

**Southeast  
Region**

**Career &  
Technology  
Center**

# **BOARD & STAFF HANDBOOK 2018-2019**

OAKES  
CENTER



WAHPETON  
CENTER



# Southeast Region Career & Technology Center

## CENTER BOARD

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# Southeast Region Career & Technology Center

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## MEMBER SCHOOLS-SUPERINTENDENTS & PRINCIPALS

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# Southeast Region Career & Technology Center

## MEMBER SCHOOLS-SUPERINTENDENTS & PRINCIPALS

School/Administration	Address	Phone/Fax Numbers	E-mail
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# Southeast Region Career & Technology Center

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# Southeast Region Career & Technology Center

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**Southeast Region  
Career and Technology Center  
2018-2019**

2018	M	T	W	TH	F		2019	M	T	W	TH	F
<b>AUG</b>			1	2	3		<b>JAN</b>		1	2	3	4
<b>10</b>	6	7	8	9	10		<b>20</b>	7	8	9	10	11
	13	14	15	16	17			14	15	16	17	18
	20	21	22	23	24			21	22	23	24	25
	27	28	29	30	31			28	29	30	31	
<b>SEPT</b>	3	4	5	6	7		<b>FEB</b>					1
<b>20</b>	10	11	12	13	14		<b>19</b>	4	5	6	7	8
	17	18	19	20	21			11	12	13	14	15
	24	25	26	27	28			18	19	20	21	22
							<b>MAR</b>					1
<b>OCT</b>	1	2	3	4	5		<b>20</b>	4	5	6	7	8
<b>21</b>	8	9	10	11	12			11	12	13	14	15
	15	16	17	18	19			18	19	20	21	22
	22	23	24	25	26			25	26	27	28	29
	29	30	31				<b>APR</b>					
<b>NOV</b>				1	2		<b>20</b>	1	2	3	4	5
<b>21</b>	5	6	7	8	9			8	9	10	11	12
	12	13	14	15	16			15	16	17	18	19
	19	20	21	22	23			22	23	24	25	26
	26	27	28	29	30			29	30			
							<b>MAY</b>			1	2	3
<b>DEC</b>	3	4	5	6	7		<b>16</b>	6	7	8	9	10
<b>15</b>	10	11	12	13	14			13	14	15	16	17
	17	18	19	20	21			20	21	22	23	24
	24	25	26	27	28			27	28	29	30	31
	31											
Regional Professional Development Day												
Vacation days							Oct. 17	1st Qtr Ends			43	days
Vacation counted as school days							Dec. 21	2nd Qtr Ends			44	days
Professional Dev - counted as school day							Mar. 8	3rd Qtr Ends			45	days
First and last day of school							May 22	4th Qtr Ends			50	days
Graduations: May 24-26											182	days
Storm dates: May 23-24							Optional storm date: April 22					
Aug. 6-8	State CTE/PDC Conference						Jan. 1	New Year's				
Aug. 14,15,16	Prof. Dev. Days - No School						Jan. 3	School Resumes				
Aug. 22	Classes Begin						Jan. 21	MLK Day-No School				
Aug. 22	Dual Credit Classes Start						Feb. 11-14	PT Conferences*				
Sept. 3	Labor Day - No school						Feb. 15	No School				
Oct. 18-19	ND Administrators Convention						Feb. 18	No school - Pres. Day				
Oct. 29-Nov. 1	PT Conferences*						Mar. 15	Spring Break				
Nov. 9	No School						Apr.19-22	Easter Vacation				
Nov. 12	Veterans Day Observed- No School						May. 22	Final Day of School				
Nov 22-23	Thanksgiving Vacation - No school						May. 24-26	Graduations				
Dec. 22	Holiday Vacation Begins						* PT Conference Schedules will vary					

*Our VISION. . .*

*To be the leader in best practices of Career &  
Technical Education in North Dakota*

*Our MISSION. . .*

*Southeast Region Career & Technology Center will:*

*Be a progressive leader in Career &  
Technical education recognized for outstanding  
customer service*

*Deliver opportunities that maximize levels of  
achievement in an environment that motivates  
and excites students*

*Develop leaders and outstanding citizens through  
participation in Career and Technical youth  
organizations*

*Maintain a positive climate for teaching and  
learning and cultivate a sense of fair play, hard  
work, and excellence*

*Our MOTTO. .*

*Educational Opportunities Through  
Cooperation and Technology*



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**BOARD/STAFF DIRECTORY**  
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## INTRODUCTION

This policy and procedures handbook provides a guide for the Board, Administration and Staff of the Southeast Region Career and Technology Center. It has been developed and approved through the joint efforts of the Center Board and local administration.

This handbook, as written, represents the policies and procedures drawn from the North Dakota State Department's policies and State Board for Career & Technical Education policies that regulate and support the Southeast Region Career and Technology Center Board policies.

This handbook is an attempt to provide a source of information for board members and school employees. It will be revised as various needs indicate a change.

## FORMATION AND PURPOSE OF SOUTHEAST REGION CAREER AND TECHNOLOGY CENTER BOARD

The Southeast Region Career and Technology Center Board, composed of thirteen members, are appointed from the membership of participating school district board members. The board members are to perform the duties required by law and follow the policies as set forth by the State Board for Career and Technical Education and the North Dakota Century Code. The board appoints the Director of the Center as Executive Officer of the Board and Chief Administrative Officer of the Center. The board members act as a policy forming or legislative body. The board does not and cannot legally delegate its legislative powers to the Director, or even to a committee of its own membership. Members of the Board should never attempt to decide a matter of Center policy independent of action of the entire board.

## RESPONSIBILITIES

Responsibilities are established in the following line of authority: from the Center Board to the Director; and from the Director to the staff. The Center Board, from nominations made by the Director, employs staff members.

## PHILOSOPHY AND OBJECTIVES

The United State has developed a technological society with no place for the uneducated, unskilled individual. This fact gives rise to the growing need for comprehensive curriculums, which include career/technical education. Lack of career/technical education fails to lend reality and motivation to the school program for a large percentage of students.

School districts today are unable to provide the financial support and sufficient enrollment that is necessary to maintain high quality career/technical programs. This then gives reason for a cooperative approach among school districts to provide technical education through the regional "Center" concept.

The philosophy of the Southeast Region Career and Technology Center is to assist young people in development of good citizenship, which is consistent with the principles and standards of American democracy and the free enterprise. In addition, as young people mature, they realize the fundamental relationship between homes, respect for work, and the society in which they live.

Accomplishment of this can be achieved by giving the young people enrolled in the Southeast Region Career and Technology Center opportunities through a contemporary and viable Career and Technical curriculum. The goal of career & technical instructors is to encourage high moral standards and respect for work, to acknowledge individual differences and human dignity.

The instructional program must contain multiple avenues to develop correct habits of thought and study and its relation to all personnel. The instructors and administration must be mindful that the primary function of the Center is the development of its students.

In establishing this philosophy, it is the intention of the Southeast Region Career and Technology Center to use the following guidelines for administrative direction of the educational program.

### POLICY STATEMENT

The Governing Board of the Southeast Region Career and Technology Center supports the provision of Title IX of the Educational Amendments of 1972, Title IV of the Civil Rights Act of 1963, Section 504 of the Rehabilitation Act of 1973, and Title II of the Educational Amendments of 1976, which commit all schools to the elimination of discrimination on basis of age, race, color, national origin, gender, and being physically challenged in programs and activities offered to its students. It is the expressed intent of the Southeast Region Career and Technology Center to provide equal opportunity for all students and employees free from discrimination due to age, race, color, national origin, gender or being physically or mentally challenged.

This concept of equal educational opportunity will serve as a guide for the Governing Board, Administration, and Staff in making decisions relating to employment of personnel, school facilities, curriculum, activities, and regulations affecting students and employees.

