



North Valley

Career and Technology Center

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POLICY AND PROCEDURES HANDBOOK

2024-2025

“Skills for Success”

NORTH VALLEY CAREER TECH CENTER POLICY AND PROCEDURES HANDBOOK

INTRODUCTION

This handbook is provided as a guide for the administration and staff of the North Valley Career and Technology Center.

This handbook, as written, represents policies and procedures drawn from the North Dakota Department of Public Instruction, Department of Career and Technical Education, and North Valley Career and Technology Center Governing Board policies and regulations.

MISSION STATEMENT

North Valley is a regional facility committed to excellence in education, providing diverse populations with learning opportunities that reflect the changing needs of the community and workplace.

PHILOSOPHY

The North Valley exists to provide career and technical education to high school students and adults living in the north east area of North Dakota. Career and technical education prepares people for work through employment-related education and training programs. These programs provide instruction in academic education, career development, family living skills, and specific occupational skill training.

At North Valley the curriculum combines classroom instruction, laboratory work, participation in youth organizations, and on-the-job training. The classroom curriculum centers on real-life problems students are likely to meet on the job. Laboratory work provides the opportunities for students to work with materials, equipment, technology, and processes of different jobs in a supervised setting. Through career and technical organizations students are involved in activities designed to develop leadership skills and reinforce other aspects of the curriculum. Cooperative work experiences combine classroom and on-the-job instruction under the close supervision of qualified instructors/coordinators.

A strong background in basic academic skills is the foundation for all learning. Application of academics is infused into training provided through the Center's programs. Preparing students for work also provides instruction in employability skills in addition to specific skills training. North Valley's programs include support services providing career exploration, planning, and development for students.

North Valley believes in the worth and dignity of each student. All individuals have equal rights and are entitled to equal opportunities regardless of race, color, national origin, religion, gender or handicapping conditions. Programs are structured and support provided to allow all students to grow and develop to their maximum potential.

North Valley believes that the success of career and technical education depends on a close partnership with the community, particularly with business, industry and labor. As the labor force grows so will the skills levels required for occupational success. Technology is advancing at a pace that will leave few, if any, employment opportunities for unskilled, untrained workers. The Center will meet this challenge by striving to provide quality programs that will prepare its students for employment in the ever-changing workplace.

POLICIES FOR UNIFORM SCHOOL PROCEDURE

1. North Valley buildings and grounds are smoke free.
2. Students may drop or add a class during their first three days of school. Dropping after this time will result in loss of all credit earned. Approval to drop or add a class must be obtained from the principal or counselor, teacher, and Center Director.
3. Students are not to leave class to make or answer phone calls, except in emergencies. Office personnel will take the message and telephone number. Personal calls of students and staff should be limited in number and length. Long distance personal calls should be made on cell phones or personal calling cards. Business calls made outside of the Center will be reimbursed by attaching the invoice or bill to a reimbursement request form and submitting it to the Business Manager. Long distance phone codes are not to be disclosed to students.
4. Students are not to leave the building while school is in session. The only exception would be a request by home school principal, office staff, Center instructor with Director's approval, or a situation requiring immediate attention. Students are to sign out in the office if they leave the building for any reason.
5. Instructors should not leave class except when absolutely necessary. In those cases when it is necessary, solicit help from another instructor or someone in the office to cover the class in your absence.
6. Instructors conducting laboratory classes must be supervising that area at all times.
7. When students are entering the classrooms or are dismissed from class, instructors should station themselves so as to maintain an orderly entrance or exit of pupils. In the event of early dismissal, instructors should check with the office for the correct dismissal time. **CLASSES ARE TO BE DISMISSED ONLY BY BELL OR AN ALL-CALL FROM THE OFFICE.**
8. Safety education should be ongoing. Unsupervised students should at no time be allowed the use of the facilities or equipment of the Center. Protective eyewear is required in all lab/shop settings.
9. Each instructor is to handle class discipline. The Director may be contacted to assist. When necessary and appropriate, the home school principal and/or parents will also be contacted. A copy of all disciplinary reports, letters to parents, etc. must be filed with the Center Director.
10. Keep a complete record of the following information:
 - A. Names of students, home districts, and grade levels.
 - B. Textbooks, or tools, etc. assigned to students by number, also condition of books or items.
 - C. PowerSchool kept up to date.
 - i. Absentees and tardies for each class period.
 - ii. Student progress grades.
11. Curriculum maps or lesson plans will serve as a guide if you are unable to be present. Plans must be completed in detail for a substitute to carry on in your absence. Alternate plans may be left in the office in case of an emergency or lack of a substitute trained in the program area. Class rosters, seating charts, and any other helpful information should be included with the substitute's plans.
12. Instructors are to take roll during the first few minutes of each class period. Absent students are to be reported using the established procedure.
13. Necessary make-up work will be assigned by individual teachers. Make-up work for grading purposes will be assigned whenever an absence occurs.

