

# SCOTT REGIONAL TECHNOLOGY CENTER

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**AURORA**  
CHRISTIAN ACADEMY



## STUDENT HANDBOOK



# SCOTT REGIONAL TECHNOLOGY CENTER

## MISSION

*Preparing students for an ever-changing world.*

## VISION

*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.*

## SENDING SCHOOLS

Aurora High School

Berean Christian Academy

Billings High School

Cassville High School

Exeter High School

Marionville High School

Miller High School

Monett High School

Mt. Vernon High School

Pierce City High School

Purdy High School

Southwest High School

Verona High School

Wheaton High School

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August 5, 2025

Dear Students:

Welcome to the Scott Regional Technology Center. I want to congratulate you on your choice of enrolling in a program at Scott Tech. You have taken the first step in getting a tremendous head start towards your future! Your school district has provided you with a great opportunity that I hope you will take full advantage of during this school year. Over this next year or two, depending upon the length of your chosen program, you will receive education training in a field that will provide you with many opportunities for future education and employability beyond your high school years. Your success will be determined by your willingness to attend regularly and to work every day to the best of your ability.

You will find that Scott Tech employs an outstanding faculty, all of which have many years of experience outside of education in their respective fields. The practical knowledge and experiences that your teachers have to offer within their respective programs is invaluable and is something that many individuals do not receive until far after they have graduated from high school. You will also find that Scott Tech is one of the finest educational facilities in the state of Missouri. Our facility is equipped with state of the art technology that will help to make your educational experience at Scott Tech one that is current to today's work and industry standards.

This handbook has been put together as a resource for you. I ask that you take time to familiarize yourself with the information contained within your student handbook. You will find that it includes helpful information concerning all Scott Tech programs, as well as the procedures, rules and expectations you will be expected to follow during your time at Scott Tech.

Once again, welcome to Scott Tech and feel free to come by my office at any time. I am excited you are here and have chosen to make us a part of your educational career.

Have a great year,

Eric Roller, Director

Scott Regional Technology Center

## Personnel

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## PROGRAMS AND SUPPORT SERVICES

### *PROGRAMS*

- Auto Collision Repair
- Automotive Technology
- Computer Maintenance and Networking
- Construction Technology
- Culinary Arts
- Diesel Technology
- Early Childhood Education
- Embedded Communication Arts
- Graphic Design
- Health Occupations
- Health Occupations II
- JROTC
- Marketing
- Missouri Options Program
- Precision Machining
- Welding Technology
- Work Experience Program

### *SUPPORT SERVICES*

Students who attend the Scott Regional Technology Center have access to a variety of support services. These services provide support for academic success while at Scott Tech and assistance for future success and career planning.

### *BREAKING TRADITIONS PROGRAM*

The Breaking Traditions Program promotes and supports career development with an emphasis on nontraditional careers and occupations. A nontraditional career is defined as a career in which 25% or fewer of one gender are employed in the profession. The Scott Tech Breaking Traditions Program is under the guidance of the Missouri State Department of Elementary & Secondary Education (DESE). Students enrolled in programs that are nontraditional for their gender will have the opportunity to participate in local and regional meetings and activities.

DESE sponsors the Breaking Traditions Award Program for outstanding nontraditional students. This program seeks to encourage more participation by Missouri students in nontraditional careers. The contest also increases public awareness of career and technical education throughout the state.

### *CAREER SERVICES*

Career services assists students in obtaining meaningful career related employment skills. By working with employers, community organizations, parent/guardians and the 14 sending schools, the Career Services Coordinator provides a network of opportunities for students to learn.

**Job shadowing** is offered during first semester for students interested in exploring “real world” experiences related to their program. Events and activities are planned to provide instruction and practice in completing job applications, resume writing and job interview skills. **Internships** are offered to qualified seniors in the second year of a program. This opportunity allows the student to be placed in a business/industry related field to practice skills learned at the Career Center while being exposed to “real world” experiences.

**Focus on the Future** is an event coordinated through Career Services. Business and industry representatives, colleges, technical schools and military recruiters attend to share information regarding their specific industry and assist students in decisions about their future.

### *COUNSELING SERVICES*

Students are invited to seek advice from the student career counselor at the Scott Regional Technology Career Center. The counselor works in conjunction with the sending school counselors to meet the educational and personal needs of the students. Students, parent/guardians interested in career, college or technical school information are encouraged to visit with the counselor. Confidential counseling is also available for students to discuss personal issues when needed.

