STUDENT HANDBOOK

THE FOLLOWING INFORMATION DOES NOT INCLUDE ALL POLICIES OF NORTHEAST TECHNICAL HIGH SCHOOL. FOR FURTHER INFORMATION, CONTACT THE OFFICE AT NTHS.

MISSION STATEMENT

Northeast Technical High School uses career exploration and hands-on experiences to provide academic relevancy and promote life-long learning.

EDUCATIONAL PURPOSE

Enabling all students to succeed in an ever-changing world.

POLICY OF NON-DISCRIMINATION

Northeast Technical High School (NTHS) does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. NTHS offers the following CTE programs: automotive, bio-medical, building trades, cabinetmaking, culinary arts, drafting, career exploration, electronics, health science, human services, machine tool, pre-engineering, and welding. Students are admitted to these courses through registration at their respective member school districts. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Bert Falak, Director
Title IX Coordinator &Section 504 Coordinator
1311 Third Ave NE
Watertown, SD 57201
605-882-6380

For further information on notice of non-discrimination, see:
U.S. Department of Education
Office for Civil Rights
8930 Ward Parkway, Suite 2037
Kansas City, MO 64114-3302
Phone: (816) 268-0550
Fax: (816) 823-1404
TDD: (877) 521-2172
Email: OCR.KansasCity@ed.gov

SCHOOL SCHEDULE

First Block	***Second Block***	***Third Block***	***Fourth Block***
Castlewood	Florence	Watertown	Watertown
Grant-Deuel	Hamlin		Great Plains
Summit	Henry		
Watertown	Waverly		
Great Plains	Watertown		

BUILDING HOURS
Regular building hours are 8:00 a.m. to 4:00 p.m. Students should not arrive before 8:15 a.m. nor be in the building after 3:45 p.m. unless they are under the direct supervision of a teacher or special arrangements have been made.

VISITORS
Visitors are required to report to the NTHS office. Students are not to bring friends with them to class due to safety considerations. Parents, guardians and interested students are invited to visit the center whenever they can. Due to the need to arrange safety precautions, **tours must be guided and preferably arranged in advance**.

ATTENDANCE
Due to the hands-on nature of Northeast Technical High School's programs, attendance is critical and missed time is difficult to make-up. Therefore, it is very important that students attend class every time it meets. When feasible, Northeast Technical High School will work in conjunction with member schools' attendance policies. However, NTHS is a five-day week school and students participating in NTHS classes are expected and required to attend all five days, which includes Fridays.

INCLEMENT WEATHER
The Northeast Technical High School will conform to the Watertown School District's decisions in cases of closing school due to weather conditions. NTHS students whose home school has been closed will not be expected to be in attendance at the school that day.

STUDENT DISMISSAL
Students enrolled in any class at the Northeast Technical High School may not be dismissed before the regular hour of dismissal except with the approval of the Director and their home school superintendent or their designee and / or parent or guardian.

A teacher may not permit any individual student to leave school prior to the regular hour of dismissal except by permission of the Director.

No student will be permitted to leave school prior to the time of dismissal in the care of anyone other than a home school employee, or parent or guardian of the child, unless the permission of the parent first has been secured to the home school and the Northeast Technical High School.

Either parent of a child may grant permission for the child to leave school, and a child will be released into the care of either parent or either parent's designee unless the school director is provided with a certified copy of an order of a court of competent jurisdiction prohibiting a parent from granting permission to release said child into the care of another, or prohibiting release of said child into the care of a parent.

If a police officer or other court official requests the dismissal of a student during school hours, they must have a warrant or written request by a parent before the student will be dismissed.

CROSS REF.: JFG, Interrogations and Searches

STUDENT RECORDS
In order to provide students with appropriate instruction and educational services, it is necessary for the Northeast Technical High School to maintain information about them and their families. It is essential

that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents/legal guardian or the student in accordance with law, and yet be guarded as confidential information. Each year, information on the regulations relating to student records will be published in the school district's student handbooks. It will be the responsibility of the superintendent to provide for the proper administration of student records in keeping with state law and federal requirements, and to standardize procedures for the collection of necessary information about individual students throughout the district. The terms of the Family Educational Rights and Privacy Act entitle both parents to full rights, unless the School District has been provided with a certified copy of a court order or evidence of a state statute or other legally binding document that specifically revokes these rights. The Board wishes to make clear that all individual student records of the district are confidential. This extends to giving out individual addresses and telephone numbers.