14. The following policy will be followed for Grafton District students:
- A. Any three tardies in a single class will equal an unexcused absence.
 - B. At the third tardy the student will be sent to the office by the teacher so the absence can be recorded. This should be repeated consecutively every third tardy. Three, six, nine...
 - C. Upon the sixth recorded tardy or second unexcused absence both student and parent will receive written notification.
 - D. Upon the ninth recorded tardy or third unexcused absence a contract will be signed by both student and parent.
 - E. Twelve recorded tardies during a semester may result in a failing grade and removal from the registered class.
- The high school principal will have the right to make exceptions to the unexcused and tardy regulations.

15. Students' grades are expected to be current at all times. Instructors are to assign letter and percentage grades to students and entered into PowerSchool. The grading scale will be as follows:

%	LETTER
90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

16. DISCIPLINARY PROCEDURES FOR EXCESSIVE ABSENCE
- a. Students absent five or more class periods in a grading period will be made aware of attendance concerns. Instructors are responsible for notifying students of their absentee record.
 - b. Instructors will notify the Director when students have been absent ten periods in a semester. Parents/guardians of students absent ten or more class periods in a semester will be notified concerning attendance problems. Reasons for absence will be reviewed. A determination for eligibility to receive credit and to continue in the program will be made and appropriate parties will be notified. Home school principals will be involved in the process.
 - c. Students absent twenty or more class periods in a school year, along with their parents/guardians and home school principal, will be notified of their serious attendance problem. Twenty or more absences may result in removal from a program and issuance of a failing grade.
17. Classroom doors should be locked when a room is left unattended. If you are the last person to leave the Center at the end of the day, make certain that all doors are locked and lights turned off.
18. Classrooms and shop areas are to be cleaned by students at the close of each period. It is important that our students learn to keep an orderly work area as well as develop the needed skills in the career and technical areas. Students will take part in this activity as part of their program assignment. Shops and classrooms will be neat and orderly at all times.
19. Unsupervised students will not be allowed to use the building or equipment. Students may not take tools or other equipment home.
20. Staff will maintain a detailed record of all items for each program area for which they are responsible. A listing of items by program area will be distributed to staff no later than the 4th quarter of the fiscal year. Each item will be identified and changes in the item, its location, or condition noted. New qualifying items will be added to the inventory list. The annual year-end physical inventory will be coordinated with the Center Director and Business Manager and will be completed prior to the last contract day of the fiscal year.
21. Field trips must be approved by the Director and scheduled two weeks in advance to be cleared through participating districts. A list of students participating must be supplied to the Director and

principals of those schools involved. When local field trips are taken during class, notification must be given to the Center office before leaving the building.

22. Each instructor will conduct youth group activities on a regular basis for his/her class. Regular youth group meetings may be held during school hours or utilizing the ITV system. This will eliminate excessive driving time and cost to the students. Special youth group meetings may be called by the advisor to meet outside of school time.
23. All youth group fundraisers need prior approval by the Director.
24. Cash/checks belonging to NVCTC programs or its CTSO's (Career Tech Service Organizations) must be deposited with the Center Business Manager within the day they are collected. Cash/checks are not to be kept in the possession of the instructor, student officers or members, or in an instructor's desk, file cabinet, or office.
25. School keys/FOBS are to be kept in a secure place. Students are not to have access to them. Notify the director immediately, of any missing keys.
26. No equipment/software will be removed from the Center without the Director's approval. Shops and/or equipment are not to be used for personal work unless prior approval of the Director.
27. If an accident occurs causing injury to a student or staff person, the staff person is to complete an accident/injury report form within 24 hours of the accident or injury. A copy must be filed with the Center Director and Business Manager.
28. Students will not use personal electronic equipment including cellular phones and music players with headphones during class time without prior instructor approval. In the case of a violation, the student will relinquish his/her phone or electronic device to the teacher or administrator, failure to do so may result in immediate external suspension, for the remainder of the school day. Students will be responsible for picking it up at the end of the day.
29. Students will not bring pop or food into class.
30. Students, staff and other individuals are discouraged from leaving their personal property on school district grounds, including vehicles and items in their vehicles when parked on school district grounds. The Center shall not be responsible for any personal belongings. All personal items brought onto the premises by students, staff members and others must be approved by the Director. Personal items not approved by the Director can be removed from the premises by the Director at any time without prior notification. This does not include students' items that have been approved by their classroom teacher, as long as there is no Center policy or procedure that prohibits the item being on Center premises. Any personal items left in the school building or on the school grounds at the end of the school year by students, staff and other individuals becomes the property of the Center, giving the Center the right to dispose of the items in any manner it feels necessary.

