

NORTHWEST TECHNICAL SCHOOL

STUDENT HANDBOOK

2023-2024

Meeting Challenges . . . Today and Tomorrow

**Dr. Logan Lightfoot, Superintendent
Mr. Jeremy Ingraham, Director**

Contact Information:

Northwest Technical School

**Business Office – 660-671-1288
Fax – 660-562-4197**

Adult/Community Education – 660-671-1283

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PUBLIC NOTICE OF AFFIRMATIVE ACTION

Students, parents, and employees of the Maryville R-II School District are hereby notified that this school district does not discriminate on the basis of race, sex, creed, color, or handicap and is required by Title VI, IX, and Section 504 not to discriminate in its educational programs, activities, and employment practices. Any person having inquiries concerning the Maryville R-II School District's compliance with Title VI, IX, and Section 504 is directed to contact Mr. Steve Klotz, Assistant Superintendent of School's at the Superintendent's Office at 1429 South Munn, Maryville, Missouri, or by Phone (660) 671-1602.

The Assistant Superintendent of Schools has been designated by the Maryville R-II School District Administrator to coordinate the school district's efforts to comply with Title VI, IX, and Section 504.

All technical education class offerings, placement, guidance, and other technical education activities are offered without regard to race, color, national origin, sex, or handicapped condition.

Non-Discrimination and Anti-Harassment

A. Anti-Discrimination Law Compliance

It is the policy of the Maryville R-II School District not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices are required by Title VI and VII of the Civil Rights Act of 1964. Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Americans with Disabilities Act of 1990.

Inquiries related to District's employment practices may be directed to the District Compliance Coordinator, Maryville R-II School District, 1429 South Munn, Maryville, MO 64468; telephone number 660-562-3255.

Inquiries or concerns regarding civil rights compliance by the District should be directed to the Maryville R-II School District's Compliance Coordinator. Inquiries and complaints may also be directed to the Office for Civil Rights, Kansas City Office, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City MO 64114; telephone: 816-268-0550; FAX: 816-823-1404; TDD: 877-521-2172.

B. Collateral Prohibitions

As part of this obligation, the Board is also prohibited from and declares a policy against:

1. Retaliatory actions based on making complaints of prohibited discrimination or participation in an investigation, formal proceeding, or informal resolution concerning prohibited discrimination;
2. Aiding, abetting, inciting, compelling, or coercing discrimination; and
3. Discrimination against any person because of such person's association with a person protected from discrimination due to one or more of the above-stated characteristics.

C. Compliance Officer Appointment

To ensure that these obligations are met, the Board designates the following individual to act as the district's nondiscrimination laws compliance coordinator, who shall also be the appointee for all laws specifically mandating such an appointment, and who shall have the duty of keeping the superintendent informed of the state of compliance with this policy district-wide:

Steve Klotz, Assistant Superintendent
1429 South Munn Ave
Maryville, MO 64468-2756
Phone 660-562-3255
Fax 660-562-4724

D. Reporting and Complaint

Complaints and reports regarding the discharge of the duties summarized in this policy should be addressed to the compliance coordinator. Any employee of the district or member of the Board of Education who becomes apprised of a possible violation of this policy must report the matter to the coordinator. In the event the compliance coordinator is the subject of a report that would otherwise be made to the compliance coordinator, reports should instead be directed to the superintendent, who will assume the coordinator's duties for the purpose of that complaint.

E. Grievance Procedure and Resolution of Complaints

The administration will establish an effective grievance procedure and take any other actions necessary to carry out this policy, with due regard for the substantive and procedural rights of all parties concerned.

F. Confidentiality and Records

To the extent permitted by law, any public record held by this school district that is generated or received pursuant to this policy shall be closed and available only to the Board acting as a quorum, a committee appointed by the Board to carry out this policy on a permanent or ad hoc basis, the compliance coordinator and other administrators whose duties required access to the record in order to carry out this policy. Such persons may share access, on an individual basis, to such records with complainants or participants in a grievance or other resolution, only to the extent such disclosure promotes the purposes of this policy and is not prohibited by FERPA or any other law. Certain other limited disclosures may be required when material in the records is integral to an action affecting a constitutionally recognized property or liberty interest.

G. Public Notice and Dissemination

A copy of this policy will be posted in a public area of each building used for instruction and/or administrative offices. A copy of this policy will also be distributed annually to employees, parents or guardians, and students. The administration is directed to further publicize this policy and provide for such training or instruction as necessary to ensure district-wide compliance with anti-discrimination laws, including instruction in recognizing behavior indicative of a violation of this policy.

