



North Valley

Career and Technology Center

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Grafton, ND 58237*

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Website: www.northvalleyctc.org

STUDENT HANDBOOK

2025-2026

“Skills for Success”

North Valley Career & Technology Center expects students and parents to review and interpret the Student Handbook as presented. It is the responsibility of the student, parent, and staff to follow and enforce the rules set within the handbook.

NORTH VALLEY CAREER TECH CENTER

STUDENT GUIDE

Mission Statement: The North Valley Career and Technology Center 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.

North Valley Career Tech Center provides elective course offerings for students grades nine through twelve, as well as adults. Districts sending students include Valley-Edinburg, Park River, Grafton, Midway, Drayton, and Minto. The following programs are available for high school students: Marketing, Business Education, Health Sciences, Auto Technology, Welding, Machine Tooling, Construction Technology, Drafting for Construction, and Agricultural Education. Career counseling and educational support services are also provided for secondary students.

A variety of interactive television (ITV) and on-line classes are available through North Valley. Those courses may be viewed on the Center's website under the Course Catalog: www.northvalleyctc.org

North Valley Governing Board policies are located at the Center's website: www.northvalleyctc.org. Reference is made to some of the policies in the handbook.

Class Schedule

Period 0	7:35 - 8:23
Period 1	8:27 - 9:15
Period 2	9:19 - 10:07
Period 3	10:11 - 10:59
Period 4	11:03 - 11:51
LUNCH	12:49 - 12:21
Intervention	12:25 - 12:49
Period 5	12:53 - 1:41
Period 6	1:45 - 2:33
Period 7	2:37 - 3:25



North Valley Career & Technology Center does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination Title IX policies: Meridith Larson, Business Manager, at 1540 School Road, Grafton, ND 58237, (701)352-3705, or email meridith.larson@northvalleyctc.org

REGISTRATION

Registration is held in the spring of each school year. At that time students decide which Center programs they choose to take. Their schedule for the following school year is established. Once the schedule is finalized and approved, very few schedule changes will be allowed. If it should become necessary to drop a program and add another, this action must be completed by August 22, 2025. When this action is to be taken, the student must first have a conference with a counselor and then secure permission from the home school principal, teacher(s) involved, and the Center Director.

IF A CLASS IS DROPPED AT ANY TIME AFTER AUGUST 22, 2025 NO CREDITS WILL BE ISSUED UNLESS SPECIAL CIRCUMSTANCES MAKE THE CHANGE NECESSARY. THE CENTER DIRECTOR WILL DETERMINE IF CREDIT IS GIVEN.

Textbooks, workbooks, and most tools are provided free of charge to students. The items are inventoried, and instructors will record which items are loaned to each student along with the condition of the items at the time issued. Students will be required to pay the replacement cost of any item that is lost, mutilated, or stolen. Students will be assessed fines for any books or tools which show undue wear and tear at the time they are collected prior to completion of the school term.

ATTENDANCE

Instructors will take attendance each class period. Attendance will be reported to the home school through PowerSchool. If your home school is not in session, you are not required by the Center to attend classes. However, should you wish to attend Center classes on a day when your home school is not in session and the Center does have classes, you are encouraged to do so with the exception of storm related delays/days.

ABSENCES

Daily attendance is very important, especially because of the lab experiences provided in the Center programs. Many learning opportunities cannot be repeated or taught at a later time.

It is the student's responsibility to complete assignments and work missed. Any work not completed will be recorded as incomplete and may become a failure at the end of each grading period. For each day of absence, a student will have 2 days to make up the work to receive full credit. Class work should be prepared in advance of an absence when possible.

If the absence is determined unexcused by the home school, the student will be subject to a penalty for the grading period in which the absence occurred. The student will be responsible for completing all make-up work assigned.

Students absent from school because of a school sponsored activity are not counted absent. Students are, however, responsible for work missed and the next day's assignment.

Students who have to leave class early because of scheduled appointments are to inform the instructor as early as possible of the anticipated absence. Out-of-town students are to make appropriate transportation arrangements. Grafton students are to sign out in the district office before leaving school.

DISCIPLINARY PROCEDURES FOR EXCESSIVE ABSENCE

1. Parents/guardians of students absent ten or more days 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.

2. 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 be cause for removal from a program.

TARDINESS

Tardiness is unacceptable in school or in the workplace. Tardiness is a matter of serious concern because the student not only misses a portion of the class but also disrupts the teacher and students who have begun the lesson. Teachers will determine if the tardiness is excused or unexcused. Tardiness in reporting to class will be recorded by the teacher as "excused" or "unexcused" and will be reported to the home school through PowerSchool. Three unexcused tardies will be treated as an unexcused absence.