### *THE MISSOURI OPTIONS PROGRAM*

The Missouri Options Program serves students who are in significant credit deficit to graduate. The program will allow students to complete their GED and receive a diploma with their cohort group/graduating class, or soon after.

Entrance Criteria: ALL criteria must be met to be a candidate

- Students will complete Missouri Options Referral Form/Consent Form.
- Students will be 17 years or older, not to exceed 20.
- Students will be at least one-year’s credit behind their cohort group/graduating class, or for other significant reasons identified in the local plan, be unable to complete their diploma with their cohort group/graduating class.
- Students are at risk of dropping out or are returning from drop out status.
- Students must be able to read independently in English at a D level. The Test of Adult Basic Education (TABE) will determine the student’s reading level.
- Selection will be based on a student’s needs and program space availability. The referring school administrator will establish a priority list and complete Missouri Options referral form.

Students will be involved in the Missouri’s Comprehensive Guidance Program, workforce development activities and life-skills training to become job ready.



All students and parent/guardians entering the program will be required to sign a contract. Students who do not adhere to the contract agreements will be removed from the program. A student will have one opportunity to complete the Missouri Options Program. Reinstatement into the Missouri Options Program will not be available.

### *WORK EXPERIENCE PROGRAM*

The Work Experience program is available to students with special needs from any of the 14 sending schools. The program's function is to provide students with an opportunity for career exploration and on-the-job training. Two of the most critical responsibilities of the Work Experience Coordinator are the extensive contacts with the business community and job development. Training phases may include assessment, job shadowing, work experience and cooperative work. In all phases of training, the Work Experience Coordinator works closely with personnel from the local school district, the IEP committee and other community agencies.

### *ADMISSION*

Students who wish to attend Scott Tech must fill out an online application to be considered for admission. Students must have enough high school credits to be considered an 11<sup>th</sup> grade student (with the exception of Work Experience Program students) before they can be admitted to SRTC. Applications are reviewed by SRTC personnel and the student's high school counselors/principals for selection to attend Scott Tech.

Current SRTC students will complete an "intent to return" application during their first year of attendance at Scott Tech. Students in good standing with SRTC and their high school will be admitted for their 2<sup>nd</sup> year at SRTC.

### *TRANSFERS AND WITHDRAWALS*

Students who plan to withdraw or transfer to another school system should report to the Career Center office before classes begin on their last day of attendance at Scott Tech. They must bring confirmation from their parent/guardian or sending school counselor or principal that they are withdrawing from Scott Tech. They will be issued the proper forms to obtain their grades-to-date from the instructor. This form should be returned to the office at the end of the class for the Director's signature. A copy of the information will be given to the student to take to his/her new location and a copy will be kept on file in his/her permanent record at Scott Tech. The student and parent/guardian have the right to review their own student's records.

### *COLLEGE CREDIT AVAILABLE*

By attending Scott Tech, many students are eligible to receive FREE college credit or college credit at a reduced rate. **Articulated Credit** is college credit earned during high school that will be applied to your college transcript once you attend that college for at least a semester. **Credit by Exam** is college credit the high school student receives upon passing the 'end of course exam'. The student must attend *Crowder College* for a semester and pay a fee per course to receive credit. **Dual Credit** is college credit the student earns while receiving high school credit by enrolling in an approved course. **Dual Enrollment** is college credit the student receives by enrolling in a college class offered at a high school. Many courses are available during evening hours here at Scott Tech through Crowder College.

## *CERTIFICATIONS*

Attaining technical skills is critical to student success in education and the workforce. All Scott Tech programs offer a 'Technical Skill Attainment (TSA) exam or Industry Recognized Credential (IRC) in their areas of study. Students should refer to their program syllabus for further information on your program instructor for specific information on program TSA's and IRC's.

## *STUDENT AWARDS AND HONORS*

**National Technical Honor Society** The purpose of the National Technical Honor Society is to reward excellence in career and technical education, develop self-esteem, pride and encourage students to reach for high levels of achievement. To promote workplace values, honesty, responsibility initiative, teamwork, productivity, leadership and citizenship. To champion a stronger, more positive image for workforce education in America. Membership for NTHS is by invitation only and is reviewed by the NTHS Advisor(s) and sending school counselors/principals. Students who qualify must complete the NTHS application, pay the fee for membership, provide proof of community service and meet all deadlines for admission. Qualifications for membership into the Scott Tech NTHS are:

1. Maintain at 3.5/4.0 cumulative Grade Point Average (GPA) in their career center program.
2. Maintain a 3.0/4.0 cumulative high school GPA at their sending school.
3. Maintain 95% attendance at their sending school and at SRTC. The 95% rate must be maintained in each class period at the sending schools and at SRTC.
4. Be a member of a SkillsUSA or DECA.
5. Not have any in school (ISS) or out of school suspensions (OSS).
6. Scott Tech students will be invited to membership at the end of their junior year and must maintain the qualifications of membership.
7. Qualifying students will be inducted in the spring of their senior year.
8. Students must complete the NTHS application with the required fees, and documentation of 20 hours of community service. The community service hours may be completed independently or as part of NHS, A+, FFA, FCCLA, etc.
9. Students must be of good character, leadership, citizenship, value teamwork and productivity.

**Passport** A Passport includes a student's resume, awards and scholarships, a letter of recommendation from the Director, and a list of the student's competencies. Students who excel in their Scott Tech programs and who meet specific criteria are awarded the Passport. Factors including grades, attendance, instructors' recommendation, employability, etc., will determine passport eligibility.

### *SCHOLARSHIPS*

National and local scholarships are available to Scott Tech students and to students in career and technical education. All students are encouraged to visit with the guidance counselor and their program instructors about scholarships in their chosen career field. Assistance with applications and letters of reference is available.

3-E Scholarships are available to Scott Tech students. This scholarship is funded through the Greg Huse Endowment Fund each year scholarships are awarded to students who are Enrolled, Enlisted or Employed. This is a non-renewing scholarship and award amounts will vary from year to year depending of the proceeds of the fund.

SkillsUSA Leadership Scholarship are available to Scott Tech students who exhibit outstanding leadership in SkillsUSA. This scholarship is chosen by the SkillsUSA Advisor and funded by the Greg Huse Endowment Fund, the amount(s) will vary from year to year.

#### **Ralph Scott Scholarship**

Honoring Dr. Ralph Scott's legacy, this scholarship supports Monett High or Scott Tech students with a 2.5+ GPA who plan to further their education. Preference is given to those active in school/community and with part-time or farm work experience.

### *CAREER & TECHNICAL STUDENT ORGANIZATIONS*

CTSOs extend teaching and learning through innovative programs, business and community partnerships and leadership experiences at the school, state and national levels.

**SkillsUSA** is a national organization serving trade, industrial, technical and health occupations students in public high schools, career and technical centers, and two-year colleges. SkillsUSA has more than 250,000 student and professional members annually who are organized into more than 13,000 chapters in 50 states and 3 territorial associations, including Puerto Rico, Guam and the Virgin Islands.

**SkillsUSA** is an applied method for preparing America's high performance workers in vocational-technical programs. SkillsUSA provides quality educational experiences for its members in leadership, teamwork, citizenship and character development. It builds self-confidence, work attitudes and communication skills. Activities emphasize total quality of work, including high ethical standards, superior work skills, life-long education, and pride in the dignity of work. SkillsUSA promotes an understanding of the free enterprise system and involvement in community service. More than 1,000 trade associations and labor unions actively support SkillsUSA.

**DECA** is the co-curricular student organization that supports marketing classroom instruction while enhancing leadership and social skills, along with their understanding of marketing, finance, hospitality, management and entrepreneurship. In DECA you will become a leader, win awards, travel, make new friends, develop job skills, earn scholarships, and learn about exciting careers such as fashion merchandising, sports marketing, advertising, travel and tourism, hospitality, plus more!

**American Welding Society (AWS)** provides students with a variety of resources and opportunities

unparalleled in the industry. AWS knows that students are the future of the industry. AWS serves over 50,000 members worldwide. Membership consists of engineers, scientists, educators, students, researchers, welders, inspectors, welding supervisors, company executives and officers, and sales associates. Interests include automatic, semi-automatic and manual welding, as well as brazing, soldering, ceramics, lamination, robotics, and welding safety and health.

# STUDENT EXPECTATIONS AND BUILDING PROCEDURES

## GENERAL INFORMATION

### *BUILDING HOURS*

Scott Tech opens at 7:30 a.m., Monday through Friday. Teachers are available at 7:45 a.m. until 3:30 p.m. The building will be closed at 4:00 p.m. The Director must approve use of the building at night for meetings and practices. Any time the building is being used by students, a faculty member must be present to supervise.

