



# Monett R-I Scott Regional Technology Center

## Community Education Student Handbook

Revised 2017

Two David Sippy Drive, Monett, MO 65708

417-235-8356

[www.moneetschools.org/srtc](http://www.moneetschools.org/srtc)

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

Welcome to the Scott Regional Technology Center (SRTC) Community Education Program. You are one of many who have made the decision to pursue educational programs that are designed to expand the skills of those presently employed, preparing for future job prospects, and/or pursuing self-improvement opportunities. We stand ready to meet your effort with our own to collectively enhance your knowledge and skills for your future.

SRTC, is a state-of-the-art facility, offers superb career and technical programs taught by outstanding instructors with real-life experiences in their area of expertise. Continuing/community education classes and on-line courses are provided to meet the needs and interest of students whether those courses are taught on the SRTC campus or via computer. Successful students leave the career center with the knowledge, ability, and skills that will enable them to immediately translate what they have learned into the world of work or additional post-secondary training. We urge you to take full advantage of the opportunities that are available to you each day at SRTC and focus your efforts to acquire skills that will serve you for a lifetime.

The information included in this handbook is designed to answer questions you might have about SRTC's Community Education Programs. Should you have additional questions or desire clarification and/or special assistance, please contact the Community Education Office or visit SRTC's Community Education website at [www.monettschools.org/srtc](http://www.monettschools.org/srtc)

Once again, welcome to the Scott Regional Technology Center and feel free to come by the Community Education Office for help or assistance. We are delighted you are here and have chosen us to help provide continuing educational opportunities.

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 COMMUNITY EDUCATION PROGRAM GOALS

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

- 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.

### COMMUNITY EDUCATION PROGRAM INFORMATION

The Monett R-I Scott Regional Technology Center Department offers a variety of educational opportunities to patrons from Monett and the surrounding communities. A significant number of diverse programs are offered on the SRTC campus for adults to enhance knowledge and skills and train for new job opportunities or specific areas of interest.

- **SRTC Community Education Programs** – Community Education classes are offered during the evening hours in the fall and spring of each school year for student's 18 years of age and older. These non-credit courses provide learning opportunities for individuals seeking to develop new skills, explore career options, or take personal enrichment classes. Adult students should apply early for these classes since enrollment determines whether or not the class will be held. Full payment is required prior to the first session of each class enrolled.
- **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 Community Education Programs:** Adult students seeking information or admission to SRTC's Adult Career and Technical Education Program, Continuing Education Program, and On-Line ED2GO Program may contact Miss Kailee Essary, SRTC Community Education Coordinator. Prospective students are encouraged to visit or call SRTC at 417-235-5386 to inquire about programs that are offered, enrollment, and basic procedures or visit the SRTC Community Education website @ <http://monett.srtc.schoolfusion.us/>. Email requests for information should be forwarded to: [kessary@monettschools.org](mailto:kessary@monettschools.org)

### ON-LINE EDUCATION COURSES

SRTC offers on-line courses through ed2go, which provides courses that 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) .

The basic procedure to participate in ed2go on-line courses is to access the ed2go website, view and decide upon which course is desired, make an electronic payment for the course, and begin. To minimize problems and to ensure continuing student access to ed2go courses, the Community Education Office recommends that students pay for ed2go courses on-line with a credit card.

All programs are designed to provide the workforce skills necessary to enter a new field or advance a current career. Online Career Training Programs in the Allied Health, Computer-Internet, Business, Technical and Construction industries

along with courses in Creating Web Pages to Accounting Fundamentals, Speed Spanish to Grant Writing are a small sampling of numerous courses that are available anytime of the day or night from a computer terminal with internet access.

### **WITHDRAWAL PROCEDURES FOR COMMUNITY 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 14 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. Students are notified 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 Community Education Office or Monett Police Department. Any criminal actions or other emergencies should be reported to the SRTC Director's 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 any student's valuables that might be lost or stolen on his/or her person or in student 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 from Community Education Assistant. He/She departs at 7 pm.

Emergency phone numbers are as follows: Monett Police Department – 417-235-4641  
Monett Fire Department – 417-235-7799  
Monett Ambulance Service – 417-235-3102 or 911

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

Students driving a motor vehicle (auto or motorcycle) to SRTC must abide by campus restrictions and adhere to posted speed limit signage. Students must park in the available parking spaces southeast of the SRTC main entrance. Inappropriately parked vehicles will be towed at the owner's expense.

### **SRTC COUNSELING**

Counseling services are available through the Community 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 POLICY**

The Monett R-I Board of Education, the governing body of the Scott Regional Technology Center, is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. The Monett R-I School District is an equal opportunity employer.

