



**NORTHLAND
CAREER CENTER**

College Ready | Career Ready | Life Ready

1801 Branch Street, Platte City, MO 64079

816-858-5505

STUDENT HANDBOOK

2020 - 2021

The official Platte County R-3 Board of Education policies
are available on the district's website
(www.plattecountyschooldistrict.com)

**RECEIPT OF HANDBOOK
AND
STUDENT AGREEMENT**

Print Student
Name: _____

This is to acknowledge that I have received the 2020-21 handbook for Northland Career Center. I understand that I am responsible for knowing and adhering to the rules and procedures contained in the handbook as well as any other rules and procedures established by the Platte County R-3 School District and Northland Career Center. Please check the boxes to verify that you have read the following sections that we believe parents must be aware of and should pay close attention to.

- NCC Calendar (inside cover)
- Differences in NCC and Sending School Schedules (inside cover & Appendix H)
- Attendance Policy including TFT (page 9 and Appendices F & G)
- Graduation and Awards Ceremony / NCC Completion (page 12)
- Cell Phone and Electronic Device Usage Policy (page 20 & Appendix D)
- Discipline Policy (page 14)
- Driving and Parking Procedures / Fee's (page 19)
- Student Attire / Dress Code (page 8)
- Student Organizations (page 13)
- Family Education Rights and Privacy Act (page 21)
- Directory Information (page 21)
(If you wish to opt out, please notify the Career Center in writing by September 15)
- Non-Discrimination & Anti-Harassment Policy (page 15)
- Hazing and Bullying Policy (page 16)
- Sharing of Health Information Permission (page 5)
- Social Media Posting (page 13)
- Network/Internet Acceptable Use Policy (page 22)
(Parent/Guardian Technology Agreement, via online enrollment, and Student User Agreement Forms are to be signed and returned)

In addition to the above listed policies, I understand:

- Northland Career Center is operated and maintained by local, state and federal funds.
- I must abide by local, state, and federal laws while attending Northland Career Center.
- I must abide by the rules and regulations posted and/or reviewed by my instructor in my training program.
- By enrolling in Northland Career Center, I may not be able to participate in all home high school activities.
- There may be differences between Northland Career Center's calendar and my sending school's calendar. However, I understand I am to attend Northland Career Center even if my home school is not in session.
- If my actions, grades or attendance are in conflict with the policies of Northland Career Center, the Northland Career Center, in partnership with my sending school, may remove me from the Career Center.
- If I am suspended, expelled, or dropped from my sending school, I may be released from Northland Career Center.

I have read and understand the policies, rules and regulations listed in the student handbook and agree to follow them. I understand that breaking any of these regulations may be cause for dismissal from Northland Career Center. I also acknowledge that I have read the handbook from my sending High School.

Student Signature: _____ Date: _____

Parent Signature: _____ *Completed via online registration*

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Platte County R-3 School District Board of Education

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20-21 Northland Career Center Administrative and Support Staff

Brian Noller	Director	nollerb@platteco.k12.mo.us
Jeff Green	Assistant Director	greenj@platteco.k12.mo.us
Ron Webster	Student Services Coordinator	websterr@platteco.k12.mo.us
Teresa Sherley	Career Services Coordinator	sherleyt@platteco.k12.mo.us
Katie Henke	Adult/Community Education	henkek@platteco.k12.mo.us
Sarah Ripoll	Director's Administrative Assistant	ripolls@platteco.k12.mo.us
Jennifer Walleman	Student Services Administrative Assistant	wallemaj@platteco.k12.mo.us
Dee Hitchcock	Building Administrative Assistant	hitchcod@platteco.k12.mo.us
TBA	Adult Education Administrative Assistant	@platteco.k12.mo.us
Karen Pyles	Custodian	pylesk@platteco.k12.mo.us
Lance Cantu	Custodian	cantul@platteco.k12.mo.us

20-21 Northland Career Center Instructional Staff

Melanie Barnett	Agricultural Sciences	barnettm@platteco.k12.mo.us
Kari Lasley	Aviation Technology	lasleyk@platteco.k12.mo.us
Sara Price	Communication Arts / Health Sciences II	prices@platteco.k12.mo.us
Jacob Blankenship	Construction Technology	blankenj@platteco.k12.mo.us
Brandi Moritz	Culinary Arts	moritzb@platteco.k12.mo.us
Frank Stafford	Diesel Technology	stafforf@platteco.k12.mo.us
Lee Bledsoe	Health Sciences	bledsoel@platteco.k12.mo.us
David Brown	Health Sciences	brownd@platteco.k12.mo.us
Jim Hanway	Heating, Cooling & Climate Control	hanwayj@platteco.k12.mo.us
Curt Claycomb	Industrial Welding	claycomc@platteco.k12.mo.us
Stan Weeks	I.T. Professionals	weekss@platteco.k12.mo.us
Darrick Bruns	Law Enforcement/CSI	brunsd@platteco.k12.mo.us
Deanna Houts	Math	houtsd@platteco.k12.mo.us
Roy Sayre	Production Technologies	sayrer@platteco.k12.mo.us
Candi Rawlings	Student Services Paraprofessional	rawlingc@platteco.k12.mo.us
Ashley Dice	Teaching Professions	dicea@platteco.k12.mo.us

Proudly Serving the Following Northland High Schools

East Buchanan	Kearney
Liberty	Liberty North
North Kansas City	Northland Christian
Oak Park	Park Hill
Park Hill South	Platte County
St. Pius	Staley
Smithville	West Platte
Winnetonka	



NCC’s Strategic Plan

Vision

Connecting with tomorrow...

Mission

To prepare students for a continually changing world by providing relevant experiences.

Values

- Integrity
- Innovation
- Partnership
- Learner Focus
- Results
- Diversity
- Quality

Stakeholders

- Students
- Parents
- NCC Staff
- Business and Industry
- Northland Sending School Districts
- Post-Secondary Institutions
- Strategic Partners
- Local, State, and Federal Government

Strategic Focus Areas and Goals

Student Achievement

Improve student achievement at NCC while preparing students for a continually changing world.

Business Functions

Improve NCC’s financial and operational functions and processes to better serve all stakeholders.

Community - Students

Provide relevant experiences for all NCC students.

Community - Staff

Create a learning atmosphere that is focused on the NCC values that promote the growth and success of all learners.

Community - Partners

Improve the image and brand of Northland Career Center to create opportunities and pathways for students.

SCHOOL SCHEDULE

Northland Career Center has two sessions daily. The morning session is 8:05-10:40 a.m. and the afternoon schedule was 11:30 am – 2:05 p.m. Each session has a 5 to 10 minute break. NCC follows the Platte County R-3 district calendar. Please reference our website, www.northlandcareercenter.com, for an up to date calendar.

If the home school sends a bus to Northland Career Center, students are **expected to be in attendance even if their school is not in session**. Be sure to plan ahead for this situation, which could include days around holidays and spring break. **Seniors will attend NCC through Thursday, May 13th, and will be required to attend attendance / awards assembly / graduation practice on the 13th.** (see Appendix H)

Please see www.northlandcareercenter.com for any COVID-19 related changes to schedules and attendance expectations.

SCHOOL CLOSING INFORMATION

Northland Career Center will be closed if the Platte County R-3 schools are closed. Reports of the Platte County R-3 School District's closings will be broadcast on local radio and television stations. In addition, the school's message system, the district's website www.plattecountyschooldistrict.com, NCC's website www.northlandcareercenter.com, FACEBOOK and TWITTER (@nccrocks) will also have information about school closings.

SAFETY

Safety is a major focus of the faculty, staff and administration at Northland Career Center. Proper safety attire will be discussed in each program. Specific safety procedures and gear are critical to your completion and success, not only in your training program but also in your career. Most lab/shop areas require safety glasses and the removal of jewelry. Long hair, loose fitting clothing, rings, heavy chains, and chain necklaces also put students at risk of injury and therefore are not allowed in most shop areas. Students are expected to adhere to all safety rules and direction by school staff.

Students who drive will agree to follow all state, local and campus laws and regulations including the use of seatbelts or they will lose their driving and parking privileges. Student and staff safety are always important at Northland Career Center.

Parents Please Note: It is important that home, work and cell phone numbers for parents be provided when students enroll so that contact can be made when necessary. It is also important to provide the names and phone numbers for other adults who may be contacted when a parent cannot be reached. Whenever a phone number is changed, it is important to update the Career Center's file (via parent portal.)

CRISIS PLAN/DRILLS AND EVACUATIONS

The Platte County R-3 School District and Northland Career Center has a comprehensive crisis plan that includes plans for fire, severe weather, earthquakes, intruders, evacuations, weapons, snipers, hostage situations, accident/death, bomb threats and biological attacks. The Crisis Plan is building specific and updated annually. Every staff member has a copy of the plan located in an easily accessible place.

Emergency Drills

A minimum of two fire and severe weather drills are conducted each year. Earthquake and intruder drills are also performed year

Fire Protections

1. When the fire alarm is activated, everyone is to remain in their classrooms until an announcement is made. If prompted, students will leave the building in an orderly manner. Directions for exiting the building are posted in each classroom. This is in response to false fire alarms in school causing the halls to fill with students.
2. Students shall leave all articles behind if evacuation is necessary.
3. All windows and doors should be closed and the lights turned off before the room is vacated.
4. All students must walk rapidly and in single file. If you find your first exit choice blocked, reverse your line and inform the teacher immediately. Avoidance of the main building doors on the West side, near the power lines, is expected.
5. All students should assemble at least 100 yards from the building and are not to block the exits or sidewalks or congregate around fire hydrants.
6. All students should become familiar with the location of the fire equipment.
7. A signal will be given to return to the building.

Severe Weather Procedures

1. The warning to proceed to the shelter area will be an announcement on the P.A. system or appropriate alarm. Severe weather procedures are posted in each classroom.
2. Students will leave all personal belongings behind.
3. Students must walk rapidly, but quietly, in single file to designated shelter areas.

PERSONAL SECURITY

Students should not leave books, bags or tools unattended, and should lock cars at all times. The school carries no insurance for personal items such as tools, car stereos, etc. If left overnight on school property, they are still the student's responsibility. **Please watch your personal possessions – avoid being a victim.**

ILLNESS, ACCIDENT AND INJURY

In case of student illness, Northland Career Center reserves the right to call a physician and/or call for ambulance service to deliver a student to the hospital. Judgement of school officials shall determine such action. Such action is taken only when deemed necessary and is at the student's expense. Northland Career Center staff may require a student be picked up as soon as possible if ill. We do not have a school nurse on site.

Accidents can and do happen on school property. However, Northland Career Center is NOT responsible for accidents that occur on school property as a result of student negligence. Students are urged to have their own health insurance should such an accident occur. Information on student insurance is available upon request.