### *VISITORS*

All visitors must check in at the office and secure a visitor's badge. Guests to the classrooms may visit only when given prior permission by the Director or Instructor.

### *AUTHORIZATION TO LEAVE SCHOOL*

A student is not to leave school any time during the school day without authorization from the office. Any student leaving early must secure a building pass. Failure to do so will result in the student being classified as truant (being away from school without permission from school officials.) Truancy will be handled according to Scott Tech and board policy.

### *STUDENT DRIVING PRIVILEGES*

Students from a sending school must secure special permission to drive to the Scott Tech. A Driving Permit must be completed and permission granted by the parent/guardian, the sending school principal, and classroom instructor. If the driver has passengers, permission and signatures from the passenger's parent/guardian must be secured. Failure to follow the driving permit guidelines will result in disciplinary action.

Violation of any of the above regulations could result in removal of driving privileges, disciplinary action listed in the student responsibility code, and/or report to Monett Police Department.

### *STUDENT PARKING PRIVILEGES*

Students who are approved to drive to Scott Tech will park in the lot southeast of the building.

### *DRESS GUIDELINES*

The purpose of the dress guidelines are to provide an atmosphere conducive to an educational environment and to reflect an image to fellow students, faculty, alumni, parents, and others that shows pride in self and in school.

Teachers will determine safety requirements needed in their classrooms pertaining to specific clothing, accessory, and hair confinement. Students will be required to adhere to these guidelines. Additionally, students should follow the standard of dress showing modesty, cleanliness, and neatness. It is hoped that each student and his/her parents will assume a personal responsibility and will make a conscientious effort to follow these guidelines:

Clothing designed to attract attention and create a classroom disturbance will not be allowed. Shoes with wheels are not allowed. No gang related apparel is allowed (see Anti-Gang/Secret Society Policy). A shirt, t-shirt, cap, patch, and/or belt buckle, etc., that have slogans representing drugs, alcohol, tobacco, or sexually suggestive messages (sexual harassment) are not permitted. Hats, caps, bandannas, etc. should not be worn while inside the buildings. Each program instructor will determine if head gear may be worn in the shop/lap areas of the building. The dress code prohibits any apparel, jewelry, accessory, notebook, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in such a group that advocates drug use or exhibits behaviors that interfere with the normal and orderly operation of school.

Body piercing, face painting, facial hair, dyed hair, tattoos, etc. shall not present a safety risk or create a disturbance of the educational process. If, upon the administrator's judgment, the appearance is detrimental to the school's learning environment, an adjustment, covering, or removal can be requested. Should students or parents have questions concerning the dress code, they should contact the Director's office.

### *FIELD TRIPS AND EXCURSIONS*

Field trips and activity trips enhance the program of instruction and add much to the education of a student. All parent/guardians of students who are eligible to participate in the field trip shall be notified of the activity. If eligible students are not to participate in the activity due to parent/guardian wishes, notice from the parent/guardian must be sent to the sponsor of the activity. The rules for student conduct on school buses will govern the behavior of pupils while on the bus for field trips and excursions. Field trips and bus travel are viewed as extensions of the school setting. While participating in field trips, Scott Tech students are expected to conduct themselves in an appropriate manner at all times.

### *ASSEMBLIES*

Assemblies are considered to be a part of the curriculum. They are designed for student instruction and participation, dissemination of information, and bringing in outside speakers to serve educational purposes. Parent/guardians are always welcome at assemblies.

### *TECHNOLOGY/EQUIPMENT*

Use of district technology and equipment is a privilege and not a right. Students may be responsible for damaged school property. All users must comply with expectations by signing the district Acceptable Use Policy (please see policy EHB).

### *Cell Phone Policy*

In accordance with Missouri Senate Bill 68 (2025), students are not permitted to use or display personal electronic communication devices—including cell phones, earbuds, and tablets—at any time during the school day. This includes class, lunch, breaks, passing periods, and study halls.

### *LOST & FOUND*

All items lost or found should be turned in and reported to the Director's office.

# STUDENT HEALTH & SAFETY

\*\*\* BE SAFETY CONSCIOUS \*\*\*

## *SAFETY*

The Scott Tech campus requires constant safety alertness and watchfulness. Unfortunately, some students are needlessly hurt during the school year, which can be prevented if students will be safety conscious. Students shall walk in the buildings and follow all safety rules and regulations in each program on the campus and grounds. Safety suggestions are always welcomed by the administration.