POLICIES RELATING TO INSTRUCTIONAL PERSONNEL

1. Pay day is the last working day of the month. **All time sheets are to be turned into the Business Manager by the 25th of every month.** If time sheets are not received by the 25th or earlier the hourly wage for that time period will be compensated in the following month.
2. If an instructor must miss school for any reason, the Director is to be contacted as early as possible so that a substitute can be arranged for the classroom. Weekly lesson plans may be requested by the Director to be submitted each Friday. Alternative plans are to be identified when appropriate.
3. Non-contract days and paid holidays are designated on the master school calendar.
4. Notice of school closings or delayed starting times will be sent via instant alert from the local school districts alert system.
5. Attendance at faculty meetings is considered a professional obligation. Instructors are to notify the Center Director prior to scheduled meetings if there is a conflict making their attendance impossible. Faculty meetings shall normally be scheduled during the early-out days.
6. Travel expenses will be reimbursed at state rates. Travel forms will be completed by instructors and submitted to the Center Director and Board for approval prior to compensation.
7. Purchase Orders must be completed and approved before any items are ordered or purchased by the Center. Items ordered without a purchase requisition will be the financial responsibility of the instructor who placed the order.
8. Each career and technical program area will have an advisory committee. Instructors will be responsible for membership to include appropriate representation (business and industry, general education instructor, student, parent, etc.). A minimum of two meetings will be held annually in addition to any Center meeting that might be held. One meeting will be scheduled in the fall and the other prior to April 1. Advisory Committee form, minutes, and agenda needs to be turned into the office and submitted to the state.

STAFF LEAVE POLICIES ARE AS FOLLOWS (See section 359 Leaves of Absence in *Governing Board Policy Manual* for complete policies):

1. Sick Leave Provision:

Full-time employees shall be granted annually a minimum of 10 sick leave days or one sick leave day per working month accumulation to 70. Sick leave for part-time employees shall be prorated based on percentage of time employed. (Effective for employees hired after 8-1-00.)

Sick leave days may be used for the illness of the employee, employee's spouse, parent, or children. The Governing Board may request written medical certification from a health care provider.

Sick leave will be used for absences due to an act of God relating to inclement weather. Unused sick leave over the maximum of seventy (70) days shall be reimbursed at \$15.00 per day at the end of the year. Upon retirement from the Center, the employee shall be reimbursed at \$15.00 per day for all days accumulated.

2. Personal Leave Provision:

Teachers will be allowed four days personal leave per contract year and can carry over one day-max of 5 days(negotiations 4/19). Requests for personal leave will be made in writing three days prior to the leave, when possible. Personal leave will be granted contingent on the availability of a qualified substitute teacher. No more than two staff members will take personal leave at the same time. At the end of the contract, staff will be compensated the current substitute daily rate for unused personal leave.

3. Professional Leave Provision:

A maximum of three days per contract year, non-cumulative, will be granted for professional leave, subject to Director's and/or Governing Board approval. Professional leave will include attendance at activities not required or requested of staff by the Center. Professional leave is defined as time spent away from the classroom to attend workshops, conventions, professional meetings, or other inservice related to the teacher's area of instruction.

4. Bereavement Leave Provision: Staff may use up to five days of bereavement leave to attend the funeral and make final arrangements in the event of the death of a member of the immediate family. Immediate family is defined as spouse, mother, father, brother, sister, children, grandchildren, grandparents, mother-in-law, father-in-law, brother-in-law, and sister-in-law. Leave exceeding the five-day maximum will be charged against the employee's accumulated sick leave. In the event of a death outside the family, sick leave will be used.

