

Grand River Technical School  
Post-Secondary Student Handbook of  
Admissions and Financial Aid  
2018-2019

**GRTS** *Established 1967*

... where *"Excellence is an attitude!"*

1200 Fair Street  
Chillicothe, MO 64601  
660-646-3414  
[www.grts.org](http://www.grts.org)

**VISION**

Providing students the *power* to grasp the future!

## MISSION

Our mission is to ensure that students develop into lifelong, self-directed learners who can achieve career success in a technologically-advanced global society.

Updated 8/1/18

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***Welcome to the Grand River Technical School...***  
***...where "Excellence is an Attitude!"***

The fact that you are enrolled here means you are preparing for an occupation or field of work. This is an important start for you in preparing for your career! We hope you will try to make the most of the opportunities offered. During your time here, you need to develop the knowledge, skills, work habits, attitudes, and personality traits that will enable you to secure employment and be successful in your chosen occupation.

Our faculty and staff stand ready to assist you in any way they can. Our teachers have all had successful work experience in the occupations they are teaching and will share this information and experience with you. We hope you will work closely with your instructor and help him/her to help you.

Grand River Technical School facilities include the main GRTS campus where all post-secondary programs are located. Each program offers a classroom and state-of-the-art shop or lab, where you will be able to work hands on, with equipment and tools just like those used in industry, applying the knowledge and skills learned in the classroom. Each program hosts an industry advisory committee who serve to assist our faculty with up-to-date industry requirements.

The GRTS campus also includes Diapers 'n Diplomas Child Care Facility, where the Child Care Services training program is housed. The child care facility also hosts a preschool program and a day care center, available to the children of adult students enrolled and in need of child care during their training. Additionally, for secondary agriculture students and community activities, GRTS boasts the award-winning Litton Agri-Science Learning Center located just a few miles from the main campus. Our staff is proud of the facilities and equipment that we have here at the Grand River Technical School. We hope you will share our pride and do all you can to help keep the facility looking nice.

We try to have a minimum of rules here. However, if we are to have a good learning environment, we must have some regulations and responsibilities for everyone. This handbook outlines student responsibilities and the school's operating policies.

If you have any questions, feel free to contact your instructor or the office staff. We sincerely hope that you have a successful school year.

Sincerely,

*Jayne Caughron*  
Jayme Caughron, Director

*Adam Wolf*  
Adam Wolf, Assistant Director

## CORE VALUES AND BELIEFS

**Attitude:** Students, faculty and staff members pledge to create a community based on the following principles (adapted from the SkillsUSA creed):

**I believe in the dignity of work.**

I hold that society has advanced to its present culture through the use of the worker's hands and mind. I will conduct myself with dignity in the work I do.

**I believe in the American way of life.**

I know our culture is the result of freedom of action and opportunities won by the founders of our American republic, and I will uphold their ideals.

**I believe in education.**

I will endeavor to make the best use of my knowledge, skills and experience in order to be a better worker in my chosen occupation and better citizen in my community. To this end, I will continue my learning now and in the future.

**I believe in fair play.**

I will, through honesty and fair play, respect the rights of others. I will always conduct myself in the manner of the best professionals in my occupation and treat those with whom I work as I would like to be treated.

**I believe satisfaction is achieved by good work.**

I feel that compensation and personal satisfaction received for my work and services will be in proportion to my creative and productive ability.

**I believe in high moral and spiritual standards.**

I will endeavor to conduct myself in such a manner as to set an example for others by fulfilling my responsibilities as a citizen of my community.

**Attendance:** Attendance and punctuality are extremely important. Employers are interested in hiring persons with excellent work habits and attendance records; therefore, we make it our policy at GRTS to emphasize the importance of these characteristics to our students. Thus, student attendance is a major factor in student selection and retention.

**Accountability:** GRTS promotes good citizenship, a sense of civic responsibility, global awareness and an appreciation for human diversity. GRTS strives to employ the most efficient and appropriate use of fiscal and human resources in order to provide students with a quality, affordable technical education experience.

**Adaptability:** Preparing students for a global, technologically changing world requires GRTS faculty and staff members to be adaptive and responsive in developing and delivering programs and services. GRTS promotes

involvement and provides experiences that foster a lifelong commitment to service and believes in the importance of sharing its human and academic resources with schools, businesses, industries and public agencies through partnerships and outreach activities.

**Ambition:** GRTS places a high value on the leadership shown by its faculty and staff. GRTS has a strong future orientation and a willingness to make long-term commitments, as well as the flexibility to respond quickly to meet community and industry needs.

### **PURPOSE**

Each course is designed to provide a basic knowledge of the skills required for an occupation or field of work. Upon satisfactory completion of the course, the student should be prepared for successful entry-level employment.

### **ACCREDITATION**

Grand River Technical School is part of the Chillicothe R-II School District. Founded in 1967 as Chillicothe Area Vocational-Technical School, the school changed its name in 1996 to Grand River Technical School. GRTS is accredited through the Accreditation by the Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. GRTS also maintains approval status with the Missouri Department of Elementary & Secondary Education; Missouri D.E.S.E. Veteran's Education Section; and the Missouri Department of Higher Education. In addition, the following programs are state and/or nationally certified by their respective agencies:

- ~ EMT-Paramedic..... *Commission on Accreditation of Allied Health Education Programs*
- ~ EMT-Basic.....*Missouri Department of Health and Human Services, Bureau of Emergency Medical Technicians*

Copies of accreditation documents may be obtained for review by contacting the Director or the individual instructors.

### **LICENSURE**

Licensure is required to secure employment in two of the programs at GRTS: EMT-Basic and EMT-Paramedic. Students successfully completing these programs will sit for the National Registry test.

The National Registry of Emergency Medical Technicians is a private certifying organization. The various state offices of EMS or like agencies serve as the state licensing agencies. Certification by the National Registry is a distinct process from licensure; and it serves the important independent purpose of identifying for the public, state licensure agencies and employers, those individuals who have successfully completed the Registry's educational requirements and demonstrated their skills and abilities in the mandated examinations. Furthermore, the National Registry's tracking of adverse licensure actions and criminal convictions provides an important source of information which protects the public and aids in the mobility of EMT providers

Licensure is the state's grant of legal authority, pursuant to the state's police powers, to practice a profession within a designated scope of practice. Under the licensure system, states define, by statute, the tasks and function or scope of practice of a profession and provide that these tasks may be legally performed only by those who are licensed. As such, licensure prohibits anyone from practicing the profession who is not licensed, regardless of whether or not the individual has been certified by a private organization.

## **INSTRUCTORS**

Instructors are selected for the quality of their trade experience and competency in the occupation they will teach. All are certified by the Missouri State Department of Education. In addition, for those programs that are nationally certified, the instructors are also nationally certified by those accrediting agencies. A listing of faculty industry certifications may be obtained by contacting the Director.

**2018-2019**

	<b>Program</b>	<b>Degree</b>	<b>Highest Degree Conferred</b>
<b><u>GRTS Administration</u></b>			
Jayme Caughron	Director	Ed Specialist	University of Central Missouri (formerly CMSU)
Adam Wolf	Assistant Director	M.S. Education	William Woods University
<b><u>GRTS Faculty</u></b>			
Randy Plattner	Agriculture	M.S. Education	William Woods University
Nancy Burtch	Technical Math/Computers	M.S. Education	Truman State University (formerly NEMSU)
Lee Caughron	Industrial Welding	CTE	State of Missouri Career Education Certificate
	Advanced Welding Technology		
Sonja Daley	Health Services Technology	M.S. Career/Tech Ed	University of Central Missouri
Brandon Dennis	Computer Networking Technology	Associate Degree	North Central Missouri College
	Computer Network Administration		
Don Dennis	Building Trades	CTE	State of Missouri Career Education Certificate
Brandon Duckworth	Computer Services Technology	A.A.S.	North Central Missouri College
Ken Estes	Auto Service Technology	CTE	State of Missouri Career Education Certificate
Jim Grozinger	Agriculture	M.S. Education	University of Missouri, Columbia
Mike Harrington	Industrial Maintenance	CTE	State of Missouri Career Education Certificate
Arch Haslar	Collision Technology	CTE	State of Missouri Career Education Certificate
Anthony Hinnen	Auto Service Technology	CTE	State of Missouri Career Education Certificate
Jenny Hughes	Business Technology	M.S. Education	Northwest Missouri State University
Lance Martin	Agriculture	M.S. Education	University of Missouri, Columbia
Susan Mayers	Business Technology	B.S. Education	University of Missouri, Columbia
Kerrie Campbell	Early Childhood Professions	B.S. Education	Graceland College
Eric Reeter	EMT-Paramedic	A.A.S.- EMS	North Central Missouri College
Sandra Roberts	Career Independence	B.S. Education	Northwest Missouri State University
Donnie Rogers	EMT-Basic	EMT-P licensed	Grand River Technical School
Leda Schreiner	Agriculture	M.S. Admin	Northwest Missouri State University
Bill Shaffer	Applied Communications	M.S. Admin	Williams Woods University
Sondra Sturguess	Business Technology	M.S. Occup. Tech.	University of Central Missouri, MSE
Jamie Sullivan	Health Services Technology	B.S. Nursing	University of Central Missouri, BS
Ray Summers	Diesel Services Technology	CTE	State of Missouri Career Education Certificate
	Advanced Diesel Technology	CTE	State of Missouri Career Education Certificate
Michael Slater	Agriculture	B.S. Education	Northwest Missouri State University
Chris Todd	Building Trades	CTE	State of Missouri Career Education Certificate
Neal Wolf	Agriculture	M.S. Educ Admin	William Woods University
<b><u>GRTS Support Staff</u></b>			
Justin Alexander	Collision Technology Teaching Asst.	CTE Certificate	GRTS Certificate--Collision Technology
Lisa BeVelle	Administrative Assistant	Associate Degree	Platte College
Cindy Donnelly	Custodian		
Carla Meyers	Basic Skills Aide		
Drakien Wilson	Industrial Welding Teaching Asst.	CTE Certificate	GRTS Certificate--Industrial Welding
Anna Plattner	Administrative Assistant		
Marla Harrington	Financial Aid Coordinator	B.S. Business Adm	University of Central Missouri(formerly CMSU)
Kelly Jacobs	Food Service Manager/Custodian		
Tina Shipp	Career Independence Job Coach		
Joyce Mollohan	Vocational Resource Educator	M.S. Voc Bus Ed	Northwest Missouri State University
Debby Peery	Counselor	M.S. Education	University of Central Missouri
Sondra Sturguess	Adult Education Coordinator	M.S. Education	University of Central Missouri
Ruth Summers	Custodian		
<b><u>Chillicothe R-II Preschool &amp; Daycare Staff</u></b>			
Mandy Anderson	Daycare Aide	CDA	Grand River Technical School