### **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.

## **RACIAL, SEXUAL, RELIGIOUS, DISABILITY, & AGE HARRASSMENT POLICY**

Harassment is a form of unlawful discrimination as well as disrespectful behavior, which will not be tolerated in the Monett R-I School District. **Harassment is defined as:**

- Unwelcome and unwanted behavior
- Related to an individual's actual or perceived race, religion, sex, sexual orientation, national origin, ancestry, disability, age, etc.
- May include any unwelcome verbal or written comments, or physical conduct, which offend or belittles any individual because of their race, religion, sex, sexual orientation, nation origin, ancestry, disability, age, etc.

### **Harassment might occur:**

- In classrooms, hallways, or playgrounds
- In cafeterias, locker rooms, rest rooms and/or on buses
- At athletic competitions, on field trips, etc. – both in-and out-of-district and at work study and other off-campus sites

### **The District will:**

- Investigate all complaints of harassment and respond appropriately
- Take prompt and appropriate disciplinary action, when it is determined that harassment occurred
- Work with students, staff and the community to remedy and prevent hostile environments in all programs and activities
- Provide procedures through which all individuals may address concerns and/or grievances

If a student has a concern or would like to know the procedure for reporting possible incidents of harassment or would like further information about the Monett R-I Board Policy AC - Prohibition Against Illegal Discrimination And Harassment, please refer to the policy online at [monettschools.org/srtc](http://monettschools.org/srtc)

## **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 Community Education Coordinator. All complaints will be investigated. If after the investigation and informal discussion with the Community 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.

## **SMOKING**

Smoking is not permitted on 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 or clinical time. A student that obstructs or disrupts the teaching/learning process in the classroom or clinical setting 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.

If a professional workshop on illegal drugs is presented during class hours, it will be mandatory for all students and faculty to attend the workshop.

### **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**

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

### **STUDENT HEALTH AND SAFETY**

SRTC believes in providing learning experiences in 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 continuously emphasized in all programs. Consequently, students are required 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.

### **EMERGENCY/ACCIDENT**

Students are to report all injuries or illnesses immediately to their instructor; then, if deemed necessary, to the SRTC Director and/or Community Education Coordinator. 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.

### **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 staff 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. SRTC does not staff a school nurse in the evening.

### **EMERGENCY MEDICAL INFORMATION**

In the event of a medical emergency, it is important to know of chronic conditions (diabetes, seizure disorders, allergies or other factors). Please inform the SRTC attendance office of information important to a student's health and safety by completing and returning the Emergency Medical Information Card and/or notifying the Community Education Coordinator.

Below are grooming and dress guidelines for students to help them avoid attire or grooming issues, which interfere with the learning environment.

## **CELL PHONES**

All cell phones are to be turned off during instructional or clinical times.

## **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 will 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).



## Community Education Withdrawal/Refund Request

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

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

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

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

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

The Community 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 Community Education Coordinator. A withdrawal form must be presented to the Community Education Coordinator, prior to consideration for any refund.

If a student enrolls for a Community 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: \_\_\_\_\_

## Evening Tornado Drill Procedures

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.

In case of immanent weather, please take cover in the nearest restroom. The Performing Arts Building is a storm shelter. **Please be advised that you will leave the building at your own risk.** Once you exit the building the doors can lock behind you making reentry impossible.

Faculty and students will be notified of an impending tornado by the all-call system over the intercom. Should we loose electric power we will use the power horn with repeated blasts plus a runner from the office. The Community Education Assistant will notify instructors of severe weather prior to leaving work for the evening.

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

Amphitheater/Commons –Girl’s restroom B Wing

Business Tech(B121) – Girl’s restroom in new area

Business Tech (B122) – Girl’s restroom in new area

Childcare (B120) – Restroom/Storage area in B114

*\*If preschoolers are present, they will accompany the Childcare high school students.*

Computer Lab (B114) – Girl’s restroom in new area

Computer Networking (B102), MO Options (B107), and WEP (B109)rooms – Girl’s restroom B Wing

Culinary Arts (B138) – Boy’s restroom B Wing

DELTA (B124) – Boy’s restroom New Area

FACS class – Boy’s restroom New Area

Graphic Communications (B110) - Boy’s restroom B Wing

Health Occupations (B128) – Boy’s restroom B Wing

Marketing Technology (B118) – Boy’s restroom New Area

JROTC I & II (C156) – Girl’s restroom C Wing

Auto Collision (C108) – Girl’s restroom C Wing

Machine Tool (C152) – Girl’s restroom C Wing

Auto Tech (C110) – Girl’s restroom C Wing

Welding (C137) – Boy’s restroom C Wing

Diesel Tech (C119) – Boy’s restroom C Wing

Vo-Ag (C240)– Boy’s restroom C Wing

JROTC III & IV (C124) – Boy’s restroom C Wing

Construction Technology – Girl’s restroom in their area

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.**

See posted building maps