

# NORTHERN TIER CAREER CENTER “Educating Today for Tomorrow’s Workforce”



## 2022-2023 STUDENT & PARENT HANDBOOK

[www.ntccschool.org](http://www.ntccschool.org)

Approved by JOC August 18, 2022





Northern Tier Career Center  
120 Career Center Lane  
Towanda, PA 18848  
Phone (570) 265-8111  
Fax (570) 265-3002  
[www.ntccschool.org](http://www.ntccschool.org)

Dear Student and Parent:

We welcome you to the Northern Tier Career Center, which serves all students of Bradford and Sullivan Counties. Over the past several years, I have been extremely proud of our students who are excited to learn, goal-oriented and who are driven to success despite the obstacles this pandemic has presented. In addition, I have the pleasure of working with a staff who go out of their way to assist the students as they strive to achieve their educational and occupational dreams during this trying time.

The entire NTCC staff is looking forward to a successful 2022-2023 school year. The educational experience you will gain in your career technical program will enable you to enter the world secure in your skills and abilities and well prepared to continue learning, either on the job or at an institution of higher learning. I hope that you share our high expectations and are committed to learning in a safe environment. Your cooperation is essential for success in our programs and will enable each student to be successful.

As your director, please know that my number one goal is students' success! We hope your experience at NTCC is rewarding, enjoyable and provides you with an exciting hands-on learning opportunity.

Best wishes,

***Gary L. Martell***

Northern Tier Career Center  
Administrative Director

## **POLICIES**

Students and parents/guardians are expected to be aware of Joint Operating Committee (JOC) policies, which are referenced throughout and can be viewed in their entirety at [www.ntccschool.org](http://www.ntccschool.org). The handbook is subject to policy and administrative regulation changes.

### **POLICY OF NONDISCRIMINATION**

The Northern Tier Career Center is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex or handicap in its activities, programs or employment practices as required by Title VI, Subsection 80.6 and Title IX, Subsection 86.9 of the 1972 Educational Amendments and Section 504 of the Rehabilitation Act of 1973. For more information or grievance procedures, contact Administrator of Educational Services, the Title IX and Section 504 Coordinator at: 120 Career Center Lane, Towanda, PA 18848, (570)265-8111.

### **NONDISCRIMINATION STATEMENT**

The Northern Tier Career Center does not discriminate as to employee's physical disabilities. All handicapped employees will be given equal opportunity, support services and reasonable accommodations, as individual needs and circumstances dictate, to allow them to be employed at the Northern Tier Career Center. For more information, contact the Section 504 Coordinator, Administrator of Educational Services, at 120 Career Center Lane, Towanda, PA 18848, (570)265-8111.

### **STUDENT COMPLAINTS**

For incidents related to student complaints, please contact the Compliance Officer, Administrator of Educational Services, at 120 Career Center Lane, Towanda, PA 18848, (570)265-8111.

### **CARL D. PERKINS ACT**

Funding provided by the Carl D. Perkins Act allows NTCC to provide services to all students with an emphasis on providing services to students of special populations.

[https://www.education.pa.gov/K-](https://www.education.pa.gov/K-12/Career%20and%20Technical%20Education/Perkins/Pages/default.aspx)

[12/Career%20and%20Technical%20Education/Perkins/Pages/default.aspx](https://www.education.pa.gov/K-12/Career%20and%20Technical%20Education/Perkins/Pages/default.aspx)

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# NTCC CALENDAR

## 2022-2023 Calendar - Northern Tier Career Center

August 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				19

September 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	21

March 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	23

October 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					20

April 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						18

November 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	16
27	28	29	30			

May 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			22

December 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	16

June 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	0

January 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				20

Holidays	
Labor Day	Sep 5, 2022
Thanksgiving Break	Nov 23, 2022 to Nov 28, 2022
Christmas Break	Dec 23, 2022 to Jan 2, 2023
Presidents' Day	Feb 20, 2023
Easter/Spring Break	Apr 7, 2023 to Apr 10, 2023
Memorial Day	May 29, 2023
Teacher In-service	
Professional Dev	Aug 23 and 24, 2022
Columbus Day	Oct 10, 2022
Teacher Inservice	Jan 16, 2023
Trade-off In-service	Jun 1, 2023
182 Student Days	
Student First Day	Aug 25, 2022
Student Last Day	May 31, 2023
NTCC Awards at Towanda High School 9:30 and 1:00	
	May 25, 2023

Marking Period Dates	
Aug 25 - October 28, 2022	
Oct 31 - January 13, 2023	
Jan 16 - Mar 24, 2023	
Mar 27 - May 31, 2023	

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Approved 1/20/22

## **PARTICIPATING DISTRICTS & JOINT OPERATING COMMITTEE**

Athens Area School District	Mike Owens
Canton Area School District	Tom Resavage
Northeast Bradford School District	Rich Jones
Sayre Area School District	Ron Cole
Towanda Area School District	Deborah West
Troy Area School District	Thad Dibble
Wyalusing Valley School District	Doug Eberlin
Sullivan County School District	Shelly Jordan

## **PROFESSIONAL ADVISORY COMMITTEE**

Athens Area School District	Craig Stage
Canton Area School District	Amy Martell
Northeast Bradford School District	Matthew Holmes/Thomas Scholvin
Sayre Area School District	Jill Daloisio
Towanda Area School District	Dennis Peachey
Troy Area School District	Janilyn Elias
Wyalusing Valley School District	Jason Bottiglieri
Sullivan County School District	Douglas Lindner