Any student, parent, patron, employee who has a concern or needs to contact someone regarding the provisions of the above mentioned acts should contact the Title IX compliance officer named as follows:

**Dan Rood, Jr., Director**  
**2101 9<sup>th</sup> Street North**  
**Wahpeton, ND 58075**  
**701-642-8701**

Any student or employee of the Southeast Region Career and Technology Center is entitled to submit any complaint of alleged discrimination to the Regional Office for Civil Rights of the United States Department of Human Services by sending the complaint to:

**Office for Civil Rights Chicago Office**  
**U.S. Department of Education**  
**500 W Madison Street, Suite 1475**  
**Chicago, IL 60661**  
**Telephone: 312-730-1560**  
**Fax: 312-730-1576**  
**TDD: 312-730-1609**  
**E-mail: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)**

### POLICIES FOR UNIFORM SCHOOL PROCEDURES

1. Teachers are to be on duty according to the current Master Schedule.
2. Teachers shall not leave their classes except when absolutely necessary. When you must leave, please solicit help from another teacher or someone in the office.
3. When students are coming to classrooms or are dismissed, the teacher should station himself/herself so as to observe the orderly entrance or exit of pupils.
4. Teachers should exercise constant care and responsibility over all school property.
5. Each instructor is responsible for all books, equipment, and supplies received. If property abuse occurs, report it to the Director/Asst. Director immediately. Equipment must be listed on the inventory forms that are provided. This is necessary for state reports. Please see that all information requested is furnished.
6. Lesson plans are to be sent electronically to the Director/Asst. Director before the end of the workday on Thursday of each week. Plans need not be long but should give the unit and area of instruction, chapters and page numbers of assignments and should identify related assignments and projects. **All teachers must maintain a two-day lesson file of generic nature in case of emergency absence.**
7. The Director/Asst. Director should be informed, in advance, of any resource speaker to be utilized in the classroom. This report should be made in writing.
8. Fund raising activities must have the approval of the Director/Asst. Director before proceeding with such a project.
9. Teacher's conducting laboratory classes must be supervising that area at all times.
10. Safety education should be ongoing. Unsupervised students should at no time be allowed the use of the facilities or equipment of the Center. Protective eyewear is required in all lab/shop settings.
11. The teachers is a builder of citizens. That means young people must look up to them for leadership in what is right or wrong. Therefore, this is your challenge – to keep your everyday actions above reproach.
12. Instill in students the attitude toward good work habits, the will to work, that there is nothing wrong with work, and that time should be used wisely and to its fullest.
13. Keep a good record book or electronic grade record with the following information:
  - Name of student, home district, and grade level
  - Textbook assigned to student by number, condition of book

- Grading information
14. Necessary makeup work will be taken care of by individual teachers. Makeup for grading purposes will be assigned whenever an absence occurs.
  15. All shop/lab areas are to be cleaned by students at the close of each period. It is important that our students learn to keep an orderly work area as well as develop the needed skills in career and technical education. Students will take part in this activity as part of their program assignment. Shops and classrooms will be neat and orderly at all times.
  16. Instructors are encouraged to send progress reports or letter to parents any time during the grading period. These reports need not be only for deficient work, but exemplary work should also be commended. Classroom/lab performance report forms are available. Phone calls or emails to update parents are strongly encouraged.
  17. The Director/Asst. Director will be notified by the teacher regarding excessive absenteeism of students.
  18. Whenever possible, regular youth group meeting are to be held during regular assigned time. This will eliminate excessive driving time and cost to the students.
  19. Any field trip must be cleared through the office and scheduled far enough in advance to be cleared through all participating schools. Ten days notice is appropriate.
  20. Each instructor is to handle classroom and shop discipline. If necessary, contact the Director or Asst. Director who will talk with the student and, if necessary, contact the school principal.
  21. School keys are to be kept in a secure place. Student are not to have access to them. All keys are to be turned in on the last day of school to the Center office prior to final checks for non-returning staff. Staff members will be responsible for expenses relating to lost keys such as re-keying, this includes Center vehicle keys.
  22. Criticism and suggestions are welcome in the office at any time. When possible and applicable, possible changes will be discussed the faculty for their suggestions.
  23. No instructor shall purchase, obligate, or intend to obligate the Center in any manner without first consulting the Director/Asst. Director, completing a requisition form and obtaining a complete purchase order. To do otherwise will result in an instructor obligating himself/herself rather than the Center. This includes all electronic or on-line purchases and credit card purchases.
  24. All personnel must follow the parameters described in their respective job description.
  25. Reporting absentees is the responsibility of each teacher. Attendance is to be reported during the first 10 minutes of each class. Should a student come tardy to class after attendance has been reported in, please change accordingly.
  26. Class is to be dismissed according to the Master Schedule. Early dismissals cause problems with students, transportation, and can create problems with discipline. Any change in dismissal times due to special events will be brought to your attention via the Center Office.
  27. Deposits and banking needs for youth groups and fund raising activities are to be completed by noon of Friday of each week. This eliminates money being unsecured over a weekend. Large sums of money should be deposited daily.
  28. Staff memos will be e-mailed each week highlighting the ensuing week's activities and upcoming events. These memos are to keep you and other teachers informed. Please read them.
  29. Payday shall be set for the last business day of each month. All regular staff payroll is by

- electronic funds transfer/deposits.
30. Student and staff are not to be allowed to use telephones during class time except for emergencies or approved instructional activities.
  31. Students are discouraged from driving a vehicle to Center classes. The staff is expected to help in the administration of this policy.
  32. Student Handbook policies. All instructors are expected to enforce the policies as outlined in the current student handbook.
  33. All Southeast Region Career and Technology Center premises either, owned, leased or shared, shall be tobacco free.
  34. All donations or expenditures by youth clubs in excess of \$500 shall be approved in advance by the Director or Asst. Director. In no instance shall any overtures or assumptions or approval be made in advance when amounts exceed the \$500 limit.

### PROFESSIONALISM

1. Be business like in appearance, in conduct, in doing your work, and in meeting your obligations.
  - Shop instructors dress neatly and use a shop coat when possible.
  - Classroom instructor and guidance counselors use appropriate dress for your area, normally considered business casual.
2. Show that you are both constructive and professional. If criticism is needed, do it through the proper channels within the school.
3. Remember, your influence upon students is very great. Students often quote “Educators”. Students many times copy habits and attitudes of educators.
4. You are in a unique position as a public school professional. Students must travel from home schools to our Center for classes. Your teaching must be better than average and your knowledge of the subject area must be kept as current as possible. Make every effort to keep yourself informed.
5. We feel that we have an excellent faculty who is capable of working with students and people in the involved communities. You may be asked to give presentations to community organizations; this type of contact with adults of various communities will add to the strong support that they have already shown.
6. Attendance at faculty meeting will be considered a professional obligation. Faculty meetings will be held on the third Wednesday of each month, unless otherwise informed.
7. Professional staff members are expected to use free periods for work at school or for coordinating activities. When a staff member is leaving their work office for out-of-school activities, they are to call the Center Office and notify the home school if applicable. This allows the office to provide callers with appropriate information.
8. All staff members will develop and maintain a Professional Staff Portfolio.
9. The Southeast Region Career and Technology Center has established the following procedure for teacher’s right to review their personnel file. Each instructor employed by the center has the right to review the contents of his/her personnel file, originating after employment by the center. Teachers may submit written notice regarding any material and the same shall be attached to the file copy of material in question. If the teacher believes that, any material placed, in his/her file is inappropriate or in error, he/she may seek a review of the placement of such material in the file.

If a complaint against a teacher is made and such a complaint is recorded in the file, the teachers is to be notified of complaint being recorded in personnel file. Teacher may request reproduction of material in personnel file upon written request, excluding reference and information given at the time he/she was being evaluated for employment. Teacher shall pay for cost of reproduction. If there is a problem in placing or deleting material in teacher's personnel file, the instructor shall request in writing an evaluation from the Director. Response from Director will be made within three days after written request is received. If instructor is not satisfied, he/she may request in writing to the Center Board Chair, to be placed on the agenda of the next regular scheduled board meeting and arrange for appointment on board agenda for review of material with board and administration.

### **CERTIFICATES AND PROFESSIONAL ORGANIZATIONS**

As the Southeast Region Career and Technology Center provides services for students, instructional staff must obtain and fulfill the requirement for appropriate teaching licensure and certification as well as update renewals as needed. Copies are to be filed with the Director.

It is strongly recommended that staff member join the North Dakota Association of Career and Technical Education and other appropriate professional organizations.

### **PROFESSIONAL LEAVE**

Professional leave will be allowed to employee subject to the approval of the Director. Professional leave shall include attendance at related workshops, in-serve training, or attendance as officer or delegate at meeting of professional organizations. Written request for leave must be filed one week or more in advance of the date or dates of absence.

### **MATERNITY LEAVE**

A female employee, upon knowledge of pregnancy, shall notify the Director, in writing, at least six months before the expected birth of the child. A doctor's certificate state the date of the expected birth shall be required. This certificate is to accompany the employee's notice of approaching motherhood.

In the case of certificated teaching personnel, the Board of Education shall require a teacher to leave her position at such a time, in her judgment; the following items have been considered:

- The educational welfare of the students
- The securing of a qualified replacement
- The physical welfare of the teacher

If the certificated teacher has one full year of successful teaching experience at the Southeast Region Career and Technology Center immediately preceding a leave due to pregnancy, such teachers, at the time of notification of pregnancy may request, in writing, a leave of absence for a period of one full year (Maximum).



The Center Board will reinstate a teacher after pregnancy in the same school year depending of the following conditions.

Failure of the certificated employee to accept employment before the term of the approved leave of absence has expired shall relieve the Center from its obligation to renew the teacher's contract.

Only when the leave of absence is given because of the physical inability of the employee to perform her job will then be eligible for sick leave benefits. The Director may require a certificate from the employee's physician setting forth the first and last date during which the employee is physically unable to work. In addition, the Director may require an additional physical examination to confirm the medical disability of the employee, and its duration; the Board of Education shall be responsible for the cost of such additional physical examination.