EQUAL OPPORTUNITY STATEMENT

The Northwest Technical School is committed to equal educational opportunity for all students. Our staff is available to help students with general information, application procedures, and other related issues and services needed by students.

As per Board Policy, the Northwest Technical School is prohibited from and hereby declares a policy against, engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, gender, national origin, ancestry, disability, age or use of leave protected by the Family and Medical Leave Act, in its programs, activities and with regard to employment. Concerns regarding discrimination should be addressed to the Director's office - (660-562-3022).

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Maryville R-II School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disability between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness, and young child with a developmental delay.

The Maryville R-II School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Maryville R-II School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement, or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request an amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Maryville R-II School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information, and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Maryville R-II Administration Office, Monday thru Friday from 8:00 a.m. to 3:30 p.m. on days when school is in session.

This notice will be provided in native languages as appropriate.

OVERVIEW

The purpose of this student handbook is to provide information concerning the policies, procedures, and regulations of the Northwest Technical School.

Students are expected to become familiar with the policies, procedures, and regulations and know how the information applies to them. **ALL** students will be expected to conduct themselves within the guidelines stated in this handbook.

If you have any questions or need further information not found in this publication, please locate the Counselor or call the Director's office located in the Northwest Technical School, 1515 South Munn, Maryville, MO 64468. Office hours are 8:00 a.m. – 4:00 p.m. Monday thru Friday, (660) 671-1288.

NTS Admissions Policy

Northwest Technical School is committed to providing career education and technical skills training to both secondary and post-secondary students. Northwest Technical School is an integral part of the Maryville R-II School District and is governed by the policies and procedures approved by the local Board of Education.

The following requirements have been established to assist post-secondary students with entry into Northwest Technical School.

Post-Secondary Entry Requirements:

1. High School Diploma or G.E.D.
2. Enrollment application to include social security number
3. Member in good standing in the community as evidenced by a criminal record check

Northwest Technical School reserves the right to refuse admittance or terminate enrollment for students who have not had satisfactory progress during a previous enrollment period or those students with an outstanding balance from a previous enrollment. Admission may also be refused to any student whose criminal record check produces negative findings. The specific restriction policy may be obtained on page 9 of this handbook.

Tuition

\$2,000.00 per year

\$200.00 deposit

Every post-secondary student will need to sign a tuition agreement form.

\$200.00 per month/10 months

\$1,000.00 must be paid by the end of the semester

*** Failure to pay tuition may result in removal from Northwest Technical School

Northwest Technical School Withdrawal and Refund Policy

Withdrawal Procedures

Any student who wishes to withdraw from Northwest Technical School must complete a formal withdrawal interview with the Placement Coordinator. Tuition refunds are based on your official drop date and are calculated accordingly. It is extremely important, for billing purposes, that you report your withdrawal date as soon as possible.

Refund Policy

Tuition is charged on a period of enrollment basis. The following is an explanation of how the Northwest Technical School refund policy affects financial aid per period of enrollment.

1. Full refund before classes begin – less \$200.00 non-refundable deposit
2. Withdrawing during the 1st week of classes makes the student eligible for a refund of 75% of the tuition for the period of enrollment in which the student is enrolled.
3. Withdrawing during the 2nd week of classes makes the student eligible for a refund of 50% of the tuition for the period of enrollment in which the student is enrolled.
4. Withdrawing during the 3rd week of classes makes the student eligible for a refund of 25% of the tuition for the period of enrollment in which the student is enrolled.
5. Withdrawing during the 4th week or thereafter results in no refund.

This refund policy applies to all post-secondary students who execute a complete withdrawal from coursework during an academic year. The student's withdrawal date is the last day of attendance. Books, supplies, fees, and tools received or used by the student will be charged to the student's account and will not be refunded. These charges will be completed on an individual basis at the time of withdrawal. A refund or deduction will be given for any fees, supplies, books, and tools not used by the students.

Outstanding balances may be turned over for collections and will have any collection fees added to the total balance.

Criminal Background Check Restriction

In accordance with sections 167.171 RSMo and 160.261 RSMo, no student shall be allowed to enroll at Northwest Technical School if convicted of any of the following acts. In addition, Northwest Technical School reserves the right to suspend or terminate a student's enrollment status upon being charged with any of the following acts. Nothing in this section shall prohibit the re-admittance or re-enrollment of any student if a charge has been dismissed, or when a student has been acquitted of any of the following acts.