Missouri State Law does not permit a school district to carry accident insurance on students. However, it is important that parents/guardians consider carrying an accidental or medical policy on their students while enrolled in programs at NCC that require shop or medical laboratory experiences. In such programs, the students may be exposed to such things as: hand tools, power equipment, and machinery or in medical settings, contagious disease. **Medical and accident insurance is the responsibility of the individual student and his/her parent/guardian.** (per board policy JHA)

STUDENT HEALTH

Health Information Privacy

As you are aware, there are times when it is appropriate to share information regarding the health of your child with members of the educational team. In order to ensure your child's right to privacy, this information is shared

only on a *need to know basis*. **By signing the receipt of handbook** you are acknowledging this information and giving your permission to Northland Career Center to share health information among the educational and counseling staff on a need to know basis.

Medication Guidelines

The following are medication guidelines as outlined on the Platte County R-3 website:

Medications can be given during school hours when necessary. We encourage dosage schedules which allow medications to be taken before and after school. If a medication is ordered for a specific time or four times or more per day, it may be appropriate for medication to be given at school. Please bring only the amount of medication needed.

If a medication is to be taken for a prolonged period of time, please ask your pharmacist to prepare two prescription bottles - one to stay at school and one to remain at home. We are not permitted, by law, to administer any medications sent to school in unlabeled containers. Medications must be in the original, unopened container.

All medications will be kept in the front office and no medications will be sent home with a student. Parents may make arrangements with the NCC staff for assistance in picking up medications.

Prescription medications at school

- All prescription medications must have the label attached by the pharmacist/physician and must have the student's name, medication and dosage, and the physician's name. If a question would arise, NCC staff will have the right to refuse administration of the medication until further clarification is received with documentation from the physician. This includes any change in the time or dosage of a medication.
- A Medication Administration Form must be completed and signed by the parent/guardian.
- All medications will be kept in the front office.
- NCC staff may only administer prescription medications as directed by the prescription label. Any change in dosage must have a physician's note until such time the prescription label is changed.
- First doses of medications will not be administered at school.
- Parents are required to bring in and pick up all medications.

Non-prescription medications (over-the-counter medications)

- All non-prescription medications (*including cough drops*) must be in the original, unopened container marked with the student's name and accompanied by a Medication Administration Form. Opened bottles or opened packages of medications will not be accepted or administered. Medications sent to school in baggies, envelopes or punch out cards will not be accepted or administered and the medications will be held in the front office until a parent/guardian can pick up the medication. Only the instructions on the container will be followed unless a physician provides alternate instructions. If a question would arise, NCC staff will have the right to refuse administration of the medication until further clarification is received with documentation from a physician. This includes any change in the time or dosage of a medication.
- Students may not carry any type of medication with them at school or store medication in a locker unless special written medical authorization (from a physician) requires that to be done.

Homeopathic/Herbal/Alternative Medications

- All homeopathic/herbal or alternative medications will only be administered with a physician order and must be accompanied by a Medication Administration Form.
- Physician orders may be brought to school with the medication or the order can be faxed to NCC.

Emergency Medications

All student-occupied buildings in the district are equipped with prefilled epinephrine auto syringes. The school nurse or another employee trained and supervised by the school nurse may administer this medication when they believe, based on training, that a student is having a life-threatening anaphylactic reaction.

Epinephrine will only be administered in accordance with written protocols provided by an authorized prescriber.

The health services staff will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine. A current copy of the list will be kept with the devices at all times.

Self-Administration of Medications

An authorized prescriber or a student's IEP or Section 504 team may recommend an individual student with a chronic health condition be allowed to be in possession of his/her medication on district property for the purpose of self-administration. The district will allow students to self-administer medication for the treatment of a chronic health condition including, but not limited to asthma and anaphylaxis, on district property, at district sponsored activities and in transit to and from school or activities with the following requirements:

- The medication is prescribed or ordered by the student's physician.
- The physician has provided a written treatment plan for the condition for which the medication is prescribed or authorized which includes a certification the student is capable of and has been instructed in the correct and responsible use of the medication and has demonstrated to the physician or the physician's designee the skill level necessary to use the medication.
- The student has demonstrated proper self-administration technique to the designated staff person.
- The student's parents have signed the authorization for self-administration and acknowledge the district and its employees or agents will incur no liability as a result of any injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

PEANUT/NUT ALLERGY PROTOCOL

- All classrooms will be designated as peanut/nut free zones – no peanut/nut products will be permitted in the classrooms.
- A peanut/nut free zone will be designated in the cafeteria. No peanuts/nut products will be permitted at the table.
- Students consuming peanut/nut products during lunch should wash their hands prior to returning to the classroom.
- No food/drink is to be opened or consumed on school buses unless being used to control a medical condition such as diabetes.
- All treats/snacks brought into the classroom are to be packaged from a commercial kitchen. No home made treats are permitted in the peanut/nut free zones.

STUDENT ATTIRE

Students are expected to arrive in clean clothing that is suitable for their technical area. The instructor will inform the student what constitutes suitable attire for their program. **All programs at NCC are a simulated workplace environment, therefore they have a uniform/dress code that each student is expected to follow.** (see Appendix I)

Student dress and appearance guidelines are based on acceptable standards in the industry in which you are being trained. As the instructor is responsible for your training and safety, departures from the instructor's guidelines will not be allowed.

We ask that all students wear clothing to NCC that would be suitable for the program you are enrolled. We ask that individual students and their families support a positive and professional environment by dressing in a manner that will not be disruptive or detrimental to the learning environment. Religious and health accommodations can be made at the discretion of the administrative team.

It is impossible to state all dress situations that might arise. However, listed below are some general rules that apply to all students:

- ◆ Shirts and shoes must be worn at all times. Shirts may not be sleeveless, except for professionally appropriate attire.
- ◆ Clothing must not inappropriately bare or expose traditionally private parts of a body including, but not limited to, stomach, buttocks, shoulders, back, and breasts.
- ◆ Garments and jewelry that create a disturbance, or are unsafe, will not be allowed and may result in confiscation. Oversized chains are considered a physical danger to the student and/or other students and are not allowed.
- ◆ Clothing, paraphernalia, jewelry, or body adornment should not contain advertisements, symbols, words, slogans, patches, or pictures that:
 - ◆ Are sexually suggestive
 - ◆ Are drug, alcohol, or gang related
 - ◆ Are obscene or profane or legally libelous
 - ◆ Promote hate or advocate violence
- ◆ Safety clothing and safety glasses required by program areas are to be worn while in designated areas.
- ◆ Headphones are strongly discouraged in common areas. Students will be expected to have one ear exposed for professional and safety reasons. Program instructors will have specific classroom and lab rules based on industry standards.

The administration reserves the right to send a student home, provide appropriate t-shirts or confiscate clothing and/or accessories deemed inappropriate for the educational environment. Violation of the above mentioned guidelines can result in disciplinary action. Dress and grooming shall neither present risk to health, safety or general welfare of students or others in the school nor interfere with or disrupt the educational environment or process.

FIELD TRIPS

NCC seeks to provide student as many experiential learning opportunities as possible. Field trips are part of these experiences. Through online registration, parents approve all day time field trips for NCC. A student field trip permission slip must be completed and signed by a parent/guardian if the parent didn't approve through online registration. NCC will obtain sending school administration. On all overnight trips, parents will have to sign a specific field trip permission slip. All student suitcases, bags, coats, etc, will be searched. Students will be expected to adhere to the NCC Citizenship Clause.

ATTENDANCE POLICY

Northland Career Center relies on employers for jobs and these employers rely on us for good employees. Graduates wanting a positive recommendation when applying for jobs must have a good attendance record. Our policy is reviewed and verified by NCC supporting businesses, our staff, and our Advisory Board each year. Specific attendance details are listed in Appendix F & G. **NCC will work with families and sending schools on attendance due to the challenges we are facing for the 20-21 school year.**

ABSENCES

- ◆ In the event of an absence, a parent/guardian must **call** the office to report the student absent and the student must inform the instructor prior to any absence(s).
- ◆ To receive a career and technical certificate, a student cannot miss more than 10 days per year. The Career and Technical Advanced Certificate may have stricter attendance requirements.
- ◆ A student absent more than 10 days per year may not be allowed to participate in graduation.
- ◆ There are no excused absences or tardies (see exception policies below). However, if a student is hospitalized or has other extenuating circumstances, these absences **may be waived** by appealing to NCC's Assistant Director. **NCC will not waive attendance to attain "Perfect" attendance.**

EXCEPTIONS TO ABSENCES

- ◆ College visits, military related activity, or NCC program specific job interview - up to 2 per year and student must provide proof of visit
- ◆ Bereavement – up to 2 per year for any funeral or memorial service
- ◆ Sending School activities such as field trips, mandatory testing, etc.

NCC expects students to remain home if sick. Please call in to the office so we can excuse those days.

ATTENDANCE, TIME FOR TIME, AND ELIGIBILITY TO RETURN

See Appendix F for detailed information regarding attendance, time for time (TFT) and eligibility to return

TARDIES

- ◆ When a student is tardy, he/she must check in at the office, provide explanation for being late, and receive a pass to be admitted to class. Annex students or off campus students should call NCC Front Office from their teachers' classroom phone. A tardy is defined as being late during the first 15 minutes of class. After that time, they are marked as a late arrival, which counts as a ½ day missed.

- ◆ Excessive tardies may result in disciplinary action:
 - ◆ 1st and 2nd tardy = verbal warning from front office and teacher
 - ◆ 3rd tardy = written warning from front office
 - ◆ 4th tardy = communication home to parents/guardians, temporary loss of driving / car riding privileges
 - ◆ 5th tardy = meeting with Assistant Director, longer period of privileges suspended
 - ◆ 6th tardy = loss of driving privileges for rest of quarter or 6 weeks
 - ◆ 7th tardy = final warning, meeting with Assistant Director and call home
 - ◆ 8th tardy = not recommended to return next semester
 - ◆ TFT does not apply to tardies

TO ENCOURAGE GOOD ATTENDANCE

- ◆ NCC recognizes good attendance.
 - Perfect attendance is less than one absence.
 - Excellent attendance is less than two absences.
 - On the 5th day of absence, the Attendance Administrative Assistant will give the students' instructor a 5-day letter and a copy of the attendance policy. The Instructor will meet with the student and contact home.
 - On the 8th day of absence, the Assistant Director meets with the student, contacts the NCC counselor, and contacts a parent/guardian.
 - On the 12th day of absence, the Assistant Director will meet with the student to discuss Time for Time (TFT) plan and contacts a parent/guardian. See Appendices F & G for more information on TFT.
 - On the 15th day of absence, the Assistant Director meets with the student to discuss options and contacts a parent/guardian.
 - Parent and Student Portals are updated daily. It is encouraged to check attendance records often.
 - Parents will receive message if their student is absent, late, or tardy each time it occurs.