In the case of non-certified personnel, the maternity leave shall commence with adequate lead time prior to the date of birth as noted on the required doctor's certificate of the expected date of birth and shall continue for the length of time recommended by the employee's physician and confirmed, if necessary, by the Board as outline above. Usual leave shall be twelve weeks following the birth of a child.

The Center shall, in all cases, grant leaves after consideration of the:

- welfare of the students
- securing of a qualified replacement
- physical welfare of the staff person; and
- effective operation of the Center

### ADVISORY COMMITTEES

Each instructor or instructors of each program will be responsible for organizing the advisory committee for their area. This committee should consist of people for business and industry, people from the educational community, at least one secondary teacher besides the staff member, a community representative, and a parent. The advisory committee secretary should be the instructor for the program involved. The North Dakota State Board for Career & Technical Education requires a minimum of two meeting each year. One meeting in the fall and one in the spring, by March 15, will be considered meeting the minimum requirements. A list of committee nominees is to be submitted to the Director by October 1 of each year. Six member should be the minimum.

Advisory committees that are active and involved can serve as a vital link to business and industry. They can also serve as a way to better stay in touch with all aspects of the educational community and the groups of people we serve.

Advisory committees can:

1. Assist you in staying abreast of changes in the workplace
2. Give you advice on needed changes in the program you teach.
3. Serve as local judges and advisors to student youth organizations.
4. Provide the industry leadership required by the State Board in the area of CTE.
5. Help you spread the news about what is going on in “your” program.
6. Provide support for new equipment and technological advancements.

## GRADING

The Southeast Region Career and Technology Center teachers must keep a class record in which the data relative to punctuality, attendance, and scholarship necessary for making out periodic and final reports is kept. Periodic or final reports are due at the close of the 9<sup>th</sup> and 18<sup>th</sup> week in each semester. Grades for students are to be recorded according to District procedure. At the end of a reporting period, a form will be provided by the office.

Grading should be based on daily performance in addition to test results. It is recommended that a minimum of two grades per week be recorded for each pupil. These grade records and less plan records are to be turned in at the end of the year.

GRADES: A = 90-100	B = 80-89
C = 70-79	D = 60-69
F = Below 60	I = Incomplete

Students and parents are concerned with grading procedure. Students must understand Center objectives and the system of evaluation and grading.

It is important to have a percentage or portion of the grade based on performance, as well as written tests. There is a need for written forms of evaluation in a Center setting. You, as the Instructor must have feedback from students to determine teaching and learning levels of your sales.

Power School is used for parent and student grading and feedback. However, phone calls and personal contacts with the responsible adults involved are encouraged. If a student is to receive negative feedback, they should not only be told in writing but also in person as to the nature of their undesirable performance.

Instructors are encouraged to inform parents and other appropriate school personnel about students who are doing exemplary work. They serve to reinforce the positive characteristics and attitudes that most of our students possess. This can and should be done via Power School and personal contacts.

When a student is absent five or more times in a grading period, he/she will be required to make up all work before a grade and corresponding credit will be awarded. Excessive absenteeism may also result in the student being suspended or dropped from the class with a failing grade. The Director should be notified whenever a student has excessive absenteeism.

All program instructors will develop, administer and evaluate a comprehensive final examination in accordance with the established test schedule.

### **PROFESSIONAL GROWTH/SALARY ADVANCEMENT POLICY**

1. Lane changes are measured in 15 semester hour increments or equivalent.
2. Two-thirds or more of credits must be in the major teaching assignment field.
3. All credits to be used for salary advancement must receive prior administrative approval.
4. Credit for the Professional Development Conference shall be limited to one.
5. Verification of credits received must be reported to the Center Office by August 15 to allow adequate time for payroll adjustments. Copies of transcripts shall be provided as documentation.
6. Instructors pursuing advanced degrees in their teaching are will satisfy the requirements for approval by filing a copy of their approved educational program with the Director.

### **PROFESSIONAL DEVELOPMENT PROGRAM POLICY**

The Southeast Region Career and Technology Center recognizes that in order to employ a professional staff that is dedicated to education and to have the depth and breadth of knowledge necessary to be a master teacher/administrator that it is necessary to support education beyond the bachelor's level or the entry level for their present position.

The SRCTC will pay the costs of tuition, books, fees, and other reasonable expenses as approved by the Director, for any staff member enrolled in an approved education program that leads to the completion of a degree acceptable to the Southeast Region Career and Technology Center Board Education. In all cases, there must be prior written approval of the instructor's intended degree and program of study by the Director.

The staff member will sign a promissory note agreeing to remain with SRCTC during the times it takes to complete the degree and for five years afterward. This policy may also be used in conjunction and cooperation with member schools for the advanced education of member school teachers who may become SRCTC staff members. If the employee leaves prior to the completion of the degree, they will be required to reimburse the school for all expenses paid by the school. Once the degree is completed, the cost of education will be forgiven at the rate of 20% per year. (i.e. if an employee leaves after 2 years, they must repay 60% of the total expense.)

### **TEACHER EVALUATION POLICY**

In accordance with North Dakota Century Code 14-47-27, evaluation of instructional staff will have as its primary goal the improvement of instruction. The quality of instruction provided by an educational institution is the ultimate criteria by which a school is judged. Improvement of

instruction is a team effort, which includes the formal classroom, shop or lab. Instruction also carries over into attitude toward the school and club activities.

The Southeast Region Career and Technology Center instructor will be evaluated according to guidelines of the ND Century Code. Evaluation will be conducted by the Director/Asst. Director and will be reviewed by the instructor and administrator with recommendation from the conference to serve as a guide for instructional improvement. Areas of evaluation will include, but not limited to the following areas:

- Instructional ability
- Classroom management
- Professional qualities
- Personal qualities
- Classroom, shop and laboratory management

The Center uses & supports the Kim Marshall Professional Growth Model.

### **CONTRACT SEVERANCE AND LIQUIDATED DAMAGES POLICY**

Any teacher or counselor who has signed a contract for the following school year and requests a release or tenders a resignation, and is given the release or resigns, will pay as liquidated damages therefore:

-First thirty calendar days after contract is signed     \$1,000

-Over sixty calendar days after contract is signed     \$5,000  
or within 60 days of the start of school

-Anytime during the school year or within 30 days     \$7,500  
of the start of school.

The Center reserves the right to subtract liquidated damage amounts from any current, pending, or ensuing payroll amount owed said employee or to collect the liquidated damages through normal business practices including collections, garnishments or judgements. This policy does not preclude the SRCTC Board's Statutory Right to request revocation of staff members ND Professional License in the case of not approving a release or resignation. The Center Board reserves the right to waive liquidated damages in the event of hardship or medical conditions.

### **EQUIPMENT AND SUPPLIES**

Requests for supplies and equipment must first be made by filling out a requisition form pending Director's or Asst. Director's action. If approved, the merchandise will be ordered and a copy of the returned to the instructor. In no case should purchases be made without following the prescribed procedure. This procedure is to be followed for expenditures from Center and Youth Organization funds. Invoices and receipts must be submitted to the Center Business Manager.

## VEHICLE PROCEDURE

Participating districts are allowed to use Center Vehicles for out-of-town trips with a mileage fee and 50 center per mile plus gasoline use. Participating districts will furnish a qualified driver.

Use of the Suburban will be scheduled through the Center office upon authorization of the Director.

In-town fee will be set with a minimum charge of \$5.00. The mileage charge includes gasoline used. Procedures for use of Center vehicles are as follows.

1. Contact the Center Office and reserve the vehicle for dates needed.
2. Complete vehicle mileage form provided in vehicle when leaving and upon return and turn into the Center Office along with gas receipts and keys. Make sure vehicle is filled with gas and oil level is checked at **Farmers Union of Southern Valley (Cenex, North Wahpeton), Ampride (Oakes), Cenex in Lidgerwood and Wyndmere and Cenex is Lisbon** upon return. Failure to fill a center vehicle upon return may subject the last user to pay for the actual fuel cost needed to fill the vehicle. **Clean vehicle and remove all garbage after each use.**
3. Report any problems to the Director regarding vehicle operations/maintenance including needed oil changes and tire programs.

## STUDENT TRAVEL

Teachers supervising students while away from school are to insure that students follow the student rules of conduct and professionalism. All travel forms for students are to be completed and returned to the Center Office at least two days prior to departure. Instructors are responsible for obtaining and completing travel forms for both day travel and overnight trips.

## NON-CONTRACT SUPERVISION

The Southeast Region Career and Technology Center Board of Education will pay a daily stipend to instructors for non-contract service outside the confines of the regular contract period (summers). This stipend shall be for youth group advisor activities and other activities as approved in advance by the Board and/or Director. The daily amount shall be set at \$120 per day. Requests should be made on the travel request form.

## RULES OF CONDUCT AND PROFESSIONALISM

Whenever students are privileged to go on a school-sponsored trip, they should bear in mind that their behavior reflects not only on themselves, but also reflects on the school and community. Let's all abide by these rules and make this trip a success.

Students in violation of the following guidelines will be ineligible to participate the remainder of the trip and will be sent home at the parents' expense. Students are also subject to NDHSAA guideline and all school policies.