## TUITION AND OTHER COSTS

Tuition and fees are based, in part, on the operating cost of each program and, therefore, vary for each program. A list of programs and their respective costs is as follows:

### 2018-2019 TUITION AND FEES

#### Application Fee:

All programs require a non refundable application fee at the time of enrollment. Upon enrollment, this amount is applied toward first semester tuition. EMT and Paramedics require \$100 application fee. All other programs require \$50 application fee.

#### Accident Insurance Fee:

All programs require a \$15.00 accident insurance fee for post-secondary students.

TUITION:	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester
Diesel Services Technology	\$ 3085.00	\$ 2950.00
~ Advanced Diesel Technology	2950.00	2950.00
Auto Service Technology	2950.00	2950.00
Auto Collision Technology	2950.00	2950.00
Building Trades	2950.00	2950.00
Child Care Services	2950.00	2950.00
Computer Networking Technology	2950.00	2950.00
~ Computer Network Administration	2950.00	2950.00
EMT-Basic	650.00	650.00
EMT-Paramedics	2950.00	2950.00
Automation & Electrical Technology	2950.00	2950.00
Industrial Welding	2950.00	2950.00
~ Advanced Welding Technology	2950.00	2950.00

**These charges are due the first week of each semester unless proof of acceptance for financial aid is on file before the start of classes.**

This chart reflects current tuition and all general fees charged and is subject to change after annual review by the Board of Education.

#### OTHER CHARGES:

Students will be responsible for any additional course-related charges such as books, supplies, testing fees, etc. depending upon specific classes/programs. See current schedule of books/supplies costs on following page.

With 90% attendance in your GRTS program, and a grade of "C" or above, you can earn FREE college credit by completing certain programs at Grand River Technical School.

Ask us about it!

## Individual Course-Related Charges

### Diesel Equipment Technology

MHT-Med/Heavy Vehicle ebook & audio book	\$ 150.00
Technology Fee	50.00
<b>TOTAL CHARGES</b>	<b>\$ 200.00</b>

\*\* Tool Set Required – See attached list approx. \$2,200.00

### Automation & Electrical Technology

Basic Electrical Theory Text	\$ 53.00
Basic Hydraulics Lab Manual	95.00
Industrial Motor Controls Text	142.00
Industrial Motor Controls Workbook	37.00
Troubleshooting Electrical/Electronic Systems Text	94.00
Troubleshooting Electrical/Electronic Systems Wkb	37.00
Electrical Code Book	110.00
<b>TOTAL CHARGES</b>	<b>\$ 568.00</b>

### Computer/Networking Technology

PC Pro A + Text and Lab Simulations	\$ 125.00
PC Pro Network + Text and Lab Simulations	125.00
A+ Certification Test Fees	188.00
Network + Certification Test Fees	145.00
Tool Kit/Supplies	50.00
<b>TOTAL CHARGES</b>	<b>\$ 633.00</b>

### Computer/Network Administration (2<sup>nd</sup> year)

PC Pro Microsoft Text & Lab Simulations	\$ 125.00
Microsoft 70-698 Certification Test Fee	530.00
PC Pro Cisco Text & Lab Simulations	125.00
Cisco Certification Test – 1	150.00
Cisco Certification Test – 2	150.00
Microsoft 70-697 Certification Test	165.00
<b>TOTAL CHARGES</b>	<b>\$ 1,245.00</b>

### Building Trades

Building Trades required tool package  
(see attached list) \$ 200.00 approx.

## ADMISSIONS – POST-SECONDARY TECHNICAL PROGRAMS

The general requirements for admission to a GRTS program or course are as follows:

1. Admissions Application and \$50 Application fee paid. This application fee serves also as a payment toward tuition.
  2. Valid Official High School Diploma or High School Equivalency certificate/transcript (Effective Jan 2014 the GED test changed to HiSET) or Home School official transcript per guidelines of the State of Missouri.
  3. Students who've previously attended a postsecondary institution, must submit official transcripts from those institutions as well.
  4. Tour and instructor interview of the program of your choice
  5. Satisfactory completion of T.A.B.E. admissions test (\*25<sup>th</sup> percentile in reading and math; 40<sup>th</sup> percentile minimum for EMT-Basic students), or sufficient scores on a COMPASS, ACT or Accuplacer test. Call for alternative test score requirements. \*In certain approved cases, a waiver of the test requirement may be given. See below.
  6. By signing the admissions application, the student acknowledges a criminal background check will be conducted. Students must pass the background check with no negative findings per the Admissions policy. See Admissions staff for specific restrictions to admission.
- A student applying for one of the technical programs, whose scores are at least in the 20<sup>th</sup> percentile, but below the 25<sup>th</sup> percentile may be accepted upon review by admissions staff, based on special circumstances such as but not limited to previous experiences in the field, recommendation by counselor, etc. See admissions coordinator for recommendation guidelines. Students may retest to meet the minimum score.
  - Students scoring below the 20<sup>th</sup> percentile will be required to log tutoring hours before retesting.
  - If a student does not make the minimum required score on the TABE, and requests to retake the test, a \$20 charge will be assessed.
  - Waiver may be approved for students who submit prior college transcript or students who have previously completed a GRTS technical program.

**Note: Online high school diplomas will be evaluated for validity in accordance with the U.S. Department of Education and Missouri Department of Higher Education guidance. GRTS reserves the right to disallow an online high school diploma that, upon investigation, appears to lack validity.**

Grand River Technical School reserves the right to refuse to admit students who have not had satisfactory progress during a previous enrollment period or those students with an outstanding balance from a previous enrollment. Admission will also be refused to any student whose criminal record check produces negative findings per GRTS admissions policy. The specific restrictions policy may be obtained in the business office. Students wishing to appeal should contact the admissions office. If time necessitates, GRTS may allow a student to start prior to receipt of the background check results upon receipt of a signed conditional acceptance agreement.

**Transfer Students:** Students wishing to transfer in from another institution or transfer to another program within the institution, see Transfer Policy in the appendices of this handbook.

## ADMISSIONS – EMT-BASIC

The general requirements for admission to the GRTS EMT-BASIC course are as follows:

1. Admissions Application and \$100 application fee. This application fee serves also as a payment toward tuition.
2. Official High School Transcript or High School Equivalency Certificate/transcript, (Effective Jan 2014 the GED test changed to HiSET) or Home School official transcript per guidelines of the State of Missouri. Students who've previously attended a postsecondary institution, must submit official transcripts from those institutions as well.
3. Official prior college transcripts, if applicable.
4. Satisfactory completion of T.A.B.E. admissions test - 40<sup>th</sup> percentile minimum for EMT-Basic students, or sufficient scores on a COMPASS, ACT or Accuplacer test. Call for alternative test score requirements. {Waiver may be approved for students who submit prior college transcript(s)}
5. Copy of results of Drug Screen no earlier than 30 days prior to class start date – no negative findings (10 or 12 panel screen, at a minimum THC, OPI, AMP, COC, PCP, BAR, BZO screening required).
6. Copy of vaccination records including Hepatitis B series.

Additional requirements that must be satisfied prior to start of clinicals in approx. January:

7. Copy of vaccination record for flu shot.
8. Copy of results of TB Mantoux test (January of the program year)

By signing the admissions application, the student acknowledges a criminal background check will be conducted. Students must pass the background check with no negative findings per the Admissions policy. See Admissions staff for specific restrictions to admission.

## ADMISSIONS – EMT-PARAMEDIC

The general requirements for admission to the GRTS EMT-PARAMEDIC course are as follows:

1. Admissions Application and \$100 application fee. This application fee serves also as a payment toward tuition.
2. Official High School Transcript or High School Equivalency Certificate/transcript, (Effective Jan 2014 the GED test changed to HiSET) or Home School official transcript per guidelines of the State of Missouri.
3. Official college transcript, from an accredited college, showing successful completion of Human Anatomy & Human Physiology, minimum 2.0 GPA required. (Effective with the 2017-2018 school year) *A&P for college credit must be taken prior to or concurrently with the GRTS Paramedic course. A course completion will only be issued upon receipt of official transcript from the college in which the A&P was taken.*

4. Students who've previously attended additional postsecondary institution, must submit official transcripts from those institutions as well.
5. Copy of current, unexpired EMT-Basic license
6. Admissions test not required. Satisfied by EMT license.
7. Copy of results of Drug Screen no earlier than 30 days prior to class start date – no negative findings (10 or 12 panel screen, at a minimum THC, OPI, AMP, COC, PCP, BAR, BZO screening required).
8. Copy of vaccination records including Hepatitis B series.