- (1) First-degree murder under section 565.020, RSMo;
- (2) Second-degree murder under section 565.021, RSMo;
- (3) Kidnapping under section 565.110, RSMo;
- (4) First-degree assault under section 565.050, RSMo;
- (5) Forcible rape under section 566.030, RSMo;
- (6) Forcible sodomy under section 566.060, RSMo;
- (7) Burglary in the first degree under section 569.160, RSMo;
- (8) Burglary in the second degree under section 569.170, RSMo;
- (9) Robbery in the first degree under section 569.020, RSMo;
- (10) Distribution of drugs under section 195.211, RSMo;
- (11) Distribution of drugs to a minor under section 195.212, RSMo;
- (12) Arson in the first degree under section 569.040, RSMo;
- (13) Voluntary manslaughter under section 565.023, RSMo;
- (14) Involuntary manslaughter under section 565.024, RSMo;
- (15) Second-degree assault under section 565.060, RSMo;
- (16) Sexual assault under section 566.040, RSMo;
- (17) Felonious restraint under section 565.120, RSMo;
- (18) Property damage in the first degree under section 569.100, RSMo;
- (19) The possession of a weapon under chapter 571, RSMo;
- (20) Child molestation in the first degree pursuant to section 566.067, RSMo;
- (21) Deviate sexual assault pursuant to section 566.070, RSMo;
- (22) Sexual misconduct involving a child pursuant to section 566.083, RSMo;
- (23) Sexual abuse pursuant to section 566.100, RSMo;

Northwest Technical School 1515 South Munn Maryville, MO 64468

Program and Staff Listing

Director
Agriculture

Auto Mechanics Technology
Building Trades Technology
Business Technology

Teaching Professions
Collision Repair Technology
Culinary Arts/Food Preparation/Management
Family & Consumer Sciences
Health Science Technology
Welding/Machine Shop Technology

Jeremy Ingraham
Jeremy Lacy
Dillon Stiens
Matt Graham
Jay Drake
Donovan Harris
Jill Hedding
Carrie Coulter
Ron Wiederholt
Marci Behrens
Marci Behrens
Karie Partridge
Nick Sherlock

Support Services

Counselor/Placement/Student Services
Career Resource Educator

Rory Jackson
Davina Jones-Gilham

Ancillary

Adult/Community Education Coordinator

Lori Tally

Clerical and Custodial

Office Manager
NTS and Adult/Community Education Secretary
Head Custodian
Custodian

Kelly Wallace
Shelly Stiens
Gib Hall
Lloyd Griffey

**Maryville R-II School District
MISSION STATEMENT**

Through a partnership between school, home, and community, the mission of the Maryville R-II School District is to develop positive character in individuals who are empowered to be continuous learners.

**Northwest Technical School
MISSION STATEMENT**

Providing Opportunities to meet the ever-changing needs of today and tomorrow.

PHILOSOPHY STATEMENT

The administration and staff of the Northwest Technical School believe that all students can learn. Therefore, instruction must be designed to develop each student's cognitive, manipulative, and academic skills to job entry level for his/her chosen vocation, prepare each student for continuing education, or retrain those already employed for career maintenance and/or advancement. Technical education must present the various emerging career opportunities available in the respective training program areas while encouraging each student to develop desirable work habits and attitudes necessary for successful employment.

Technical Education must reinforce and provide for student basic skill development through the integration of math, science, and communication (writing and speaking) skills in the technical curricula. At the same time, emphasis must be given to the development of information-gathering skills, critical thinking, and problem-solving techniques through a cooperative learning environment.

High-demand training programs must stress student mastery of identified competencies and learning objectives in which student progress is frequently and systematically monitored. Curricular modifications reflect an evaluation of student progress as well as a continual assessment of program effectiveness. Classroom and laboratory time are structured to maximize active student involvement in learning activities that are realistic and relevant to business and industrial needs for today and tomorrow. With an orderly, safe, purposeful climate, the school is a pleasant site for well-directed, cooperative learning and concern for individual needs and abilities.

Adult preparatory and supplemental course offerings are an important element of the technical school program offerings and are provided through an expanding Adult/Community Education Program. Customized training for business and industry must be continued and close partnership linkages strengthened with business and industry so as to be sensitive to their educational needs.

The Northwest Technical School is committed to excellence in each program of instruction through effective teaching, state-of-the-art equipment and facilities, and a staff comprised of caring, progressive, quality, professionals, who are well respected and active in interchange with business and industry.

OBJECTIVES

In recognition of its position as a training center of manpower for the needs of business and industry and/or student preparation for continuing education, the Northwest Technical School strives to:

1. Provide occupational training programs for secondary and adult students which will develop the necessary knowledge and competencies for job entry employment, advancement in their present jobs, and/or continue their education at the college level.