PERFECT ATTENDANCE

Northland Career Center encourages students to have good attendance. Awards assemblies are held at the end of each semester for students with perfect attendance for the quarter, semester, or one or two years. Incentives are part of the recognition program. Exceptions to absences do not count against perfect attendance, however, we do not waive for perfect attendance. **All attendance awards and assemblies have been canceled for 20-21 school year.**

MID-QUARTER / QUARTER PROGRESS REPORTS

During the fifth week of the quarter and at quarter end, all instructors review the progress of the students in their classes. A progress report may be sent or given to the student. The purpose of the progress report is to advise

the student of any problems. Once advised, it is the responsibility of the student to seek help from the Student Services Paraprofessional, the Student Services Coordinator, the instructor, or any other person he or she feels may be able to help resolve the problem.

Mid-quarter and quarter progress grades are sent to the sending schools.

PORTAL (Student and Parent)

NCC utilizes Infinite Campus as our student and parent portal system. All parents should have registered their student(s) using this system and as a result have access to grades, attendance information, obligation information, and can pay any NCC fee's through the portal as well. Students have the same access to their own portal.

SEMESTER GRADES

Semester grades are sent to the sending school's registrars at the end of each quarter. **Student grades can be accessed any time through the Parent Portal system.** Semester grades are cumulative for each semester. Grades are calculated using the following formula, Technical 45%, Employability 40%, English 5%, Math 5%, and Other grades 5%.

SEMESTER FINALS / TECHNICAL STUDENT ASSESSMENT (TSA)

All NCC students will be given semester finals, which could include written and/or performance based assessments. All seniors will be given a final program assessment (TSA) with the possibility of industry credentials being earned. **This will count as part of your 2nd Semester grade.** See your instructor or the Assistant Director for specific program details.

EMBEDDED ENGLISH AND MATH CREDIT

As students face increasing graduation requirements, it is becoming more difficult for them to include career and technical training in their high school schedules. In an effort to keep this opportunity open to as many students as possible Northland Career Center has an embedded credit English IV and Technical Math program. As part of their career and technical program, students will have the opportunity to earn ½ English credit and ½ Math credit for each year they attend the Career Center.

This NCC English and Math credit will be embedded within the regular schedule of the program. Lessons and projects will be geared toward improving English and Math skills that will make students more successful for a future career in that particular program. Therefore, plans will include significant input from course instructors while being aligned with standards from the Common Core.

The English and Math credit is an added benefit and is required for each student. English and Math coursework is completed via an online learning management system, led by their program instructor, and supported by our English and Math instructor.

<u>NCC Sending School District</u>	<u>Accept English Credits</u>	<u>Accept Math Credits</u>
East Buchanan	Yes	No
Kearney	Yes	Yes
Liberty	Yes	Yes
North Kansas City	Yes	Yes
Park Hill	Yes	No
Platte County	Yes	Yes
Smithville	Yes	Yes
West Platte	Yes	No

ARTICULATION AND DUAL CREDIT

Northland Career Center has developed articulation and dual credit agreements with area colleges and apprenticeship programs. Students have the opportunity to gain advance standing and/or credit after completing their program(s). (see Appendix A)

NCC GRADUATION REQUIREMENTS

To participate in Northland Career Center's graduation and awards ceremony, seniors must meet the following requirements:

1. Complete the minimum training hours as outlined in each specific program
2. Have a "C" average or higher
3. Meet attendance standards
4. First year seniors must pass a Technical Student Assessment, participate at the state level in SkillsUSA or FFA, or earn an advanced level award/opportunity related to their program in order to participate in graduation and earn a 1 year certificate.
5. Must attend NCC until NCC's senior's last day
6. Must attend NCC attendance assembly and graduation practice
7. Health Sciences 1st year juniors may return their senior year for NCC graduation and awards if they contact Ms. Sherley prior to February 1st, 2022 and have met all other requirements.

To receive any NCC Career & Technical Education Certificate upon graduation, students must:

1. Meet all NCC and program requirements to participate in graduation
2. Have a high school diploma or HiSET
3. Meet all financial obligations to the school
4. Complete a "Student Exit Survey"

INTERSHIPS / WORK BASED LEARNING

An internship is an employment opportunity with a business in the student's specific occupational area. The purpose of an internship is to provide the student with an opportunity to gain experience that could not otherwise be obtained in the classroom, laboratory or shop. Once the student has qualified for and been placed on a job that relates to his/her field of study, credit is received for the experiences gained in the workplace.

Students are eligible for an internship during the second semester of their senior year or fourth quarter for 1st year seniors. Students must be well within the attendance requirements of, have at least a "B" average, and be approved by program instructor and administration. **All students are expected to participate in Internship Professional Development Training and follow the NCC Citizenship Clause. All students will be required to be at NCC on Friday's. Missing NCC days will result in removal from internship. All students will be required to track attendance using an app on their device. For 20-21 school year, students may be exempt from attending NCC on Friday's.**

Students interested in participating in an internship should contact Ms. Sherley, and obtain a copy of the internship packet. No student will be permitted to begin internship until all signatures have been acquired. More information regarding internship can be found in that guide. **See Internship Guidelines for more details on Internships.**

PLACEMENT

Northland Career Center instructors, administrators and staff will engage in a cooperative effort to help graduates attain local employment. However, students must be aware that they are responsible for finding their own employment. For specific placement rates, contact Northland Career Center's Career Services Coordinator.

STUDENT SERVICES CENTER

The Student Services Center provides assistance to all students in the following areas: college and career planning, counseling, project resources, computer access, math and writing skills, intervention strategies, and program specific reading materials. All students are encouraged to use these services to be successful while attending NCC and to assist in the transition to college, advanced training, military or immediate career employment.

CAREER AND TECHNICAL STUDENT ORGANIZATIONS

The organizations (CTSO's) listed below have been established at Northland Career Center. These organizations are critical to student success in our training areas. Each one supplements the technical and employability curriculum with additional resources and opportunities for leadership, competition, personal skills, and fun. NCC's long history has proven that students that get involved in these organizations are far more likely to be successful at NCC and beyond. A student achievement letter (graduation cord) can be earned in SkillsUSA, and FFA. (see Appendix J) For further information regarding these groups, contact the student organization advisors or your instructor.

SkillsUSA – SkillsUSA is a professional organization for trade, industrial, technical and health sciences students. SkillsUSA is dedicated to developing well-rounded students and future employees. It provides leadership, citizenship and character development programs as well as job skill training. SkillsUSA builds and reinforces self-confidence, positive work attitudes and good communication skills through its program.

National FFA Organization - FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through Agricultural Sciences.

NTHS – National Technical Honor Society is a career and technical student organization that encourages and recognizes academic achievement, provides opportunities for students to practice leadership skills, promotes educational excellence, gives students access to scholarships and enhances career opportunities for the NTHS membership. The requirements for invitation to NTHS include: 3.0-4.0 GPA at home high school, 3.5 GPA at NCC, & 95% attendance at NCC.

CITIZENSHIP

Northland Career Center provides all students the opportunity to be active leaders either in the classroom, as a student ambassador, SkillsUSA member, FFA member, National Technical Honor Society member, or as a student advisor. We expect students to be law abiding citizens who act responsibly and appropriately. All CTSO specific rules will also be followed at all times. Responsible and appropriate behavior is also expected in off-site work situations including, but not limited to, clinical sites, school observations, internships, field trips, presentations and projects with local businesses. NCC has high expectations for its students and there will be no tolerance in terms of academics, attendance, and/or behaviors while students are representing NCC in one of these roles. (see Appendix E)

SOCIAL NETWORKING / PHOTO AND VIDEO SHARING

Students should never take pictures or videos or post any pictures or videos on social networking sites without prior approval from students **and** instructors.

RESPONSIBILITY FOR STUDENT DISCIPLINE

Platte County R-3 Board of Education has the legal authority to make all needed policies, rules and regulations for organizing and governing the school district and Northland Career Center. This includes the power to suspend or expel a student for conduct, which is prejudicial to good order and discipline in the school or impairs the morale or good conduct of the students. These policies, rules and regulations will apply to all students in attendance in the district instructional and support programs, as well as school-sponsored activities and events. Students who have been charged, convicted or pleaded guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with the law.

The Board of Education assigns the responsibility to the Superintendent (or designee) to work with the district's professional staff in the implementation of this policy and the preparation of related rules and regulations.

Building principals/directors are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. In addition, teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal/director. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

All employees of the Platte County R-3 School District shall annually receive instruction related to the specific contents of the district's discipline policy in the course of their duties. The training includes, but is not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities, and instruction in the necessity and requirements for confidentiality.

STUDENT CONDUCT

Platte County R-3 School District considers unacceptable, and a serious violation of this policy, any conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of students. As the result of such conduct, students may be subjected to more severe disciplinary action, including suspension or expulsion from school and/or school activities. This policy applies to conduct in all school buildings on or about school grounds, at bus stops, at all school activities, or activities involving the Platte County R-3 Schools, or in any vehicle when that vehicle is used to transport students for the school district.

Unacceptable conduct includes, but is not limited to the following:

1. Tardiness; truancy; excessive absences.
2. Failure to obey school rules; failure to obey instruction of a school official; dishonesty.
3. Possessing, using or selling tobacco or vaping devices.
4. Stealing and vandalizing or otherwise damaging property; cheating, gambling.
5. Threats or Verbal Assault.
6. Extortion-Threatening or intimidating any person for the purpose of obtaining money or anything of value.
7. Sexual harassment and sexual violence; racial/ethnic harassment.
8. Possessing, consuming, being under the influence of, or selling alcoholic beverages.
9. Possessing, transferring, using, being under the influence of, dispensing or selling of narcotics, drugs, controlled substances including inhalants or drug paraphernalia.
10. Fighting, assault and battery; obscenity; open defiance; profanity; acts of violence; threats by word or deed; unruly conduct that disrupts school.
11. Possessing, distributing, using or selling a weapon; possessing, using or selling any explosive or incendiary device.
12. Arson.
13. Theft.
14. Unauthorized entry.
15. Automobile/Vehicle Misuse.
16. Bullying.

17. Bus or Transportation Misconduct.
18. Disrespectful or disruptive conduct or speech.
19. Failure to meet conditions of suspension.
20. False alarms-tampering with emergency equipment, setting off false alarms, making false reports for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.
21. Hazing.
22. Public displays of affection.
23. Technology misconduct.
24. Any conduct which would subject a student to criminal prosecution.
25. Not following mask and other safety related protocols.