Additional requirements that must be satisfied prior to start of clinicals in approx. January:

9. Copy of vaccination record for flu shot.
10. Copy of results of TB Mantoux test

**Military Advance Placement:** GRTS may grant advance placement to applicants who achieved their EMT-Basic license through military service. The GRTS Military Advance Placement Policy is available in the Admissions offices.

By signing the admissions application, the student acknowledges a criminal background check will be conducted. Students must pass the background check with no negative findings per the Admissions policy. See Admissions staff for specific restrictions to admission.

Updated 8/1/2018

## ACCESSIBLE FACILITIES AND PROGRAMS

The facilities at GRTS are handicap accessible. Grand River Technical School has made the necessary modifications to restrooms, water fountains, and curbs to allow access by handicapped students including those who are wheelchair bound. In addition, the school employs a full-time staff person to assist handicapped students in the successful completion of their programs. The GRTS Services for Students with Disabilities Policy can be obtained in the Admissions department.

Students with disabilities as addressed by the Americans with Disabilities Act who require accommodations for either testing or during program training are responsible for initiating such services. To obtain accommodations, students must:

1. Self-identify: Contact the Vocational Resource Educator (VRE) regarding the disability and the accommodations needed. This must be done in a timely manner, or delays in service provision may be unavoidable.
2. Verify: Provide current documentation from a qualified professional. The documentation must clearly support the need for any requested accommodations.
3. Determine: The VRE, in some cases in conjunction with others, will determine the appropriate accommodations based on the documentation provided.

The T.A.B.E. admissions test is a computer administered test. Testing accommodations are available by request. The purpose of the TABE admissions test is to determine a student's reading and math grade level at time of admission; therefore the tests will not be read to students. Time accommodations or other appropriate accommodations however, will be allowed upon request. A copy of the GRTS Services for Students with Disabilities policy may be requested in the admissions office.

Non-Discrimination Policy: Applicants for admission, financial aid and employment; students, employees, and sources of referral of applicants for admission, financial aid and employment are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment of employment in its programs and activities.

## **STUDENT SERVICES**

Ensure your success at Grand River Technical School! A variety of services and facilities are available to meet your needs as a student. We encourage you to use these services. Note: there is sometimes a charge for the service described.

### **Counseling/Advising**

Education and career counseling are available to all students upon request. To find out more about these services, contact Grand River Technical School's admissions office.

### **Financial Aid**

The purpose of the financial aid program is to provide financial assistance to those who would not otherwise be able to complete training. The first obligation to meet the cost rests with the student (or his/her parents). Beyond that, funding assistance is available to qualifying students in the form of grants and scholarships. For more information, contact the Financial Aid office. Also see the section on financial aid in this handbook.

### **Employment Resources**

Placement services are available to all students and graduates of GRTS. Instructors work with area employers in developing job opportunities for students. Within each technical program, instruction is given in job-seeking/job keeping skills needed to obtain and retain employment. Job leads are posted on various bulletin boards throughout the school as well as in each technical program. A representative for the Division of Workforce Development (formerly Missouri Job Service) is available through the local Div. of Workforce Development office.

### **Child Care**

Grand River Technical School offers a child care center, Diapers 'n Diplomas, for those adult students who are in need of child care services during the hours he/she is in school. Diapers 'n Diplomas, licensed by the State of Missouri and accredited by Missouri Accreditation of Childhood Care and Education Programs, offers care for children ages birth to school age. For fee schedule, contact the school's admissions office.

### **Student Accident Insurance**

All adult students pay an accident insurance fee at the beginning of the school year. This fee covers the cost of accident insurance provided by GRTS. Should the student be accidentally injured at school or a school related activity (ie: field trip, internship, OJT, etc.) or enroute directly to or from school, this medical policy covers any medical expenses incurred from the accident with no deductible. The school assumes no responsibility for medical care. Emergency care can be provided by dialing 911.

### **Community Education**

Non-credit, adult classes for career enhancement, personal enrichment, self-improvement and recreation are available during evening hours. For more information, pick up an *Adult and Community Education* brochure at the front office. A fee is usually required for these courses.

### **Adult Basic Education/GED**

The Missouri Dept of Elementary Education has selected a new test to replace the GED. The new test is the MO HSE test (High School Equivalency). Information to locate training sites and testing sites for the MO State approved test can be located at [www.dese.mo.gov/divcareered/hse.html](http://www.dese.mo.gov/divcareered/hse.html).

### **Student Activities**

Student organizations and activities provide a chance to meet other students, share personal and academic interests, develop leadership skills, and enhance communication skills. Many student organizations develop community service projects, some of which may take place during class. All students are encouraged to join a student organization. Your instructor will explain the organization related to your class.

## **GENERAL STUDENT CONDUCT**

Students enrolling at GRTS assume an obligation to conduct themselves in a manner compatible with the educational purposes of the school. If a student fails to do so and engages in behavior disruptive to the educational process, the school will institute appropriate disciplinary action.

Specifically, students are expected to comply with federal, state and local laws concerning activities prohibited generally and specifically on public school property and sponsored functions. Among these illicit activities are civil disobedience, forgery, gambling, immoral conduct, libel, theft, use of and sale of alcohol, tobacco and narcotics, and vandalism.

In addition to demonstrating honesty and integrity, students are expected to comply with all policies, regulations and procedures of the Chillicothe R-II Schools and GRTS.

Students may be terminated immediately or placed on probationary status for any of the following behaviors: 1) possession of or drinking alcoholic beverages, non-prescription or controlled substances during school hours; 2) academic dishonesty; 3) use of vulgar or profane language; 4) engaging in conduct that is detrimental to the best interests of the students and educational program; 5) destruction of school or private property; 6) deliberate operation of equipment in an unsafe manner.

## **Smoking and Tobacco**

Smoking or the use of other tobacco products is prohibited on any Chillicothe R-II School property including Grand River Technical School. This includes the building and surrounding campus.

## **Weapons**

A weapon is defined as any object used or which could be used with the intent to harm, or any object which appears as if it could be harmful. Any student who possesses such an object or uses a legitimate object as a weapon, shall be subject to discipline.

## **Crime Report Policy**

GRTS collects, publishes and distributes information relative to Public Law 101-542, the *Student Right to Know and Campus Security Act*, as amended. This information is made available to students and employees annually by student email account and published on the GRTS website [http://www.grandrivertech.org/disclosure\\_CampusSecurity.pdf](http://www.grandrivertech.org/disclosure_CampusSecurity.pdf).

## **GENERAL STUDENT INFORMATION**

### **Plan for Operation and Maintenance of Facilities**

GRTS maintains a plan for the operation and maintenance of the building and technical infrastructure to ensure

- The facility is properly maintained and the technical infrastructure remains sound,
- Physical resources provide for the protection of the health and safety of students, faculty, administration and guests,
- The school's technical infrastructure provides for the privacy, safety, and security of the data contained within,
- And the technical infrastructure provides for reliable accessibility and backup of the data contained within.

The Plan in its entirety is included in the appendices of this handbook.

### **Parking**

Students are expected to drive safely. Only those students who have been issued parking permits are to park on the school lot. Those who receive parking permits are expected to observe all parking regulations:

1. Attach permit to left rear window immediately.
2. Park only in areas designated as student parking within the yellow lines.
3. Do not block drives and areas around shop doors.
4. Drive carefully on school lot. Observe the 10 mph speed limit. The number of cars, school buses, delivery trucks and people (especially young children) walking on the school lot demands careful and alert driving to avoid accidents.

It is illegal to park in areas marked for use by persons with disabilities without the proper state-issued parking permit displayed.

### **Student-Owned Electronic Equipment**

Due to the learning environment and security concerns, students are not allowed to use electronic equipment (such as pagers/beepers, cellular phones, radios, etc.) in the classroom unless authorized by instructor and for instructional purposes. During school hours, cell phones are to be out of sight and turned off or on silent. Consideration may be given to students with specific needs (i.e. on call for work). Special permission must be granted by the Director. The school accepts no responsibility for loss or theft of student property.

### **Telephone Usage**

A public telephone is available in the front office for student use if necessary. Students will not be called from class to accept phone calls except in an emergency.

### **Personal Grooming and Appearance**

Employers put a great emphasis on personal grooming appearance. When prospective employers visit the school or a class or when you apply for an internship or a job, the first thing they notice is your appearance. It is important that they be favorably impressed if they are to be interested in hiring our graduates. You are making an effort to prepare for a job, so you need to be moving toward the type of job dress and grooming that will help you get a job. Clothing worn should always be appropriate for the job you are doing. **Students with inappropriate attire will be asked to change.** You are expected to dress according to the instructions for your class.

### **Tools, Supplies, Textbooks**

Some programs require that students purchase their textbooks (See chart of tuition/fees at [www.grts.org/tuition.htm](http://www.grts.org/tuition.htm) . In other classes, textbooks are issued at no charge. Students are entirely responsible for these textbooks once they are checked out to them, since they belong to the school. Students are held accountable for lost books or any damage beyond normal wear. A student who loses a textbook may replace it by notifying the instructor or the front office and making arrangements for payment. Students may purchase their textbooks by making arrangements with the instructor or front office. Students who do not purchase their books and do not return the books will be charged the cost of replacement. Grades and any certificates earned will be held until all debts are cleared. Any student responsible for willful damage of tools/equipment will be charged repair, replacement or maintenance costs with the same above consequences for non-payment.