2. Provide up-to-date facilities, equipment, instructional materials, and competent professional staff.
3. Assist each student in the development of desirable work habits and attitudes, job-seeking and job maintenance skills, and an awareness of the requirements of the workplace.
4. Guide students in developing and maintaining self-esteem and mutual respect for themselves, their co-workers, supervisors, and employers while fostering their ability to work cooperatively.
5. Assist each student in developing an appreciation for the value and dignity of work, pride in quality workmanship, and in the concept of productivity.
6. Stress the development of skills in information gathering, critical-analytical thinking, and problem-solving.
7. Provide for the integration of math, science, and communication (writing and speaking) skills into the technical curricula so as to encourage development beyond the basic levels required for entry into work and/or continued education.
8. Provide career orientation and training in line with prevailing manpower needs and trends on local, state, and national levels.
9. Develop a strong educational partnership/linkage with business and industry so as to ensure relevant curriculum and learning activities while providing for a smooth transition from school to work.
10. Integration of Pre-employment skills into the regular curriculum to include a cover letter and resume writing, completion of employment applications, and interpersonal skills related to interview techniques and teamwork on the job.

INSTITUTIONAL ACCREDITATION

Northwest Technical School is accredited by the Missouri Department of Elementary and Secondary Education. Approved for funding under the Veterans Administration, Job Training Partnership Act, and Vocational Rehabilitation.

Maryville High School

2023-2024

BELL SCHEDULE

Monday, Wednesday, and Friday Schedule		Tuesday - Thursday Schedule
7:55-8:46 am	First Period	7:55-8:40 am
8:46-8:51 am	Break	8:40-8:45 am
8:51-9:42 am	Second Period	8:45-9:30 am
9:42-9:47 am	Break	9:30-9:35 am
9:47-10:38 am	Third Period	9:35-10:20 am
10:38-10:43 am	Break	10:20-10:25 am
10:43-11:34 am	Fourth Period	10:25-11:10 am
11:34-11:39 am	Break	11:10-11:15 am
	Connect Time	11:15 am-12:00 pm
	Break	12:00-12:05 pm
11:39 am-12:04 pm 12:04 pm-1:03 pm	Fifth Period Lunch A Classroom	12:05 -12:30 pm 12:30-1:15 pm
11:39 am-12:38 pm 12:38 pm-1:03 pm	Fifth Period Classroom Lunch B	12:05-12:50 pm 12:50-1:15 pm
1:03-1:08 pm	Break	1:15-1:20 pm
1:08-1:59 pm	Sixth Period	1:20-2:05 pm
1:59-2:04 pm	Break	2:05-2:10 pm
2:04-2:55 pm	Seventh Period	2:10-2:55 pm
2:55-3:10 pm	Spoofhound Hour	2:55-3:10 pm

Sending School Bus Schedule

School	Arrival	Dismissal
Craig	7:50	10:35
Fairfax	7:50	10:35
Mound City	7:50	10:35
Rock Port	7:50	10:25
Tarkio	7:50	10:25
West Nodaway	7:50	10:25
Northeast Nodaway	7:50	10:25
Worth County	7:50	10:25
South Nodaway	7:50	10:45
Jefferson	12:00	2:30
Nodaway Holt	12:00	2:40
North Nodaway	12:00	2:40

GENERAL INFORMATION

Northwest Technical School is a community of approximately 500 young adults. As in any community, people must work towards a common purpose in a spirit of cooperation.

Our common purpose is to acquire knowledge, develop skills, develop positive attitudes toward learning, be responsible citizens, and respect the rights and property of others.

Failure to work toward this common purpose means that the student has let down his/her fellow classmates, teachers, parents, and most of all themselves.

In order for a community to operate well, everyone must exercise certain responsibilities at all times. Students should make themselves aware of their responsibilities. All students are expected to:

1. Apply themselves to their studies and not interfere with the teaching and learning process.
2. Attend classes regularly and promptly, and to be absent from class only for valid reasons.
3. Respect the rights and property of others, so that everyone may work and learn in a safe environment.

SCHOOL ATTENDANCE

Northwest Technical School's education program is built upon the premise that regular attendance is vital to a student's academic success. The student who is frequently absent misses classroom instruction, discussion, and social interaction even though make-up work is completed. Seeing that a student maintains regular attendance requires a cooperative effort by the student, parent(s)/guardian, and school personnel.

Students missing class time for activities is one area that we try to hold to a minimum. When it is necessary for students to be absent from class in order to participate in activities, it is the responsibility of the student to inform his/her teachers of insufficient time to complete in advance, all required work that will be missed. All teachers will receive an advance notice list of students from the coach/sponsor two days prior to the activity.