## **FACULTY AND STAFF**

Administrative Director	Gary Martell
Administrator of Educational Services	Jennifer Farley
Business Administrator	Michele Welles
Administrative Assistant	Gyla Hoose
Office Attendance and Nurse	Gyla Leighton

## **INSTRUCTORS**

Student Facilitator.....	Christi Warren
Auto Body/Collision Repair Technology.....	Dion Sullivan
Automotive Mechanics Technology.....	Paul Price
Building Construction.....	Darren Howell
Cooperative Education.....	Rebecca Bellows
Cosmetology.....	Michelle Thibodeault
Diesel Mechanics.....	Richard Decatur
Diversified Occupations.....	Rebecca Bellows
Early Childhood Education.....	Sarah Adams
Food Production & Management.....	Amanda Connell
Health Assistant/Pre-Nursing.....	Wendy Bellows, Angela Koss
Information Technology.....	Janelle VanNoy
Machine Tool Technology.....	Thomas Milks
Mechanical Trades/HVAC.....	Patrick Davidson



Welding Technology .....Paul Welch

**MAINTENANCE/CUSTODIAL STAFF**

Maintenance Supervisor.....Charles Murphy  
Lead Custodian.....Joseph Ackley  
Custodians.....Eleanor Krause

**INSTRUCTIONAL AIDES**

Amber Cole, Deanna Morgan, Keri Sullivan and Heath Woolf

**EMERGENCY PREPAREDNESS PLAN (Per Policy 805)**

The Joint Operating Committee recognizes its responsibility for the safety of students, staff, visitors and facilities and therefore shall provide facilities, equipment and training necessary to protect against hazards and emergencies, including but not limited to natural disasters, hazardous chemicals, fires, weapons, bomb threats, intruders, terrorism, communicable diseases and pandemics.

NTCC will make every effort to keep parents and home school districts informed in the event of an emergency, including the location where you can regain custody of your children, through local radio and television announcements, the Center’s website and app and the automated calling system. We ask that parents not telephone schools during an emergency or attempt to make different arrangements for students, as that will only create confusion and divert staff and faculty members from their assigned emergency duties. In order to ensure the safety of the students at the Northern Tier Career Center and ensure the continuity of their education, we urgently request the cooperation of all parents.

**CLOSINGS**

If a decision is made to close school, you will receive a call from our automatic calling system and notification from the NTCC app. Closures will also be posted at [www.ntccschool.org](http://www.ntccschool.org) and we will notify the following media outlets.

Radio	The Bridge	1550 AM/95.3 FM
Radio	WHGL	100.3 FM
Television	WYOU	Channel 22
Television	WNEP	Channel 16

**VISITORS**

Visitation may be restricted due to the COVID-19 pandemic. Please contact NTCC for updated visitor information. All visitors, including pre-school age, must be approved by the Administrative Director or designee. Visitors must report to the main office to sign in and receive a visitor’s pass, which must be displayed while at NTCC.

### **ADMISSION/SELECTION OF STUDENTS (Per Policy 201)**

Per the Articles of Agreement, established in 1974, the selection of students is conducted by the participating districts. Following is an excerpt from the Articles of Agreement dealing with student selection: "Each participating school district shall be responsible for the selection of pupils to attend the Northern Tier Career Center in conformity with pupil admission policies and procedures established by the Professional Advisory Council and approved by the Joint Operating Committee. If for any reason the continuance of a pupil in the Northern Tier Career Center is not desirable, he/she shall be returned to his/her resident school upon recommendation of the Director of the Northern Tier Career Center and with the approval of the Joint Operating Committee." Therefore, the final decision for student selection is made by each participating high school on whatever criteria that school establishes for selection and in accordance with the Student Admissions Procedures.

### **WITHDRAWAL/REMOVAL FROM SCHOOL (Per Policy 208)**

Students who are planning to withdraw from the NTCC should meet with the Administrator of Educational Services or their home school guidance counselor to discuss this decision. NTCC will collaborate with the high school to facilitate the withdrawal process once a final decision is reached. All financial or material obligations to the NTCC should be met prior to withdrawal.

If a participating high school principal chooses to withdraw a student from Northern Tier Career Center during the course of the year, he/she may do so at his/her own discretion. This decision may be based upon a recommendation from the NTCC Administrative Director. Such a recommendation will be made only after the instructor and the Administrative Director have documented their own efforts to do everything reasonably possible to assist the student in adjusting to his/her program, learning acceptable behavior patterns, and developing a reasonable interest in his/her subject area.

A student may be removed from the NTCC by expulsion. This will occur only after a disciplinary problem has developed and the expulsion procedure established by the Joint Operating Committee has been followed.

### **SCHEDULE CHANGES**

It is general practice to discourage schedule changes throughout the school year. However, this can be done with the approval of the home high school, consistent with the procedures established by the NTCC. Students should keep in mind that they cannot accurately determine the worth of a program on the basis of a few days of experience. Students should also understand that schedule changes are often difficult to complete and alternatives preferred by the students may not be available. In any case, the student contemplating a schedule change must initiate this process by contacting his or her home high school guidance counselor and make an

application for a schedule change. The schedule changes will be considered on an individual basis in conjunction with the home high school depending on such limiting factors as quotas, etc. Students with questions concerning their curriculum should not hesitate to seek assistance or guidance from NTCC instructors, NTCC administrators, or home school guidance counselors.