LEGAL REF.: Family Educational Rights and Privacy Act (FERPA) of 1974, P. L. 93-380

GRADING

Northeast Technical High School reports grades on a letter scale (A,B,C,D,F,I) as most schools do. Classroom instructors shall explain to the class what is expected of the student in order to attain a grade level. Grades are entered in the student's home district's DDN Campus system for permanent record keeping. The NTHS grading scale is as follows:

A	94-100
A-	92-93
B+	90-91
B	86-89
B-	84-85
C+	82-83
C	78-81
C-	76-77
D+	74-75
D	70-73
D-	68-69
F	67 and below

PROGRESS REPORTS

Periodic reports will be sent to the home school principal as to a student's progress in his/her course. Unsatisfactory progress reports will be issued indicating the student is in danger of failing the course.

DRESS CODE

Restrictions on a student's dress and grooming are necessary when they create a danger to the student's health and safety, interfere with the educational process or disrupt school or school activities. Students may not wear clothing or hair styles that are hazardous to themselves or to others. Grooming and dress which prevent students from doing their best work because of restricted vision or movements, or which create a disruption of classroom activities, will be discouraged.

1. Clothing should be neat and clean to meet general standards of health, safety and decency.
2. Clothing containing prison affiliations, alcohol, tobacco, or drug advertising symbols, or that has markings, pictures or lettering that convey profane, obscene, immoral meanings or sexual innuendos will not be permitted. Students may not wear clothing that displays profanity, obscenities, promotes alcohol, tobacco, illegal drugs, is sexually suggestive, is provocative, or is so bizarre that it distracts other students from focusing on classroom tasks.
3. Caps, hats, scarves, bandannas, sunglasses and headgear are to be removed and hoods are to be lowered upon entering the school building.
4. Hair should be neat and clean, and of such length, where required, to meet safety and health standards
5. Footwear is required of all students. (Slippers and footwear with wheels are not allowed).
6. Students may not wear clothing that is revealing. Shorts and skirts must reach mid-thigh and not be shorter than the student's extended fingertips.
7. Garments that are cut low, or expose one's midriff, or clothing that exposes undergarments will not be permitted. Shirts/tops must have shoulder straps that are at least one inch wide.
8. Large chains on clothing, chains connected to students' wallets, and accessories with large spikes will not be allowed.

Aligning with industry standards, the dress code for all **shop areas** is as follows:

- Safety goggles must be worn. For safety reasons, **no contact lenses** can be worn in the **Welding** lab.
- Shoulders & midriffs must be covered.
- No undergarments showing.
- No shorts in the **Machine Tool Technology** or **Welding** labs.
- Toes & heels must be covered—**no flip-flops**.

Repeat violations of this policy will result in disciplinary action.

SHOP GUIDELINES

Students are responsible for good housekeeping in the shop areas, which includes the machines, welding booths, workbenches, tool rooms, material storage areas, locker rooms, inspection rooms, roll-around carts and the Building Trades house project area. Students are expected to clean the shop after use. Work areas should be picked up and free of food and liquids. Machine operators are responsible for machine maintenance, proper orientation and safety. In Machine Tool Technology, only one student at a time is allowed on a machine.

EQUIPMENT

Tools, uniforms, lab coats and safety glasses will be issued in courses when required. The student will be provided one pair of safety glasses; subsequent glasses must be purchased. The student will be expected to keep all items in good condition and properly maintained. The student will be charged for theft or any unnecessary wear or damage. Gloves are personal items; the student is required to furnish these items where needed.

TEXTBOOKS

Textbooks are provided free of charge to Northeast Technical High School students. Students are reminded that these books are loaned to them and will be used by others in future years. Students are financially responsible for loss of or damage to the textbooks. If you lose a textbook, and it is turned into the office, it will be returned to your instructor. Books that are found must be turned into the central office.

MATERIALS CHARGES

Students may be charged for loss, damage, or destruction of Northeast Technical High School property and equipment. Students are allocated appropriate amounts of materials for assignments. Students will be charged for material usage when appropriate.

CARE OF NORTHEAST TECHNICAL HIGH SCHOOL PROPERTY

Northeast Technical High School property is purchased and maintained at considerable expense. Preserve and protect NTHS so you and those who follow you can be proud of it. Do not deface chairs, desks, walls, or other equipment. Treat center property just as you would your personal property. Students will be held financially responsible for mistreatment of center property.