### **Emergency School Closing**

GRTS will be closed when the Chillicothe R-II Schools are not in session. In the event of snow, ice or other emergencies, the decision to close will be made by approx. 6:30 a.m. The information will be given to the following radio stations: **KCHI-FM**: Chillicothe 98.5

**KTTN FM**: Trenton 92.3      **KGOZ FM**: Trenton 101.7      **KMZU FM**: Carrollton 100.7

**KZBK FM** Brookfield 96.9 It is also broadcast on Fox 4 News. Students may also sign up for "Hornet Alerts" textcaser on the district website [www.chillicotheschools.org](http://www.chillicotheschools.org). See office for details.

## ACADEMIC INFORMATION

### Graduation

Each student successfully completing a program at GRTS will receive a Certificate of Proficiency in the field of his/her training. This certificate will document the number of training hours completed by the student. A detailed record of grades, attendance and progress is kept by the school. Student records are available for inspection upon request in accordance with the *Family Educational Right and Privacy Act* of 1974.

A graduation ceremony for post-secondary students is held at the completion of the school year. Family members are encouraged to attend the ceremony and reception afterwards.

Only those students who complete their program with a minimum "C-" grade average and 90% attendance will receive a certificate of completion and be included in graduation ceremonies.

### Tech Prep Certification

In addition to receiving a Certificate of Proficiency, students completing a full time course with at least a "C" average and 90% attendance will receive a Tech Prep Certificate. This certificate awards the student with up to 30 credit hours of articulated college credit toward an Associate Degree at North Central Missouri College and other Missouri Community Colleges. For more information on the degrees offered through these colleges, see the GRTS counselor.

### Placement Rates

Detailed placement information is available for student review in the counselor's office and at [www.grts.org/placement.htm](http://www.grts.org/placement.htm).

### Grading System

In each course offered for credit, students earn grades that are recorded in the school's Student Management System. Students are required to maintain a minimum "C-" grade average. If a student fails to maintain a "C-" grade average during the first semester, and progress is not satisfactory to bring the grade average to "C-" in the following semester, the student may be placed on probation or terminated from the program. Some programs may have additional, more stringent attendance/grade requirements. Students in those programs must meet the stricter requirements per the course syllabus.

### Attendance

The most important part of your educational program takes place in the classroom, lab or clinical rotations. For this reason, students are expected to attend every meeting of the class. All absences are counted. If a student is not in class, he/she is absent. The instructor may excuse an absence if the reason is valid for the purpose of allowing the student to make up missed work. However, the absence is still recorded as an absence. The student is responsible for contacting the instructor on the

first day back to class regarding material to be made up. Failure to do so will result in a zero (0) grade for missed assignments.

Students are expected to maintain a minimum 90% attendance in order to maintain eligibility for Title IV Federal financial aid.

**NOTE: A student may be officially dropped from a program after missing five (5) consecutive days without notification to the instructor. Different programs may have stricter attendance policies.**

### **Tardies**

**Different training programs may have different policies.** Your instructor will explain the policies for your program. However, overall school policy maintains that three (3) unexcused tardies equal one (1) absence.

### **Absence Calls**

Students who will be absent must call the office and leave this information as a message for their instructor. The training program should be treated like a job and calling in when you will be absent is more than just a courtesy. Your instructor may need to make other arrangements for instruction for the day. If you do not call, your instructor may not excuse your absence and make up work will not be permitted.

### **Dropping/Withdrawing from a Course**

It is important that students who stop attending classes withdraw formally from the courses in which they are enrolled. Students who merely stop coming to class, but remain on the official role will receive an administrative “drop” after 5 consecutive days of no call, no show. If a student receives an “F” because of failure to complete the official withdrawal procedure, that grade will not be changed. Students withdrawing from a course must return any textbooks, equipment, etc. that belong to the school or program.

**NOTE:** Students receiving federal or state financial aid should be aware that if they withdraw/drop from a class they may be required to repay financial benefits received for the course. See tuition refund policy attachment in the appendices of this handbook.

### **Leave of Absence**

A leave of absence may be considered for a student with a medical or family emergency or pregnancy, which requires withdrawal from school for a limited period of time. The student must, with the approval of the instructor, 1) complete a written request for leave prior to the first day of school missed, if at all possible and within a reasonable amount of time if an emergency; 2) if requested, provide documentation to verify facts pertaining to the leave of absence; 3) arrange with the instructor for the make-up of all missed assignments. Leave of absence forms are available from the school office. A leave of absence must not exceed four (4) weeks and no student may receive a leave of absence more than once in a 12 month period.

## **Computer Use**

The use of any GRTS computer is a privilege, not a right. Computer users are obligated to conform to district and individual school policies and directions given by staff members. Using the GRTS facilities to access information on the Internet or other such information services must be for academic work assigned by a teacher. Students who violate this regulation will be subject to disciplinary action. Students will be required to sign a Computer Use Agreement.

## **Family Education Rights and Privacy Act**

In accordance with the *Family Education Rights and Privacy Act* of 1974, only the name, address and telephone number of students will be disclosed to any person or agency without the written consent of the student. Upon written request, the student may inspect information in his or her official file and will be given the opportunity to challenge any information that he/she considers inaccurate.

## **Sexual Harassment**

Sexual harassment constitutes unlawful sex discrimination. The Chillicothe School District is committed to providing a safe, positive learning environment for everyone. Sexual harassment and/or sexual violence will not be tolerated. Any concerns about sexual harassment should be reported to the Director. An investigation of all formal and informal complaints will be conducted. Any student or employee who is found to have used sexual harassment or sexual violence toward any other student or employee will be subject to disciplinary action.

Examples of sexual harassment can include but are not limited to: inappropriate touching of another person, sexually explicit language, threats, intimidation, displaying of sexually explicit materials, and other verbal or physical conduct or communication of a sexual nature.

## **Grievance Policy**

The Board of Education subscribes to an orderly, well-defined procedure for the resolution of problems presented by students of the Chillicothe R-II School District. It is recognized that most problems will be resolved in an informal manner and that formal grievance procedures will be applied infrequently. The Complaint Resolution Policy can be found as an Attachment later in this handbook. A student has the right of access to the grievance procedures, and no reprisal of any kind will be taken against any person because of his or her participation in the grievance process.

**GRTS Health and Safety Plan** – GRTS maintains a plan for the health and safety of the school's students, employees and guests. This plan outlines the procedures in place for instances of illness, injury, and emergency. Those procedures are included in the attachments in the appendices of this handbook.

## EVACUATION PROCEDURES

### EMERGENCY DRILLS: FIRE -- TORNADO -- EARTHQUAKE -- OTHER

1. A continuous buzzer and/or siren will indicate evacuation of the building for fire.
2. The tornado warning is five rings of the bell which is notice to take cover in designated shelter as posted in each program area.
3. The earthquake warning will be announced over the intercom, which is notice to evacuate the building immediately.
4. A continuous bell will indicate evacuation of the building for all emergencies other than tornado, fire, or earthquake.
5. SPECIAL EMERGENCY CRISIS: If an emergency exists that requires a "lock-down", a GRTS administrator will announce over the intercom instructions and special procedures.

Your instructor will go over instructions for each of these emergencies with you. Also, specific written instructions are posted in each program area.

## FINANCIAL AID HANDBOOK

The primary function of the financial aid office is to provide assistance to students who, without such assistance, would not be able to obtain post-secondary training. Financial aid is intended as a supplement to the student's own resources. Therefore, the student's family is expected to contribute from income and assets to the extent they are able.

The types of Student Financial Aid available at Grand River Technical School include:

- 1) Grants, Federal and State grants, which are gift aid not requiring repayment and
- 2) Scholarships. In general, to be eligible for aid, a student must: 1) have financial need as determined by the school; 2) be in good standing and drug free; 3) be making satisfactory academic progress in the course of study being pursued; and 4) be regularly enrolled as at least a half time student. **Note: beginning with the 1995-96 school year, Grand River Technical School is no longer participating in the federally-insured student loan program.**

## How to Apply for Financial Aid

1. Apply for admission to the school.
2. Complete an up to date Free Application for Federal Student Aid (FAFSA) available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Applications are also available from our office or from your high school counselor. (Our school code number to include on your application is 005531) Priority filing date is **October 1** of each year. Please note the date has been moved forward from previous years.
3. Upon receipt of your processed Student Aid Report, contact GRTS financial aid office to discuss your results.
4. Transfer students must furnish information as to each post secondary school previously attended.
5. Eligible males, age 18 – 25 must be registered with the selective service in order to receive financial aid.

Students who submit their FAFSA **after July 1** in the summer preceding their fall classes, may be required to pay first semester tuition in full the first day of school and will be reimbursed, if applicable, when financial aid is processed.

## How “Need” is Determined

Student Budget – Family Contribution = Need

In brief, the student need is the difference between the cost of education and the family’s ability to pay. The financial aid office will attempt to assist the student in meeting the unmet need through one or more of the sources below.

### Student Financial Aid Eligibility Requirements

In general, a student is eligible for financial aid at Grand River Technical School under the following conditions:

1. He/she is enrolled as at least a HALF-TIME student in any eligible program. GRTS does not enroll any student on a less-than-half time basis;
2. Is a U.S. citizen or an eligible non-citizen;
3. If male, meets selective service registration requirements;
4. Meets program financial eligibility requirements;
5. Is making satisfactory progress toward completion of his/her course;
6. Is not in default on ANY TITLE IV loan;
7. Does not owe a refund on ANY TITLE IV grant.

\*\*\*Students who have unusual circumstances significantly impacting their ability to pay may request special circumstances consideration. Information and request form is available in the financial aid office.