1. Students shall not use drugs, alcohol, or tobacco, or be in possession of any of these substances.
2. Students will be in their rooms at curfew and may not leave after curfew.
3. Students are to be courteous to chaperones, hotel personnel, and all others. Respect hotel property and act as young adults.

Dress - Dress attire shall be appropriate business attire as approved by the advisor

Health Provisions – Students needing medical attention during the trip will receive the service of a physician or a dentist at the parents’ expense. The parents will be notified by a telephone call if the physician deems it necessary.

Transportation and Expenses – Student must travel with the chaperone both ways, unless special arrangement are made before leaving. Lodging and meals will be paid by the Club as much as possible. Any additional expenditure must be paid by the students in advance.

### **GUIDELINES FOR STATE YOUTH LEADERSHIP CONFERENCES**

Supervisor (Chaperone). The supervisor’s travel expenses will be paid from State and Center funds. All plans and arrangements to participate and method of travel are to have the approval of the Center Board through the Director. Chaperone expenses are to be paid from Youth Organization funds.

Students Travel expenses for students will be paid from Youth Organization funds or individual funds or a combination of the two for all expenses except transportation. Only students participating in events will be permitted to travel to the event. Transportation costs are not to exceed budgeted amount from Center funds. Students shall pay a minimum of 25% of the total travel expenses (food, lodging, and transportation) or a great share of the travel expenses if organization funds are not available. Individual district or state contributions can substitute for a student’s 25% obligation.

### **USE OF SCHOOL EQUIPMENT/TOOLS/FACILITIES**

Any person wishing to use school equipment, tools or facilities for personal use must clear it through the office and Director/Asst. Director as appropriate. Failure to adhere to this policy will give the Center Board just cause for nonrenewal or termination of employment. This includes the storage of personal use items in school owned facilities.

### **VACATION POLICY**

The Southeast Region Career and Technology Center Board of Education provides for paid vacation time for employees in Job classifications so designated by the Board as “Vacation Eligible”. Those positions include the Business Manager, Director’s position, Assistant Director, Office Assistants, Full-time Custodians and other positions approved for vacation by the Board. All vacation time is prorated based on a 2,080-hour work year for approved “vacation eligible”

positions that are less than 2,080 hours. This calculation is made by using the prior year's hours as a basis.

1. Vacations shall be subject to advance approval and to normal scheduling. The Director shall approve all vacation requests in advance.
2. Employees may not use vacation leave in advance of the date it is credited, which shall be July 1 of each year.
3. Employees who leave the Center shall be paid for those unused days at their regular rate of pay.
4. Employees may carry forward vacation days in an amount not to exceed 50% of the number of provided days for the previous year.
  - **Year one through seven – 10 days**
  - **Year eight through fifteen – 15 days**
  - **Year sixteen and above – 20 days**

#### **FUNERAL LEAVE FOR NONCERTIFIED STAFF IS AS FOLLOWS:**

1. First to funeral leave;
2. Then to personal leave, if available;
3. Then to vacation leave, if available;
4. Then to sick leave, if available;
5. Then without pay or subject to being with pay at the Director's discretion.

#### **SICK LEAVE FOR NONCERTIFIED**

All employees are expected to notify their Supervisor at the earliest opportunity when illness is a confining nature. This is important in order that provisions may be made for someone to carry out the absent person's duties. The employee will also keep their supervisor informed when he/she will be able to return. Sick leave of more than three consecutive absences or for non-elective exams will be granted upon the presentation of a doctor's written verification as to the cause for absence, if so requested by the Director. The Center Board reserves the right to a second medical opinion to be paid for at the expense of the Center Board. Sick leave shall be granted for elective exams only after personal leave is expended.

Six (6) sick leave days will be granted to each employee of the Southeast Region Career and Technology Center. These days are for unavoidable absences due to illness. Unused sick leave days in any school will be cumulative to twelve (12) days. Unused accumulated sick leave will be canceled upon termination of employment and carry no cash value. Sick leave for family members shall be subject to the discretion of the immediate supervisor.

#### **PERSONAL LEAVE**

Three (3) days per year may be allowed to employees. Personal leave is subject to the approval of the immediate supervisor. Requests for personal leave shall be made at least one week in advance except emergency situations.

## SAFETY/ACCIDENT POLICY

The Board and Administration of the Southeast Region Career and Technology Center wish to emphasize the importance of safety and safety education. The following is a guideline for each staff member to follow:

1. Provide in-depth safety instruction and explain safety requirements and procedures of each class.
2. Display safety procedures on bright readable signs.
3. Provide students with outline of safety procedures.
4. Make the following equipment accessible and instruct the students on its use and care.
  - Fire Extinguisher
  - Safety Glasses
  - First Aid Kit
  - Protective Clothing/Safety Helmets
5. Students who fail to follow the prescribed safety guidelines are subject to removal from a lab or shop where potentially dangerous conditions exist.
6. All visitors in shop/lab areas are to be provided with safety eyewear.

Should a student be involved in an accident/injury, the following procedures must be followed:

1. Attend to the student and administer appropriate first aid.
2. Notify the Center Office and insure that any additional medical help is provided.
3. Complete a signed written summary of the accident and turn into the Center Office with 24 hours.
4. All staff members are expected to participate in the required elements of the North Dakota Worker's Compensation Safety Incentive Program.

## ACTIONS OR THREATS OF VIOLENCE POLICY

The Southeast Region Career and Technology Center will not tolerate acts or threats of violence. Students are prohibited from acting out or communicating threats of violence toward any student, employee, board member, school building, occupant of a school building, occupant of a school building or property, family member, community member or other person (s).

Any violent act will immediately be investigated by the school administration. Upon determining the party/parties responsible, appropriate consequences will be administered. Consequences or violent actions may include suspension or expulsion – depending upon the severity of the act.

Any communicated threat of violence by a student shall be immediately investigated once it becomes known by the administration. Staff members and students shall be responsible for immediately informing the building principal, director, or staff member regarding any information or knowledge relevant to an action or threat of violence. All threats of violence will be taken seriously and investigated promptly and vigorously.

In the event the administration determines a student has in fact made a threat of violence, the said administrator and other professionals as deemed necessary, shall make a judgment as to the



content of the statement(s) and make every effort to determine if the student intended to execute the threat.

The consequence to the student for his/her threat of violence will depend to a large degree on the severity of the threat and extent to which the student intended to carry it out as determined through the investigation. However, a determination that a student's threat was idle and not intended to be executed, may not exonerate him/her from punishment. Students may be suspended or expelled for confirmed threats of violence, regardless of their context. Threats and acts of violence may be referred to local law enforcement.

## **CHILD ABUSE**

**Responsibility for Reporting** – School employees, Director, teachers, custodians, secretaries, and anyone else in the school system are in an ideal position to identify abused or neglected children and refer them early enough that these children can be treated for present injuries and protect them from further abuse or neglect. Therefore, in order to comply with the Child Abuse/Neglect Reporting Law, it is the policy of the SRCTC that any school employee who knows or reasonably suspects that a child's health or welfare has been or appears to have been harmed as a result of abuse, neglect, and/or sexual molestation, shall report or cause reports to be made in accordance with the district's procedure herein adopted. If a school employee has subsequent reasons to suspect further abuse or neglect, additional reports should be made. School employees are immune from any civil and/or criminal liability when reporting, in good faith, suspected child abuse or neglect. Failure on the part of any legally mandated school employee to report is a Class B Misdemeanor. School district disciplinary action may be brought against any school employee who fails to report suspected child abuse and/or neglect.

**Reporting** – It is not the responsibility of the school employee to prove that the child has been abused or neglected; or determine whether the child is in need of protection. All information gathered and feedback obtained pertaining to the suspected case of child abuse/neglect shall remain confidential. Child Abuse and Neglect Reporting Forms shall not be placed in the child's personal file, but shall be maintained in a separate file for reported cases of suspected child abuse or neglect.

**Mandate against Abuse or Neglect** – The SRCTC shall maintain a policy prohibiting abuse or neglect by school employees. Although legally permissible under certain circumstances, the use of physical force will generally not be recognized as a visible means of dealing with student misconduct in the district. If a school employee is suspected of abusing or neglecting a child, the school district shall make a report to the County Social Service Board or the area Social Service Center/Human Service Center.

**Reporting Procedure** – If a school employee suspects that a child's health or welfare has been or appears to have been harmed as a result of abuse or neglect, he/she shall immediately make an oral report to the school administrator or counselor. In addition, the school employee shall make an oral report to the County Social Service Board or the Area Social Service Center/Human Service Center pursuant to North Dakota Century code 50-25.1-04. Within 48 hours after making the oral report, the school employee initiating the report shall submit a completed N.D.

Abuse/Neglect reporting form to the County Social Service Board or the area Social Service Center.

**Possible Sign and Symptoms of Abuse, Neglect and Sexual Molestation** – The presence of one or more of the following signs or symptoms should alert school personnel to possible child abuse or neglect. The reporter does not have to prove that the child is a victim of abuse or neglect – only suspect.

