technology – Girl’s rest room in their area

B138– Multipurpose room (B135)

B124 – Multipurpose room (B135)

B123 – Multipurpose room (B135)

B110 - Classroom dark room

B130 – North interior wall within the classroom

B118 - North interior wall within the classroom

All North (C) wing will take cover in individual classrooms, seated on the floor against the walls.

Office personnel will take cover in the Copy Room.

**Instructors MUST accompany students to their designated areas and remain with them until the “all-clear” is sounded.**

**Students Remain In Their Designated Areas Until the “ALL-CLEAR” IS SOUNDED.**

**EVACUATION DRILL: Instructions will be given via intercom.**

**BE PREPARED....AND HAVE YOUR STUDENTS PREPARED!!!!**



## Community Education Withdrawal/Refund Request

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

Class: \_\_\_\_\_

Semester: \_\_\_\_\_

Reason for withdrawal: \_\_\_\_\_

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### **WITHDRAWAL PROCEDURES FOR CONTINUING EDUCATION PROGRAMS**

The Adult Education Coordinator will determine refunds on books and supplies, if any. With respect to tuition for continuing education classes that meet the minimum enrollment number, 100% of the tuition will only be returned to the student prior to the 1<sup>st</sup> day of the continuing education class. After the 1<sup>st</sup> day of a continuing education class, return of any part of the tuition will be determined by the Adult Education Coordinator. A withdrawal form must be presented to the Adult Education Coordinator, prior to consideration for any refund.

If a student enrolls for a continuing education class and enough students are not enrolled for the class to meet, the student's entire tuition amount will be returned.

Do not write below this line.      OFFICE USE ONLY!

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Refund, if any \_\_\_\_\_

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

Add evacuation map