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 will result in a failing grade and removal from the registered class.

GRADING PROCEDURES

The grading system will be determined by each instructor in accordance with each one's curriculum. The grading scale will be as follows:

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

Grades will be posted in PowerSchool. All Incomplete grades must be completed within two weeks after the district's official ending date of the quarter the Incomplete was issued.

ARTICULATION

Several programs have articulation agreements with postsecondary institutions. The agreements allow eligible students who have completed North Valley programs to receive college credit for their work. Agreements vary with the colleges as to the grade requirements and the number of credits awarded. North Valley instructors will inform students of the opportunities available in their program area.

COMPUTER POLICY

The North Valley 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. 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 institutional 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 the 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 without prior approval from an instructor.

Teachers of student computer users are responsible for teaching proper techniques and for assuring that users of North Valley's computer system understand 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 acceptable use agreement. 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.

PERSONAL INTERNET USE

North Valley Internet connection may be used by students for personal use before and after school with instructor permission and supervision. Students who are found using North Valley computers to access the Internet for personal use at any other time will lose all personal Internet privileges at North Valley for a period of four weeks. A second violation will result in loss of personal Internet privileges for the year.

All use of devices connected to North Valley networks will be monitored at all times.

DISCIPLINARY PROCEDURES

If it is necessary for a student to be disciplined for class misconduct or other violations of policies or procedures, the instructor and Director, in cooperation with your home school principal, will determine the type and direction of corrective action to be taken.

The Center Director and teachers have the authority to discipline students, including suspension from regular Center attendance, when their behavior impedes the educational program and jeopardizes the safety or educational rights of other students. Suspension may be assigned to a designated area in the Center, the home school, or out of school for one to five days. The following are examples of student behavior that could cause suspension: vandalism of Center property or the property of others; stealing of Center property or the property of others; insubordination, disobedience, disorderly conduct, swearing, obscene language; fighting; possession of weapons including fireworks or explosives.

LEAVING SCHOOL BUILDING

During class time, no student may leave Center premises without the instructor's permission. Teachers may take students on local field trips as part of the instructional program. Parents/guardians will not be notified (See Field Trip Permission, p. 11). Any student excused to leave the building or grounds must sign out in the Center's Office and sign in upon return to the Center. No student who is ill will be permitted to go home unless arrangements have been made for his/her care and safety after leaving the school. Unless a student follows the procedures as stated, the absence incurred will be treated as an unexcused absence.

STUDENT DRIVING

It may be necessary for a student who is provided bus transportation to drive a vehicle to the Center. When this situation occurs, the student is to secure a driving permit form from the instructor prior to the day she/he needs to drive. It will be the student's responsibility to obtain the signature of the instructor, Center Director, parent or guardian, and home school principal. This form, with the four (4) signatures, will be given to the Center instructor on the day the student drives a personal vehicle. The Center assumes no liability for transportation to or from the Center.

STUDENT PARKING

Students from districts other than Grafton who drive are to park their vehicles on the west side and south end of the Center lot. Grafton students are to park in their high school student parking lot. **Students are not to park behind the shops at any time.**

STORM PROCEDURES

If weather conditions are such that school must be called off, announcements will be sent via instant alert from GPS alert system. Out of town schools will be notified via phone call.

DRESS CODE

Clothing should be appropriate for a school setting. Students are to dress in a manner that will not distract or interfere with learning. If apparel is determined to be inappropriate by the instructor and/or Center Director, the student will be informed and appropriate measures taken. Each program may have specific dress requirements that will be followed by students enrolled in that program.

General dress code requires:

1. Students will not wear clothing with writing or pictures that are obscene, promote violence, drugs, alcohol or tobacco products, or that are considered offensive to other students.
2. Hats, caps, or other headgear will not be worn in the building during the school day unless the instructor deems it necessary or appropriate.
3. Outer jackets or coats are not to be worn in the classroom unless the instructor deems it necessary or appropriate.

PERSONAL ELECTRONIC DEVICES - 7/18/2025

North Valley Career & Technology Center is committed to providing the necessary support for academics and student well-being in a positive educational environment that is free from unnecessary, non-educational distractions. Personal electronic communication devices can be a distraction during instructional time and counterproductive to student focus and engagement. By prohibiting and limiting the use of personal electronic devices during the school day, this policy aims to provide students with more opportunities to engage in meaningful interactions, collaborate with peers, and cultivate the essential skills necessary for academic and life-long success. Therefore, it is the position of the state of North Dakota and the Center that students and school employees shall abide by this policy, which prohibits the use of personal electronic communication devices as outlined herein.