### **STUDENT CONTACT INFORMATION UPDATES**

In order to maintain a safe environment for all, it is imperative that we always have current student, parent/guardian, and emergency contact information. This information must be verified or corrected through the NTCC Parent Portal online or Student Contact Form by the end of the first week of school. Updates can be made in the portal throughout the school year. If you do not have a Parent Portal account, please contact NTCC.

### **ATTENDANCE (Per Policy 204)**

Regular attendance is a vital employability skill. The Joint Operating Committee recognizes that attendance is an important factor in educational success and requires that school age students enrolled in the Center attend school regularly, in accordance with state laws. The educational programs offered by the Center are predicated upon the presence of the student and require continuity of instruction and classroom participation. Center staff shall coordinate with a student's school district of residence to ensure students comply with the requirements for compulsory school attendance.

Attendance shall be required of all students during the days and hours that the Center is in session, except that authorized Center staff may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence.

- In case of absence, please **scan/take a photo of the signed excuse and email to [office@ntccschool.org](mailto:office@ntccschool.org) or turn in via the drop box outside your NTCC classroom.**
- Absences shall be treated as unlawful until the Center receives a written excuse explaining the absence, to be submitted within three (3) days of the absence. **Please note that a copy of the written excuse must be provided to BOTH the home school and NTCC in order for the absence to be excused.**
- Excused absences include, but are not limited to: illness, obtaining professional health care or therapy, quarantine, family emergency, recovery from accident, required court attendance, death in family, religious holidays, pre-approved educational tours and trips or college/postsecondary institution visits, and other urgent reasons (shall be strictly construed and do not permit irregular attendance).

- Unexcused absences include, but are not limited to: any absence that does not meet the criteria for excusal, illegal employment, over-sleeping, missing the bus, babysitting.
- The NTCC will follow any home school medical excuse policy. Therefore, if you are required to submit a doctor's excuse to your home school, then a copy of same is required at NTCC.
- Students will not be considered absent when NTCC is notified by the high school that the student is required to remain at the school for the day. However, any student remaining at the home school without permission of the high school administration will be considered absent from NTCC.
- In order for educational trips to be pre-approved, **a copy of the home school request form or the NTCC form must be presented to the NTCC office prior to the dates requested.**
- Out-of-school suspension may be given by the NTCC and/or the student's home school. If student's out-of-school suspension includes the NTCC, he/she is not allowed on NTCC property or to participate in or attend any NTCC related functions during the suspension. Out-of-school suspension is considered an excused absence.
- Make-up work may be given for excused absences. The student is responsible for contacting his/her instructor and arranging to make-up work. The time for submitting make-up work is the same amount of time the student was absent.
- When a student who is not compulsory school age accumulates ten (10) or more consecutive days of unexcused absence, the parents shall be notified that he/she is being dropped from the enrollment of the NTCC, as coordinated with the student's participating school district.

### **TARDY/EARLY DISMISSAL**

In order to receive credit for attendance at the NTCC, a student is required to be present for at least half of their scheduled instructional day.

- Students arriving late to the NTCC must report to the office before going to class and should have a note, signed by the parent or guardian, stating the reason for being tardy. Tardy students must have a pass from the office in order to be admitted to class. Students accumulating three (3) tardy arrivals within a semester may have their parking pass revoked.
- Students who require an early dismissal for a medical appointment, funeral, etc., should submit a permission slip, signed by the parent/guardian and stating the reason for dismissal, time to be dismissed, and name of the person who will be picking up the student to [office@ntccschool.org](mailto:office@ntccschool.org), the drop box outside the NTCC classroom, or NTCC office upon arrival. The parent/guardian or person listed on the note must report to the office to sign out the student. Identification will be required.

## EDUCATIONAL FIELD TRIPS

Students participating in field trips sponsored by the NTCC should keep in mind that as a student taking part in a school approved activity, they represent the NTCC. Students will be expected to adhere to the same rules and regulations they would follow while in attendance in the school itself.

## TRANSPORTATION & STUDENT PARKING

Transportation to and from NTCC is provided by each home school district. NTCC does not grant driving permission, but will issue an annual parking permit for those students who have obtained written permission from their parents/guardians and high school administration.

To obtain a parking permit, complete the Parking Permit form from the web site or NTCC. Scan/take a photo of the signed document and email to [office@ntccschool.org](mailto:office@ntccschool.org) or return the form to NTCC. NTCC will request permission from your high school administration to issue the parking permit. Please note that available spaces are limited.

- Drivers must adhere to all student handbook rules as well as regulations of the Department of Transportation. Violations may result in loss of parking permit.
- Students who drive should park in the designated student parking areas.
- Parking permits **MUST** be displayed on the dash/mirror at all times while on campus.
- Students are to arrive at their normally scheduled time and to exit vehicles and enter the building **as soon as they arrive** at NTCC.
- Students are **not permitted to re-enter their vehicles** during school hours.
- At dismissal, student vehicles may exit before or after buses, but **MUST** remain parked when buses are in motion.
- NTCC is not responsible for any damages to vehicles while on school premises.
- NTCC reserves the right to inspect and search student vehicles on school property.
- NTCC does not grant permission for student passengers. Students are expected to follow the guidelines of their high school and parents/guardians.
- The use of motor vehicles for travel to and from school by students is an assumption of responsibility by the parents/guardians and students.