CELL PHONES/ELECTRONIC DEVICES

Students are prohibited from using personal electronic devices which might disrupt or interfere with the educational purposes in the building. These devices include but are not limited to cellular phones and pagers.

TOBACCO

The use or possession of tobacco by students is not allowed on Northeast Technical High School property (including parking lots and LATI property) or at any center activity. Offenders will be reported to their home school for appropriate discipline and to the proper legal authorities.

ALCOHOL AND DRUGS

Consumption of, or the possession of, or being under the influence of, alcoholic beverages or controlled drugs will not be allowed on Northeast Technical High School property (including parking lots and LATI property) or at any NTHS-sponsored event. Offenders will be sent immediately to the Director's office and reported to their home school for appropriate discipline and to the proper legal authorities.

WEAPONS POLICY

Schools should be an example of what is required regarding the observance and respect for law in society at large. Schools also must be highly conscious of the health, safety and welfare of students, staff and the public.

State and federal laws as well as board policy forbids the bringing of dangerous or illegal weapons to school or school-sponsored activities. Any weapon taken from a student shall be reported to the student's parents. Confiscation of weapons may be reported to the police. Appropriate disciplinary action or legal action or both shall be pursued by the Director.

A dangerous weapon is defined as any firearm, air gun, knife or device, instrument, material or substance, whether animate in inanimate, which is calculated or designed to inflict death or serious bodily harm, or by the manner in which it is used is likely to inflict death or bodily harm.

No firearms are permitted on any school premises, school vehicle, or any vehicle used for school purposes, in any school building or other building or premises used for school functions. An exception would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, firearms or air guns at firing ranges, gun shows and authorized supervised school training sessions for the use of firearms.

Any student bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The Director shall have the authority to recommend to the school board that is expulsion requirement be modified on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504. For the purpose of this portion of the policy, the term "firearm" includes any weapon which will or is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas. LEGAL REF: SDCL13-32-4.2; 22-1-2; Gun Free Schools Act of 1994.

INJURY OR ILLNESS

Any student becoming ill during the school day should report to his / her NTHS instructor and then to the NTHS office so arrangements can be made concerning the treatment or release of the student. Northeast Technical High School does not carry medical insurance for students and does not accept financial responsibility for medical care.

Any injury should receive immediate attention by the classroom instructor in the respective area. Further aid may be secured by contacting the central office. All injuries must be reported to the central

office. The student's home school nurse will be notified. If an injury requires a doctor's attention, NTHS will attempt to contact the parents to have them take care of the matter. If the parents cannot be contacted, NTHS staff will use its judgment but will **not** accept financial responsibility for the treatment.

PROCEDURE:

- The student must immediately notify the instructor for evaluation of the illness/injury.

- The "first responder" is a staff member trained for injuries & available for immediate help. Mr. Buhler is the **LATI** Manufacturing Center's "first responder". Mrs. Buelow is the **Northeast Technical High School '** "first responder". Mrs. Gonnelly is the **Watertown High School's** "first responder".

- For illness or injury of **Watertown** Northeast Technical High School students, the student may be referred to a Watertown school nurse, the student's parents or emergency medical providers if necessary.

- For illness or injury of **Non-Watertown** Northeast Technical High School students, the student may be referred to his/her parents or emergency medical providers.

- Each classroom has safety kits for emergency treatment of injuries. Body-fluid clean-up kits are available at each site for clean-up of the injury/illness site.

- In the case of injuries, the instructor will complete an accident report. (Note the date, time, cause of the accident, environment, time the student left, witnesses, etc.)

- No injured student should leave the scene of an injury-producing accident without notifying the instructor. Do not try to treat yourself. Do not leave the class. No injured student should leave the facility unassisted. In the case of an injury, it is important to remain at the scene or immediately nearby for evaluation and treatment.

PERSONAL CONDUCT

Students can be proud of the Northeast Technical High School and the programs in which they are enrolled. The image of the center, the student body, and the participating high schools, depends to a large degree on the conduct of the students. More important, learning can only take place in a smooth-operating and well-organized surrounding.

Students are expected to behave in a manner that contributes to an atmosphere where learning can take place and student safety is not in question. The conduct of the student should comply with what is expected in the work place and in society as a whole.

Misconduct becomes a part of the student's record and follows an individual into the world of work. Therefore, as a part of the training, students will be expected to conduct themselves as mature individuals at all times.