This policy extends to conduct that aids, abets, counsels, procures or causes any act which, if done by the student, would be punishable under this policy. This policy also extends to conduct which assists an offender in preventing the student's punishment under this policy, the act of conspiring with any person to perform acts punishable under this policy, or soliciting the performance of acts punishable under this policy.

Vaping, either possession or use, has strict Out of School Suspension policy. 1st = 3 days, 2nd 5 days, 3rd 10 days

Adopted: 12/16/99

Revised: 3/17/2005

PCR-3 Board Policy Cross Refs:

GBH, Staff/Student Relations
 JFCC, Student Conduct on School Transportation
 JFCF, Hazing and Bullying
 JG, Student Discipline
 JGA, Corporal Punishment
 JGB, Detention and/or In School Suspension of Students
 JGD, Student Suspension and Expulsion
 JGE, Discipline of Students with Disabilities
 JGF, Discipline Reporting and Records

Leg Refs:

160.261, 167.161 – 171,171.011
 RSMo

NON-DISCRIMINATION & ANTI-HARASSMENT

Northland Career Center and Platte County R-3 School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities, and provides equal access to the Boy Scouts and other designated youth groups. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Platte County R-3 School District is an equal opportunity employer.

The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who.
 - a) Make complaints of prohibited discrimination or harassment.
 - b) Report prohibited discrimination or harassment.
 - c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.

2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

All employees, students and visitors just immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law. In accordance with this policy and as allowed by law, the district will investigate and address discrimination, harassment and retaliation that negatively impact the school environment, including instances that occur off district property or are unrelated to the district's activities.

Compliance Officer:
Dr. Rob Gardner, Assistant Superintendent of Personnel & Operations
998 Platte Falls Rd, Platte City, MO 64079
Phone: 816-858-5420, Fax: 816-858-5593
Email: gardnerr@platteco.k12.mo.us

For further information access Platte County R-3 District Board Policies (Policy AC).

RACIAL/ETHNIC HARASSMENT POLICY

Northland Career Center is committed to providing a school environment that is free from all forms of harassment. In keeping with this commitment, the district maintains a strict policy prohibiting any type of racial/ethnic harassment by any student, staff member, agent of the district or vendor. Harassment includes verbal abuse, physical threats, and visual displays. Racial/ethnic harassment will not be tolerated. Violation of this policy will result in disciplinary action. A parent conference with the school director is mandatory in any substantiated racial/ethnic incident. A student who feels that he or she has experienced or observed racial/ethnic harassment should report such incidences to a classroom teacher, student counselor, school Director, or Assistant Superintendent.

SEXUAL HARASSMENT POLICY

Northland Career Center strives to create an optimal learning environment for its students. The district does not condone and will not tolerate the sexual harassment of students or staff, or a school or classroom environment which promotes or encourages sexual harassment. Sexual harassment is defined as the creation of a sexually hostile or offensive school or classroom environment due to sexual advances or verbal or physical conduct of sexual nature. This may include sexual touching, offensive jokes, insults, innuendoes, gestures or disparaging remarks whether written or verbal. A student who feels that he or she has experienced or observed sexual harassment should report such incidences to a classroom teacher, student counselor, school director or Assistant Superintendent. The student is assured that the matter will be investigated and appropriate action taken. (see Appendix B & C)

HAZING AND BULLYING

The Platte County R3 School District and Northland Career Center prohibit all forms of hazing, bullying, and student intimidation (including cyber-bullying or cyber-threats). Students participating in or encouraging inappropriate conduct will be disciplined in accordance with policy JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official. (Policy JFCF & JFCG)

ADDITIONAL PROHIBITED BEHAVIOR

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

GRIEVANCE PROCEDURES

Northland Career Center will adhere to the Platte County R-3 Board Policy JFH regarding grievances.

SECURITY RESOURCE OFFICER

A Security Resource Officer will be available and visible on a regular basis throughout the school.

DRUG DETECTION DOG

The Platte County R-3 School District works in conjunction with local law enforcement agencies and will employ the use of a drug detection dog periodically throughout the school year. The purpose of the district's efforts are to create a zone around our schools that is free from the menace of drugs and at the same time respect the privacy of the students. Scope of the operation:

- ◆ There will be no prior notice to the students of the visit of the drug detection dog.
- ◆ The building will be subject to periodic rechecks throughout the school year at the discretion of the administration and the cooperating law enforcement agency.
- ◆ The drug detection dog will be used to sniff student lockers, unattended inanimate objects, and unoccupied areas of the building, campus, and cars.
- ◆ At no time will the dog be intentionally used to physically sniff students. The presence of the dog around students will be minimized as much as possible.
- ◆ Only certified narcotic canines will be utilized.

ACTS OF VIOLENCE-SAFE SCHOOLS ACT

The use of physical force is considered an act of school violence if it occurs on school property, including a school bus in service on behalf of the district, or while involved in school activities. An act of school violence is the exertion of physical force by a student with the intent to do physical injury to another person that creates a substantial risk of death, disfigurement, or protracted loss or impairment of the function of any part of the body.

REPORTING ACTS OF VIOLENCE

School district administrators are required to report acts of school violence to teachers and other school employees who have direct responsibility for the student's education or who interact with the student on a professional basis within the scope of their assigned duties.

REPORTING TO LAW ENFORCEMENT OFFICIALS

School district administrators are required to report to law enforcement officials, as soon as reasonably practical, any felony or other serious criminal act committed on school property, including but not limited to such acts committed on any school bus in service on behalf of the district or while involved in school activities.

TOBACCO

Use or possession of any tobacco products is not allowed on school grounds, school owned or approved vehicles or at any school activity. This includes all tobacco like products such as, but not limited to, vape supplies or devices, coffee grinders, and other similar products.

ALCOHOL/DRUG ABUSE

The use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any school property, in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities. This prohibition also applies to any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited. (Policy JFCH)

WEAPONS

Using or possessing weapons on school grounds, school owned or approved vehicles, or at school activities is prohibited. In order to maintain the safety of the educational community, necessary disciplinary consequences resulting from the use or possession of weapons on school property will be strictly enforced. (Policy JFCJ)

CORPORAL PUNISHMENT

No person employed by or volunteering on behalf of the Platte County R-3 School District or Northland Career Center shall administer or cause to be administered corporal punishment upon a student attending district schools. A staff member may, however, use reasonable physical force against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district. Restraints of students in accordance with the district's policy on student seclusion, isolation and restraint is not a violation of this policy. (Policy JGA-2)

STUDENT SUSPENSION AND EXPULSION

The Platte County R-3 School Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the school district's lawful policies, regulations, and rules. This observance of school policies, rules and regulations is essential for permitting all students to learn at school.

Therefore, the administration may exclude a student from school because of violation of school rules and procedures, conduct which materially or substantially disrupts the rights of others to an education, or conduct which endangers the student, other students or the property of the school. Furthermore, if a student poses a threat to self or others, as evidenced by the prior conduct of such student, the administration may immediately remove the student from school. Such actions will be taken in accordance with due process and with due regard for the welfare of both the student and the school.

The term “suspension” refers to an expulsion from school that will not exceed a specific period of time. The term “expulsion” refers to exclusion for an indefinite period.

The district may honor suspensions and expulsions from another in-state or out-of-state school district including a private, charter or parochial school or school district pursuant to law and policy JEC, Student Admissions. Before making any decision to honor such suspensions or expulsions, the Superintendent or designee will consider whether the student has received the due process required by law.

VEHICLE AND PARKING REGULATIONS

Operation of a motor vehicle on school property is a privilege granted by the Board of Education through the school’s administration and not a right guaranteed to each student. This privilege can be suspended and/or revoked at any time based on the judgment of the school administrators. In order for high school students to operate a motor vehicle on school property, **the home school and parent(s) must grant permission.** The vehicle must be registered in the Northland Career Center office.

Students desiring to park on campus will need to obtain a parking permit in the NCC office. The permit must be displayed on the inside of the window near the passenger side lower corner. Please let the office know if you have to drive a different vehicle or get a new vehicle.

Listed below are the rules that must be followed:

1. Student vehicles will only be permitted to park on school grounds when an NCC permit is clearly visible on the front windshield on the passenger side lower corner.
2. High school students wishing to drive to school **must request a parking pass, show a valid drivers license, and show proof of insurance in the front office.** If the parent/guardian has granted permission during NCC enrollment, NCC will obtain sending school permission for that student to drive to NCC. Once permission is granted, NCC will contact the student to obtain the parking pass.
3. If a student has an immediate, unplanned reason to drive to NCC, they must check in with the front office and obtain a temporary parking permit. This temporary permit must be displayed on the dash of the vehicle while parked at NCC. After receiving your temporary permit, all students should park in the lower lot.
4. Student parking is in the WEST (lower) paved parking lot. Parking spaces are not assigned and are first come, first served. No student should park in the staff and visitor parking, except for very temporary reasons such as getting a temporary permit.
5. All vehicles should be locked while parked on NCC grounds.
6. Students are to cooperate fully with administrators, teachers and the parking lot supervisor in complying with this driving code.
7. The student parking regulations are to be adhered to at all times including weekend and evening school-sponsored events.

8. Driving from the school grounds during class hours or breaks is not permitted. This includes Platte County students.
9. Speeding or careless driving on school grounds or to and from NCC will result in revocation of driving privileges. Vehicles should not exceed 5 miles per hour on school property, nor the speed limit on roads to and from NCC. All traffic laws must be obeyed. It is a privilege to be able to drive to and from NCC, don't abuse it.
10. Students are to show proof of insurance on the vehicle they are driving.
11. Sitting or visiting in cars during the school day is not permitted. (due to distancing rules, please remain in your vehicle until 10 minutes prior to class start time)
12. Pedestrians and buses have the right-of-way and all vehicles are expected to yield.
13. Students suspected of the possession, or use of controlled substances, or theft must make their vehicle available for search. School administrators will only search the vehicle in the presence of the driver. Failure to comply with this request will result in immediate suspension of driving privileges for the student.
14. High school students should not transport other students to and from school or off campus during the school day unless prior permission has been granted by the sending school and parents/guardians.

Temporary Parking Passes are available for special circumstances (missed bus, school event, doctor appointment, etc.) If you drive to NCC without having a parking permit, check in with the front office to obtain a temporary parking pass. If you are caught driving and not obtaining a temporary pass, all driving privileges may be suspended or revoked.

Driving and Parking Violation Consequences

Students violating any of the above may have the following consequences:

1st Violation – Student conference / Warning

2nd Violation – Student conference with parent and sending school contact

3rd Violation – \$5 fine, student conference with parent, sending school contact

4th Violation - \$5 fine, temporary loss of parking privileges, student conference with parent, sending school contact

5th Violation - \$10 fine and parking privileges revoked

CELL PHONES AND ELECTRONIC DEVICES

Refer to the Cell Phone and Electronic Device Usage Policy (see Appendix D). Upon request, a telephone in the front office is available for urgent needs.