### Financial Aid History

All adult students applying for admission will be asked on the admissions application to list any previous post-secondary training institutions that they have attended. Grand River Technical School is required to review the student’s financial aid history through the Federal National Student Loan Data System (NSLDS). This information is received electronically by GRTS when a student submits a

FAFSA and is used to determine if the student is eligible to receive additional Title IV financial aid. Students who are found to be in default on Stafford, Perkins, SLS or PLUS loans will be notified in writing that they will not be eligible for additional Title IV Student Aid until such time as their loan obligation is cleared and student is removed from the default list.

### **Satisfactory Academic Progress**

All students receiving financial aid at GRTS must maintain satisfactory academic progress to continue to be eligible for aid. Satisfactory academic progress is defined as a minimum of a "C-" grade average and 90% attendance. See Satisfactory Academic Progress policy later in this handbook.

### **Financial Aid Programs**

#### **PELL GRANT:**

Application is made using the Free Application for Federal Student Aid (FAFSA). Eligibility is based on financial need. Grand River Technical School requires all students seeking financial assistance to make application for the Pell grant.

#### **ACCESS MISSOURI STATE GRANT:**

Students who file FAFSA on or before April 1, and who receive an EFC of 12,000 or less may qualify for Access Missouri State grant. See financial aid office for details.

#### **A+ SCHOOLS:**

Qualified students graduating from an A+ designated high school can receive free tuition up to the State mandated maximum allowance. See financial aid office for details.

#### **VETERAN'S BENEFITS:**

Veteran's and veteran's dependents may receive VA financial assistance while completing an eligible program of study at GRTS. See the financial aid office for application information.

## **VOCATIONAL REHABILITATION:**

Individuals with disabilities that constitute a handicap to employment may qualify for benefits such as tuition and fees, transportation and room and board if they qualify and meet the necessary financial guidelines. See the financial aid office for contact information.

## **WORKFORCE INVESTMENT ACT:**

Economically disadvantaged, unemployed or underemployed persons or those who are unemployed due to a plant closure or mass layoff may qualify for this program. See the financial aid office for contact information.

## **MISSOURI ETV PROGRAM:**

Students who have been in the Missouri state foster care program as a minor may qualify for tuition assistance. See financial aid office for contact information.

## **Financial Aid Payments**

For those students who have established their eligibility, Pell grants are disbursed directly to the school to cover the student's tuition in two equal disbursements, one in September and one in January. Students' grades and attendance will be monitored to determine that he/she is maintaining satisfactory academic progress. For students whose Pell grant and other financial aid awards exceed the total charges for that student, a refund check will be issued to the student when all financial aid is credited to the student's account.

The EMT-Paramedic program exceeds one academic year. Paramedic students may be eligible for a 3<sup>rd</sup> term Pell payment in their final term (July – Nov) based upon the individual's actual number of clinical hours remaining in the program. Students who received Pell in the first academic year of the program, may submit a new FAFSA in the 2<sup>nd</sup> academic year to determine eligibility for a 3<sup>rd</sup> term payment.

Anyone having inquiries concerning the school's compliance with the regulations implementing the Title IV Student Aid program is directed to contact Marla Harrington, Financial Aid Director, Grand River Technical School, 1200 Fair Street, Chillicothe, MO 64601.

# Grand River Technical School

## Verification Policy

Each year the federal government requires schools participating in the federal student aid programs to verify the consistency and accuracy of data submitted on the FAFSA. Applicants are selected for verification by the Federal Student Aid Department through a system of edit checks and random selection. Any applicant who completes a FAFSA may be selected by the Federal Student Aid Dept. for verification; however GRTS will verify only those FAFSA applicants who enroll and are accepted for admission, and for whom CPS-Federal Student Aid has selected for verification.

An applicant who is not selected by CPS-Federal Student Aid for verification, but whose FAFSA reflects the following situations, will be asked for documentation of the information in question:

- Applications where there is conflicting information
- GRTS will ask the applicant to verify “other” income sources when “zero” income is reported on FAFSA
- “orphan, foster child, or ward of the court”; “in legal guardianship”; and “homeless or at risk of homeless”
- Requests for special circumstances consideration (ie: loss of employment, significant changes in income, etc.) will be required to document the situation and subsequent significant change in income.

In order to complete the verification process, the applicant and/or parent(s) will need to provide specific information as listed below under Item #8. In addition, applicants will be required to complete a verification worksheet which will be provided by the school. The applicable verification worksheet, subtitled V1, V4, V5 or V6, is mailed to the student from Grand River Technical School, with instructions as to what documentation needs to accompany the worksheet.

The following policy applies to the verification requirement:

1. Verification must be completed before any Pell grant funds will be disbursed.
2. Grand River Technical School reserves the right to require tuition payment as of the first day of classes for students who have failed to show good faith effort in providing verification documentation. At the time that verification is then in fact, complete, financial aid will be awarded as appropriate; and the student may qualify for a refund of all or part of tuition paid.
3. Applicant will be notified by letter or email of their verification status and verification results.
4. If results of the verification process indicate that there are errors that require correction, you will need to make the corrections on FAFSA on the Web

using your PIN, on your FAFSA Student Aid Report which you return to the Pell grant Central Processing System, or submit corrections to GRTS Financial Aid office for electronic processing. No payments will be made until the corrections are processed by CPS and checked for accuracy. Student will be notified by mail if there is any change to their EFC and/or Pell grant award amount.

5. If GRTS has reason to believe that an applicant was intentionally submitted under false or fraudulent pretenses, the student will be notified in writing that the school intends to forward all pertinent information to the Office of Inspector General of the U.S. Department of Education. This is required by Section 668.16 of the Code of Federal Regulations.

6. Please allow 2 – 4 weeks for the verification process to be completed. The process might take longer if we receive incomplete information or require additional information. Financial aid funds will not be applied to your account until verification has been completed. Please return the requested documents to us as soon as possible.

7. Items to be verified may include any one or a combination of any of the following items. The Federal Student Aid Department will determine for which items a student is required to verify. All students selected for verification will receive from the school, a Verification Worksheet to be completed and returned to the school with appropriate documentation. This worksheet will outline the items required to verify and the acceptable forms of verification documentation :

Tax filers:

- or IRS tax return transcript
- tax return transcript
- tax return transcript
- Retrieval in FAFSA or IRS tax return transcript
- FAFSA or IRS tax return transcript
- FAFSA or IRS tax return transcript
- or IRS tax return transcript
- Worksheet
- letter/printout from issuing agency
- 

\*Acceptable forms of documentation:

- Adjusted gross income      IRS Data Retrieval in FAFSA
- U.S. income tax paid      IRS Data Retrieval in FAFSA or IRS
- Education credits      IRS Data Retrieval in FAFSA or IRS
- Untaxed portions of IRA distributions      IRS Data
- Untaxed portions of pensions      IRS Data Retrieval in
- IRA deductions and payments      IRS Data Retrieval in
- Tax-exempt interest income      IRS Data Retrieval in FAFSA
- Number of household members      Verification
- Number in College      Verification Worksheet
- SNAP (food stamps) if applicable      copy of benefit card,
- Child support paid      Verification Worksheet

For Amended tax return filers:

Must submit an IRS tax return transcript **AND** an IRS tax account transcript

For non-tax filers:

- Income earned from work W-2
- Number of household members Verification Worksheet
- Number in college Verification Worksheet
- SNAP (food stamps) if applicable copy of benefit card, letter/printout from issuing agency
- Child support paid Verification Worksheet

For filers and non-filers, additional verification items may include:

- High School completion status \*\*Official high school transcript or valid high school Diploma
- Identity verification and Statement of Educational Purpose (provided by the school)

\*To request a free IRS Tax Return Transcript online, applicant may go to the IRS website [www.irs.gov](http://www.irs.gov) and click on "Get Tax Transcript". Follow the instructions to order a Tax Return Transcript. Or you may download Form 4506-T and mail it to the IRS. Or you may call 1-800-908-9946. Amended tax return filers must also request a tax account transcript, and submit a signed copy of the 1040X filed with the IRS.

**PLEASE DO NOT SEND FEDERAL TAX RETURNS (1040,1040A OR 1040EZ) to our office. Per new federal regulations , if you are selected for verification, we must receive tax information directly from the IRS and can no longer accept copies of tax returns, except in the case of an amended return.**

\*\* Please also note that schools are now required to document the validity of online high school diplomas.

Revised 7/1/16

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

Grand River Technical School students receiving federal financial aid are required to meet Satisfactory Academic Progress (SAP) standards, according to federal and state laws and regulations. The review of a student's SAP status is based on the entire academic record, even if the student did not receive financial aid for previous periods of enrollment. This includes all transfer-in hours that may be accepted by GRTS. The SAP status is monitored according to the following schedule.

A student enrolled full time at Grand River Technical School is expected to complete his/her program of study (1,080 clock hours) in one nine month (36 week) school year. A student who is enrolled half time will have two nine-month (72 weeks) school years to complete the 1,080 clock hours. Students enrolled in the 1420 clock hours of Paramedics Program may require up to eighteen months (72 weeks) to complete their training due to scheduling of clinicals required for state licensing.

While grades and attendance are monitored daily for the purpose of Satisfactory Academic Progress (SAP) , a full-time student's check point is at 540 clock hour and 1080 clock hours, half-time student's at 270 clock hours and 540 clock hours , and Paramedic student's check points are at 450 clock hours, 900 clock hours, 1160 clock hours and 1420 clock hours.

Grand River Technical School's SAP policy requires a minimum 90% attendance and "C-" grade average.

### **GRADES:**

Evaluation is conducted by both written and performance tests. Letter grades are assigned as follows: A=Excellent; B=Good; C=Satisfactory; D=Marginal/Unsatisfactory; F=Failing; I=Incomplete. A student must maintain a minimum "C-" average to be eligible to receive financial aid assistance. If an incomplete grade is earned for any of the first three quarters, the work must be made up within two weeks. Failure to make up work within this time period (or an incomplete for the 4<sup>th</sup> quarter) will result in loss of credit for that grading period.