Disruptive behavior, repeated annoyance behavior, or behavior which places other students in danger cannot be tolerated. Behavior which results in harassment or bullying of a student and any other person associated with Northeast Technical High School is not acceptable. Harassment may be defined as but not limited to teasing, or making unkind comments, or acts towards the person or family or other conduct of this nature. Bullying may be defined as the repeated and intention of harmful behavior initiated by one or more students and directed toward another student.

Instructors and/or the Director shall contact the student's parents and/or home school at any time they feel that a parent should be informed of their child's unacceptable behavior.

When a student's behavior is of the nature that it disrupts the learning process or places other students' well being in danger, the student shall be removed from the class and report to the central office in accordance with the instructor's directions.

The first time this happens, the instructor shall meet with the student prior to his/her return to the classroom. The instructor shall review with the student the behavior that happened and the consequences of the student's actions. A written report shall be filed with the central office and with the home school and mailed to the student's parents. Repeated occurrences shall be dealt with in accordance to home school guidelines and in conjunction with the home school administration and the administration of the center.

None of the above shall limit Northeast Technical High School's ability to immediately remove a student from a class and seek expulsion in cases where it is deemed appropriate.

DUE PROCESS

In compliance with South Dakota laws, minimum due process will be afforded in dealing with disciplinary actions. Due Process will consist of at least the following:

1. Adequate notice of the charges.
2. Reasonable opportunity to prepare for and meet the charges.
3. An orderly meeting adapted to the nature of the circumstances.
4. A fair and impartial decision.

SEXUAL HARASSMENT POLICY

POLICY

It is Northeast Technical High School's policy that sexual harassment of students by other students or other individuals is unacceptable and shall not be tolerated. No student of the school district may sexually harass another. Every student will be subject to disciplinary action, including possible suspension or expulsion, for violation of this policy.

DEFINITION

Sexual Harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature and constitutes sexual harassment when:

a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education, advancement, participation in activities or programs, academic recognition or grades:

b. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting such individual; or

c. Such conduct has purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive educational environment, or effectively bars a student's access to an education opportunity or benefit.

RESPONSIBILITY

The staff, administrators, and students of Northeast Technical High School are responsible for maintaining a working and learning environment free from sexual harassment.

Every NTHS officer or employee shall be responsible for immediately reporting observations of student sexual harassment or complaints of student sexual harassment from students, parents, or others to the NTHS Director. The NTHS Director, in cooperation with a home school administrator, shall investigate the observations or allegations, and shall document the information obtained in the investigation. If the administration believes that sexual harassment of the student has occurred, or reasonably suspects that such harassment of the student has occurred, he or she shall impose a level of discipline that is deemed appropriate and reasonable under the circumstances.

COMPLAINTS

Any student, or any parent or guardian of any student, or other individual, who feels that the student has been subjected to sexual harassment, should report the incident immediately to the student's teacher, home school administration, or the NTHS Director. Any NTHS employee, who learns of sexual harassment of a student, whether by direct observation or by other means, shall immediately report such incident or information to the NTHS Director. If the NTHS Director is alleged to be involved in the activity, the incident or report shall be made to the President of the Superintendent's Advisory Board. Confidentiality consistent with due process will be maintained.

RETALIATION

Submission of a complaint or report of harassment will not affect the student's grades, work assignments, activities, or honors. Retaliation for submission of a complaint or report shall be a violation of the district policy and subject the violator to disciplinary action. Any student or person who believes that they are the subjects of retaliation shall repot the incident in the manner set forth above.

BULLYING POLICY

Northeast Technical High School is committed to providing a caring and safe environment for our students so they can learn. Bullying of any kind is unacceptable. Persistent bullying can severely inhibit a student's ability to learn effectively. Prevention and awareness activities are important

components to maintaining a caring and safe environment. If bullying does occur, students must inform staff and know that the incidents will be dealt with promptly.

Bullying is the repeated and intention of harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with social and physical power deliberately dominates and harasses another who has less power. Bullying involves a power element where the bully targets a student who has difficulty defending him or herself. Bullying includes behaviors such as sexual harassment of another student, teasing and excluding, name calling, physical aggression, threatening or hazing, damaging or stealing belongings, or demanding money. Bullying can also be accomplished over the internet, or cyber bullying. Bullying of any kind will not be tolerated.