5. Maternity/Paternity Leave: A teacher will be entitled to 15 days of paid Maternity/Paternity leave to be used immediately following the birth or adoption of a baby/child. In the case of both parents working at North Valley, then only one parent, the primary caregiver, will be given the 15 days. Maternity/Paternity leave will run concurrently with any approved FMLA leave taken for the event. Following the 15 days of paid Maternity/Paternity leave, sick leave days will be used for the remainder of the entitled leave according to FMLA leave. If sick leave days are not sufficient for the length of leave needed, the Center will provide a substitute for the additional time needed, who will be reimbursed at a substitute pay rate. The staff member will be reimbursed only for those days covered by sick leave. The Center Board will consider unpaid pregnancy leave on an individual basis.

SAFETY POLICY

North Valley Career & Technology Center recognizes that the safety, health, and well being of our employees and students is the top priority in the daily functions of our operation. Occupational injuries are often costly, preventable, and cause unnecessary pain and suffering to our employees and students. We will comply with all governmental mandated rules and regulations as they apply to the work activities in our workplace and educational programs. Success in reducing and/or eliminating injuries in our workplace and classrooms depends on commitment from all levels of Center employees and students. The responsibilities listed below must be followed and are essential to our organization's success.

RESPONSIBILITIES

Administration:

1. Administration is responsible for providing a workplace free of recognized hazards.
2. Administration is responsible to report workplace injuries to North Dakota Workers Compensation (NDWC) within 24 hours of employee notification.
3. Administration is responsible for providing appropriate personal protective equipment to employees and students when necessary.
4. Administration is responsible to provide sufficient information to allow employees to perform all tasks safely and take immediate corrective action to eliminate hazardous conditions and/or practices.

Employees:

1. All employees are responsible for reporting work-related injuries and illnesses to the Center Director within 24 hours.
2. All employees are responsible to know, understand, and follow Center safety policies and procedures.
3. Employees are responsible for working in a safe manner at all times and are required to report any unsafe conditions, equipment, or procedures to the Center Director immediately.

Instructors:

1. Instructors are responsible for providing sufficient information to allow students to perform assigned tasks safely and take immediate corrective action to eliminate hazardous conditions and/or practices.
2. Instructors are responsible for reporting students' work-related injuries and illnesses to their Director within 24 hours.

Students:

1. Students are responsible to know, understand, and follow Center safety policies and procedures.
2. Students are responsible for reporting work-related injuries and illnesses to their instructor within 24 hours.
3. Students are responsible for working in a safe manner at all times and are required to report any unsafe conditions, equipment, or procedures to their instructor immediately.

PROCEDURES FOR SUSPECTED NEGLECT/ABUSE REPORTS

If you suspect something has happened, you are mandated to file a report of child abuse or neglect.

1. Fill out a SFN 960 Report of Suspected Child Abuse or Neglect form found at <http://www.state.nd.us/eforms>.
2. Give as much information as you can, including facts such as when and where the incident occurred, who else may have information, how this has affected the child, etc.
3. Mail the report and any additional pages to the County Social Service agency that is the residence of where the child lives. If you are unsure, mail it to the Northeast Human Service Center in Grand Forks.
4. If there are bruises, medical or sexual concerns, call the local Social Service agency and ask for immediate contact by someone. If you can not reach them, call the local police or Sheriff's Department. They know how to contact a social worker after hours or will arrange for help for the child if there are safety issues.
5. If you file a report in good faith, you are protected from any liability.
6. It is a good idea to notify the administration of a school that Social Services has been contacted regarding a child. You do not need the school's permission to file. If the school says they will take care of reporting, that does not negate your responsibility if they do not do so. It is recommended that the instructors sign the report.
7. Your name cannot be released to the family, except by an order from a Judge. You may choose to tell the family you have signed a report.
8. If you have questions, do not hesitate to call the school social worker or any social worker at County Social Services to discuss filing a report.

HARASSMENT/BULLYING

1. Purpose and Authority

The North Valley Career Tech Center will maintain a learning and working environment that is free from any type of harassment, intimidation, or victimization. It will be a violation of policy for any member of the Center staff to harass another staff member or student, or for students to harass other students or staff, through conduct or communication as defined by this policy.