The following rules, regulations, and procedures shall apply to student attendance in the Northwest Technical School.

1. Any student who has been absent may be required to make up the work lost according to District/Instructor policy.
2. Students with unexcused absences (truant) will not be allowed to make up work for credit and will receive a zero (0) for that class period unless approved by the director.
3. All absences will be reported to and verified by the home school. Students will not receive credit for classroom assignments missed while truant unless approved by the director.
4. **Adult students** can miss no more than 10 days per year. If they miss more than 10, they must meet with the Counselor and Director to discuss options, which could result in removal from the program.

STUDENT CONDUCT

Students admitted to Northwest Technical School are expected to conduct themselves at all times in a responsible manner in accordance with the interests and regulations of the school. NTS recognizes that students are both citizens and students of the academic community. As citizens, students enjoy the same freedom of speech and assembly, freedom of association, freedom of press, right of petition, and right of due process as prescribed by law.

Upon enrollment at NTS, each student assumes the obligation of conduct compatible with the school's function as an educational institution and to comply with the laws enacted by federal, state, and local governments. If this obligation is neglected or ignored by the student, NTS must take appropriate disciplinary action, to include disciplinary probation, suspension, or dismissal.

GENERAL BEHAVIOR

Students will be respected as adults and students are expected to display proper respect to classmates and instructors. Social activities are a normal part of the school day. One of the school's highest aims is to prepare individuals to think for themselves. If students have a difference of opinion with an instructor they are expected to follow that instructor's wishes at that time and then ask for a personal conference with the teacher. If they are still not satisfied, they may see the director or counselor. **Failure on the part of a student to follow the instructions of any staff member may result in suspension.**

STUDENT SUSPENSION

The director shall have the power to suspend any student who willfully or persistently violates the school regulations, policies, and procedures or when the conduct of such student is detrimental to order and discipline in the school.

INJURIES & INSURANCE COVERAGE

Safety is a top priority for all students and staff. However, injuries sometimes do occur. Injuries sustained by students during the school day anywhere on school premises must be reported immediately to the instructor who will determine the procedure that must be taken. The same policy holds true for school-sponsored activities such as field trips and for students working on jobs coordinated by the coop coordinator. **PLEASE NOTE: The school does not carry health and accident insurance on students. It is the student's responsibility to provide health and accident insurance coverage for themselves. Injury and treatment costs incurred are the responsibility of the student.**

INDEBTEDNESS

Before a student may graduate, transfer from or leave the technical school, all bills incurred must be paid in full. (All repair fees must be paid before the item can be removed from the respective shop unless previously approved by the instructor). This includes all individual obligations such as shop fees, materials, and parts. Transcripts of credits, grade cards, and certificates will be withheld until all obligations are taken care of by the student.

Checkmarc Disclaimer

Your check is welcome with the following information:

- Full Name
- Street Address
- Phone Number Including Area Code
- Driver's License Number Including State

If your check is returned, it may be represented in an electronic manner. You are hereby authorizing service charges and processing fees, as permitted by law, to be debited from the same accounts by paper or electronically, at our option. Your payment check shall be recognized as acceptance of our electronic check recovery system.

STUDENTS CHARGING ITEMS FOR TECHNICAL PROGRAMS

Northwest Technical School students are not authorized to pickup or sign for items that the Maryville R-II School District is responsible for payment.

ENTERING AND LEAVING THE TECHNICAL BUILDING

Students are to enter and leave the technical building by the main entrance. The shop doors on the east and west side of the building are to be used only for activities during class time, not at the beginning or end of class periods. Students are not to enter or leave the building through shop areas at any time.

CORRIDORS

Students should be in the corridors only when entering or leaving the building, going to and from the office, or special meetings. On these occasions, students are to walk, refrain from loud talk, and go directly to their destinations.

DRESS CODE

The appearance of any student conveys to his/her fellow students and teachers favorable or unfavorable impressions. Therefore, it is important that all establish habits of neatness. Students will be expected to dress and groom appropriately for the instructional activity involved.

SAFETY REQUIREMENTS

All students will be expected to wear required safety apparel, including **SAFETY GLASSES**. Caps will be considered safety apparel and permitted in the shop areas only. Obscene clothing will be prohibited. All laboratory clothing and uniforms must be kept neatly laundered and hygienically clean. The use of good judgment, taste, and decency with regard to the selection and wearing of apparel is always a primary consideration.