**Physical Abuse** – Child shows evidence of repeated injury – signs of new injuries before old injuries have healed. History not consistent with injuries – the way the child states receiving the injury not consistent with the type of injury. Child show evidence of bruises, welts, wounds, cuts, or puncture, scalding liquid burns, caustic burns. Bite marks, burns, especially apparent cigarette burns, on the back of the head, neck, and extremities. These are seldom self-inflicted.

**Psychological Symptoms which May Accompany Abuse** – The child is unusually aggressive, disruptive, or destructive; unusually shy, withdrawn, passive, or overly compliant; unusually apprehensive when other children cry and watches them with curiosity; unusually apprehensive when adults approach a crying child; consistently on the alert for danger; subject to frequent and severe mood changes.

**Physical Neglect** – Relates to overt conditions of the home which jeopardizes the child’s health and/or safety. Examples: lack of sanitation, i.e. filth, dirt, foul smells, vermin, infestation; plaster in walls and ceiling; defective plumbing and/or wiring.

Relates to the direct care of children in terms of their body needs. Examples: filth and dirt on body or clothing resulting in social rejection. Examples: vermin on head or body; insufficiency of clothing; clothes inappropriate to the weather; begs for food; over-crowded living or sleeping conditions; over-exposure to the elements; is undernourished.

Relates to situations where children are left alone without appropriate supervision.

**Emotional Abuse** – Emotional abuse or neglect is present when the guardian or adult supervisor is providing a negative emotional atmosphere for the child. Examples:

1. A child is met with overt and subtle rejection
2. He is “picked upon” or is the butt of frequent blame and ridicule.
3. He is made to feel inferior to others.

**Medical Neglect** –Relates to situations where parents fail to secure necessary medical, surgical, or psychiatric to correct some condition in the child. A malnourished child, a child with serious illness, or an emotionally disturbed child, would be medically neglected if these conditions remained untreated.

**Educational Neglect** – When a parent fails to make the child available for education as required by state law.

## **HARASSMENT**

Harassment of any type has no place in the school setting. The Southeast Region Career and Technology Center will endeavor to maintain a learning and working environment that is free of

harassment. The Center Board expects administration and supervisors to make it clear to students and staff that harassment in the school building, on school grounds, or at school sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension or expulsion of students and termination of employment for employees.

Harassment may include, but is not limited to sexual harassment, racial harassment, ethnic harassment or harassment because of physical condition of disability. It may also include but is not limited to hostile, demeaning or intimidating behavior or conversation.

## **BULLYING POLICY**

### **Definitions**

For the purposes of this policy:

1. Bullying is defined as conduct prescribed in NDCC 15.1-19-17. The Director should place this definition, in its entirety, in student and staff handbooks and should develop guidelines to assist students and staff with identifying this conduct.
2. Protected classes are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
3. School property or the term on-campus refers to all property owned or leased by the Center, school buses and other vehicles, or any Center sponsored or school-sanctioned activity.
4. School-sanctioned activity is defined as an activity that:
  - Is not part of the Center's curricular or extracurricular program; and
  - Is established by a sponsor to serve in the absence of a district program; and
  - Receives Center support in multiple way (i.e., not school facility use alone); and
  - Sponsors of the activity have agreed to comply with this policy; and
  - The District has officially recognized through board action as a school-sanctioned activity.
5. School-sponsored activity is an activity that the Center has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.
6. School staff includes all employees of the Southeast Region Career and Technology Center, school volunteers, and sponsors of school-sanctioned activities.
7. True threat is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

### **Prohibitions**

While at SRCTC, on Center premises, in a Center-owned or leased school bus or school vehicle, or at any Center or Center sanctioned or sponsored activity or event, a student may not;

1. Engage in bullying;
2. Engage in reprisal or retaliation against;
  - A victim of bullying;
  - An individual who witnesses an alleged act of bullying;

- An individual who reports an alleged act of bullying; or
  - An individual who provides information/participates in an investigation about an alleged act of bullying.
3. Knowingly file a false bullying report with the District.

Off campus bullying that is received on school property is also prohibited. The District has limited disciplinary authority to respond to such forms of bullying.

### **Reporting Procedures of Alleged Policy Violations**

1. Reporting requirements for school staff: Any school staff members with knowledge or suspicion of a violation of this policy or who has received an oral or written reports of a violation of this policy from a student, community member, or anonymously shall contact the Center Director or Asst. Director and home school principal to inform him/her as soon as possible. If the alleged violation implicates the building principal, the school staff member shall report it to the Director. If the alleged violation implicates the Center Director, the school staff member shall file it with the Board President.
2. Should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure about, the staff member may be subject to disciplinary consequences or, for sponsors of school-sanctioned activities, other corrective measures.
3. Reporting options for students and community members; Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:
4. Completing a written complaint form: A complainant will have the option of including his/her name on this form or filing it anonymously. The Center will make the form readily available. The form may be returned to any school staff member, filed at the Oakes or Wahpeton Center Offices.  
Complete and submit a letter of complaint to The Director providing details of the alleged incident. A complainant will have the option of including his/her name on the form or submitting at anonymously.
5. File an oral report with any school staff member.
6. A complaint filed anonymously may limit the district's ability to investigate and respond to the alleged violations.

### **Reporting to Law Enforcement & Other Forms of Redress**

Anytime a Center staff member has reasonable suspicion that a bullying incidents constituted a crime, he/she shall report it to law enforcement. In addition, nothing in this policy shall prevent a victims/his/her family from seeking redress under state and federal law.

### **Documentation & Retention**

The Center shall develop a form to report alleged violations of this policy. School staff or administrator should complete the form when they:

1. Initiate a report of an alleged violation of this policy; or
2. Receive an oral report of an alleged violation of this policy.

All written reports of an alleged violation of this policy received by the Center shall be forwarded to the appropriate school administrator for investigation and retention.

Reports forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the Center for six years after a student turns 18 or graduates from high school, whichever is later. If a student does not graduate, such reports and investigation material shall be retained for six years after the student turns 18.

### **Investigation Procedures**

School administrators (i.e., Director or Asst. Director) are required to investigate violations of this policy (as prescribed under “Prohibitions”), when in receipt of actual notice of an alleged violation. Actual notice of an alleged violation occurs when alleged bullying, reprisal, retaliation, or false reporting is reported using the applicable method(s) prescribed in the reporting section of this policy.

Upon receipt of a report of an alleged policy violation, the designated administrator shall first determine if the alleged policy violation is based on a protected class- whether actual or perceived. Reports involving a protected class shall be investigated in accordance with the district’s harassment/discrimination policy, including the timelines contained therein.

In all other cases, administration shall determine the level of investigation necessary based on the nature of the alleged violation of this policy after considering factors such as, but not limited to: the identity of the reporter and his/her relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content, and context of the report; whether this report is the first of its type filed against the alleged perpetrator. Based on the level of investigations may include any or all of the following steps or any other investigatory steps that the administrator deems necessary:

1. Identification and collection of necessary and obtainable physical evidence (NOTE: In some cases physical evidence may be unobtainable, e.g., a private social networking profile);
2. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator;
3. Interviews with any identified witnesses;
4. A review of any mitigating or extenuating circumstances;
5. Final analysis and issuance of finding in writing to the victim and bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

Investigations shall be completed within 60 days unless the administrator documents good cause for extending this deadline. Such documentation should be sent to victim and alleged perpetrator during the investigation.

### **Disciplinary & Corrective Measures**

Students that the District has found to have violated this policy shall be subject to disciplinary consequences and/or corrective measures. When determining the appropriate response to violations of this policy, administration shall take into account the totality of circumstances surrounding the violation. Measure that may be imposed include, but are not limited to:

1. Require the student to attend detention;
2. Impose in-or-out-of-school suspension or recommend expulsion. Due process procedures contained in the Center's suspension and expulsion policy shall be followed;
3. Recommend alternative placement. This recommendation shall be submitted to the Director for approval or denial. The Director may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond;
4. Create a behavioral adjustment plan;
5. Refer the student to a school counselor;
6. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff;
7. Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker to minimize contact with the victim);
8. If applicable, contact the administrator of the website on which the bullying occurred to report it.

If the misconduct does not meet this policy's definition of bullying, it may be addressed under other district disciplinary policies.

For bullying initiated off campus and received on campus (e.g. cyberbullying), the Center only has authority to impose disciplinary measures if the bullying substantially disrupted the educational environment or posed a true threat. In all other cases of off campus bullying received on campus, the Center may only take corrective measures as described in items five through eight above.

If the perpetrator is a school staff member, the Center shall take appropriate disciplinary action including, but not limited to; a reprimand, modification of duties (only if allowed by applicable policy, the negotiated agreement, and/or the individuals contract), suspension, or a recommendation for termination/discharge in accordance with any applicable law.