North Valley Career & Technology Center will comply with sections 15.1-19 as added to North Dakota Century Code in regards to the prevention of Bullying and conduct as it occurs in school, on school premises, in a school owned or leased schoolbus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event. (Ref. ND Century Code chapter 15.1-19)

Harassment of students or school personnel will not be tolerated. Harassment is defined by, but not limited to the following actions: unwanted touching, verbal abuse, obscene language, or writing, or photos, unwanted comments, repeated and unwanted interest in dating, and graffiti. Persons should first inform the offending person of the problem, and then inform the school personnel of the situation. The school will investigate and act on the incident.

VIOLATIONS AGAINST PERSONS

- a. Assault-intentionally, knowingly, or recklessly causing, or attempting to cause injury to another person, or intentionally placing another person in reasonable apprehension of imminent physical injury.
- b. Weapon (knowing possession or use): Students shall be forbidden to bring any instrument into

school, on to school grounds, or into school facilities that is ordinarily or generally considered to be a weapon. The following are examples of instruments ordinarily or generally considered weapons: straight blade or lock-blade knives, guns, lead pipes, chains, chuck sticks, metal knuckles, blackjack, wrenches, unauthorized tools, fireworks, explosives, or other chemicals.

c. Indecent Exposure: Staff will utilize the definition for indecent exposure as any inappropriate exposure of body parts.

d. Fighting: Mutual combat in which both parties have contributed and consented to the situation by verbal and/or physical action.

e. Vulgarity/Profanity: Written or oral language or body gestures that are disgusting and/or repulsive (this includes clothing).

f. Language of Any Kind, which is Demeaning: Language of any kind, which is demeaning to others such as but not limited to racial, religious, sexist, or ethnic slurs.

g. Willful Disobedience: Open defiance of a staff member, disruptive behavior, refusing to do assigned class work, and nuisance actions.

*Section 15.1-06-16 of ND Century Code: Disturbance of a Public School It is a class B misdemeanor for any person to: 1) Willfully disturb a public school that is in session; 2) Willfully interfere with or interrupt the proper order or management of a public school by an act of violence, boisterous conduct, or threatening language; or 3) Rebuke, insult, or threaten a teacher in the presence of a student.

h. Forgery: Falsifying information, signatures, or data on official records or communications from home, hall passes, or notes from teachers.

i. Other Infractions: such as bringing water balloons, water dispensing instruments, stink bombs, cigarette lighters, etc. into the school buildings or on to school grounds or facilities.

j. Sexual Harassment: The administration and supervisors have made it clear to staff and students that sexual harassment is prohibited by board policy and is grounds for disciplinary action. The Center will use staff in-service sessions and student meetings to inform employees and students of their rights and remedies under the law.

Sexual Harassment is defined as unwelcome and sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when (1) submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education, advancement or grade; (2) submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment or education; or (3) such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating intimidating, hostile, or educational environment.

SEXUAL HARASSMENT, AS DEFINED ABOVE, MAY INCLUDE BUT IS NOT LIMITED TO:

1. Sex oriented verbal "kidding," abuse, or harassment.
2. Pressure (subtle or otherwise) for sexual activity;
3. Repeated remarks to a person, with sexual or demeaning implications;
4. Unwelcome touching, such as patting, pinching, or constant brushing against another's body;
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, employment status, or similar personal concerns.

Any person who believes they have been the victims of sexual harassment by any employee or student of the Center or any third person with knowledge or belief of conduct, which may constitute sexual harassment, should report the alleged acts immediately to the Director of the Center, Center Business Manager (Title IX Coordinator), or may use the Center's grievance procedures, . If another, the complaint may be made directly to the board president. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or affect future employment, work assignments, or grades.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate

allegations of harassment and to take disciplinary action when this conduct has occurred. A substantiated charge against a Center staff member will subject such a member to disciplinary action, which may include discharge. A substantiated charge against a student in the school district will subject that student to disciplinary action, which may include suspension or expulsion, consistent with student disciplinary policies.

CARRYING WEAPONS POLICY

The North Valley Career and Technology Center Board determines that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the Center.