A student who receives a final grade of "D", "F", or "I" are not considered satisfactory.

### **ATTENDANCE:**

Since programs of study are based on clock hours, attendance is extremely important. Students are expected to maintain at least 90% attendance. A student who is absent more than 10% during a grading period will be terminated, and will need to submit an Enrollment letter of appeal to the Director for permission to re-enter. In some special circumstances situations, and only upon permission by the Instructor and Director, individuals who have an absentee rate of more than 10% in a grading period may be given an opportunity to make up missed class time and/or work. Students who are making up class time/work MUST have their time monitored and documented by the instructor. Special circumstances may include death of family member, injury or long term illness of the student, or other special circumstances out of the student's control and as approved by the Director.

### **ELIGIBILITY**

If, at first checkpoint, a student fails to meet satisfactory progress standards, she/he will be ineligible for the subsequent payment period. Per GRTS policy, a student who fails to maintain the minimum attendance requirement and grade average requirement in the first term, will be ineligible for enrollment in the subsequent term. Students will be notified in writing within 10 days of the end of the first enrollment period in the event he/she is determined to be ineligible for a subsequent Title IV payment.

7/1/16

## **Treatment of Title IV Aid When a Student Withdraws**

### **In Accordance with 34 CFR 668.22**

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs at Grand River Technical School that are covered by this law are: Federal Pell Grants.

When you withdraw during your payment period or period of enrollment (the school can define these for you and tell you which one applies), the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a prorata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. Your school may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition and fees. The school needs your permission to use the Post-withdrawal grant disbursement for all other school charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

If you receive (or your school or parent receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds, or
2. the entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school

## Notice of Federal Student Financial Aid Penalties for Drug Law Violations

A conviction for any offense under any federal or state law involving the possession or sale of illegal drugs, during a period of enrollment when receiving federal aid (Title IV), will result in the loss of eligibility for any Title IV assistance. A conviction that was reversed, set aside, or removed does not count, nor does one received as a juvenile, unless tried as an adult.

The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

	Possession of illegal drugs	Sale of illegal drugs
1st offense	1 year from date of conviction	2 years from date of conviction
2nd offense	2 years from date of conviction	Indefinite period
3+ offenses	Indefinite period	

To regain eligibility, a person must successfully complete a drug rehabilitation program recognized by a federal, state or local government agency and the program must include at least 2 unannounced drug tests OR if the conviction was reversed, set aside or removed from the student's record. If a student is denied eligibility for an indefinite period, the student can regain eligibility after completing a drug rehabilitation program as described previously or if the conviction is reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility.

For further information, contact the financial aid office, 660-646-3414.

## APPENDICES

## **Grand River Technical School Transfer Policy**

### **Within the Institution**

Although every effort is made to place a student in a program where (s)he is most likely to succeed, there are occasions when it is in the best interest of the student to transfer to another program, providing space is available. While transfer between programs is rare, in the event it is necessary, the transfer must be approved by the instructor and counselor. Students who elect to transfer to another program will be required to complete all competency requirements for the new program.

### **From Other Institutions**

Because GRTS is a clock hour school, transfer-in of credit hours does not apply. On a case-by-case basis, and by request of a transfer-in student, credit for previous training (advanced placement) will be considered upon submission of an official transcript and documentation of competencies mastered from the previous school. GRTS will consider the competencies currently mastered by the student requesting the credit for previous training per the following guidelines:

A transcript from a fully accredited Missouri public institution documenting student occupational competency requirements achieved for a specific program will be considered in transfer for the same program. Transcripts must reflect no less than C- (1.7) grade average to be accepted.

A transcript documenting student occupational competency requirements achieved for a specific program from a nonpublic institution that is fully accredited by a regional or national accrediting agency recognized by the United States Department of Education, and that participates in the common course designation and numbering system may be considered in transfer for the same program. Transcripts must reflect no less than C- (1.7) grade average to be accepted.

A transcript from a non-accredited institution documenting student occupational competency requirements achieved for a specific program will be evaluated on an individual basis by administration and the individual program instructor to determine if advanced placement in a given program is applicable. Transcripts must reflect no less than C- (1.7) grade average to be accepted.

Transferred-in credit for previous training is not used to calculate a student's GRTS grade point average for academic standing at GRTS. Grades received at other institutions however, may be considered for eligibility in some financial aid programs such as the Missouri A+ Schools program.

## Leave of Absence Policy

Students requesting a leave of absence must adhere to the following guidelines:

1. Request must be in writing and must include specific beginning and ending dates that the student will be gone.
2. Leave may not exceed 4 weeks unless approved by the Director.
3. Students may not be granted more than one leave of absence during any school year.
4. Students requesting medical leave will need to bring information from physician or hospital to document illness/injury, prior to the scheduled leave, or in a reasonable amount of time upon return (48 hours when possible).
5. Students who return as scheduled will be given an opportunity to make up work and hours missed and may be eligible to continue receiving student financial aid.
6. Students who fail to return at scheduled time will be terminated.

**Non-discrimination Policy:** Applicants for admission, financial aid and employment; students, employees and sources of referral of applicants for admission and employment are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment of employment in its programs and activities.

## **Grand River Technical School Withdrawal Procedures**

### **Official Withdrawals**

- Students have until the end of the first week of school to drop with no penalties.
- Tuition and fees paid on the student account, for classes dropped within the first week, will be refunded in full. See refund policy.
- Students may initiate the withdrawal process by submitting a written withdrawal request to the school
- Copies of all withdrawal requests are forwarded to the Financial Aid Office for review.

### **Unofficial Withdrawals**

- Grand River Technical School takes daily attendance. Students who are absent 5 days consecutive with no notification to the school, are considered to have voluntarily withdrawn.
- Student will then be dropped from the roster on the school day following the 5<sup>th</sup> consecutive unexcused absence. \*
- Refunds for unofficial withdrawals will be processed within 30 days of the date the school determined that the student withdrew based upon the school's refund policy.
- Students who stop attending prior to the end of the semester may be required to pay back all or part of any financial aid monies received for the term.

\* NOTE: Absences for Post Secondary students are not excused with the exception of an approved leave of absence, which must be documented in the financial aid office.

For further information, contact the financial aid office, 660-646-3414.

**Grand River Technical School  
Post-Secondary Tuition Refund Policy**

**CANCELLATION:**

GRTS post-secondary training programs have been established through rigorous state approval processes, and regional and national accreditation processes; therefore it is extremely rare that a course would be cancelled by the institution. In the rare event this should happen, students would receive 100% refund of tuition and fees paid, within 45 days of the planned start date.

**EARLY WITHDRAWALS**

Application fee is non-refundable. (Application fee is \$50. EMS programs' application fee is \$100).  
Tuition is due first day of school. Students who withdraw on or before the first day of classes will receive 100% refund.

**WITHDRAWAL AFTER SCHOOL BEGINS**

Refunds will be made for any tuition (exclusive of enrollment fee) which was paid during the current semester based on the following percentages:

Withdrawal during the first week . . . . .	100%
Withdrawal during the second or third week . . . . .	80%
Withdrawal during the fourth or fifth week . . . . .	60%
Withdrawal during the sixth or seventh week . . . . .	40%
Withdrawal during the eighth or ninth week . . . . .	20%
Withdrawal after the ninth week . . . . .	NO REFUND

Refunds will be processed within 45 days from the date the school determines the student has withdrawn. Students voluntarily withdrawing must submit an official [withdrawal form](#).

**REFUND DISTRIBUTION POLICY FOR STUDENTS RECEIVING FINANCIAL AID**

The school will apply the following priorities in refunding to Title IV programs:

- 1st to Pell Grant
- 2<sup>nd</sup> to Missouri Grant and other State funded Grants
- 3<sup>rd</sup> to Institutional Scholarship
- 4<sup>th</sup> to Student

It is recommended that students review the Treatment of Title IV Aid when a Student Withdraws form in the Post-Secondary Student Handbook.

### SHORT TERM CLASSES:

For students enrolled in Professional Development, Continuing Education, or Limited Contract Instruction (short term courses) the following refund policies apply:

**Short Term Community Education Classes** – Minimum of 10 students required for class to commence. GRTS will refund 100% tuition/fees paid for classes cancelled by the institution. No refunds will be given for students who begin attendance and later withdraw.

**CNA, CMT & Firefighter I/II** - offered by contract, at the request of the employing agency – Minimum of 10 students required for class to commence. GRTS will refund 100% tuition/fees paid for classes cancelled by the institution. For students who begin attendance, refunds will be given according to the following policy:

Withdrawal prior to class start .....	100%
Withdrawal during the 1 <sup>st</sup> or 2 <sup>nd</sup> week .....	75%
Withdrawal during the 3 <sup>rd</sup> or 4 <sup>th</sup> week.....	60%
Withdrawal during the 5 <sup>th</sup> week.....	50%
Withdrawal after the 5 <sup>th</sup> week.....	NO REFUND

Note: GRTS reserves the right to deviate from this refund policy when it is in the best interest of all parties, so long as all Federal & State policies are enforced.

Updated 7/1/16

### STUDENT ALCOHOL/DRUG ABUSE

The School Board recognizes its share of responsibility for the health, welfare, and safety of the students who attend the Chillicothe R-II School District. Therefore, the use, sale, transfer, possession or being under the influence of intoxicants, alcohol, and/or physical- or mind-altering chemicals (drugs) or drug paraphernalia are prohibited on or in school property, at school-sponsored activities or events, or in any vehicle while being used to transport students for the school district.