### **Victim Protection Strategies**

When the Center confirms that a violation of this policy has occurred, it should notify the victim's parents/guardians and shall implement victim protection strategies. These strategies shall be developed on a case-by-case basis after administration has reviewed the totality of the circumstances surrounding the bullying incident(s) or other violations of this policy. Strategies may include, but not limited to, the following:

1. Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.
2. Notice to the victim's teachers and other staff to monitor the victim and his/her

interaction with peers and/or the assignment of a staff member to escort the student between classes.

3. Assignment of district staff to monitor, more frequently, areas in the school where bullying has occurred.
4. Referral to counseling services for the victim and perpetrator.
5. Modification of the perpetrator's schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator's contact with the victim.

### **Prevention Programs & Professional Development Activities**

In accordance with the law, the Center shall develop and implement bullying prevention programs for all staff through professional development activities and students will receive bullying prevention education at their home school and through the guidance and counseling program.

### **WEAPONS POLICY**

The Center Board of the Southeast Region Career and Technology Center determines that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel with the district.

No student will knowingly possess, handle, carry, or transmit any weapon or dangerous instrument in any school building, on school ground, in any school vehicle or at any school-sponsored activity. Such weapons include but not limited to any knife, razor, ice pick, explosive bomb, incendiary device, firearm, pellet gun, slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, or any object that can reasonably be considered a weapon or dangerous instrument.

Any violations of paragraph two of this policy pertaining to non-firearms will result in disciplinary action. All weapons will be confiscated any may be turned over to the student's parents or to law enforcement officials at the discretion of the administration. In the event the disciplinary action is expulsion, the expulsion shall not extend beyond the end of the current regular school year.

Bringing a firearm to school will require that proceedings for the expulsion of the student involved for a minimum of one calendar year be initiated immediately by the Director. The Director may recommend a modification of the expulsion on a case-by-case basis. This modification shall be based on the circumstances revealed in the investigation into the incident conducted by the Director or other person designated by the Director to conduct the investigation. The Director will notify law enforcement of the student's expulsion.

Prior due process proceedings as defined in the student handbook will be observed in all suspensions and expulsion under the policy. A student who is defined as having a disability under the Individuals with Disabilities Education Act may be placed in an alternative educational area until such time a determination will be made as to whether bringing the firearm to school was a manifestation of the student's disability. Discipline and placement of the student will be in accordance with the Individuals with Disabilities Education Act.

## NON-DISTRICT STUDENT TUITION POLICY

Students from school districts who are not members of the Southeast Region Career and Technology Center may be allowed to attend Center classes if considered as a student of one of the member schools through cooperative agreement between the Center, the nonmember district, and the member districts.

Tuition rates for students from nonmember districts shall be on a per credit basis at a rate of \$800 per credit. Tuition shall be payable directly to the Southeast Region Career and Technology Center with payment to be made in two installments, the first of which shall be on or before September 15, and the second of which shall be on or before January 15 of the respective school year students are in attendance.

Students allowed to participate in Center programs through a cooperative agreement shall be allowed to do so only upon written request from the nonmember district which they attend and on a space available basis. In no instance shall student from nonmember districts bump student from member districts for space available. Students will be expected to abide by the policies contained in the Student Handbook of the Southeast Region Career and Technology Center while in attendance. Grading procedures and attendance records will be in accordance with Center policies and annually approved Center Calendar.

## MOBILE TECHNOLOGY POLICY

Portable Computer Technology provides students with educational opportunities that are special both in content and in the way that information can be made available. Being provided with a laptop computer should be considered an exciting opportunity as well as a privilege that carries with it a high level of responsibility.

Because of the manner in which mobile devices operate and can be used, certain standards of student behavior are expected of all students enrolling in courses where mobile devices are issues to students. This policy is intended to make participating students and their parents or guardians aware of the standards expected. Students issued mobile devices agree to the following standards.

Students are responsible for the safekeeping and security of the mobile devices that are issued to them. When the device is not with the student on school premises, it is to be kept at the administrative office or in the issuing instructor's classroom/office, not in a student locker.

1. Portable/Mobile devices are sensitive to adverse weather conditions. Never leave them in a car where they can freeze or be exposed to extreme heat. If the computer is cold, let it warm up before you plug it in or turn it on.
2. Portable/Mobile devices are the personal responsibility of the student they are provided to and are for school use. This means they are not to be borrowed out, loaned to friends, or used for other non-approved purposes.
3. Students are expected to follow the acceptable use policies for technology for their home school. Failure to do so or other use of the mobile device for inappropriate activities may result in the immediate forfeiture of use of a mobile device. This includes access of



internet sites of a sexual, vulgar, hate related, or other areas that are in direct conflict with school policy.

4. Students who cause or have in the care a SRCTC mobile device that is damaged will be assessed a minimum of \$100 for damages and/or repairs.

**First Offense:** The classroom instructor will give the student a verbal warning and their parents or guardians will be notified as to the infraction. The notification will be in writing to the parent/guardian, Director, and home school.

**Second Offense:** The student will lose the use of their portable/mobile device.

**SEVERE MISCONDUCT:** The student will immediately lose their device.

### POLICY STATEMENT ON EMPLOYMENT OF MEMBER SCHOOL BOARD MEMBERS

Board Members from SRCTC member schools are not disqualified from work at the SRCTC.

### DRUG FREE WORKPLACE

The STCTC intends to maintain a drug-free workplace.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in any building belonging to or used by the Southeast Region Career and Technology Center or on the grounds of any such building or on any property or in any vehicle belonging to the Southeast Region Career and Technology Center or at any school-related activity.

Any employee violating this policy is subject to discipline, which may result in termination. Other violations may result in more immediate action, including discharge. Employees will be assisted in obtaining appropriate support services and counseling if the violation is possession or use. Other violations may result in more immediate action, including discharge and notification of proper authorities, including but not limited to the federal agencies from which funds are received.

Employees are required to notify the Director of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after conviction. The Director will notify and federal agency indicated above of any conviction resulting from a violation occurring in the workplace.

This policy shall be distributed to each employee and to each new employee at the time of employment. Agreement to this policy shall become a condition of employment.

### ALCOHOL AND DRUG ABUSE POLICY-EMPLOYEE

Schools have a clear responsibility to maintain an atmosphere, which will promote a quality-learning environment. This misuse of alcohol and other drugs by one employee may endanger the safety and well-being of all other employees and all students. It is necessary that our employees be made aware of the danger inherent in making unwise choices about chemical use. Further it is the responsibility of the school to intervene when the school's learning environment or the employee's ability to perform assigned duties is threatened.

Therefore, the School Board of Southeast Region Career and Technology Center supports the strict enforcement of the following alcohol and drug policy.

1. The use, possession, distribution, dispensing or manufacture of alcohol or any illegal drug is prohibited in any building belonging to or used by the Southeast Region Career and Technology Center or on the ground of any such building or on any property or in any vehicle belonging to the District or at any school-related activity.
2. The Southeast Region Career and Technology Center will endorse in-service and specialize programs to increase awareness and understanding of the dangers inherent in the use of alcohol, tobacco, and controlled drugs and provide information about drugs and alcohol counseling and rehabilitation programs available to students and staff.
3. Employees will be assisted in obtaining appropriate support services and counseling if the violation is possession or use. Other violations may result in more immediate action, including discharge and notification of proper authorities. Due process procedure will be followed in any such termination.
4. The Southeast Region Career and Technology Center will provide assistance in securing help in overcoming problems that may jeopardize continued employment and health. This service will provide information for counseling and treatment referral so that employees may seek and get counseling on alcohol and drug matters at any time with fear of reprisal and with assurance of the confidentiality of the counseling. Providing information for referral or treatment when needed should be a constructive and not a punitive action.

We recognize that chemical addiction is a treatable disease. Employees shall be allowed to use sick leave, to the extent accumulated, for chemical addiction treatment if undertaken at a facility approved by the Division of Alcohol and Drug Abuse of the North Dakota Department of Health. However, no employee shall be granted sick leave for inpatient treatment of alcoholism/chemical dependency more than twice.

The Southeast Region Career and Technology Center will attempt to provide a supportive school environment for students and staff who have been harmfully involved with drugs and alcohol, including those whose families that are disrupted by chemical abuse.

#### **PROCEDURE IF HARMFUL CHEMICAL USE IS SUSPECTED**

1. When behavior that may indicate misuse of alcohol or drugs is observed, a “Record of Behavioral Data” will be completed by the supervisor. The supervisor will not attempt to make allegations or diagnose behavior beyond observed and reported behavior.
2. If accumulated information appears to indicate a high probability that the employee’s job performance is endangered, the supervisor will either conduct an interview with the employee or turn the information over to the Director who will conduct the interview. At the interview, the employee will be asked to comment on their use of alcohol or drugs.
3. A formal chemical dependency diagnostic interview (and treatment, if the report of the diagnostician indicates a need for treatment) may be made a condition of continued employment if the employee’s job performance is adversely affected.
4. The school will make every effort to provide supportive assistance to those employees who return after completing a therapeutic regimen, realizing that behavior change in an unchanged environment is especially difficult.