The Board expects students to conduct themselves in a cooperative manner through their interactions. The Board requires the Director to be responsible for receiving complaints alleging bullying. All school employees are required to report alleged violations to the Director. The Director and the Home School Administrator is responsible for determining whether an alleged act constitutes bullying. The Director shall conduct a prompt, thorough, and complete investigation of each alleged incident.

ORGANIZATIONS AND ACTIVITIES

SkillsUSA is a student organization at Northeast Technical High School. It offers a variety of experiences to its members. The club may conduct service projects throughout the year and sponsor other events as approved by the advisors and the NTHS Director. Students are encouraged to participate in a variety of extracurricular activities in order to broaden their experience.

COMPUTER INFORMATION – USE OF TECHNOLOGY RESOURCES POLICY

Purpose

The Northeast Technical High School is pleased to offer students, faculty, and staff access to technology resources for schoolwork and enrichment activities. The purpose of the Northeast Technical High School's technology resources is to provide additional educational resources and communication tools for students and teachers. These resources will help teachers to facilitate education and research consistent with the objectives of the Northeast Technical High School.

Definition – Technology Resources

The Northeast Technical High School's technology resources include but are not limited to the following resources in cooperation with the Watertown School District and Lake Area Technical Institute: network, Internet, computer hardware, software, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

Regulations

The use of the Northeast Technical High School's technology resources is a privilege, not a right. The privilege of using the technology resources provided by Northeast Technical High School is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Northeast Technical High School. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied. The Uniform Code of Behavior of Watertown School District, Lake Area Technical Institute and/or the student's home school may be applied to student infractions.

User Terms and Conditions

The use Northeast Technical High School's technology resources is subject to the following terms and conditions:

1. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Northeast Technical High School along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.
2. User accounts are considered the property of the Northeast Technical High School. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. While user files will not be examined without reasonable cause, users should not expect that anything stored on school computers or networks will be private.
3. Prohibited technology resources activities include, but are not limited to, the following:
   Computer Laptop Violations:
   a. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
   b. Downloading or transmitting multi-player game, music, or video files using the school network.
   c. Vandalizing, damaging, or disabling property of the school or another individual or organization.
   d. Accessing another individual's materials, information, or files without permission.
   e. Using the network or Internet for commercial, political campaign, or financial gain purposes.
   f. Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
   g. Promoting or soliciting for illegal activities.
   h. Attempting to repair, remove or install hardware components reserved for an authorized service technician.
   i. Violating copyright or other protected material laws.
   j. Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
   k. Intentionally wasting school resources.

   Computer Network Violations:
   a. Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
   b. Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
   c. Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
   d. Creating, uploading, or transmitting computer viruses.
   e. Attempting to defeat computer or network security.

4. Northeast Technical High School does not guarantee that its technology resources will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.

5. Users shall be responsible for any costs, fees, charges, or expenses incurred under the person's account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the school district explicitly agrees to pay.

6. Any security or equipment problems arising from the use of technology resources must be reported to the Director.

STUDENT GRIEVANCE

A grievance is defined as a complaint lodged by a student with a member of the staff or administration alleging one or more of the following:

(1) That a school rule or regulation is unfair;
(2) That a school rule or regulation discriminates between students;
(3) That an unfair procedure has been used in arriving at a punishment.

Grievances are processed through two steps:

(1) To the Instructor
(2) To the Director

On both levels, an informal conference is to be held within three working days of the filing of the complaint so that no student complaint shall consume more than 6 working day's time. The burden of proof is upon the student to show that the rule or regulation is unfair, is discriminatory, or that an unfair procedure (lack of due process) has been perpetuated. The final resolution of the grievance is to be in writing at the Director level and designed to provide the student with the basis for resolution of the problem originally stated in the complaint.

PROCEDURE:

If the student has a grievance, he/she should present in writing as follows:

LEVEL 1: The classroom instructor should be scheduled for an informal discussion of the grievance. It is expected that many grievances will be resolved at this level. The instructor must hold the conference within three working days of the date of filing.

LEVEL 2: If the student is not satisfied with the resolution made at the level one conference, he/she may appeal in writing to the Director for an informal conference and discussion of the grievance. The decision at this level is binding and cannot be appealed unless the Director so indicates.

LOST AND FOUND

The central office will serve as a clearinghouse for lost and found articles. The student may inquire about lost items or turn in found items during appropriate class breaks.

PARKING

Parking spaces for student vehicles are provided on the west side of the NTHS school building.