No Student will knowingly possess, carry, or transmit any weapon or dangerous instrument in the building, on Center grounds, in any Center vehicle, or at any Center-sponsored activity. Such weapons include, but are not limited to, any knife, razor, ice pick, explosive smoke bomb, incendiary device, gun (including pellet gun), slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, or any object that can reasonably be considered a weapon or dangerous instrument.

Violation of this policy will result in disciplinary action. All weapons will be confiscated and may be turned over to the student's parents or to law enforcement officials at the discretion of the administration.

Bringing a firearm, as defined in 18 U.S.C. 921, to school will require that proceedings for the expulsion of the student involved for a minimum of one year be initiated immediately. The Center Director will notify the home school principal to initiate these proceedings. The home school Superintendent may recommend a modification of the expulsion on a case by case basis. This modification shall be based on the circumstances revealed in the investigation into the incident conducted by the home school Superintendent or other person designated by the Superintendent to conduct the investigation. (Alternate education may be provided for students who are expelled under this section.) The Center Director will notify law enforcement.

Other violations of this policy will require that proceedings for the suspension and/or expulsion until the end of the current school term be initiated immediately by the home school principal.

Proper due process proceedings will be observed in all suspensions and expulsions under this policy.

A student, who is defined as having a disability under the Individuals with Disabilities Education Act, may be placed in an alternative educational setting for up to 45 calendar days, during which time a determination will be made as to whether bringing a weapon as defined by IDEA Regulation 300.520 (d)(3) to school was a manifestation of the student's disability. Discipline and placement of the student will be in accordance with the Individuals with Disabilities Education Act.

ALCOHOL AND DRUG ABUSE POLICY, ALL EMPLOYEES:

The school has a responsibility to maintain an atmosphere that will promote a quality learning environment. The misuse of alcohol and other drugs by one employee may endanger the safety and well being of all other employees and all students. It is necessary that our employees be made aware of the danger inherent in making unwise choices about chemical use. Further it is the responsibility of the school to intervene when the school's learning environment or the employee's ability to perform assigned duties is threatened.

Therefore, the Governing Board of North Valley Career and Technology Center supports the strict enforcement of the following alcohol and drug policy:

1. The use, possession, distribution, dispensing, manufacture, or working under the influence of alcohol or any illegal drug is prohibited in the North Valley Career and Technology Center building or on the grounds of the building or at any Center related activity.
2. The Center will utilize positive discipline procedures if the violation is possession or use. Other violations may result in more immediate action, including discharge and notification of proper authorities. Due process procedures will be followed in any termination.
3. The Center will provide informational assistance to employees of the school to assist in overcoming problems that may jeopardize continued employment and health. This service will provide information for counseling and treatment referral so that employees may seek and get counseling on alcohol and drug matters at any time without fear of reprisal and with assurance of the confidentiality of the counseling. Providing information for referral or treatment when needed should be a constructive and not a punitive action.
4. We recognize that chemical addiction is a treatable disease. Employees shall be allowed to use sick leave, to the extent accumulated, for alcohol and chemical addiction treatment if undertaken at a facility approved by the Division of Alcohol and Drug Abuse of the North Dakota Department of Health. However, no employee shall be granted sick leave for inpatient treatment of alcoholism/chemical dependency more than twice.
5. The Center will attempt to provide a supportive school environment for students and staff who have been harmfully involved with drugs and alcohol, including those whose families are disrupted by chemical abuse.

PROCEDURE IF HARMFUL CHEMICAL USE IS SUSPECTED:

1. When behavior that may indicate misuse of alcohol or drugs is observed a "Record of Behavioral Data" will be completed by the Center Director. The Director will not attempt to make allegations or diagnose behavior beyond observed and reported behavior.
2. If accumulated information appears to indicate a high probability that the employee's job performance is endangered, the Director will conduct an interview with the employee. At the interview the employee will be asked to comment on their use of alcohol or drugs.
3. A formal chemical dependence diagnostic interview and treatment (if the report of the diagnostician indicates a need for treatment) may be made a condition of continued employment if the employee's job performance is adversely affected.
4. The Center will make every effort to provide supportive assistance to those employees who return after completing a therapeutic regimen, realizing that behavior change in an unchanged environment is especially difficult.

TOBACCO USE

The use of any form of tobacco is prohibited in the building and on Center grounds. Any individual who smokes in an area which is prohibited under Century Code 23-12-10 is guilty of an infraction and will be subject to the penalty defined in Century Code 23-12-11.