## SAFETY

Please check the web site often for updated health and safety procedures related to COVID-19.

At the NTCC we are “Safety Conscious.” No student shall be permitted to operate any piece of machinery until he/she has passed, with 100% accuracy, a written safety test and a proficiency test for each machine. Eye protection will be provided to all students.

- All persons, (students, instructors, administration, and visitors) upon entering the lab, are required to wear eye protection devices as required by Act 116 – Eye Protection Law.
- Appropriate shoes shall be worn in all areas, with safety in mind at all times.
- Students must wear NTCC issued program attire. Loose fitting clothing, torn or frayed sleeves, neckties, etc., should not be worn while working on machines.
- Students should report all accidents, large or small, to the instructor immediately.
- In case of fire, turn off all electrical power, proceed to the nearest exit, and evacuate the shop under the direction of the instructor. Be alert for special instructions.
- Safety is everyone’s business. Develop safe practices in each shop that will assure safe conditions for everyone.

### **INSURANCE (Per Policy 211)**

It is recommended that every student enrolled in programs offered by the NTCC purchase, through their local high school or family insurance agent, accident insurance, which will cover injuries occurring while participating in activities at the NTCC.

- Students should keep in mind that the risk of accidents is higher when working in a career and technical education program where power equipment, etc., is being used than in a traditional classroom setting.
- The NTCC does not provide accident insurance. In case of an accident, the parents or guardians are responsible for the cost of treatment.
- It is the policy of the NTCC Joint Operating Committee that transportation of students is limited to the NTCC employees and hired vehicles and drivers.

(NOTE: It should be clearly understood that “volunteer” drivers, such as parents, may not be used to transport children. Further, “hired vehicles,” means vehicles and drivers properly licensed, equipped, and in all aspects qualified to transport children in accord with all applicable regulations and laws of the Commonwealth of Pennsylvania and applicable policies of the NTCC Joint Operating Committee.)

### **DRESS AND GROOMING**

Students are expected to be dressed appropriately while on campus. The Center will issue uniforms and/or program-specific attire that will be worn by the students.

This will promote dress that is modest, neat, clean, and not disruptive to the learning process. Final decisions regarding appropriate school dress will be made by the Administrative Director or designee. Students who are inappropriately dressed will be withheld from class or issued school approved apparel.

### **MEDICATION IN SCHOOL**

All medication, which you must take during school hours, must be left in the NTCC office. Written instructions or directions from your parent/guardian regarding the dispensing of medication must be given to the Administrative Director or the Nurse. The medication must be labeled with the student's name, the name of the medication, the instructions, and the doctor's name, and must be left in the original bottle. No prescription medicine is to be carried with you during the school day. The Request for Administration of Medication, Physician's Form, and Authorization to Dispense Medication form can be obtained on our website or by calling the school. No medications can be dispensed to a student unless the appropriate forms have been filed with the NTCC.

### **FIRST AID PROCEDURES**

The NTCC has a school nurse and a first aid room is available for students who feel ill. A parent/guardian will be requested to pick up their children, if the nurse deems it necessary. Students are encouraged to see their participating school nurse if feeling ill prior to arriving at the Center. The school nurse or administration will call emergency personnel to transport student in the case of a serious injury or illness. The transportation of a student for emergency care is at no expense to the school or its personnel.

### **GRADES**

Career and technical education combines three important aspects of college readiness and career pathways; knowledge (theory), skills (lab), and employability. Grades will be calculated based on a weighted average of these three areas. Student grades are reported to the home schools in real time and immediately following each nine-week period. In addition, parents and students are encouraged to access accurate, up-to-the-day grading by visiting the parent portal on the NTCC website ([www.ntccschool.org](http://www.ntccschool.org)).

### **STUDENT RECOGNITION**

Academic, technical, and employability skills are all important aspects of successful career and technical education. At the conclusion of each quarter, students who achieve a grade point average of 90% or higher, attendance of 90% or better, and who are 100% free of disciplinary consequences will be recognized for their accomplishments in these areas. Students will also be recognized throughout each year for demonstration of exceptional employability skills and other achievements.

## **COLLEGE CREDITS**

Most NTCC programs offer opportunities to earn college credits while in high school. The Students Occupationally & Academically Ready (**SOAR**) Program is a Pennsylvania Department of Education approved, Career & Technical Education Program of Study that credits skills and tasks learned at the secondary school (high school) level to a postsecondary (college) degree, diploma or certification program. Students in SOAR programs may qualify for FREE college credits at institutions in PA. SOAR programs prepare today's student for High Priority Occupations which are tomorrow's high demand and high wage careers. For more information about specific SOAR Programs, visit: <https://www.education.pa.gov/K-12/Career%20and%20Technical%20Education/Programs%20of%20Study/Pages/default.aspx>. Penn College dual enrollment is offered through Pennsylvania College of Technology and provides students with college credit opportunities at no cost to them as they complete their NTCC Program of Study. Further information can be found at <https://www.pct.edu/k12-educators/penn-college-now>.

## **DIPLOMAS AND PROGRAM OF STUDY COMPLETION**

The NTCC is an extension of eight participating school districts. Those students in the seven Bradford County districts, along with Sullivan County students, are still members of their respective home school districts. Students who attend the NTCC will be required to take related academic subjects during the scheduled time at home school in order to complete the academic requirements for graduation. Since graduation requirements are determined by each home school, the awarding of high school diplomas is at their discretion.