What Devices Are Covered

Personal electronic communication devices include:

- Cell phones and smartphones
- Smartwatches or fitness trackers with messaging/calling functions
- Tablets
- Bluetooth devices
- Portable gaming devices
- Any other device as defined under N.D.C.C § 15.1-07-39

School-issued and medically necessary devices are exempt.

When Are Devices Restricted

Instructional time is defined as the entire school day from the morning bell to dismissal, including:

- Class periods
- Hallway passing time

- Lunch
- Recess
- Any learning time on campus
- Field trips with the exception of on the bus

During this time:

- Devices must be **turned off or silenced**.
- Non Grafton students coming to North Valley must check devices into the office upon arrival to the Center.
 - A lockable device locker will be utilized to store devices upon arrival.
- Grafton students will keep devices stored in lockable bags issued by Grafton Public.

When Can Devices Be Use

- Before & After School
- Field Trips on Bus Only - If permissible by supervisor/instructor/advisor
- CTSO activities during out of school time - If permissible by advisor

Exceptions

Students may use personal devices during the school day if:

- A licensed medical provider states it is necessary for health or well-being
- It is required in an IEP or 504 Plan

Need to Contact Home or Student

Students needing to reach a parent/guardian during the day can use a Center phone located in the main office or another approved location.

Parents or employers needing to contact students can call or email the Center office (701-352-3705 or theresa.hickman@k12.nd.us) to convey information during the school day.

Personal Device Violation – Disciplinary Actions

Violations of the school's personal electronic or communication device policy may result in the following progressive disciplinary actions:

- **1st Offense**
 - The parent/guardian will be contacted.
 - The device will be confiscated and held by the administration.
 - The student can stop by the office to pick up their device at the end of the school day. The office closes at 4:00 pm.
- **2nd Offense**
 - The parent/guardian will be contacted and must pick up the device at their local school's office. Center Director and Local District Administrator will work out a plan to return the device to the local school district for parent pickup.
 - The student will serve consequences with the local school district following local district policies.
- **3rd Offense**

- The parent/guardian will be contacted and must pick up the device at their local school's office. Center Director and Local District Administrator will work out a plan to return the device to the local school district for parent pickup.
- The student will serve consequences with the local school district following local district policies.
- **4th Offense**
 - A parent/guardian meeting with the Center Director and District Level Administrator will be required in order to continue attending North Valley.
 - The device will be returned during this meeting.
 - The student will serve consequences with the local school district following local district policies.
- **5th Offense**
 - The device will be confiscated.
 - A parent/guardian meeting with the Center Director and District Level Administrator will be held to determine further disciplinary actions, which may include additional suspension or restriction of device privileges. Permanent suspension from the Center may result from a 5th offense.
 - The student will serve consequences with the local school district following local district policies.

In administering the disciplinary measures above, administrators and school staff must adhere to the following guidelines:

- Staff members shall direct students to comply with policy and should address alleged infractions with administration.
- Only administration may determine an actual infraction of this policy and administer discipline.
- If an infraction is determined and the student refuses to turn over the device, the infraction may move to the next level.
- At no time should an administrator or staff member attempt to physically or forcibly take an electronic device from a student.
- Administration may also respond under other conduct and disciplinary policies and regulations when a student's conduct implicates additional policies, including violence, threats of violence, harassment, bullying, or any other unlawful conduct or student code of conduct violations.
- Administration is required to identify students with disabilities (including those covered under the IDEA, Section 504, the ADA, and any child-find obligations) and must address any alleged student infractions in compliance with special education policies, regulations, and applicable laws.

SURVEILLANCE CAMERAS

North Valley maintains surveillance cameras throughout the Center and grounds. All students, visitors, attendees and staff are subject to camera review on a 24 hour basis.

FOOD/BEVERAGES

Students will not have food or beverages other than water during class unless by prior approval from the instructor. **No** food or beverages are allowed at computers or other electronic equipment at any time. North Valley is a Tree Nut free environment due to allergies.

Career & Technical Student Organization (CTSO)

CTSOs are a vital part of Career and Technical Education. There are local, state, and national events that students may take part in as a member.

- **SkillsUSA** - Students who are enrolled in Auto Technology, Construction Trades, Drafting, Welding, Machine Tooling, and Health Careers are eligible for membership.
- **DECA** - Students who are enrolled in Marketing Education are eligible for membership.
- **FBLA** - Future Business Leaders of America. Students who are enrolled in Modern Business Technology are eligible for membership.
- **FFA** - Students who are enrolled in Ag Education are eligible for membership.
- **HOSA** - Students who are enrolled in Health Careers are eligible for membership.