TELEPHONE/CELL PHONE USE

Students will not have access to school telephones unless in the case of emergency or special permission. In any case, phones other than those located in the main office are off-limits to all students. Students will not be called to the office to answer incoming calls other than emergencies. A message will be taken by the office secretary and forwarded to the student. The use of cell phones during class disrupts the learning environment. Students will be asked to refrain from using cell phones during class.

ABUSIVE LANGUAGE

The use of foul language is both uncalled for and unnecessary. Students using such language in the classroom or shop will be reprimanded by their instructor and/or in the case of persistence on behalf of the student, will be referred to the director for disciplinary action.

SCHOOL STAFF

All bus drivers, custodians, cooks, secretaries, and other staff members are to receive the same respect given to instructors. Any evidence of disrespect to any member of the staff is subject to disciplinary action by the director. Substitute teachers and student instructors will command the same respect as regular staff members. Each member of the class will do all he/she can to help in the absence of the regular instructor.

TEXTBOOKS

All necessary textbooks will be provided by the technical school unless otherwise noted by the respective program instructor. Some courses will assign textbooks to students for the school year. Textbooks that are marked, torn, dirty, lost, mutilated, or destroyed must be replaced by the student at his/her expense.

LOCKERS

Lockers and locks are available for student use in the shop areas where necessary for the safekeeping of work clothes and other personal items. It is the student's responsibility to maintain the locker and to see that the lock is securely locked.

LOST AND FOUND

Presumed lost items found on these premises should be promptly turned into the office where they will be held until identified and claimed by the person who lost the items. Items that remain unclaimed will be disposed of by the school.

VISITORS

Prospective students, and parents, in particular, are always welcome at the technical school. All visitors are asked to report to the director's office upon first entering the building to make their business known. Loitering within the school building or on school premises by persons not enrolled as technical school students is prohibited.

CAREER & TECHNICAL STUDENT ORGANIZATIONS

Educators Rising

For a student, one skilled teacher opens up a world of possibilities. There's never been a greater need for smart, creative young people like you to choose teaching as a career. By joining Educators Rising, you can set yourself on the path to becoming that innovative, skilled, life-changing teacher. Educators Rising provides opportunities to volunteer in schools and to travel to state and national leadership conferences and competitions.

FBLA - (Future Business Leaders of America)

FBLA is open to any high school or technical school student participating in a business program. One of the main objectives of the organization is to develop strong, aggressive leadership so that students may participate more effectively in the business and community life of which they are apart. FBLA provides an opportunity for travel to state and national leadership conferences, as well as to district workshops and training sessions, visits to other FBLA chapters, and to business and industrial enterprises.

FCCLA (Family Career & Community Leaders of America)

The purpose of FCCLA is to promote interest in Family & Consumer sciences. Monthly business meetings are held in the home economics room. The girls/boys participate in a regional meeting and National FCCLA Week. Applicants must have successfully completed one semester of home economics on a high school or technical level to participate in the organization.

National FFA (Future Farmers of America)

The purpose of the FFA is the development of agricultural leadership, cooperation, and citizenship. The organization strengthens the confidence of FFA students and helps provide meaningful experiences for students. Applicants must be enrolled in an agriculture education class.

NTHS (National Technical Honor Society)

The National Technical Honor Society currently serves approximately 80,000 active members in 2014 and nearly three-quarters of a million since its inception in 1984. Over \$200,000 in scholarships is awarded annually to its members. NTHS honors the achievements of top CTE students, provides scholarships to encourage the pursuit of higher education, and cultivates excellence in today's highly competitive, skilled workforce. For over 30 years, NTHS has been the acknowledged leader in the recognition of outstanding student achievement in career and technical education.

SkillsUSA

SkillsUSA is an organization for young men and women enrolled as full-time preparatory students in technical courses in trade, industrial, technical, and health education. The aim of the organization is to develop leadership and citizenship as well as occupational skills. Students compete in local, state, and national level events.

Participation in Northwest Technical School Career & Technical Student Organizations (CTSOs) follows the Maryville R-II Student Discipline Code of Conduct. Any offense which constitutes a violation of the district's policy as defined in board policy JG-R will be documented in the student's disciplinary record and can lead to suspension and termination from organizations. Sending school students in violation of the policy will have administration notified at their home school.

STUDENT GRIEVANCE PROCEDURE

The purpose of this grievance procedure is to secure, at the lowest possible administrative level, equitable solutions to complaints by students which may arise from time to time affecting the welfare or working conditions of the students. Nothing herein will be construed as limiting the right of any student having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without recourse to this procedure. Nothing contained herein will be construed as limiting the right of any student having a grievance to initiate informal and formal procedures concurrently.