The NTCC will issue certificates of completion to senior students who have successfully completed a Program of Study. In order to complete a Program of Study at the NTCC, a student is expected to successfully participate in 720 hours of instruction (2 years), take the occupational competency assessment for their program, and be a high school senior. Students in cosmetology must complete a total of 1,250 hours of instruction (3 years) in order to be eligible for Pennsylvania licensure. Students also have the opportunity to earn Pennsylvania Skills Certificates by completing occupational competency assessments. Assessments include National Institute of Metalworking Skills (NIMS) for students in Machine Tool Technology and National Occupational Competency Testing Institute (NOCTI) for all other programs.

## **INDUSTRY CERTIFICATIONS**

Students will have the opportunity to earn industry certifications in their respective Programs of Study. Please visit the NTCC web site for program-specific information.



## **COOPERATIVE EDUCATION PROGRAM**

In order to offer students an educational program which will adequately prepare them for immediate employment, it is essential that supervised work experience be offered as a part of all programs. Learning to meet the requirements of an employer will prepare many students for full time employment upon graduation. In order to provide greater breadth and depth to the career program, the NTCC attempts to place students who have adequate preparation in positions with local businesses and industries.

The co-op coordinator will consult with the teachers about student job placement opportunities and students who express a desire for co-op placement. Teacher recommendation is necessary for students to be placed on co-op experience. Co-op grades are derived from both personal contacts with employers and reports from cooperative education teacher who provides on-the-job supervision through periodic visits to the student's place of employment.

## **CAREER & TECHNICAL STUDENT ORGANIZATIONS (CTSO)**

The NTCC is owned and operated by the eight school districts in Bradford and Sullivan Counties. Therefore, NTCC students are eligible to participate in all athletic and extra-curricular activities offered at their home school. Students are also encouraged to participate in additional activities, which are offered by the Northern Tier Career Center in an effort to provide students with a balanced education and leadership training. Examples include Skills USA and National Technical Honor Society.

## **COLLEGE READINESS AND CAREER PATHWAYS**

In order to assist students in becoming college and career ready, NTCC will host an annual College Fair and provide opportunities for field trips to colleges, technical schools, and local business & industry partners. College and career information and resources will be available in the NTCC Student Center. All students will have opportunities to meet with the Administrator of Educational Services for assistance with post-secondary planning and the NTCC will collaborate with home school guidance offices to ensure students' needs are met.

## **SPECIAL POPULATIONS**

The Student Facilitator at NTCC collaborates with home school districts as a member of the IEP team for special populations students and assists with ensuring their needs are met within NTCC Programs of Study. The Student Facilitator participates in transition planning for all students with IEP's. Parents and students may contact the Student Facilitator with any questions related to special education needs or services at NTCC.

## **SENIOR SURVEYS**

Students can expect to receive follow-up surveys from NTCC and the Pennsylvania Department of Education via telephone, email, or US mail in the years following completion. These surveys are extremely important in helping to plan for the future of the school and its students and your assistance is appreciated.

## **TEXTBOOKS/REFERENCE MATERIAL**

Depending on the area of instruction, students may be assigned a textbook (or reference material) for their personal use. All textbooks (or reference material) issued to students, at no cost, remain the property of the NTCC. They must be returned either at the end of the school year, when requested by the NTCC, when withdrawing from NTCC, or being rescheduled at the home school. The books are to be in good condition, less reasonable wear, or students will pay for damaged books (or reference material). There are also those programs in which students may be asked to purchase books (or reference material). Students will be able to write or take notes in their own books and use them in their chosen career field as a resource after graduation.

## **SCHOOL PROPERTY**

Students are responsible for the proper care of all books, supplies, furniture, tools, and machinery that belongs to the school. Students who disfigure property, break windows, or do other damage to school property or equipment, will be required to pay for the damage done or replace the item. Grades or certificates may be held by NTCC and the home school until money owed for damages is paid in full.

## **PHONES/ELECTRONIC DEVICES (Per Policy 237)**

Students will need to bring their school district issued electronic devices to NTCC daily. Students without a device should notify their instructor for assistance. The school telephones are for school-related business and should only be used by staff members or students who have obtained permission by a staff member. We are aware that it is convenient and a necessity for students to have their own personal cell phones. Daily classroom use of these devices will be at the discretion of the classroom teachers. Individual teachers' policies on cell phone usage may differ. Students will be permitted to use their devices to assist in the instructional process relating directly to the curriculum in designated areas of the building at specific times. Student consequences for not abiding by the "instructional" guideline rule may result in confiscation of devices. If confiscation occurs, a parent or guardian may be required to pick up the device in the NTCC administrative office.

Students bringing their own electronic devices (cell phones, iPods, laptop computers, etc.) do so at their own risk. The Center is **NOT** responsible for items that are lost or stolen.

### **STUDENT FUNDRAISING (Per Policy 229)**

It is the philosophy of the Joint Operating Committee to subsidize the educational programs of the school and to contribute to the student activities account in the yearly budget. This account is for those activities that benefit the whole student body, not special groups. Knowing that additional monies may be needed during the school year, fundraising by individual organizations are allowed to subsidize field trips, conventions, etc. Collection of money by approved school organizations may be permitted by the Administrative Director. The collection of money by a student for personal benefit in the school building, on school property or at any school-sponsored activity is prohibited.