Faculty members serve as advisors to CTSOs. Their primary responsibility is to assist in group projects and problems. Students must secure faculty advisor approval before obligating the group or Center in any way. CTSOs will meet in the Center building with the consent and supervision of the advisor in charge. North Valley Youth Group Activities Rules will apply for all projects and activities. Advisors will review these with their youth group membership.

NORTH VALLEY TECHNICAL HONOR SOCIETY

The North Valley Technical Honor Society recognizes junior and senior outstanding students enrolled in programs at North Valley. To be eligible for nomination, students must have a minimum 3.25 average in their career and technical program and 2.8 cumulative grade point average on a 4.0 scale. Students should have earned or be enrolled for at least 2 credits in a career and technical program. In addition to scholastic achievement, students must have exhibited leadership skills in their career and technical youth service organization and other positive qualities that would lead to their future success. Additional information about the NVTHS is available from the Center Director and instructors.

SAFETY

STUDENT RESPONSIBILITIES

1. Students are responsible to know, understand, and follow Center safety policies and procedures. Students who do not adhere to the rules may be removed from the program.
2. Students are responsible for reporting work-related injuries and illnesses to their instructor within 24 hours. **THE CENTER DOES NOT CARRY HEALTH INSURANCE COVERAGE FOR STUDENTS.** Students' families (and their insurance policies) are responsible for any medical costs incurred due to an accident.
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.

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.

TOBACCO, ALCOHOL, AND OTHER DRUG USE/ABUSE

The use of illicit drugs and the unlawful possession and use of alcohol and tobacco is illegal and harmful. It is the responsibility of the Center to establish rules that will eliminate such use from the school setting. Therefore it shall be against Center policy for any student:

1. To sell, deliver, or give, or attempt to sell, deliver, or give to any person any of the substances listed in this policy or what the student represents or believes to be any of the substances listed in this policy.

2. To possess, procure, purchase, or receive, or to attempt to possess, procure, purchase or receive, the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy. A student will be determined to be "in possession" when the substance is on the student's person or in the student's locker, car or handbag, or when the student owns it completely or partially.
3. To be under the influence of (legal intoxication not required), or to use or consume or attempt to use or consume, the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy.

This policy applies to any student who is on Center property, who is in attendance at the Center or at a Center sponsored activity or whose conduct at any time or in any place interferes with or obstructs the missions or operations of the Center or the safety or welfare of students or employees.

Prohibited Substances

1. Alcohol or any alcoholic beverage;
2. Any controlled substance or dangerous drug as defined by NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-03.1-26 (paraphernalia) or as defined by Section 812, Schedules I-V, or Title 21, United States Code, Section 801, et seq., including but not limited to marijuana, any Narcotic drug, and hallucinogen, and stimulant, or any depressant, any form of tobacco, and all other illicit drugs;
3. Any abusable glue or aerosol paint or any other chemical substance, for inhalation, including but not limited to lighter fluid, white out, and reproduction fluid;
4. Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, "no-doze" pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the authorized use policy.

Authorized Use

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall follow the procedures of or have prior permission signed by the parent for aspirin and/or Tylenol and the signed request of the physician and parent for any other medication.

Violation

Disciplinary sanctions will be imposed on any student violating this policy. These sanctions may include suspension or expulsion and notification of proper authorities for prosecution. Prohibited substances will be confiscated and illegal substances will be turned over to law enforcement authorities. The student may be referred to the school counselor.

Any student who is observed to be under the influence of a prohibited substance will be taken immediately to the Center Director's office. The student's parents will be notified and asked to pick up the student. If there appears to be imminent danger to other students, school personnel, and/or the student involved, the Director may have the student removed from the school by school, medical, or law enforcement personnel.

Intervention

We also recognize the responsibility to assist students in recognizing their own addiction. It is realized that the public school has neither the authority nor the responsibility to make medical or health determinations regarding chemical dependence. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or the educational climate of the Center, the Center has a right and a responsibility to refer the student for a formal chemical dependency diagnosis. To this end the North Valley Career Tech Center encourages faculty members to be observant of student behavior and to participate in a program of intervention. If the faculty member decides that the behavior indicates a possible prohibited activity, the student should be (1) referred to the school counselor or (2) reported to the Center Director.

If the counselor or Director believes that the student indeed is in need of assistance, the student may be called in for a conference. The counselor, principal, and/or superintendent from the student's home school district will also be in attendance.

If, after conferring with the student, it is believed that there is a probability that the student may be chemically dependent, the student and/or the student's parent(s)/guardian will be told that it is necessary that the student

receive a formal chemical dependency diagnosis. The student's home school district will make a reasonable effort to cooperate with a therapy program if one is recommended for the student.