ELECTRONIC COMMUNICATION BETWEEN STAFF MEMBERS AND STUDENTS

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose. Refer to Board Policy GBH for more information.

STUDENT AND PARENT RIGHTS

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools which receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

- ◆ Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies.
- ◆ Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the records, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the records, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.
- ◆ Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:
 - ❑ Schools employees who have a need to know;
 - ❑ Other schools to which a student is transferring;
 - ❑ Certain government officials in order to carry out lawful functions;
 - ❑ Appropriate parties in connection with financial aid to a student;
 - ❑ Organizations conducting certain studies for the schools;
 - ❑ Accrediting organizations;
 - ❑ Individuals who have obtained court orders or subpoenas;
 - ❑ Persons who need to know in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may also disclose, without consent, "directory" type information such as a student's name, parent's name, address, telephone number, electronic mail address, date and place of birth, grade level, major field of study, enrollment status, participation in officially recognized activities and sports including audiovisual or photographic records of the opening visible activities (e.g., artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.), weight and height of members of athletic teams, dates of attendance, degrees, and honors and awards received. However, schools must allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. If parents and eligible students wish to opt out of directory notification, please notify Northland Career Center of

your intent by September 15 of the school year annually. Schools must notify parents and eligible students annually of the rights under FERPA. Northland Career Center and the Platte County R-3 School District consider this handbook notification of these acts.

NETWORK/INTERNET ACCEPTABLE USE POLICY

The Platte County R-3 School District recognizes the educational and professional value of electronics-based information technology, both as a means of access to enriching information and as a tool to develop skills that students need.

The district's technology exists for the purpose of maximizing the educational opportunities and achievement of district students. The professional enrichment of the staff and Board, and increased engagement of the student's families and other patrons of the district are assisted by technology, but are secondary to the ultimate goal of student achievement.

Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district's mission, squanders resources, and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Development of students' personal responsibility is itself an expected benefit of the district technology program.

Definitions

For the purposes of this policy and related regulation, procedures, and forms, the following terms are defined:

- *User*-any person who is permitted by the district to utilize any portion of the district's technology resources including but not limited to students, employees, School Board members, and agents of the school district.
- *User Identification (ID)*-any identifier that allows a user access to the district's technology resources, or to any program including but no limited to, e-mail and Internet access.
- *Password*-a unique word, phrase, or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Technology Administration

The Board directs the Superintendent or designee to create rules and procedures governing technology usage in the district to support the district's policy, as needed.

The Board directs the Superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained or accessible through district technology resources. Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources in accordance with the *Public School District Retention Manual* published by the Missouri Secretary of State. Administrators of computer resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies, regulations and procedures.

User Identification & Network Security

The district's technology resources may be used by authorized students, employees, School Board members and other persons such as consultants, legal counsel, and independent contractors.

Use of the district's technology resources is a privilege, not a right. No student, employee, or other potential user will be given an ID, password or other access to district technology if he/she is considered a security risk by the Superintendent or designee.

Users must adhere to district policies, regulations, procedures, and other district guidelines. All users shall immediately report any security problems or misuse of the district's technology resources to an administrator or teacher.

User Agreement & Privacy

Unless authorized by the Superintendent or designee, all users must have an appropriately signed *User Agreement* on file with the district before they are allowed access to district technology resources. All users must agree to follow the district's policies, regulations and procedures.

In addition, all users must recognize that they do not have a legal expectation of privacy in any electronic communication or other activities involving the district's technology. A user ID with e-mail access, if granted, is provided to users of the district's network and technology resources only on condition that the user consents to in his or her *User Agreement* to interception of or access to all communications accessed, sent, received, or stored using district technology.

Content Filtering & Monitoring

The district will monitor the online activities of minors and operate a technology protection measure ("filtering/blocking device") on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will protect against access to visual depictions that are obscene, harmful to minors and child pornography, as required by law. Because the district's technology is a shared resource, the filtering/blocking device will apply to all computers with Internet access in the district. Filtering/Blocking devices are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evasion or disabling, or attempting to evade or disable, a filtering/blocking device installed by the district is prohibited.

The Superintendent, designee or the district's technology administrator may disable the district's filtering/blocking device to enable an adult user access for bona fide research or for other lawful purposes. In making decisions to disable the district's filtering/blocking device, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

Closed Forum

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law.

The district's webpage will provide information about the school district, but will not be used as an open forum. The district webpage may include the district's address, telephone number, and an e-mail address where members of the public may easily communicate concerns to the administration and the Board.

All expressive activities involving district technology resources that students, parents and members of the public might reasonably perceive to bear the imprimatur of the school, and that are designed to impart particular knowledge or skills to student participants and audiences, are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons.

All other expressive activity involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

TECHNOLOGY SAFETY

Student Users

No student will be given access to the district's technology resources until the district receives a *User Agreement* signed by the student, student's parent(s), guardian(s), or person(s) standing in the place of a parent. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign the *User Agreement* without additional signatures. Students who do not have a *User Agreement* on file with the district may be granted permission to use district technology by the Superintendent or designee.

Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources.

All district technology resources are considered school property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms, employees, students or any other user at any time, without prior notice. Authorized district personnel may load or delete new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time.

The district may examine all information stored on district technology resources at any time. The district may monitor employee and student technology usage. Electronic communications, all data stored on the district's technology resources, and downloaded material, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designees at any time.

Violations of Technology Usage Policies and Procedures

Use of the district's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violation of district policy, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges.

The administration may use disciplinary measures to enforce district policy, regulations and procedures. Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's policies, regulations and procedures. Any attempted violation of district policy, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

Damages

All damages incurred by the district due to the misuse of the district's technology resources, including the loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

General Rules and Responsibilities

The following rules and responsibilities will be followed by all users of the district's technology resources:

- a) Applying for a user ID under false pretenses is prohibited.
- b) Using another person's user ID and/or password is prohibited.
- c) Sharing one's user ID and/or password with any other person is prohibited. A user will be responsible for actions taken by any person using the ID or password assigned to the user.

- d) Deleting, examining, copying or modification of files and/or data belonging to other users without their prior consent is prohibited.
- e) Mass consumption of technology resources is prohibited.
- f) Unless authorized by the district, non-educational Internet usage is prohibited.
- g) Use of district technology for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
- h) Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
- i) Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
- j) Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
- k) Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-relation purposes.
- l) Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion, or ethnic origin); presets a clear and present likelihood that, because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.
- m) Any use which has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy, or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited.
- n) Any unauthorized, deliberate, or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
- o) Users may only install and use properly licensed software, audio or video media purchased by the district or approved for the use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license, and approved by the district.
- p) At no time will district technology or software be removed from the district premises, unless authorized by the district.
- q) All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.
- r) All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

Technology Security and Unauthorized Access

All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator. No person will be given access to district technology if he/she is considered a security risk by the Superintendent or designee.

- a) Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.

- b) Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
- c) The unauthorized copying of system files is prohibited.
- d) Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
- e) Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
- f) The introduction of computer “viruses”, “hacking” tools, or other disruptive/destructive programs into a school computer, the school network, or any external networks is prohibited.

Online Safety. Disclosure. Use and Dissemination of Personal Information

- a) All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
- b) Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
- c) Student users shall not agree to meet with someone they have met online without parental approval.
- d) A student user shall promptly disclose to his/her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
- e) Users shall receive or transmit communications using only district-approved and district-managed communication systems. For example, users may not use web-based e-mail, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the district.
- f) No curricular or non-curricular publication distributed using district technology will include the address, phone number or e-mail address of any student without permission.

Electronic Mail

A user is responsible for all electronic mail (“e-mail”) originating from the user’s ID or password.

- a) Forgery or attempted forgery of e-mail messages is prohibited.
- b) Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.
- c) Users are prohibited from sending unsolicited electronic mail to more than 25 addresses per message, per day, unless the communication is a necessary, employment-related function or an authorized publication.
- d) All users must adhere to the same standards for communicating online that are expected in the classroom, and consistent with district policies, regulations and procedures.

Exceptions

Exceptions to district rules will be made for district employees or agents conducting an investigation of a use which potentially violates the law, district policy, regulations or procedures. Exceptions will also be made for technology administrators who need access to district technology resources to maintain the district’s resources or examine and delete data stored on district computers as allowed by the district’s retention policy.

Waiver

Any user who believes he/she has a legitimate reason for using the district’s technology in a manner which may violate any of the district’s adopted policies, regulations and procedures may request a waiver from the superintendent or designee. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity, and level of supervision involved.

No Warranty/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis. The district is not responsible for loss of data, delays, non-deliveries, mis-deliveries or service interruptions. The district does not guarantee the accuracy or quality of information obtained from the Internet, or use of its technology resources. Access does not include endorsement of content or the accuracy of the information obtained.

ASBESTOS CONTROL

In 1986 the United States Congress enacted the **Asbestos Hazard Emergency Response Act (AHERA)** to deal with asbestos in public schools. The initial inspection of buildings in the Platte County R-3 School District was completed in 1988 by accredited asbestos inspectors. From the results of this inspection, an Asbestos Management Plan was written for each building owned by the Platte County R-3 School District. A copy of the Asbestos Management Plan is available in each building and at the Central Office, 998 Platte Falls Road in Platte City. Mr. Jay Harris is the designated Asbestos Program Manager. Inquiries should be addressed to harrisj@platteco.k12.mo.us

AHERA regulations also require the re-inspection of the buildings every three years. Re-inspections were accomplished during the summers of 1991, 1994, 1997, 2000, 2003, 2006, 2009, 2011, 2012 and 2015. In addition, existing conditions are monitored every six months. The results of these inspections are available at the District Education Center.

Platte County R-3 has addressed asbestos by removing it from the areas considered to be the most likely to be disturbed. Please be assured that the district will continue to take whatever steps necessary to ensure a safe environment for its students, staff and visitors.