## SIGNIFICANT CONTAGIOUS DISEASE POLICY

**Students:** No student may be denied admission solely because they have, or are perceived to have significant contagious disease. The personal physician of the affected individual shall be the sole decision maker as to whether the individual constitutes a public health threat or the ability of the individual to continue in school.

When a student's personal physician or the home school determines that a student is unable to participate in regular classroom instruction, reasonable accommodations, special provisions, or an individualized education program will be provided in cooperation with the home school for the technical education component a student is enrolled in. The Director shall establish procedures in conjunction with the home school superintendent for the development of special provisions.

The instructional program on significant contagious diseases will be addressed by the home school, in accordance with their respective school district policies and procedures that relate to significant contagious diseases.

**Employees:** No person may be denied employment solely because they have, or are perceived to have a significant contagious disease. The personal physician of the affected individual shall be the sole decision maker as to whether the individual constitutes a public health threat or the ability of the individual to be employed or continue their employment. When an employee's physician determines that the employee cannot perform their duties, the Center will consider and may implement reasonable accommodations to allow the affected individual to continue as an employee.

**Independent Contractors:** All independent contractors performing services for the Center will be provided with a brochure concerning significant contagious diseases upon entering into contract with the Center. The brochure will contain information regarding the transmission of significant contagious diseases in an instructional setting, the means of protecting against contracting the diseases in an instructional setting, and the use of universal precautions.

**Standard Precautions:** The Southeast Region Career and Technology Center will use standard precautions as standard procedure in the care and maintenance of school property, in administering first aid, or otherwise handling emergencies. The Center will assist employees in the educational process relating to standard precautions.

**Confidentiality:** No employee or official of the Southeast Region Career and Technology Center may inform any individual of an affected individual's infection. No employee or official may release any information to the public either confirming or denying the presence within the institutional setting of a person who has contracted a significant contagious disease. All information given to employees or officials of the district by an affected person, their parent or guardian, or their personal physician shall remain confidential.

**Spokesperson:** The Center Director is the designated person to receive information concerning the status of students, employees, and independent contractors from their physicians. The Director shall be the official spokesperson for the institution when information concerning as affected individual becomes public, may not delegate this duty, and will work with the participating school districts Superintendents in this regard. The Director may request assistance from the affected home school Superintendent in developing a plan for conflict resolution.

### **GRIEVANCE PROCEDUES – Title IX – Section 504**

Any student or employee of this school district who believes he or she has been discriminated against, denied a benefit or excluded from participation, in a district education program or activity, on the basis of sex or on the basis handicapping condition, may file a written complaint with the compliance administrator Dan Rood, Jr. Director, Southeast Region Career & Technology Center, 2101 N 9<sup>th</sup> St., Wahpeton, ND 58075 (701) 642-8701.

The compliance administrator shall review the written complaint and a written response shall be mailed to the complainant within ten working days after receipt of the written complaint. A copy of the written complaint and the compliance administrator's response shall be sent to the Director. If the complainant is not satisfied with such response, he or she may submit a written appeal to the Board of Education indicating with particularity the nature of disagreement with the response and his or her reasons underlying such disagreement.

The Southeast Region Career and Technology Center Board of Education shall consider the appeal at its next regularly scheduled Board meeting following the receipt of the response. The Board of Education shall permit the complainant to address the Board concerning his or her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

Any student or employee of the Southeast Region Career and Technology Center is entitled to submit any complaint of alleged discrimination on the basis of sex to the Regional Office for Civil Rights of the United States Department of Human Services by sending the complaint to:

**Office for Civil Rights Chicago Office                      TDD: 312-730-1609**  
**U.S. Department of Education                              Email:OCR.Chicago@ed.gov**  
**500 W Madison Street Suite 1475**  
**Chicago IL 60661**  
**Telephone: 312-730-1560**  
**Fax: 312-730-1576**

### **SEXUAL HARASSMENT POLICY**

The Southeast Region Career & Technology Center is committed to providing a safe, positive learning and working environment for everyone. Therefore, sexual harassment is prohibited and will not tolerated in any form. No Center employee or student attending the Center shall be subjected to sexual harassment. Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws, which prohibit sex discrimination. If a person is harassed by fellow workers or by non-employees, the employer is held accountable if the employer knows or

should have known of the harassment and fails to take immediate and appropriate corrective action.

It shall be a violation of this policy for any member of the SRCTC staff to harass another staff member or student through conduct or communications of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other students or staff through conduct or communications of a sexual nature as defined in Section II.

The Director shall be responsible for promoting an understanding and acceptance of, and assuring compliance with, state and federal laws and board policy and procedures governing sexual harassment at the center.

Violations of this policy or procedure will be cause for disciplinary action.

**Definitions:** Sexual harassment means unwelcome sexual advances, request for favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities.
- Submission to or rejection of such conduct by an employee or student is used as the basis for decision affecting the employee or student.
- Such conduct has the purpose or effect of unreasonably interfering with an employee or student's performance or creating an intimidating, hostile, or offensive work or learning environment.

Sexual harassment, as set forth in Section II-A, may include, but not limited to the following:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person, with sexual or demeaning implications
- Unwelcome touching
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grade or job.

**Procedures:** Any person who alleges sexual harassment by a staff member employed by the SRCTC or any student enrolled in any course provided by the SRCTC may use the Center Grievance Procedure or may make a complaint directly to his or her immediate supervisor, supervising teachers, building principal, or to the SRCTC Director. Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

**Sanctions:** A Substantiated charge against a staff member under the Center's employment shall be subject such staff member to disciplinary action, up to including the possibility of discharge.

A substantiated charge against a student enrolled in a Center program shall be subject to that student to disciplinary action, which may include suspension or expulsion, consistent with the student disciplinary procedure outlined in the Student Handbook.

**Notifications:** Notification of this policy will be circulated to all member schools and all department of the SRCTC. This policy shall be incorporated in student and teacher handbooks. Training sessions on this policy and the prevention of sexual harassment shall be held for all staff and students associated with the SRCTC.

### **REDUCTION IN FORCE POLICY and PROCEDURE**

The Board of Education of the Southeast Region Career and Technology Center shall have the sole right to determine the necessity for and scope or a reduction in force for reasons including but not limited to, lack of funds, uncertainty of funds, declining enrollment, changes in school participation, or other reasons of necessity. This determination shall not be arbitrary or capricious.

If a decision is made to reduce the professional staff, any affected employee shall be given such notice as may be required by law.

The selection of the staff member to be non-renewed because of reduction in force shall be made in accordance with the following criteria in the order presented:

1. Attrition, including retirements and resignations, shall be relied on to the extent possible.
2. When attrition does not alleviate the necessity for reduction-in force, the policy of the Southeast Region Career and Technology Center shall be to retain those professional staff members with the greatest adaptability to meet the present and future staffing and educational needs of the Center.
3. When two staff members within the same area of certification are deemed to be of equal adaptability to meet the present and future staffing needs of the Center, the staff members with:
  - Superior history of performance based on observations and evaluations,
  - Superior professional preparation beyond the minimum certification requirements.
  - Greatest evidence of contributions to the profession shall be retained.

If staff members are deemed to be of equal adaptability, performance, professional preparation, and contributions to the profession the Center Director will make the final decision and recommend to the Center Board which staff member shall be retained.

### **RECALL**

Any professional staff members who is non renewed under the provisions of this policy may request and shall be given consideration for appropriate vacancies for which said professional is qualified and which occur within 12 months after the last working day of their previous contract. It shall be the sole responsibility of said professional to provide the Center with a current address. Any professional who is offered re-employment hereunder and fails to accept the same within fifteen (15) day after it is offered, shall be deemed to have rejected said offer and shall forfeit any rights to reemployment.

### **DRUG AND ALCOHOL TESTING FOR EMPLOYEES**

The Southeast Region Career and Technology Center, (the “Center”), is committed to the establishment of a Drug and Alcohol Misuse Prevention Program that meets all applicable requirements of the Omnibus Transportation Employee Testing Act of 1991, (the Omnibus Act”)

or other federal motor carrier safety regulations, (the “Regulations”). Further, the Center extends the testing requirements to all Center employees who drive any vehicle that transports children when a commercial driver’s license is required for the vehicle they drive while performing safety sensitive functions for the Center. The purpose of the testing program shall be to help prevent accidents and injuries resulting from the misuse of alcohol and controlled substances by employees performing safety sensitive functions.

All employees subject to this policy shall be prohibited from undertaking any activity, which is prohibited under federal, state, or local motor carrier safety rules, regulations, ordinances, or statutes including but not limited to:

1. The use of any controlled substance on or off duty, unless a written prescription from a licensed doctor or osteopath is provided along with a written statement from the doctor or osteopath that the substance does not adversely affect the employees’ ability to safely operate a motor vehicle or perform other safety sensitive functions.
2. The misuse of alcohol that could affect performance on the job including use on the job, use during the six hours before performing a safety sensitive function, having prohibited concentration of alcohol in their systems while performing a safety sensitive function and use during eight hours following an accident.

“Controlled substance” in this policy refers to those covered by the Omnibus Act, including marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP).