### **RECOVERY OF COSTS FOR MATERIALS USED IN NTCC PROJECTS**

All materials and equipment purchased by the NTCC were purchased with public funds. Therefore, we are accountable for their use and distribution throughout the school.

It is expected that some materials will be consumed in the instruction process, where some materials may end up in an instructional project of some kind. It is required that any project, which is to be removed from the school by anyone regardless of the value, be paid for on a cost recovery basis prior to leaving the Center if it is built or contains materials purchased with public funds.

### **MILITARY ACCESS TO STUDENT LISTS**

Approved June 27, 1991 and effective immediately, House Bill 10 of 1991 requires school superintendents to make available, upon request, a list of graduating seniors to armed forces recruiters to achieve additional access to potential recruits. Access shall include, but not be limited to, a list of senior male and female students by name, home address and, if published, telephone number, who at the end of the respective academic year will graduate from the school system.

Each school district shall notify the students, in writing, prior to the end of their junior year, of the requirements imposed by subsection (a). Each student shall be given at least 21 calendar days to request, in writing, to the school superintendent, exclusion of such student's name prior to the release of such list. This will also include higher education institutions (Mansfield University, Penn State University, etc.) and trade schools (Johnson College of Technology, Lincoln Tech, Pennsylvania College of Technology, etc.)

### **STUDENT DISCIPLINE CODE OF CONDUCT (Per Policy 218)**

Appropriate behavior is an employability skill that is essential to obtaining and maintaining a position in the workforce or successfully pursuing post-secondary education. Students will be expected to respond appropriately to rules, regulations, and standards of behavior. Discipline is an important part of training. Failure to

conform to rules and regulations of the school may result in changing the educational program the student has selected. Cooperation is necessary if learning is to take place. Each faculty member has the authority and responsibility to maintain good conduct and order in his/her laboratory as well as all other areas of the school and school premises. The following guide will be used for disciplinary actions. Parents and home school Principal will be notified of actions taken by NTCC, as appropriate.

- Violations include, but are not limited to: skipping class, truancy, unexcused tardiness, classroom disruptions, disrespect or insubordination, abusive language, driving or riding without school permission, abuse of driving privileges, and any violation of Joint Operating Committee policies.
- Disciplinary action will be determined based on the nature and severity of the offense, at the discretion of NTCC administration, and in collaboration with home school administration, when necessary. Consequences will be **cumulative** and may include warning, parental conference, conference with NTCC and/or home school administration, guidance referral, in-school suspension, out-of-school suspension, removal from the NTCC program, or expulsion.
- Out-of-school suspension may be given by the NTCC and/or the student's home school. If student's out-of-school suspension includes the NTCC, he/she is not allowed on NTCC property or to participate in or attend any NTCC related functions during the suspension. Out-of-school suspension is considered an excused absence.

Students must adhere to the policies regarding conduct. Students and parents are expected to be informed regarding student conduct and disciplinary consequences. Policies adopted by the Joint Operating Committee, including those related to student conduct, are available for review at [www.ntccschool.org](http://www.ntccschool.org) under the "Policies" tab.

### **Issues related to student conduct and discipline include, but are not limited to:**

#### **THEFT**

Shall be judged on established facts through discussion with the student(s) and teacher(s) involved.

#### **TOBACCO AND VAPING PRODUCTS (Per Policy 222)**

The Joint Operating Committee recognizes that tobacco, nicotine and nicotine delivery products presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the Center.

For purposes of this policy, **tobacco** includes a lighted or unlighted cigarette, cigar, cigarillo, little cigar, pipe or other smoking product or material and smokeless tobacco in any form including chewing tobacco, snuff, dip or dissolvable tobacco pieces. **Nicotine** shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means. A **nicotine delivery product** shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.

The Joint Operating Committee prohibits possession, use or sale of tobacco, nicotine and nicotine delivery products by students at any time in a Center building and on any property, buses, vans and vehicles that are owned, leased or controlled by the Center. The Joint Operating Committee also prohibits possession, use or sale of tobacco, nicotine and nicotine delivery products by students at Center-sponsored activities that are held off Center property.

If a student is found using or in possession of tobacco or a vaping product, it will be confiscated, disciplinary consequences imposed, and a Private Criminal Complaint Form, on behalf of the NTCC, may be filed at the District Magistrate's office.

#### **VANDALISM AND GRAFFITI (Per Policy 224)**

Students are responsible for the proper care of school property, school supplies and equipment entrusted to his/her use. Students who willfully cause damage to school property are subject to disciplinary measures and damaging or defacing property may be prosecuted and punished under law. Parents/Guardians shall be held accountable for actions of the student.

#### **TRESPASSING**

Students may not be on school grounds or in unauthorized areas of the Center without permission.

#### **CONTROLLED SUBSTANCES/PARAPHERNALIA (Per Policy 227)**

The abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the Center shall strive to prevent abuse of controlled substances.

Students are prohibited from using, possessing, distributing, and being under the influence of any controlled substances during Center hours, at any time while on Center property, at any Center-sponsored activity, and during the time spent traveling to and from the Center and Center-sponsored activities. The student is expected to be knowledgeable about drug and alcohol policies of the sending school and the NTCC and to participate in drug and alcohol education and prevention programs offered by their respective schools. Information about drug and alcohol counseling, rehabilitation and re-entry programs are available to students and can be

obtained from the office of the NTCC and/or home school.