APPENDICES

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**Northland Career Center
Articulation/Credit by Exam/Dual Credit**

NCC Program	Post-Secondary Institutions and Articulated Program	CR	Credit by Exam	CR	Dual Credit	CR
Agricultural Education					State Fair Community College Intro to Agribusiness Systems	3
Construction Technology	MWSU - 9 different degree programs EGT 196 ET Special Topics	12	Ranken Technical College CRP 1110 Residential Blueprint Reading CRP 1111 Framing and Formwork Theory CRP 1112 Framing and Formwork Shop	2 3 8		
Culinary Arts	The Culinary Institute of America Food Safety (ServSafe) Mathematics (if student passes challenge test) JCCC - Culinary Arts I and II HMG120 Food Service Sanitation HMG121 Perspectives of Hospitality Mgmt HMG123 Professional Cooking I	1.5 1.5 1 3 3				
HVAC	Missouri Western State University EGT 196 ET Special Topics	12	MCC - Industrial Technologies Program HVAC 109 Electricity for HVAC HVAC 111 Principles of HVAC HVAC 120 Principles of Refrigeration HVAC 135 Residential Heating & A/C I Ranken Technical College HVA 1011 Fundamentals of Heat Transfer & Domestic Applications Theory HVA 1012 Fundamentals of Heat Transfer & Domestic Applications Shop HVA 1001 Electrical for HVACR Theory HVA 1002 Electrical for HVACR Shop	3 3 4 4 5 8 5 8		
Industrial Welding	Missouri Western State University EGT 196 ET Special Topics	12	MCC - Industrial Technologies Program Weld 110 Introduction to Welding/Cutting Processes Ranken Technical College FWL 1100 Fundamentals of Welding Technology FWL 1110 Blueprint Reading & Quality Inspection	1 12 3	MCC - Industrial Technologies Program Weld 120 Thermal Cutting Processes Lecture Weld 121 Thermal Cutting Processes Lab Weld 130 Print Reading & Weld Symbols Weld 140 Shielded Metal Arc Welding I (stick) Lecture Weld 141 Shielded Metal Arc Welding I (stick) Lab Weld 150 Gas Metal Arc Welding I (MIG)(stick) Lecture Weld 151 Gas Metal Arc Welding I (MIG)(stick) Lab Weld 160 Gas Tungsten Arc Welding I (TIG) Lecture Weld 161 Gas Tungsten Arc Welding I (TIG) Lab Weld 270 Flux Core Arc Welding Lecture Weld 271 Flux Core Arc Welding Lab	1 2 3 1 2 1 2 1 2 1 2
I.T. Professionals	MCC - Computer Science/Information Systems CSIS 161 Telecommunications & Network Fundamentals Missouri Western State University EGT 196 ET Special Topics State Technical College of MO - Networking Systems Technology NST 105 System Maintenance NST 115 Operating Platforms	3 12 3 3	MCC - Computer Science/Information Systems CSIS 110 Technology & Information Management CSIS 113 Routing & Routing Fundamentals CSIS 115 Intro to Microcomputer Applications CSIS 212 Advanced Routing and Switching CSIS 213 WAN Design and Support CSOF 100 Introduction to Personal Computing Ranken Technical College IWT 1229 Web Development and Design Foundation CNT 1210 Micro Computer Hardware and Peripherals CNT 1221 Introduction to Internetworking Technologies	3 4 3 4 4 1 14 7 8	MCC - Computer Science/Information Systems CSIS 110 Technology & Information Management CSIS 111 Computer Hardware Maintenance and Trouble Shooting CSIS 151 Microsoft Operating System Concepts	3 3 3 3

Appendix A

**Northland Career Center
Articulation/Credit by Exam/Dual Credit**

NCC Program	Post-Secondary Institutions and Articulated Program	CR	Credit by Exam	CR	Dual Credit
Law Enforcement/CSI	MCC - Criminal Justice-Police Science Program LWEN 100 Introduction to Public Safety CRJU 101 Introduction to Criminal Justice	2 3			
Teaching Professions				Missouri Western State University EDU 202 Introduction to Education EDU 203 Participation in Teaching EDU 225 Educational Psychology EDU 308 Multicultural Education	3 1 3 2

All information subject to change

accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the

HARASSMENT AND RETALIATION

allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law. In accordance with this policy and as allowed by law, the district will investigate and address discrimination, harassment and retaliation that negatively impact the school environment, including instances that occur off district property or are unrelated to the district's activities.

General Rule

The Platte County R-3 School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Platte County R-3 School District is an equal opportunity employer.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

The Board also prohibits:

Boy Scouts of America Equal Access Act

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
 - a) Make complaints of prohibited discrimination or harassment.
 - b) Report prohibited discrimination or harassment.
 - c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

School Nutrition Programs

No person shall, on the basis of race, color, national origin, sex, age or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under a school nutrition program for which the district receives federal financial assistance from the U.S. Department of Agriculture (USDA) Food and Nutrition Service. School nutrition programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

any incident or behavior that could constitute discrimination, harassment or retaliation in

All employees, students and visitors must immediately report to the district for investigation

Interim Measures

When a report is made or the district otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. For example, the district may alter a class seating arrangement, provide additional supervision for a student or suspend an employee pending an investigation. The district will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the

investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

Consequences and Remedies

If the district determines that discrimination, harassment or retaliation have occurred, the district will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects.

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from district property or otherwise restricted while on district property. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported immediately to the CD.

Remedies provided by the district will attempt to minimize the burden on the victim. Such remedies may include, but are not limited to: providing additional resources such as counseling, providing access to community services, assisting the victim in filing criminal charges when applicable, moving the perpetrator to a different class or school, providing an escort between classes, or allowing the victim to retake or withdraw from a class. The district may provide additional training to students and employees, make periodic assessments to make sure behavior complies with district policy, or perform a climate check to assess the environment in the district.

Definitions

Compliance Officer - The individual responsible for implementing this policy, including the acting compliance officer when he or she is performing duties of the compliance officer.

Discrimination - Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

Grievance - A verbal or written report (also known as a complaint) of discrimination, harassment or retaliation made to the compliance officer.

Harassment - A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

Sexual Harassment - A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.

3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

Working Days - Days on which the district's business offices are open.

Compliance Officer

The Board designates the following individual to act as the district's compliance officer:

Assistant Superintendent of Personnel and Operations

998 Platte Falls Road, Platte City, MO 64079

Phone - (816) 858-5420 ext. 2103, FAX (816) 858-5593

E-mail - gardnerr@platteco.k12.mo.us

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Superintendent

998 Platte Falls Road, Platte City, MO 64079

Phone - (816) 858-5420 ext. 2101; FAX (816) 858-5593

E-mail: reikm@platteco.k12.mo.us

The compliance officer or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation in the Platte County R-3 School District.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
5. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
6. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
7. Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
8. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the Board.

9. Seek legal advice when necessary to enforce this policy.
10. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
11. Make recommendations regarding changing this policy or the implementation of this policy.
12. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.
13. Periodically review student discipline records to determine whether disciplinary consequences are applied uniformly.
14. Perform other duties as assigned by the superintendent.

Public Notice

The superintendent or designee will continuously publicize the district's policy prohibiting discrimination, harassment and retaliation and disseminate information on how to report discrimination, harassment and retaliation. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's Website will include a statement that the Platte County R-3 School District does not discriminate in its programs, services, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

Reporting

Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district.

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All district employees will instruct all persons seeking to make a grievance to communicate directly with the compliance officer. Even if the suspected victim of discrimination, harassment or retaliation does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding actions prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Even if a grievance is not directly filed, if the compliance officer otherwise learns about possible discrimination, harassment or retaliation, including violence, the district will conduct a prompt, impartial, adequate, reliable and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination, harassment and retaliation between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. Administrators have the ability to immediately discipline a student for prohibited behavior in accordance with the district's discipline policy. Administrators will report all incidents of discrimination, harassment and retaliation to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

Investigation

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination, harassment or retaliation, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more

likely than not (the preponderance of the evidence standard) that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

Grievance Process Overview

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the superintendent, the compliance officer may designate someone outside the district to hear the grievance in lieu of the superintendent, or the grievance may be heard directly by the Board.
2. An extension of the investigation and reporting deadlines may be warranted if extenuating circumstances exist as determined by the district's compliance officer. The person filing the complaint will be notified when deadlines are extended. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. To the extent permitted by law, the district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation.

Grievance Process

1. Level I - A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate

supervisor to conduct the investigation when appropriate.

Regardless of who investigates the grievance, an investigation will commence immediately, but no later than five working days after the compliance officer receives the grievance. The compliance officer or designee shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation relating to the grievance.

Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards. If a violation of this policy is found, the compliance officer will recommend corrective action to the superintendent to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.

2. Level II - Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

Within ten working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.

3. Level III - Within five working days after receiving the Level II decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance and the alleged

perpetrator will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and the alleged perpetrator will be notified in writing, within five working days of the Board's decision, in accordance with law and district policy, regarding whether the Board determined that district policy was violated. The decision

of the Board is final.

Confidentiality and Records

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

Training

The district will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment or retaliation. The district will instruct employees to make all complaints to the district's compliance officer or acting compliance officer and will provide current contact information for these persons. The district will inform employees of the consequences of violating this policy and the remedies the district may use to rectify policy violations. All employees will have access to the district's current policy, required notices and complaint forms. The district will provide additional training to any person responsible for investigating potential discrimination, harassment or retaliation.

The district will provide information to parents/guardians and students regarding this policy and will provide age-appropriate instruction to students.

Platte Co. R-III Date Adopted: 12/16/1999
Last Revised: 7/17/2014

Policy Reference	Description
GDPE	<u>NONRENEWAL AND TERMINATION OF SUPPORT STAFF MEMBERS</u>
ECG	<u>ANIMALS ON DISTRICT PROPERTY</u>
EFB	<u>FREE AND REDUCED-PRICE FOOD SERVICE</u>
EHB	<u>TECHNOLOGY USAGE</u>
GBCB	<u>STAFF CONDUCT</u>
GBCG	<u>STAFF USE OF COMMUNICATION DEVICES</u>
GBH	<u>STAFF/STUDENT RELATIONS</u>
GBL	<u>PERSONNEL RECORDS</u>
GBLB	<u>REFERENCES</u>
GCBA	<u>PROFESSIONAL STAFF COMPENSATION</u>
GCD-1	<u>PROFESSIONAL STAFF RECRUITING AND HIRING</u>
GCPD	<u>SUSPENSION OF PROFESSIONAL STAFF MEMBERS</u>
GCPE	<u>TERMINATION OF PROFESSIONAL STAFF MEMBERS</u>
GCPF	<u>RENEWAL OF PROFESSIONAL STAFF MEMBERS</u>
GDBA	<u>SUPPORT STAFF COMPENSATION</u>
GDC-1	<u>SUPPORT STAFF RECRUITING AND HIRING</u>
GDPD	<u>SUSPENSION OF SUPPORT STAFF MEMBERS</u>
IGBA-1	<u>PROGRAMS FOR STUDENTS WITH DISABILITIES</u>
IGBCB	<u>PROGRAMS FOR MIGRANT STUDENTS</u>
IGBH	<u>PROGRAMS FOR ENGLISH LANGUAGE LEARNERS</u>
IGO	<u>DISTRICT-SPONSORED EXTRACURRICULAR ACTIVITIES AND GROUPS</u>
IICG	<u>SCHOOL VOLUNTEERS</u>
INC	<u>SPEAKERS AT DISTRICT EVENTS</u>
IND	<u>CEREMONIES AND OBSERVANCES</u>
JFCF	<u>BULLYING</u>
JFCG	<u>HAZING</u>
JG	<u>STUDENT DISCIPLINE</u>
JHCF	<u>STUDENT ALLERGY PREVENTION AND RESPONSE</u>
JHG	<u>REPORTING AND INVESTIGATING CHILD ABUSE/NEGLECT</u>
KG	<u>COMMUNITY USE OF DISTRICT FACILITIES</u>
KK	<u>VISITORS TO DISTRICT PROPERTY/EVENTS</u>
KL	<u>PUBLIC CONCERNS AND COMPLAINTS</u>