While it is not the intention of the Board or school faculty and administration to restrict the education of any eligible person in the school district, it is recognized that good school discipline and school citizenship are necessary for the proper learning environment to take place. It is not fair to those students desiring to make the most of their educational opportunities for them to be exposed to unnecessary disruptions and distractions as caused by fellow students under the influence of drugs or alcohol or in possession of these substances.

1. For the purpose of this policy, a controlled substance shall include any substance whose use or possession is controlled by law, including any counterfeit substance or imitation substance as defined in the Narcotic Drug Act, Section 195.010, RSMo.
2. Any student of the school district in possession of, or under the influence of, a controlled substance without prior notification of the school nurse or respective school principal or superintendent shall be in violation of this policy. Any student in possession of, or under the influence of, alcohol is also in violation of this policy. Any such substance in the student's possession, which is not exempt from this policy as defined in Paragraph 3 below, shall constitute a violation of this policy.
3. The student body shall be informed that the Board of Education and the school's staff consider drug and alcohol enforcement to be a continuing duty. Therefore, all "over-the-counter" drugs will also need to be cleared with the nurse or respective principal or superintendent before being taken. Students will need to daily notify one of the above people of the need for medication as long as the medication is taken.
4. The school administration or teachers shall have the right to conduct searches that are reasonable in scope of persons reasonably suspected to be in violation of this policy during or after school hours, on school property, or at any school event, whether at the school or at some alternate location.

**Note: Lockers and desks are school property, provided as a convenience to students, and they, as well as cars parked on school property, are subject to search. Students suspected of being in violation of school policy may be requested to submit to voluntary personal searches. Students who refuse to submit to a voluntary search may be referred to appropriate law enforcement authorities if a GRTS administrator deems such action necessary.**

5. Any student who, after being given an opportunity to present his version of an incident, is found by the administration and/or staff to be in violation of this policy may be suspended from all extracurricular activities for a minimum of 180 school days, regardless of whether such periods may span semesters or school years.
6. All controlled substances shall be turned over to the local law enforcement agency.
7. Any student found using, under the influence of, selling, or in possession of narcotics, alcohol, or other controlled substances (other than legally prescribed medicines) or drug paraphernalia on school property or during a school activity may be:
  - A. Suspended by the principal for a period not less than three days nor more than 10 days or by the superintendent for a period not to exceed 180 days.
  - B. Required to appear with a parent or guardian for a conference regarding the reasons for his/her suspension and the conditions, if any, under which the student may be readmitted to school prior to the end of the scheduled suspension.

Adopted:  
Cross Refs: JGR  
JFG, Interrogations and Searches  
JGD/JGE, Student Suspension and Expulsion  
Legal Refs: 167.161, 167.171, 195.010, RSMo.  
Chillicothe R-II School District, Chillicothe, Missouri

### **Complaint Resolution Procedure for Improving America’s Schools Act Programs Grievance Procedure**

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and the Improving America’s Schools Act (IASA).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

**The following steps are proper procedures to be followed by a person with questions or complaints regarding the operation of the Chillicothe School District:**

**Complaints on behalf of individual students should first be addressed to the teacher.**

**Unsettled matters on behalf of individual students, or problems and questions concerning individual schools, should be directed to the principal of the school.**

**Unsettled matter from individual schools, or problems and questions concerning the school district, should be directed to the superintendent.**

**If the matter cannot be settled satisfactorily by the superintendent, it should be brought to the Board of Education.** Questions and comments submitted to the secretary of the Board in letter form will be brought to the attention of the entire Board at a regularly scheduled or called meeting. If necessary, a Board hearing will be scheduled to resolve the complaint. However, the decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of the Department of Elementary and Secondary Education and from there on to the United States Secretary of Education.

Anyone wishing more information about this procedure or how complaints are resolved may contact the Chillicothe R-II Schools' main office at 646-4566.

Grievances not settled satisfactorily may be brought to the Commission of the Council on Occupational Education, Grand River Technical School's accreditation council of which GRTS is in candidate status at the following address: Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. Phone: 770-396-3898 or 800-917-2081.

Equal Opportunity: Grand River Technical School provides equal educational and employment opportunities and does not discriminate on the basis of gender, race, origin, creed, age, marital status or disability in its educational programs or activities, or its employment and personnel policies. Direct questions to: Chillicothe R-II Superintendent, EEO/AA Coordinator, 1020 Old Highway 36, Chillicothe, MO 64601.

Disabilities: In compliance with Title 11 of the Americans with Disabilities Act, Grand River Technical School will provide reasonable accommodations to disabled persons upon request. Requests should be directed to: Director, Grand River Technical School, 1200 Fair Street, Chillicothe, MO 64601; (660) 646-3414.

## **STUDENT RIGHT TO KNOW AND CAMPUS SECURITY POLICY**

Public Law 101-542 requires that, beginning August 1, 1991, Grand River Technical School provide you with information regarding numbers and types of crimes that have taken place on our campus. Also required are policies regarding procedures and facilities for reporting criminal actions or other

emergencies occurring on campus. The act also requires that effective July of 1994. the school provide you with completion rates for students attending this school commencing with those enrolling after July 1, 1991. Also to be included is the school's policy regarding drug and alcohol as required by the Drug Free Schools Act. The full policy is available upon request from the Student Services offices, and is published on the GRTS website

[http://www.grandrivertech.org/disclosure\\_CampusSecurity.pdf](http://www.grandrivertech.org/disclosure_CampusSecurity.pdf) .

GRTS Campus presently consists of the facility located at 1200 Fair Street, Chillicothe, MO and Diapers 'n Diplomas located at 1303 Bryan Street and the Litton Center, located at 10856 Liv 235. For purposes of this policy, any acts occurring in the building, grounds, or school-owned parking lots will be considered as occurring on campus. GRTS employs no Campus Police/Security personnel; therefore, all staff employed and assigned to the building will act in that capacity. Any student who observes or is involved in a criminal act should report such occurrences to any GRTS staff member. School staff will refer such incidences as deemed appropriate to local law enforcement agencies. In keeping with regulations, the school will gather and annually publish statistics concerning occurrences on campus of crimes in the following categories: Murder, rape, robbery, aggravated assault, burglary and motor vehicle theft.

The school will also collect and report statistics concerning the number of arrests for the following crimes on campus or property immediately adjacent to GRTS: liquor law violations; drug abuse violations; and weapons possessions. This report is published on the GRTS website [http://www.grandrivertech.org/disclosure\\_AnnualSecurityR09292015.pdf](http://www.grandrivertech.org/disclosure_AnnualSecurityR09292015.pdf) each year and distributed via student email accounts prior to Oct. 1. The Student Alcohol and Drug Abuse Policy is found on p. 30 of this handbook.

Updated 8/1/18  
7/1/2016

## **Grand River Technical School Health and Safety Plan**

A plan for assuring the health and safety of Employees, Students, and Guests

Per district policy, GRTS has adopted the Chillicothe R-II District Crisis Intervention Plan [www.chillicotheschools.org/policies/E\\_INDEX/EBCA\\_-C.pdf](http://www.chillicotheschools.org/policies/E_INDEX/EBCA_-C.pdf) for the purpose of dealing effectively with crises that could interfere with the normal daily operation of school. This plan outlines and describes the district's guidelines for responding to most crises. Administrators and additional "need to know" staff (as determined by the Board of Education) are provided in-service trainings on this plan. The plan is evaluated annually.

### **Objectives:**

- To provide a place of learning that is safe for employees, students, and guest.
- To promote healthy choices of employees, students, and guests.
- To be prepared for crises /emergencies that may occur during a school day at GRTS.

Daily or routine health and safety procedures are covered in the following topics:

### **Campus Security Policy**

GRTS has a Campus Security Policy that can be found on our school website. This policy outlines who the members of our school crisis team are and how to handle various crimes that might occur within our school building.

### **Emergency Procedures**

Each classroom has the Emergency Procedures posted next to the door so all students, staff, and guests can see in case of an emergency. They outline the steps and procedures to follow based on the type of emergency that might occur at the school.

### **Fire and Tornado Drills**

Fire and tornado drills are conducted annually per state law and district policy. The assistant director will schedule the drills and document for proof of completion. Each drill is evaluated by the GRTS Director, GRTS Assistant Director, and a member of the Chillicothe Emergency Services. After each drill, the Assistant Director will give feedback to the staff on the drill. If need be, the drill will be conducted again.

### **School Nurse**

GRTS does not employ a full time school nurse, but on a daily basis, sickness, accidents, and emergency health care issues are handled by administrative staff and are referenced in the Post-Secondary Student Handbook [www.grandrivertech.org/handbook.htm](http://www.grandrivertech.org/handbook.htm) GRTS employs, two registered nurses who teach a high school level Health Services course, who are "on call" for routine and mild emergency health care needs. GRTS also houses the EMT-Paramedic program, which meets two days per week; therefore the instructor, a licensed Paramedic, and the students, all licensed EMTs, are available if necessary as well on those days. For any emergency necessitating emergency personnel and transport to a hospital, each student has on file a "permission to treat" form and GRTS provides emergency accident insurance coverage to all post-secondary students as part of their tuition and fees.

GRTS administrative and custodial staff take all necessary precautions to try to prevent disease by following stringent cleaning procedures, increasing efforts during peak flu seasons and other occasions necessary.

## **Illness and Injury Response and Prevention Policy**

GRTS follows the following school policy in regards to illness response and prevention.

### **ILLNESS AND INJURY RESPONSE AND PREVENTION**

District personnel will provide appropriate first aid and emergency treatment, and contact emergency medical services (EMS) when appropriate, for any individual who is injured or becomes ill while on district property, on district transportation or at a district activity. Further medical attention, including the cost of services provided by EMS, is the responsibility of the individual unless otherwise required by law.