**Controlled substances** include controlled substances prohibited by federal and state law, look-alike drugs, alcoholic beverages, anabolic steroids, drug paraphernalia, any volatile solvents or inhalants, such as but not limited to glue and aerosol products, substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law, prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Joint Operating Committee policy.

Violations shall be judged on established facts through discussion with the student(s) and teacher(s) involved. The Joint Operating Committee may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the Center's educational or extracurricular programs resulting from violations of this policy. Disciplinary sanctions up to and including expulsion and referral for prosecution will be imposed on students who violate the standards of conduct. Disciplinary action will include referral of violations to the home school. The disciplinary sanctions of the home school will be enforced in cooperation with NTCC sanctions.

#### Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building administrator has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

### **SEARCH AND SEIZURE (Per Policy 226)**

To maintain order and discipline in the school, and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

- A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.
- If a search of a student's person is conducted (ex: pants pockets, coat pockets, cuffs, etc.) it will be conducted in private by a school official with an adult witness present.
- Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their locker. Periodic general inspections of lockers may be conducted, by school authorities, for any reason, at any

time, without notice, without student consent, and without a search warrant.

- Students are permitted to park on school premises as a matter of privilege, not a right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.
- If a properly conducted search yields illegal or contraband materials, such findings may be turned over to proper legal authorities for ultimate disposition.
- Drug dogs will be used as part of the NTCC program to search for contraband. The dogs will be scheduled into the building without advance notice to the students. All students shall report to a designated area while the search is being conducted. The dogs will have no contact with students while a search is under way.

### **WEAPON POSSESSION ON SCHOOL PROPERTY (Per Policy 218.1)**

The Joint Operating Committee prohibits students from possessing and bringing weapons and replicas of weapons into any Center buildings, onto Center property, to any Center-sponsored activity, and onto any vehicle providing transportation to Center or a Center-sponsored activity, or while the student is coming to or from the Center. The Joint Operating Committee shall, in coordination with the school district of residence, expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Administrative Director may recommend modifications of such expulsion requirement on a case-by-case basis. In the case of a student with disabilities, the Center shall take all steps required to comply with the Individuals with Disabilities Education Act and Joint Operating Committee policy, in cooperation with the student's school district of residence.

**Weapon** shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.

A student is in **possession** of a weapon when the weapon is found on the person of the student, in the student's locker, under the student's control while on Center property, on property being used by the Center, at any Center function or activity, at any Center event held away from the Center, or while the student is coming to or from the Center.

### **TERRORISTIC THREATS (Per Policy 218.2)**

The Joint Operating Committee recognizes the danger that terroristic threats by students presents to the safety and welfare of students, staff and community and acknowledges the need for an immediate and effective response to a situation involving such a threat. The Joint Operating Committee prohibits any student from communicating terroristic threats directed at any student, employee, Joint Operating Committee member, community member or Center building.

**Terroristic threat** shall mean a threat, communicated either directly or indirectly, to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

Terroristic threats must be reported to NTCC Administration immediately.

### **HAZING (Per Policy 247)**

The Joint Operating Committee prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off Center property or outside of school hours. No student, parent/guardian, sponsor, volunteer or Center employee shall engage in, condone or ignore any form of hazing.

**Hazing** is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

A student who believes that s/he has been subjected to hazing is encouraged to promptly report such incidents to the building administrator.

### **NONDISCRIMINATION (Per Policies 103 & 103.1)**

Please review policies 103 (Nondiscrimination in Center and Classroom Practices) and 103.1 (Nondiscrimination – Qualified Students with Disabilities) for complete information and the Complaint Procedure for Student/Third Party.

#### Policy 103 - Nondiscrimination in Center and Classroom Practices

The Joint Operating Committee declares it to be the policy of the Center to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the Center without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The Center strives to maintain a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the Center and is prohibited on school grounds, at school-



sponsored activities and on any conveyance providing transportation to or from a school entity or school-sponsored activity.

The Center shall provide to all students, without discrimination, course offerings, counseling, assistance, services, employment, and extracurricular activities. The Center shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The Joint Operating Committee encourages students and third parties who believe they or others have been subject to discrimination to promptly report such incidents to designated employees, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances.

Discriminatory Harassment: Harassment by students, employees or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, handicap/disability or for participation in reports or investigations of alleged discrimination is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf.

For purposes of this policy, harassment shall consist of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance and which relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability when such conduct is:

- Sufficiently severe, persistent or pervasive; and
- A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

Sexual Harassment: Sexual harassment is a form of discrimination on the basis of sex and is subject to this policy. For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, graphic or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of a student's status in any educational or other programs offered by a school; or

- Submission to or rejection of such conduct is used as the basis for educational or other program decisions affecting a student; or
- Such conduct deprives a student or group of individuals of educational aid, benefits, services or treatment; or
- Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance in school or school-related programs, or otherwise creates an intimidating, hostile, or offensive school or school-related environment such that it unreasonably interferes with the complainant's access to or participation in school or school-related programs.

**Complaint Procedure – Student/Third Party**

Step 1 – Reporting: A student or third party who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the building administrator. Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the building administrator.

A Center employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building administrator, as well as properly making any mandatory police or child protective services reports required by law.