ELECTRONIC NETWORK POLICY

The North Valley Career and Technology Center Governing Board is committed to the goal of having electronic network facilities used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the North Valley Career and Technology Center. Users must acknowledge their understanding of the general policy as a condition of using the networks and the Internet.

Acceptable uses of the network are activities that support teaching and learning. Network users are encouraged to develop uses that meet their individual needs.

Unacceptable uses of the network include the following:

Violating the rights of privacy of others. Files, sign-ons, passwords and computer output belonging to an individual or the institution are considered personal property. Users shall not examine, change, or use another person's or institution's files, output, or usernames for which they do not have explicit authorization.

Using the computer system and databases shall be limited to the purposes for which access is granted. Use of system or database for political purposes, for personal or private use, or for profit, unless such use is specifically authorized or for other purposes for which access is granted, is prohibited.

Copying commercial software in violation of copyright law. Users shall not use the system for any illegal purpose or to enter or send any material that is obscene or defamatory, or material that is intended to annoy, harass, or alarm another person which serves no legitimate purpose. Spreading computer viruses or deliberately attempting to degrade system performance or capability. Knowledge of systems or special passwords shall not be used to damage a system or file, or to change or remove information without authorization.

Downloading, accessing, storing, or printing files or messages that are profane, obscene, or that use language that offends or tends to degrade others.

Using the Internet for music or videos for personal use.

Teachers of student computer users are responsible for teaching proper techniques and for assuring that any user of North Valley Career and Technology Center's computer system understands that if they violate this policy, they may be denied access to the system. Any infraction of this policy will be punishable by removal from the local network and/or the Internet system for a determined time period.

Students and their parents must fill out the North Valley Career and Technology Center Acceptable Use Agreement form. The person who is named on the agreement is responsible at all times for its proper use. User responsibility is the only ultimate safeguard against misuse.

GRIEVANCE PROCEDURE

Normal discipline procedures or discussion with the Director will solve most complaints to the general satisfaction of those involved. But when a situation does not resolve itself by normal discipline or discussion the grievance procedure should be used as soon as possible.

Title VI, Title IX, Section 504 and ADA Grievance Procedure

Any student or employee of North Valley Career and Technology Center who believes he/she has been discriminated against, denied a benefit or excluded from participation in a Center education program or activity, on the basis of race, sex, national origin, or on the basis of handicapping condition, may file a written complaint with the compliance coordinator:

Lisa Tucker -Title VI, IX, Section 504, and ADA Compliance Coordinator
1540 School Road
Grafton, ND 58237
Phone: (701) 352-3705
Fax: (701) 352-3170

The compliance coordinator shall review the written complaint and a written response shall be mailed to the complainant within ten working days after receipt of the written complaint.

If the complainant is not satisfied with such response, he or she may submit a written appeal to the North Valley Career and Technology Center Governing Board indicating the nature of disagreement with the response and his/her reasons underlying such disagreement.

The Board shall consider the appeal at its next regularly scheduled meeting following receipt of the response. The Board shall permit the complainant to address the Board concerning his/her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

Any student or employee of the North Valley Career and Technology Center is entitled to submit any complaint of alleged discrimination on the basis of race, national origin, sex or handicapping condition to the Regional Office for Civil Rights of the United States Department of Human Services.

Office for Civil Rights Chicago Office
U.S. Department of Education
500 W. Madison Street, Suite 1475
Chicago, IL 60661
Telephone: (312) 730-1560
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E-mail: OCR.chicago@ed.gov

CONCLUSION

Suggestions for improvement are welcome in the office at any time. When possible, changes will be discussed with all staff.

The North Valley Career and Technology Center does not discriminate on the basis of race, color, national origin, sex, or handicap in its educational programs/activities and employment policies/practices. North Valley Career and Technology Center is a drug free facility.

North Valley Career and Technology Center

ACKNOWLEDGEMENT OF RECEIPT

I have received and read a copy of the North Valley Career and Technology Center Policy and Procedures Handbook, which includes the Drug Use/Abuse Policy, Grievance Procedure, Sexual Harassment, and Computer Policy.

I agree to allow North Valley Career and Technology Center to publish my name, photo, and relevant personal information on its website.

Name (please print): _____

Signature: _____

Date: _____