Policy Reference	Description
GDPE	<u>NONRENEWAL AND TERMINATION OF SUPPORT STAFF MEMBERS</u>
ECG	<u>ANIMALS ON DISTRICT PROPERTY</u>
EFB	<u>FREE AND REDUCED-PRICE FOOD SERVICE</u>

EHB	TECHNOLOGY USAGE
GBCB	STAFF CONDUCT
GBCC	<u>STAFF USE OF COMMUNICATION DEVICES</u>
GBH	<u>STAFF/STUDENT RELATIONS</u>
GBL	<u>PERSONNEL RECORDS</u>
GBLB	REFERENCES
GCBA	<u>PROFESSIONAL STAFF COMPENSATION</u>
GCD-1	PROFESSIONAL STAFF <u>RECRUITING AND HIRING</u>
GCPD	SUSPENSION OF PROFESSIONAL <u>STAFF MEMBERS</u>
GCPE	TERMINATION OF PROFESSIONAL <u>STAFF MEMBERS</u>
GCPF	<u>RENEWAL OF PROFESSIONAL STAFF MEMBERS</u>
GDBA	<u>SUPPORT STAFF COMPENSATION</u>
GDC-1	<u>SUPPORT STAFF RECRUITING AND HIRING</u>
GDPD	SUSPENSION OF SUPPORT <u>STAFF MEMBERS</u>
IGBA-1	PROGRAMS FOR STUDENTS <u>WITH DISABILITIES</u>
IGBCB	PROGRAMS FOR MIGRANT <u>STUDENTS</u>
IGBH	PROGRAMS FOR ENGLISH <u>LANGUAGE LEARNERS</u>
!GD	<u>DISTRICT-SPONSORED EXTRACURRICULAR ACTIVITIES AND</u> <u>GROUPS</u>
ncc	SCHOOL VOLUNTEERS
INC	SPEAKERS AT DISTRICT <u>EVENTS</u>
IND	CEREMONIES AND <u>OBSERVANCES</u>
JFCF	BULLYING
JFCG	HAZING
JG	STUDENT DISCIPLINE
JHCF	STUDENT <u>ALLERGY PREVENTION AND RESPONSE</u>
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KK	<u>VISITORS TO DISTRICT PROPERTY/EVENTS</u>
KL	PUBLIC CONCERNS AND <u>COMPLAINTS</u>

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION
(Grievance Form)

Once completed, file this form with the compliance officer. If you have any questions or need assistance, contact the compliance officer at:

Assistant Superintendent -Dr. Rob Gardner
998 Platte Falls Road, Platte City, MO 64079
816-858-5420
816-858-5593
gardnerr@p1atteco.k12.mo.us

Grievant's Contact Information

Name: _____

Address: _____

Phone Number(s): _____

School (if applicable): _____

Relationship to the District: Student Parent/Guardian Employee Other ___

Discriminator, Harassment/Retaliation Grievance (Use additional sheets if necessary.)

Please list all factual information you have regarding the alleged discrimination, harassment or retaliatory actions, as well as the reasons you believe these actions violate district policy. Be complete and use full names/titles, dates, exact locations and specific occurrences, if appropriate.

List the names of witnesses to the alleged misconduct.

List the names of any persons who may have been victims of this alleged discrimination/harassment/retaliation.

Have you brought your concern to the attention of a district employee or any other person?
If so, list the names of those individuals: _____

What results are you seeking by filing this form?

I have read policy AC, including the time limits and other provisions governing the grievance process.

Signature of Grievant

Date

Signature of Parent/Guardian
(if minor is issuing grievance)
(Not required to file grievance)

Date

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Implemented: July 2012

Revised: July 2013

Platte County R-3 School District
998 Platte Falls Road
Platte City, MO 64079



Cell Phone and Electronic Device Usage Policy

- Use of cell phones and other electronic devices should always be done in a respectful and professional manner. Before and after class time, these devices may be used without sound in all spaces. In common areas, only one ear bud is allowed for professional and safety reasons. In classrooms, it is the instructor's discretion. Remember, if someone is talking to or with you, it is appropriate to remove ear buds and engage in conversation.
- Cell phones and other electronic devices may be used for student personal use in the classroom during non-instructional time at the instructor's discretion. Cell phones may be used for learning purposes such as picture taking and research at the discretion of the teacher. Under no circumstance should a student use his/her cell phone while the instructor or other students are speaking or during a classroom discussion.
- Cell phones will be allowed during student break. Students may use the silent, non-verbal functions of their phones (such as internet, text, and viewing pictures) during break. Phones should not be visible or used while in line in the kitchen area. When the cafeteria is closed, students will be allowed to use their phones and electronic devices in the hallways during break times, again with no sound and one ear bud.
- NCC staff members will be allowed to use their phones outside of these parameters for business purposes if needed and are not subject to all expectations above.

Consequences for misuse of cell phone or electronic devices:

1. Teachers will follow their program cell phone plan for allowable device use.
2. Teachers will follow NCC discipline plan (parent contact) prior to office referral.
3. 1st office offense – Discussion with administrator, student must pick up at end of class and parent contact with documented write-up.
4. 2nd office offense – Parent must pick up phone and 3 days loss of break, and community service.
5. 3rd office offense - Loss of cell phone privileges for a determined amount of time and parent must pick up. Device will be kept in office in lock box if brought to NCC on a daily basis.
6. 4th office offense – NCC will recommend students will follow sending school procedures for In-school suspension.

Revised May 25, 2018

Appendix D



**NORTHLAND
CAREER CENTER**

College Ready | Career Ready | Life Ready

Citizenship Clause

Northland Career Center provides all students the opportunity to be active leaders either in the classroom, as a student ambassador, SkillsUSA or FFA member, National Technical Honor Society member, or as a student advisor. We expect students to be law abiding citizens who act responsibly and appropriately. All CTSO specific rules will also be followed at all times. Responsible and appropriate behavior is also expected in off-site work situations including, but not limited to, clinical sites, school observations, internships, field trips, presentations and projects with local businesses. NCC has high expectations for its students and there will be no tolerance in terms of academics, attendance, and/or behaviors while students are representing NCC in one of these roles.

We strongly encourage students to participate in these leadership roles and get actively involved by attending events and competitions. However, these opportunities are a privilege and students will not be allowed to continue their leadership position or attend events/competitions if any of the following occurs:

- A student receives a discipline infraction (at NCC or their sending school) resulting in OSS.
- A student receives three or more discipline infractions (at NCC or their sending school) resulting in ISS. A student will not be allowed to participate if they receive more than four days ISS, cumulatively.
- A student is in violation of the attendance policy for the current semester. A student can make an appeal to the attendance committee if there are circumstances outside of their control that led to violation of the attendance policy.
- A student has a 1st semester grade, at that moment in time, that is lower than a C- (70%). 2nd semester trips will average 1st semester grade with current grade. Grade checks will be completed at event registration and a few weeks prior to the event. NCC has a mastery learning system that allows students to improve low grades on assessments within the allotted time frame.

Northland Career Center believes strongly in high expectations, which are embedded in our value of INTEGRITY.

Appendix E

Attendance and Eligibility to Return Policy 2020-21
Northland Career Center

NCC's attendance policy is designed to simulate workplace attendance policies, while at the same time being educational. Our policy has been vetted by our business and industry partners, school advisory board, Platte County R3 School District, and NCC staff. The policies are reviewed and revised yearly based on staff, student, and parent feedback. NCC does not have excused absences and unexcused absences, we simply have absences, which some exceptions. These exceptions are listed below.

1. Students may miss up to 10 days per year.
 - a. There are no excused absences. However, exceptions may be made for long term medical or family hardships.
 - b. Students may use 2 days a year for bereavement (must provide program or proof).
 - c. Student may use 2 days per year for college visit, military visit or program related interview.
 - d. Students missing days due to extenuating circumstances can miss up to 20 days of school over 2 years. Students that miss over 20 days may continue in the program and would receive a one-year certificate if meeting all other requirements. 1st year seniors may miss 10. This is on a case by case decision.
 - e. Students on a 504 plan that reports they cannot be counted absent can miss up to 20 days (2 year student) or 10 days (1 year student) per year. If they go over in days, they could still continue in their program and earn a one year certificate if they meet all class requirements. This is on a case by case decision.
 - f. In school or out of school suspension that results in a student not being able to attend NCC will count as absences.
 - g. Students will be allowed up to 1 day per semester missed if they are at their sending school (ie. missed bus or other non-activity reason)
 - h. Students must be at NCC for $\frac{1}{2}$ of the class period to be counted present (.5 day missed)
2. Students missing 11 to 12 days may return with a limited absence contract (3 days the following semester).
3. Students missing more than 10 days with a grade below a C- and/or 2 discipline referrals will not be recommended to return.
4. Students may not return to NCC if they have missed more than 12 days of school per year. However, students may utilize Time for Time (TFT) for up to 3 absences.
5. Time for Time (TFT)
 - a. Students may make up days through TFT.
 - b. Students must contact their instructor via email, text, cell phone, or classroom phone if they are going to be absent to be eligible for TFT. TFT can be denied if this doesn't occur. (not enforced well this year)
 - c. Students must be at school the day they are scheduled to serve TFT.
 - d. Students may only move up one step (yellow to green or red to yellow, see appendix)
 - e. TFT may be utilized anytime during the school year, up to three days, before and after school.
 - f. Deadlines for TFT to be served
 - i. 1st Semester - December 15th
 - ii. 2nd Semester Seniors - May 1st
 - iii. 2nd Semester Juniors - May 20th
 - g. TFT entails a student making an appointment with the Instructor, Attendance Administrative Assistant, or Assistant Director in the front office to make up time.
 - h. Two hours equals one day made up
 - i. Students must serve a minimum of 30 minutes with 15 min increments after the first 30 minutes.
 - j. Instructor can have different TFT hours
 - k. Office TFT hours vary, but usually an hour before school and 2 hours after school