If the building administrator is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee may be encouraged to use the Center's report form, available from the building administrator or Compliance Officer, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

**103.1 - Nondiscrimination – Qualified Students with Disabilities**

The Joint Operating Committee adopts this policy to ensure that all Center programs and practices are free from discrimination against all qualified students with disabilities. The Joint Operating Committee recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.

The Center shall provide to each qualified student with a disability enrolled in the Center, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or

accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations. The Joint Operating Committee encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees.

The Joint Operating Committee directs that complaints of discrimination or harassment shall be investigated promptly, and corrective action be taken for substantiated allegations. Confidentiality of all parties shall be maintained, consistent with the Center's legal and investigative obligations.

The Center shall not intimidate, threaten, coerce, discriminate or retaliate against any individual for the purpose of interfering with any right or privilege secured by this policy.

The Joint Operating Committee directs that verbal and written complaints of discrimination shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Joint Operating Committee directs that any complaint of discrimination brought pursuant to this policy shall also be reviewed for conduct which may not be proven discriminatory under this policy but merits review and possible action under other Joint Operating Committee policies.

The Northern Tier Career Center will adhere to guidelines in accordance with Title IX federal regulations.

### **UNWANTED VERBAL COMMUNICATIONS AND HORSEPLAY**

Joking and teasing between students can lead to serious problems, as unwanted communications or actions can be considered harassment. Students experiencing such communications or actions must tell the offender to stop his/her actions and report the incident to the instructor of the program or the NTCC Administration. Supervisors (instructors) will be responsive to complaints.

### **STUDENT COMPLAINT PROCESS (Per Policy 219):**

The Joint Operating Committee recognizes that students have the right to request redress of complaints. Accordingly, individual and group complaints shall be recognized, and appropriate appeal procedures shall be provided.

A **student complaint** shall be one that arises from actions that directly affect the student's participation in an approved educational program.

The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, a guidance counselor; and both shall attempt to resolve the issue informally and directly.

For complaints that must move beyond the first step, the student shall prepare a written statement of his/her complaint which shall set forth:

1. Specific nature of the complaint and a brief statement of relevant facts.
2. Manner and extent to which the student believes s/he has been adversely affected.
3. Relief sought by the student.
4. Reasons why the student feels entitled to the relief sought.

The complaint may then be submitted, in turn, to the Compliance Officer, the Administrative Director and the Joint Operating Committee, with a suitable period of time allowed at each level for hearing of the complaint and preparation of a response.

At each level the student shall be afforded the opportunity to be heard personally by the Center official. At each step the Center official hearing the complaint may call in the student's parent/guardian. The student may seek the help of a parent/guardian at any step.

### **BULLYING/CYBERBULLYING (Per Policy 249)**

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying. Bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Joint Operating Committee prohibits bullying by students.

**Bullying** means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

Students who believe they or others have been bullied are encouraged to promptly report such incidents to the NTCC Administration or designee.

Complaints of bullying shall be investigated promptly, and appropriate corrective or preventive action shall be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the Center's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, up to or including a referral to law enforcement.

### **ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES (Per Policy 815)**

The Center provides students, staff and other authorized individuals with access to the Center's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means. The availability of access to electronic information does not imply endorsement by the Center of the content, nor does the Center guarantee the accuracy of information received. The Center shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet. The Center shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources. The Joint Operating Committee declares that computer and network use is a privilege, not a right. The Center's computer and network resources are the property of the Center. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the Center's Internet, computers or network resources, including personal files or any use of the Center's Internet, computers or network resources. The Center reserves the right to monitor, track, and log network access and use; monitor filespace utilization by users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The Center shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the Center's Internet, computers and network resources. The Joint Operating Committee requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Administrative Director or designee. The Joint Operating Committee establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors:

1. Lewd, vulgar, or profane.
2. Threatening.
3. Harassing or discriminatory.
4. Bullying.
5. Terroristic.

The Center reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Joint Operating Committee policy, or the use of software and/or online server blocking. Specifically, the Center operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.

Upon request by students or staff, the Administrative Director or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy.

Upon request by students or staff, building administrators may authorize the

temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering software for a student's use. If a request for temporary disabling of Internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the Administrative Director or designee for expedited review.

Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.

Safety: It is the Center's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, email, social networking websites, etc.

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.

Prohibitions: Users are expected to act in a responsible, ethical and legal manner in accordance with Joint Operating Committee policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Nonwork or nonschool related work.
4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying.
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Joint Operating

Committee policy.

10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
13. Impersonation of another user, anonymity, and pseudonyms.
14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
15. Loading or using of unauthorized games, programs, files, or other electronic media.
16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
18. Accessing the Internet, Center computers or other network resources without authorization.
19. Disabling or bypassing the Internet blocking/filtering software without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

Security: System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or Center files. To protect the integrity of the system, these guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Copyright: The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.

Consequences for Inappropriate Use: The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal

proceedings. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet, Center network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.

### **FERPA**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (eligible students) certain rights with respect to the student's educational records. They are:

(1) The right to inspect and review the student's educational records within 45 days (30 days for students with disabilities) of the day the NTCC receives a request for access.

Parents or eligible students should submit, to the Director (or appropriate school official), a written request that identifies the record(s) they wish to inspect. The Director will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Northern Tier Career Center to amend a record that they believe is inaccurate or misleading. They should write the Director, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the NTCC decides not to amend the record, as requested by the parent or eligible student, the NTCC will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the NTCC as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the NTCC has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.



A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the NTCC discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the NTCC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.