## *LAB & SHOP SAFETY CONDUCT*

For reasons of safety, instructors for laboratories and shops have established student conduct procedures to safeguard students. Given the nature of the equipment utilized to provide a quality career and technical experience it is imperative that students adhere to established procedures. Inattentiveness to established procedures, “horseplay” or willful conduct or neglect in a lab setting or shop is disruptive, demonstrates a lack of professionalism, and can lead to accidents. As such, misconduct in a lab or shop is a serious matter and constitutes a disciplinary offense.

## *LOCKERS*

School lockers are the property of the Board of Education and are provided for the convenience of students and are subject to periodic inspection without notice. At any time, if reasonable suspicion exists to believe that a student is in violation of school policy, the Director or designee shall have the right to search, without notice, that student’s locker. In addition, the Director or designee shall make random searches and contact local authorities if illegal articles are found. The instructor will make locker assignments. Lockers should be kept clean and neat at all times.

## *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.

## *EMERGENCY DRILLS*

Drills are held to ensure appropriate action in the event of an emergency. It is essential that everyone follow the instructions of the teacher. Emergency procedures are posted in all program areas. All students are expected to become familiar with emergency procedures. Some general rules are as follows:

- **Intercom Announcement** - Regardless of the nature of the emergency, i.e. drills or actual alarms, the office will make a specific announcement via intercom followed by the alarm.
- **Fire Alarm** – The building alarm will sound. Instructions are posted in each classroom, the exits and routes. Students are to exit the building immediately, following instructor’s directions.

- **Tornado Alarm** - The building alarm will sound. Instructions are posted in each classroom. In a tornado alert, all students should move to the designated shelter area and avoid windows. Students will be instructed by intercom when to return to class.
- **Special Emergency/Shelter in Place** - If an emergency exists which requires a “lock down”, the Director will announce instructions and special procedures via the intercom.
- **Evacuation** – Instructions will be given via the intercom.

#### *SCHOOL NURSE*

The district employs licensed nurses to assist students who become sick or injured while at school. The school nurse is responsible for the health and well-being of all students. The school nurses assigned to Scott Tech communicate with parent/guardians, teachers and send school nurses to provide first aid and health care as needed. The nurse is authorized to inspect students and students’ medical records to insure that all students are safe from communicable diseases. Students must show proper documentation that they are protected from communicable diseases.

#### *STUDENT MEDICATION POLICY*

Medication should be given at home if at all possible. If a student must receive medication during school hours, the parent/guardian must provide the medication in the original prescription bottle plainly labeled with the student’s name, physician’s name, and date, name of medication, dosage and time of administration. The school must have the written permission of the parent/guardian to give the medication. School personnel do not provide any nonprescription medications at any time.

#### *CONTAGIOUS DISEASES*

Any student who has been absent because of a contagious disease must have a written permit from a doctor before the student may reenter school.

#### *TOBACCO*

Smoking and use of tobacco, narcotics, etc., in any form, by students on school premises, parking lots, or property adjacent to school shall be prohibited. No tobacco, in any form, will be allowed on campus in the possession of students. Tobacco in the possession of a student constitutes a disciplinary offense and will be addressed according to Board policy.



# ATTENDANCE

## *ATTENDANCE POLICY*

At Scott Tech the primary focus is to prepare students for success in their chosen field. Success includes the attainment of skills, a positive attitude and exemplary attendance. Employers consider regular attendance as the first quality necessary in a successful, productive employee. Therefore, this attendance policy is designed to improve student learning, raise student achievement, and prepare students for the responsibilities of a successful work experience. The policy applies to all secondary and post-secondary students attending regular daytime programs.

Research reveals that students who are absent or tardy to class tend to have lower grade averages, even though they may have a better academic aptitude. When it is necessary for a student to be absent, the parent is asked to contact the program instructor and Scott Tech Counselor. A plan will be made to help the student keep in touch with the work going on in the classroom. If a student cannot attend for a long period of time due to an illness, the school may provide homebound instruction.

If a parent/guardian plans to pick up the student during the day, the parent/guardian must contact the Director's office and the sending school office. The student must then check out through the Scott Tech office and the home school office before leaving. No student will be allowed to leave school without the permission of the Director and notification from parent/guardian, regardless of age.

### **Attendance Guidelines**

Students will be permitted a maximum of eight (8) total absences per class per semester, including both excused and unexcused absences. Students who are absent for more than eight (8) class periods during the semester may not be eligible to earn credit for that course.