The North Valley Career Tech Center believes that if a student is involved in a chemical dependence program and is successfully addressing his/her harmful involvement with chemicals, he/she may continue in the regular school setting and continue to participate in any extracurricular program unless participation is in conflict with rules and regulations set forth by the North Dakota High School Activities Association.

The Center may, through the use of available resources, provide follow-up counseling and supportive assistance to those students who return after successfully completing a therapeutic regimen, realizing that the student may need assistance in dealing with other environmental factors beyond the school's control which may remain unchanged.

A student can expect that any personal problem he/she discusses with an administrator, faculty member, or counselor will be strictly confidential. There are four exceptions:

1. Whenever a staff member learns of a condition which may adversely affect another student, he/she will have to act on that information.
2. If a student is experiencing health and/or emotional problems because of controlled substance use or abuse and is unable or unwilling to seek assistance, then referral should be made. Confidentiality will be maintained subject to the welfare of the student.
3. If a staff member has reasonable cause to suspect child abuse, the staff member must report to the Children and Family Services Division of the Department of Human Services.
4. If a staff member is called to testify in a judicial proceeding.

SEARCH AND SEIZURE

North Valley Career Tech Center reserves the right to utilize law enforcement officials and trained dogs to seek out illegal drugs in school or on parking lot premises. Search of a student or their possessions will be limited to the situation where there is reason to believe that a student is hiding evidence of an illegal act or a school violation. When it is practical, the students shall be present when a search of his/her possessions (including automobiles) is conducted. Items confiscated during an inspection, investigation or search will be held by school administration pending further investigation, or disciplinary action. Items held or confiscated by the school will be evaluated for return to the proper owner upon completion of an investigation or a disciplinary action. Contraband or unlawful items, the possession of which violates the Center's guidelines for behavior, Center policy, State Laws, and/or Federal laws, shall not be returned to the student or to any representative of the student; such items shall be turned over to law enforcement officials or shall be destroyed by the school. Other items left unclaimed after an investigation or a disciplinary action, will be disposed of by the school.

CARRYING WEAPONS

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

No student or employee 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.

Weapons are not permitted within 1,000 feet of any school property.

GRIEVANCE PROCEDURES

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 Tech 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:

Meridith Larson, 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 a response, he or she may submit a written appeal to the North Valley Career Tech Center Governing Board indicating the nature of disagreement with the response and his or 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 or 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 Tech 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. <https://ocras.ed.gov/contact-ocr>

NORTH VALLEY CAREER TECH CENTER
ACKNOWLEDGEMENT OF RECEIPT
ACCEPTABLE USE AGREEMENT
PUBLICITY RELEASE/ FIELD TRIP PERMISSION

Student Name (Please Print): _____

Grade: _____

Home School: _____

Program(s) Enrolled: _____

STUDENT:

I have been notified that the Student Handbook is located at www.northvalleyctc.org, and read a copy which contains the rights and responsibilities of students including the Grievance Procedure, Drug Use/Abuse, Sexual Harassment, and Computer Policies at North Valley Career Tech Center.

I agree to abide by the provisions of the Computer Policy. I understand that any violation of the provisions stated in the policy may constitute suspension or revocation of Internet/Network access and related privileges and will lead to school disciplinary action.

Throughout the year, North Valley Career Tech Center publishes articles about its programs and student achievements. North Valley's website also includes pictures of students, their projects, awards, etc. For us to publish names and photos of students we require that this form be completed and returned to the Center. I agree to allow North Valley to publish my name and photo.

Student Signature: _____ Date _____

SPONSORING PARENT OR GUARDIAN:

I have been notified that the Student Handbook is located at www.northvalleyctc.org, and have read a copy which contains the rights and responsibilities of students including the Grievance Procedure, Drug Use/Abuse, Sexual Harassment, and Computer Policies at North Valley Career Tech Center.

I will monitor my son/daughter's use of the network and his/her potential access to the worldwide Internet and will accept responsibility for supervision in that regard if and when my son/daughter's use is not in a school setting. I give my permission for my son/daughter to use the network and the Internet and certify that the information contained on this form is correct.

Throughout the year, North Valley Career Tech Center publishes stories about its programs and achievements of students. North Valley's website also includes pictures of students, their projects, awards, etc. For us to publish names and photos of students we require that this form be completed and returned to the Center. I agree to allow North Valley to publish my son/daughter's name and photo.

I give my son/daughter permission to participate in local field trips taken as part of a Center program's curriculum.

Signature of Parent or Guardian: _____ Date _____