Appendix F

- i. TFT must be served before or after school at NCC. Exceptions can be made for TFT during NCC class with instructor permission only on days when students sending school is not in session.
 - ii. TFT cannot be served on Wednesdays after school due to teacher meetings and not having students unsupervised for any period of time.
- 6. Students on an attendance contract, may not return to NCC if they go over their contracted days for the semester/year.
- 7. Students missing 16 days or more are unable to use TFT and cannot return to NCC.
- 8. First year seniors or one year Health Sciences students missing more than 10 days may not earn a certificate. Second year students missing more than 20 days may not earn a certificate.
- 9. Absence Process.
 - a. Parent and Student Portals are updated daily for attendance
 - b. Parents will receive message if their student is absent or tardy each time it occurs.
 - c. 5 days
 - i. Administrative Assistant puts the 5 day letter in the instructor's box
 - ii. Instructor meets with the student, contacts a parent, and returns signed form to the Administrative Assistant
 - d. 8 days
 - i. Assistant Director meets with student, contacts NCC counselor, notifies parent
 - e. 12 days
 - i. Assistant Director meets with student to discuss TFT, contacts parent(s), contacts NCC counselor
 - f. 15 days
 - i. Assistant Director meets with student to discuss options, contacts parent, and contacts NCC counselor
- 10. Probation
 - a. Next semester, student will be allowed 3 absences with no TFT allowed
 - b. If another semester, student will be allowed to no more than their 10 days per year with 1 TFT allowed
 - c. Students who end up outside of the 10 days per year will not be allowed to participate in graduation ceremony or earn a certificate
 - d. May vary based on individual circumstances

Northland Career Center
Attendance Eligibility To Return

Attendance (Days)	Return Options
0	Awarded for perfect attendance
1	Awarded for excellent attendance
2	
3	Student can return without a contract.
4	
5	
6	
7	
8	
9	
10	
11	Student may be removed (dependent on grades or discipline) or may be able to return with limited absence contract.
12	
13	Student cannot return to NCC with a balance above 12 days and must complete TFT to get balance to 12 days or below in order to return.
14	
15	
16+ Total Days Missed	Student cannot return to NCC with more than 16 absences.

Students may earn back up to three days by setting up Time for Time.
Time for Time must be made up before or after school and at NCC on certain days. Last day for TFT will be Dec. 15 (1st Sem) and May 1 (Seniors) / May 20 (Juniors).

Appendix G

Northland Career Center's Approach to a Simulated Workplace

This page will serve as a guide to student uniforms/dress code & related supplies

Northland Career Center has for many years required certain student fees to be a part of its programs. Over the past three years, NCC instructors, support staff and administration have worked very hard to vet these fees to make them as affordable as possible to the student and parents. Some of the items are very "personal" for the student such as gloves, safety glasses, and protective clothing or uniform that should and cannot be shared or recycled due to wear and tear or sanitary reasons. Some of these items the student can use in their future as they transition to college or career.

Below is a list of all of NCC's programs and potential costs. Please note that some of the shop programs have higher costs associated with them for safety purposes such as a hard hat or additional eyewear protection. Also, many programs require specific footwear that is dictated by the industry, accrediting agency, or both. Purchasing proper footwear is the responsibility of the student/parent. Also, those programs that do not have uniforms require a specific dress code. Students may purchase tools or additional items if they are planning on doing an internship or wish to have a tool set upon graduation from NCC.

Why is all of this important you might ask? Our tagline is College Ready/Career Ready/Life Ready. Our mission is to prepare students for a continually changing world by providing relevant experiences. Our values include: Integrity, Partnership, and Quality. We are 100% focused on preparing your son or daughter for the next step. Part of this is instilling the right "mindset" of what the next step requires. Proper tools, uniform or dress, and the proper application of those items is so valuable to this preparation. There are jobs out there for our students, but business and industry partners are only going to hire the ones that are technically ready and show they are employable. Following directions and adhering to a dress code are part of "Employability". Please partner with us to set these high expectations in place for your student so they can successfully continue their education or transition into relevant, high demand, high wage career opportunities. We will do all that we can to keep every cost down.

NCC works with family and students through support/scholarship programs to offset these costs if a student or family cannot afford them. Often NCC will partner with sending school districts to help a tough situation. No student will be turned away and all efforts will be made to support financial situations. It is important for our students to meet these high expectations, and NCC will help any student that needs assistance in meeting these expectations.

Please note that NCC has four national student organizations that students may join depending upon which program they are enrolled in. These organizations provide value to the student and enhance their experience while at NCC. These organizations are: FFA - available to students in Agricultural Sciences, SkillsUSA - available to students in each of the other 11 programs, FCCLA - available to students in Teaching Professions in addition to SkillsUSA, and National Technical Honor Society (NTHS) which is available to all students who meet certain academic requirements.

<u>NCC Program</u>	<u>Cost of Supplies/Clothing</u>	<u>Dresscode/Uniform</u>	<u>Footwear Required</u>	<u>Optional Costs</u>
<u>Agricultural Sciences</u>	\$76 (2 t-shirts, 2 long sleeve shirts, 1 polo)	Program uniform shirt Jeans/pants required on field trip days	Closed-toe shoes - tennis shoes are fine	FFA Fees & FFA Apparel
<u>Aviation Technology</u>	\$35 (2 uniform shirts, safety glasses)	Uniform shirt, long work pants or jeans	Boots - steel toed preferred (no tennis shoes)	SkillsUSA Membership
<u>Construction Technology</u>	\$95 (safety glasses 4 uniform shirts consisting of 2 short sleeve & 2 long sleeve, carpenters pencils)	Uniform shirt & long work pants with appropriate/designated hat	Boots - steel toed preferred	SkillsUSA Membership, Personal tools if desired for internship opportunity, Program Hat and p additional program shirt for \$18.00
<u>Culinary Arts</u>	\$97 (2 coats, 2 pairs of pants, 2 chef hats, 2 aprons, 1 thermometer)	Uniform Chef coat, pants, headwear, apron, thermometer	Closed-toe, black slip-resistant shoes (no tennis shoes)	SkillsUSA Membership & Certification (American Culinary Federation), additional clothing and embroidery
<u>Diesel Technology</u>	\$98 (3 uniform shirts and safety glasses)	Uniform shirt, long work pants or jeans	Boots - steel toed preferred (no tennis shoes)	SkillsUSA Membership, additional uniforms for interning seniors
<u>Health Sciences</u>	\$10 (CPR Certification & First Aid Certification) \$15.75 (Family Care Safety Registry). Provide or coordinate own transportation to clinical sites	Scrubs at Clinicals and NCC HS Lab, school appropriate attire in classroom	Closed-toe shoes - non-canvased tennis shoes are recommended (leather or vinyl), easily washed	SkillsUSA Membership, Additional Scrubs, Blood Pressure Cuff, Stethoscope, program T-shirt
<u>Heating, Cooling & Climate Control</u>	\$99 (safety glasses, EPA book, 5 uniform shirts-3 short sleeve & 2 long sleeve)	Uniform shirt & long work pants with appropriate/designated hat	Boots - steel toed preferred (no tennis shoes)	SkillsUSA Membership, industry certification retesting, & personal tools (if lost)-student's responsibility to keep track of tools/replace
<u>Industrial Welding</u>	\$99 (safety glasses, gloves, uniform t-shirt and welding jacket. and consumable supplies)	Uniform t-shirt and welding jacket with jeans/pants and work boots (clothing cannot have holes or frayed edges or be flammable)	Boots - steel toed preferred but not required (No open toed or tennis shoes)	SkillsUSA Membership, Dual College Credit, Industry Certifications, Industry Memberships
<u>IT Professionals</u>	\$30 (program polo)	Polo or collared shirt M-Th, jeans or pants Once every three weeks business casual with no jeans.	Closed-toe shoes - tennis shoes are fine	SkillsUSA Membership, Potential College Credit, & Industry Certifications
<u>Law Enforcement/CSI</u>	\$40 (program shirt, program face mask)	Full uniform (provided by program) including black boots	Black Boots	SkillsUSA Membership, black pens & legal pads for report writing
<u>Production Technologies</u>	\$75 (2 uniform t-shirts, program polo, program pull-over, safety gasses, and work gloves)	Uniform shirt, jeans	Boots/Shoes - steel toed preferred (no tennis shoes)	SkillsUSA Membership and Certification Costs (MT1 Cert) and additional uniform shirt is recommended
<u>Teaching Professions</u>	\$26 (background check, CPR & First Aid Certification)	Professional attire for being a professional educator	Proper educator footwear (no tennis shoes)	SkillsUSA &/or FCCLA Membership, National/State Certifications, binders/sheet protectors/dividers



CTSO ACHIEVEMENT PLAN (LETTER)

Due date May 1st



NAME: _____

PROGRAM: _____

- I am a SkillsUSA member
- I am a FFA member
- I earned this last year

		Points Received	Instructor or Skills Advisor Initials
Become a member		25pts.	_____
Officer - Completed responsibility determined by CTSO advisory or Bylaws		70pts.	_____
District or State officer - Completed responsibility		100pts.	_____
Yearly Fundraiser goal - minimum \$50 (retail)		25 - 75pts.	_____
Give 15 pts. For each additional \$50 retail (MAX 75pts.)			
Competition			
In-House participation		10pts.	_____
In-House Placed 3rd - 1st		25pts.	_____
District Competitor		50pts.	_____
Districts - Placed 3rd or 2nd		25pts.	_____
Districts - Placed 1st		50pts.	_____
State Competitor		75pts.	_____
State - Placed 5th - 2nd		55pts.	_____
State - Placed 1st		75pts.	_____
Carry over from previous year	Nationals - Competitor or Courtesy Corp	75pts.	_____
	Nationals - Placed 10th - 2nd	75pts.	_____
	Nationals - Placed 1st	100pts.	_____
Community Service/Fundraising			
Food Drive 5, 10, 15, 20, 25 can/points		5-25pts.	_____
Blood Drive Attempt		25pts.	_____
Mum Sales workers -25pts/2 hrs. or 50pts++/Clean up		25-50pts.	_____
Plant Sales workers -25pts/2 hrs. or 50pts++/Clean up		25-50pts.	_____
Other: _____			
Professional Development			
District Leadership		25pts.	_____
State Leadership		50pts.	_____
Regional / National Leadership (WLT, FFA Conv., etc)		75pts.	_____
Membership Drive Week		10 pts	_____
Employability Framework Cards (2 pts per card)		2 x _____	_____
School/Program Leadership - (DO NOT DUPLICATE FROM ABOVE)			
MUST BE APPROVED BY CTSO COMMITTEE/ADMINISTRATION			
<u>1</u> _____		20pts.	_____
<u>2</u> _____		20pts.	_____
NTHS Active Member		25pts.	_____
	300pts. To Achieve Letter	TOTAL:	_____