### **School Sponsored Activities**

The only absence that is not counted is for verified school-sponsored activities or sending school closings. However, the sponsoring teacher/school should give at least a two-day notice in written form to the Director when any student will be out of class due to a school activity. Students are responsible for requesting to make up work missed prior to leaving for the activity.

### **Make-Up Work**

It is always the student's responsibility to request make-up work from their instructors. Failure to do this will result in a failing grade for the make-up work regardless of the nature of the absence.

### **Scott Tech Action**

Due to the importance of regular attendance and the possibility of a failing grade due to excessive absences, students must monitor their attendance. To assure that students, parent/guardian and the sending school officials are kept informed of the student's number of absences, the following steps will be taken by Scott Tech:

1. When a student accrues five (5) absences (excused or unexcused) in a class during the semester, they will be referred to in-school suspension (ISS) at SRTC, per the instructors'/directors discretion.
2. When a student has accrued six (6) total absences (excused or unexcused) in a class during the semester, school personnel will make all reasonable efforts to contact either the student, or his or her parent or guardian to discuss the student's excessive absences, the possible ramifications, and methods to prevent the loss of credit.
3. The school will notify the student that they have accrued nine (9) total absences and are in danger of losing credit for the class. Such notification shall include information about how the student can Appeal the number of absences. If the student has not maintained a passing grade during the semester, the student will earn an F for the course.

A student will not be denied an education at Scott Tech even though he or she may not earn credit for the class as a result of having missed a substantial portion of the instructional program during the semester.

The student who has accrued nine (9) total absences may appeal to the Director requesting credit for the courses in question. The Director will take into consideration valid absences that include any of the following but not limited to:

1. Doctor, dental, counseling, or other healthcare appointments.
2. Hospitalization or placement in a healthcare facility.
3. Absences related to a student's disability or medical condition (per an IEP, 504 Plan, IHP or other documented medical diagnosis that does not already allow for excessive absences by addressing reduced attendance).
4. Funeral Services
5. Family emergencies as approved by the administration
6. Court appearances.
7. Religious observations.
8. Licensing exams.
9. College or other school visits.
10. Deployment or return from deployment of a parent or guardian to a combat zone or combat support posting, at the discretion of the school administration.

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

1. The reason(s) for the accrued or anticipated absences;

2. The extent to which the reasons for each absence were documented at the time the absence occurred and/or at the time of the appeal;
3. The distribution of absences during the semester, i.e., scattered throughout the semester or occurring as consecutive absences;
4. The duration and pattern of each period of absence;
5. The pattern of attendance prior to the accrual of absences in question;
6. Whether all class work has been satisfactorily completed; and
7. The extent to which class essential learning outcomes have been mastered for that course.

## STUDENT CONDUCT

Traditionally, the conduct of Scott Tech students as a whole is exceptional. It is assumed that each student understands the importance of fair play, proper dress, protection of school facilities, equipment and supplies, and desirable respect for themselves and fellow students. Students at Scott Tech exhibit high standards. It is expected that all students honor the rights and privileges of others. Standards of conduct are established by the Board of Education to create an environment in which each student's right to learn is protected. ***Please refer to the Monett R-1 School District Student handbook for specific discipline procedures and required documents.***

### *STUDENT RIGHTS AND RESPONSIBILITIES*

The Board of Education believes that students have rights, which should be recognized and respected. It also believes that every right carries with it certain responsibilities.

Among these student rights and responsibilities are the following:

- The right to attend free public schools; the responsibility to attend school regularly and to observe school policies, rules and regulations deemed essential for permitting others to learn at school.
- The right to a quality education; the responsibility to put forth the best efforts during the educational process.
- Civil rights -- including the rights to equal educational opportunity and freedom from any form of illegal discrimination; the responsibility not to discriminate against others.
- The right to free inquiry and expression; the responsibility to observe reasonable rules and regulations regarding these rights.
- The right to due process of law with respect to suspension, expulsion, and decisions that the student believes injure his or her rights.
- The right to privacy, which includes privacy with respect to the student's school records.

### *ACADEMIC INTEGRITY*

Excellence and academic integrity are the cornerstones of SRTC. Faculty and students expect honesty on tests, assignments, projects, and contests. Cheating, plagiarism; claiming credit for another person's work; fabrication of facts, sources or supporting material; or helping another person in dishonest acts damages the reputations and credibility of everyone at SRTC, the Monett R-1 School District and the sending school. All incidents of academic dishonesty must be reported. They will be addressed through the discipline policy.