In accordance with law, any qualified employee will be held harmless and immune from civil liability for administering medications, cardiopulmonary resuscitation (CPR) or other lifesaving methods in good faith and according to standard medical practice. A qualified employee is one who has been trained to administer medication or medical services according to standard medical practice. Procedures for handling emergencies will be established and distributed in each school building.

#### **Training**

The superintendent or designee, in consultation with the school nurse, is authorized to implement a program to train students and employees in CPR and other lifesaving methods. If CPR instruction is provided to students in grades 9–12, instruction will be based on a program established by the American Heart Association, the American Red Cross or a similar nationally recognized program and will be delivered as required by law.

#### **Incident Reports**

Employees must report all work-related injuries and illnesses to their supervisor immediately and will be required to provide the details of the injury or illness in writing. Staff who witness any injury or observe the onset of a serious illness on district property, on district transportation or at a district activity will prepare a written incident report on the incident report form available in each building. A copy of the incident report form will be filed with the appropriate designee as soon after witnessing the event as possible.

The superintendent is charged with providing the Board periodic statistical reports on the number and types of injuries occurring on district property or at district activities as well as information on individual accidents or injuries when Board action on the matter is required.

#### **Protective Equipment**

The superintendent or designee will continuously review job descriptions and district activities to improve safety in the district. The district will provide protective equipment when it is required by law or when it is determined by the superintendent or designee to be necessary to maintain district safety standards. In accordance with law, students, staff and visitors must wear eye protective devices in vocational, technical and industrial arts courses and laboratories involving chemicals, welding, construction, vehicle repair or other activities as designated by the district. When protective equipment is provided, all persons are required to use the equipment as directed. Failure to do so will result in disciplinary action including removal from school property or the activity requiring protective gear.

## **Blood Born Pathogens**

To reduce the risk of transmission of a blood-borne pathogen, staff must follow Universal Precautions when handling blood or body fluids of another. The tenets of these precautions are:

- A. Handle ALL blood and body fluids as if they are potentially infectious.
- B. Avoid contact when possible with the blood or body fluids of others.
- C. Encourage students/staff self-care of minor injuries.
- D. Wear disposable gloves before making contact with blood or body fluids. If no gloves are available, place a barrier between hands and any body fluid.
- E. Follow-up with hand washing after removing gloves or the barrier.

Universal precautions are always to be followed unless, in the employee's best judgment, not doing so would compromise the delivery of emergency health care or the safety of the employee or injured/ill person.

Employees should refer to the full Grand River Technical School Blood Born Pathogens Policy for additional information and specific guidelines on handling emergencies involving blood born pathogens.

## **EMERGENCY CRISIS MATTERS**

### **District Crisis Manual**

Each staff member at GRTS has access to the District Crisis Manual. Within this manual, it outlines all necessary procedures faculty should take in dealing with emergencies that may occur within our building. It has phone numbers to all administrators, staff members, and emergency personnel. Staff are required to review this manual annually and updated forms are added each year. The manual is to be accessible at all times in case of an emergency/crisis.

### **Review and Evaluation**

Health and safety of our students, staff, and guests is a high priority for GRTS. This written plan is made available to students via the student orientation, to faculty via the GRTS Faculty Handbook, and is evaluated annually by the institutional advisory committee, with input from the faculty and students. Upon review and evaluation, the plan is revised when appropriate and necessary. Each year, with direction from the School Resource Officer (SRO), the district crisis manual is updated to reflect the change in staff and procedures that will be utilized by district personnel.

## **Grand River Technical School Operation and Maintenance of the Physical Plant Plan**

Per district policy, GRTS has adopted the Chillicothe R-II Building and Grounds Maintenance policy [http://www.chillicotheschools.org/policies/E\\_INDEX/ECB\\_-C.pdf](http://www.chillicotheschools.org/policies/E_INDEX/ECB_-C.pdf) for the purpose of maintenance of the physical plant, including technical infrastructures.

### **Objectives:**

- To have well-maintained facilities to help improve student learning.
- To implement a program of preventative maintenance to protect and improve the school's facilities.
- To employ adequate custodial and maintenance staff for the purpose of maintaining the school building and property.

### **BUILDING AND GROUNDS MAINTENANCE**

The Board of Education is charged with the care and keeping of all property provided to the district by the public. Research shows that the condition of the district's facilities has an impact on both teaching and learning. Well-maintained facilities improve student achievement, and inadequately maintained facilities have a negative impact on student achievement and staff and student morale.

Based on its recognition that student achievement is the top priority in the Chillicothe R-II School District, the Board directs the superintendent or designee to implement a program of preventive maintenance to protect and improve the district's facilities. The program will include:

1. Regularly scheduled inspections.
2. Procedures for reporting dangerous conditions.
3. Procedures for receiving and responding to requests for repairs. These procedures will include methods for tracking the completion of requested repairs and documenting reasons any repairs are not made.
4. Annual evaluation of maintenance staffing needs.
5. A cleaning/disinfecting checklist based on best practices for minimizing the spread of disease.
6. The use of cleaning products and procedures in accordance with recommendations by the Missouri Department of Elementary and Secondary Education (DESE). A list of recommended products and procedures will be provided to each school in the district.

The superintendent and the administrative staff will ensure that all professional and support staff know and follow the proper procedures for the maintenance of school property. Failure of any employee to implement procedures as directed will result in discipline.

Pursuant to state law, the superintendent will direct those responsible for the maintenance of the district's grounds to implement procedures to prevent any noxious weeds located on district property from going to seed. All control methods used will be consistent with any integrated pest management procedures used by the district.

Annual budget recommendations by the superintendent shall include adequate allocations for maintenance of district facilities.

### **Review and Evaluation**

The building and grounds maintenance plan is reviewed annually by district administration. The building maintenance needs are evaluated and prioritized each year and appropriate actions are made to ensure the buildings are up to the daily demands of each program. Long-range maintenance requests are made by each instructor and are addressed during the summer months when school is not in session. Emergency maintenance requests are addressed immediately by the custodial staff or the district maintenance staff. Specifically, for GRTS, the Plan for Operation and Maintenance of the Physical Plant is reviewed and evaluated annually by the Institutional Advisory Committee in an effort to maintain an effective action plan. The Plan is made available to employees via the GRTS Faculty Handbook and to students during the student orientation.

**CHILLICOTHE R-II SCHOOL DISTRICT**

**2018-19 (171 Days)**  
**BOE Approved 12-19-2017**

**\*AUGUST\***

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

**\*SEPTEMBER\***

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

**\*OCTOBER\***

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

**\*NOVEMBER\***

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

**\*DECEMBER\***

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

**Notes**

Total Instructional Days  
Teacher Work Days  
TOTAL TEACHER DAYS

**\*AUGUST 2018\***

Aug. 8-9  
Aug. 13-15  
Aug. 16

**\*SEPTEMBER 2018\***

Sept. 3  
Sept. 13  
Sept. 14  
Sept. 24

**\*OCTOBER 2018\***

Oct. 12  
Oct. 18  
Oct. 19

**\*NOVEMBER 2018\***

Nov. 13  
Nov. 21-23

**\*DECEMBER 2018\***

Dec. 7  
Dec. 19  
Dec. 20 - Jan. 2

**\*JANUARY 2019\***

Jan. 1  
Jan. 2  
Jan. 3  
Jan. 21

**\*FEBRUARY 2019\***

Feb. 4  
Feb. 15  
Feb. 18

**\*MARCH 2019\***

Mar. 8  
Mar. 15

**\*APRIL 2019\***

Apr. 10  
Apr. 18  
Apr. 19  
Apr. 22

**\*MAY 2019\***

May. 12  
May. 15  
May. 16

Jan 21, Apr 18, Apr 22, May 17, 20, 21 Make-Up Days  
174 May. 27  
6 May 28 - June 28  
180 Yellow Shaded Dates = PD  
DATE = School Not In Session

**(12/12 Days)**

New Teacher Orientation  
Teacher In-Service Days  
First Day for Students

**(18/30 Days)**

No School - Labor Day  
Mid-Term  
Homecoming - Early Dismissal @ Noon  
No School - Teacher In-Service Day

**(22/52 Days)**

End of 1st Qtr (40 Days)  
PTC - Early Dismissal @ Noon PTC 1-7 pm  
No School

**(19/71 Days)**

Mid-Term  
No School - Thanksgiving Vacation

**(12/83 Days)**

No School - Teacher In-Service Day & TOY 2:00 pm  
Early Dismissal End 2nd Qtr (43/83 Days)  
No School - Holiday Break

**(20/103 Days)**

No School  
No School - Teacher In-Service Day/Work Day  
Classes Resume  
No School - M. L. King Day QR Make-Up Day

**(18/121 Days)**

Mid-Term  
No School - Teacher In-Service Day  
No School - President's Day

**(20/141 Days)**

End 3rd Qtr (44 Days)  
No School - Teacher In-Service Day

**(19/160 Days)**

Mid-Term  
No School - Make-Up Day  
No School - Easter Break  
No School - Easter Break QR Make-Up Day

**(11/171 Days)**

Graduation (44/88 Days)  
Early Dismissal - Last Day of School  
Teachers Last Day - Work Day

**\*JANUARY\***

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

**\*FEBRUARY\***

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

**\*MARCH\***

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

**\*APRIL\***

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

**\*MAY\***

S	M	T	W	TH	F
			1	2	3
	6	7	8	9	10
12	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31

**JUNE**

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

**JULY**

M	T	W	TH	F
1	2	3	4	5