For a grievance to be considered within this procedure, the grievant(s) must initiate the procedure within 5 school days of the occurrence of the alleged grievance by requesting an appointment with the student's principal for the purpose of discussing the alleged grievance. The student and the supervisor or his/her designate may each have another person present if they so choose.

The grievant supervisor or his/her designate must grant an appointment within 5 school days of the grievant's request.

Should the discussion between the grievant and his/her supervisor or his/her designate not result in a mutually satisfactory solution of the alleged grievance, the grievant shall file a written grievance with the superintendent of the district within 5 school days. Information copies shall be sent to the grievant's immediate supervisor or his/her designate and the district administrator. The written grievance shall specify the nature of the grievance, consequences to the district or the student, should the issue not be satisfactorily resolved in the grievant's perspective, and the specific resolution of the grievance recommended by the student.

The grievance shall be heard by the administrator or his/her designate within 10 school days of his/her receipt of the grievance. Written notice of the time and place of the hearing shall be given 5 school days prior thereto to the grievant, his/her representative (if any), the supervisor of the grievant, or his/her designate, and the personnel officer (if applicable).

Within 5 school days of the hearing of the grievance, the administrator or his/her designate shall communicate in writing to the grievant and all other parties officially present at the hearing, his/her decision which shall contain supporting reasons, therefore.

If the grievant finds the decision of the administrator and his/her designate unsatisfactory, he/she shall so notify the administrator or his/her designate in writing within 5 school days of receipt of the administrator's or his/her designates decision. The administrator or his/her designate shall see that the grievance is placed as an item of business on the agenda at the next regular meeting of the Board of Education or at a special meeting called for that purpose. The grievant has the right to request either an executive session or public session and shall have the right of representation before the board.

For district purposes, the decision of the Board of Education is final.

LEAVING CAMPUS

Leaving the school campus is not allowed without prior approval. In the event a student must leave school during the day, a parent/guardian must request by either phone or in person before the student leaves. Any student leaving campus must sign out in the office or students will be considered truant. Post-secondary students are allowed to leave for lunch.

DISCIPLINE

Students at Northwest Technical School carry with them the responsibility to comply with the policies, rules, and regulations of the Maryville R-II District. A student may be subject to disciplinary action, including detention, isolation, and suspension for:

1. Insubordination
2. Irregular attendance
3. Truancy
4. Profanity, abusive language, and/or obscene gestures
5. Defiance of any staff member
6. Fighting or any physical abuse
7. Defacing or destroying school or personal property
8. Bringing to school or possession of any weapon or explosive device
9. Possession of tobacco, alcohol, drugs, or any E-Cigarette/ Vaping products or items on school grounds.
10. Violation of any set policies, rules, and regulations of the district.

Students are expected to conduct themselves in a manner that is conducive to learning. Northwest Technical School students must uphold standards of behavior that recognize the well-being, safety, and rights of others. With the help of a responsible student body, the Northwest Technical School campus will continue to be a respected and safe institution of learning for our students. Violation of policies will also result in sending school students' administration being notified.

STUDENT DRIVING POLICY

In order to eliminate misunderstandings related to students driving vehicles to the Northwest Technical School the following regulations are presented to students for their understanding.

AUTOMOBILES

Sending schools to furnish bus transportation for all students. Students from schools other than Maryville shall drive vehicles only with special written permission from their school administrators. For these students, parking facilities are available on the west side of the Maryville R-II High School, lower lot, not on the parking areas east or west of the technical school building. Any student who wishes to bring a vehicle to the Technical School for the purpose of having repair work done must first obtain written approval from the appropriate instructor. After approval has been granted by the respective instructor, written permission must be obtained from the sending school administrator. Students are responsible for operating vehicles in a safe and careful manner while on school grounds, and being alert for pedestrians, buses, and other vehicles. Any student who operates his/her vehicle in a careless and reckless manner will be subject to disciplinary action which can result in the suspension of driving privileges. Students are not permitted to drive or be in vehicles during school hours. No student will be allowed to leave school for the purpose of securing parts or materials. School vehicles will be operated by technical school students in Auto Tech classes only when working on them and returning them to the Superintendent's office under the guidance of the Auto Tech instructor.

PARKING

1. Current parking stickers must be visible in or on the front windshield. Stickers are available at the High School for Maryville R-II Students. Sending School students are to ride the bus.
2. Students are restricted to parking in the lower lot west of Maryville High School.
3. The maximum speed on campus is 10 mph.
4. Citation tickets may be issued to all vehicles improperly parked or driven. Driving privileges may be revoked for violations of bad vehicle conduct or safety rules.
5. NTS reserves the right to tow cars improperly parked or that are blocking gates or driveways.

GRADES

Grades are determined by the individual instructor and recorded as A, B, C, D, and F. Grades are forwarded to the sending school counselors where they are transcribed to the student's permanent record. No grades of incomplete are assigned unless prior arrangements have been made.

CERTIFICATES

Northwest Technical School will recognize student achievement by issuing a certificate of completion to each student who has successfully completed an approved course of study at NTS. Specialized certificates may be issued in programs that offer select certifications.

SCHOOL CLOSING

School closing during bad weather does not occur often, but when it does, announcements are made over local radio before 7:00 a.m. If school is dismissed before the normal ending time, announcements will be made over the same radio station. If school is closed early because of the weather, there will be no student activities held.

Students are to proceed home or whenever directed by their parents as soon as dismissed. Please do not telephone the school, the district office, or the radio station. (Regional Media 97.1 or 95.9). If you do not hear a news bulletin, schools will be open as usual.

In case of a closure day, (AMI) or an extended closure of a week or more (AMI x) with the Department of Elementary and Secondary Education's guidance and approval, Maryville R-II will be implementing a plan for Alternative Methods of Instruction (AMI) beginning the school year 2020-2021. AMI will be available for all students with the goal of both reinforcing previously taught skills and introducing new concepts. Students and parents will be notified on days when AMI is in effect. On these days, staff will be available for communication with students via email and the district learning management system.

HEALTH OFFICE

Any health needs that occur at Northwest Technical School should be reported to the office. A school nurse is available daily in the nurse's clinic at Maryville High School.

FIRE AND TORNADO DRILLS

Fire and tornado drills are scheduled periodically during the school year. Evacuation plans are posted in each classroom.

EMERGENCY PROCEDURES

Due to the somewhat unpredictable nature of severe weather, fires, and other forms of emergencies that disrupt the normal scheduling of school, the following procedures will be utilized in order to conserve time and ensure the safety of students and staff.

SEVERE WEATHER ASSIGNED AREAS

TORNADO

The diagram posted in each room shows the assigned "safety" areas for each class in the hallway/classroom of the technical building. Students and staff in the building are to move to their assigned areas upon the sounding of the alarm. Should the warning be too short to move to the hallway, students and staff should assemble according to the diagram.

Students in class activities outside the building must follow the emergency instructions of their teacher and make use of the best emergency shields available.

All students and staff exit from their classrooms and shop areas into the hallways of the building to assigned areas. See diagram titled "Severe Weather Assigned Areas." Turn off and/or shut down power and other equipment in shops.

Upon arriving at the assigned area, students will seat themselves on the floor as near to the walls as possible. If the building is struck, bend head down between knees and cover head with arms.

Teachers are to stay with their classes to check for missing students and maintain order among students. Missing students should be reported to the office immediately.

Leave all classroom doors open inside the building. The outside doors of the building must also be left open.

If the building is struck, students are to remain in their places until told otherwise. Staff should help evacuate students and give assistance to rescue help. They must also give an accounting of their class to the office.

All Clear - Signal broadcast over PA system

STUDENTS AND STAFF RETURN TO CLASSROOMS AND SHOPS. TEACHERS CHECK ROLL AND REPORT MISSING STUDENTS TO THE OFFICE IMMEDIATELY. RESUME CLASSROOM AND/OR SHOP ACTIVITIES.

EMERGENCY FIRE PROCEDURES

ALARM - Continuous sounding of alarm horn

In the event of a fire (shop/kitchen fire), the instructors will act as the first-line defense. Certified fire extinguishing equipment is currently placed in each shop/kitchen area. The instructors are trained in the proper use of such fire protection equipment.

Shop/Kitchen Areas: Should the fire alarm sound, students shall exit the shop areas through the shop doors to the outside of the building.

Classroom Areas: Students in the classroom areas of NTS will exit the building through the hallways and proceed to the nearest exit doors located on the west side of the building. Students on the north end of the building should use the north exit door while the students on the south end of the building exit through the south doors.

All students shall exit the building in a safe and orderly fashion and proceed south to the practice football field. Students shall remain on the field until an NTS official or instructor verifies their presence and the "all clear" is given to return to the building.

A school official will direct students to any alternative location.

STATEMENT OF UNDERSTANDING OF POLICIES

I have read and understand the policies and procedures of Northwest Technical School.

I intend to comply with these policies and procedures and I understand that my enrollment can be terminated from Northwest Technical School if these policies and procedures are not being followed.

Printed Name of Student

Signature of Student

Date