All employees shall be subject to pre-employment, reasonable suspicion, random, post-accident, return-to-duty and follow-up alcohol and drug testing pursuant to procedures set out in the federal regulations. These procedures use testing devices mandated by the regulations, including but not limited to evidential breath testing devices. For controlled substance testing, urine specimen collection and testing by a laboratory certified by the U.S. Department of Health and Human Services shall be required.

Random alcohol testing shall be limited to the time period surrounding the performance of safety sensitive functions, which includes just before or just after the employee performs the safety sensitive function. Controlled substance testing may be performed at any time while the employee is at work.

An employee covered by the Omnibus Act and the Regulations may not refuse to take a required test. A refusal to take a test is defined to include, but is not limited to, the following fact situations: (1) a refusal to submit to an alcohol or controlled substance test; or (2) failure to give a good faith sample (half-hearted attempts to give a test will be deemed a refusal).

The integrity of the process and the confidentiality of the test results shall be protected by the testing agency and in turn by the Center. Adequate records and a chain of custody for the sample will be maintained by the testing agency and by the Center so as to ensure that the test results are valid and attributed to the correct driver. Tests that may be administered and are those tests approved by the Regulations and may include, but are not limited to, blood, urine and breath tests.

If the test confirms prohibited alcohol concentration levels or the presence of a controlled substance, the employee shall be removed immediately from safety sensitive functions in accordance with the Regulations. Before an employee is reinstated, if at all, the employee shall undergo an evaluation by a substance abuse professional, comply with any required rehabilitation and undergo a return-to-duty test with verified test results. Drivers found to have an alcohol concentration of .02 or greater, but less than .04 may be subject to the same regulations and consequences as for those stated for prohibited alcohol concentration levels.

An employee who is prohibited from performing safety sensitive functions may be assigned to non-safety sensitive functions until such time as the employee complies with the requirements for returning to duty.

The Center retains the authority consistent with state and federal law to discipline and discharge any employee who abuses alcohol or controlled substances or drugs, and whose current use of alcohol, controlled substances, or drugs affects the employee's qualifications for any performance of the job.

The Center is not required under federal law requiring drug and alcohol testing to provide rehabilitation, pay for substance abuse treatment, or to reinstate the employee. All employment decisions involving reinstatement, termination, or dismissal shall be made in accordance with applicable state law and Center policies.

The Center shall maintain records with the Omnibus Act and the Regulations in a secure location with controlled access. With the employee's consent, the Center may obtain any of the information concerning drug and alcohol testing from the employee's previous employer. An employee shall be entitled upon written request to obtain copies of any request pertaining to the employee's use of alcohol or controlled substances including information pertaining to alcohol or drug tests.

Statistical records and reports shall be maintained and made available to the Federal Highway Administration for inspection or audit in accordance with federal regulations.

Records shall be made available to a subsequent employer upon written receipt from an employee only as expressly authorized by the terms of the employee's request.

The Center shall take steps to insure supervisors receive proper training to administer the drug and alcohol testing program and employees receive the notifications by the Regulations. The Center Director shall be the person designated by the Center to answer driver's questions about this policy, the Omnibus Act, and the Regulations. Drivers shall be provided with a work schedule annually, which outlines when the workday starts and ends and the relationship of the schedule to the Regulations i.e. the nature and schedule for safety sensitive functions.

From time to time, the Center will provide to employees (i.e. safety sensitive positions) information concerning the effects of alcohol and controlled substance use, the effects of alcohol and controlled substance use on an individual's health, work, and personal life, and signs and symptoms of an alcohol or controlled substance problem. The Center believes that any use of controlled substances and abuse of alcohol can lead to a deterioration of performance at work, stress, tiredness, pressure, deterioration of personal relationships and significant other adverse



personal and work related affects. The Center recognizes the negative effects on work and families when individuals are harmfully involved with drugs and/or alcohol and will attempt to provide a supportive environment for staff members who are involved.

Symptoms of use and abuse include but are not limited to bloodshot eyes, pupil dilation, impeded speech or mobility, prolonged or frequent absences from work, a dull or glazed look and other mannerisms or patterns of behavior that are irregular or out of the ordinary for the employee involved.

Available methods of intervention include but are not limited to discipline, direct confrontation, and referral to assisting agencies, professional counselors, or other support organizations.

Contracts for transportation approved by the Center shall contain assurance the contractor will establish a drug and alcohol-testing program that meets the requirement of the Regulations and this policy and will actively enforce the Regulations.

Many of the Center's employees are at will employees. These employees may choose to leave employment or the employer for no reason and with no notice may terminate the employment. The implementation of this drug and alcohol testing policy does not change the employee at will rules and legal requirement.

**EMERGENCY PROCEDURES FOR THE  
SOUTHEAST REGION CAREER AND TECHNOLOGY CENTER – OAKES FACILITY**

**SERIOUS INJURY TO STUDENT OR INSTRUCTOR**

- Turn off machine in operation;
- Keep injured person safe and immobile;
- Insure safety of all personnel;
- Notify the office with the nature of injury;
- Office will phone for ambulance, 911; and
- Notify neighboring instructor, if necessary.

**FIRE DRILL (Fire Alarm Bells)**

- All personnel leave the building by exit routes shown on diagram;
- Each instructor is to review routes on the first day of school;
- Instructors are to take roll after class is outside and safe. Report any missing students to from office; and
- Return to building when the “ALL Clear” is given.

**TORNADE (Series of Class Bells)**

- All personnel are to place themselves close to hallway block wall;
- Use the protective position shown on chart placed on each classroom bulletin board; and
- “ALL CLEAR” will be given over intercom.

## USE OF BUILDING AND PROPERTIES

### Square Footage Costs Rent

#### For Non-Member Communities

Area	Sq. Footage	% of Total	Hourly Rate	Shop Equip. Use
Auto Mechanics	5120	25.2	14.50	20.00
*Welding	4200	20.6	12.00	20.00
Computer Networking	1560	7.7	4.50	20.00
Community Room 114	1950	9.6	9.00	20.00
Marketing Education	1716	8.4	5.00	10.00
Resource Room	1716	8.4	5.00	20.00
Child Care	897	4.4	2.50	10.00
Agricultural Education	3200	15.7	9.00	20.00
<b>TOTAL</b>	<b>20359</b>	<b>100%</b>	<b>58.00</b>	<b>112.00</b>

Meeting Room 102

Video Conf. Room 109

ITV Room 110

Rent & Utilities      \$85,000

\$85,000/12 = \$7,083 per month

\$7,083/20 = \$350 per day

\$350/6 = \$58 per hour

\*Welding use of electricity = \$20.00 per hour

#### Shop Equipment Use

\$450.00 per week or \$90.00 per day

Example: Tune-Up Class

Instructor - \$15.00 x 20      \$320.00

Social Security, TIRF (15.3%)    48.96

Supplies                              60.00

Rent - \$14.50 X 20                290.00

Equipment                          360.00

TOTAL                                 \$1,078.96

GENERAL RELEASE

TO ALL WHOM THESE PRESENTS SHALL COME OR MAY CONCERN:

For the sole consideration of the use of the premises known as the Southeast Region Career & Technology Center located at 924 7<sup>th</sup> Street South of the City of Oakes, North Dakota on \_\_\_\_\_, 20\_\_\_\_, the undersigned does hereby fully and forever release and discharge the Southeast Region Career & Technology Center, its agents and employees; and their heirs, personal representatives, successors, and assigns from all claims, demands, damages, actions, rights of action, or whatever kind of nature which hereafter arise out of, in consequence of, on account of, or in any way derived from the use of the afore described premises.

I/we further agree to reimburse the Southeast Region Career & Technology Center cost of repairing and damage incurred to the premises while utilized by the undersigned, or to the replacement of same value to the loss of equipment from said premises resulting from the use of the undersigned.

Date at Oakes, North Dakota, this \_\_\_\_\_ day of 20 \_\_\_\_\_

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Individual

\_\_\_\_\_  
Individual

\_\_\_\_\_  
Supervisor

**BUILDING RESERVATION FOR  
SOUTHEAST REGION CAREER & TECHNOLOGY CENTER  
WITH LIABILITY INSURANCE**

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

GROUP NAME: \_\_\_\_\_

NUMBER IN GROUP: \_\_\_\_\_

ACTIVITY: \_\_\_\_\_

NAME OF PERSON IN CHARGE: \_\_\_\_\_

NAME OF INSURANCE COMPANY AND AMOUNT:

\_\_\_\_\_

**INDEMNIFICATION AGREEMENT**

The \_\_\_\_\_ agree to defend, indemnify and hold harmless the Southeast Area Career and Technology Center #542 from any claim, demand, suit, loss, cost of expense, or any damage which can be asserted, claimed or recovered against or from the Southeast Area Career & Technology Center by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whosoever and which damage, injury, or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, of expense is caused in whole or in part by the negligence of the \_\_\_\_\_ or by third parties, or by the agents, servants, employees or factors of any of them.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_

## **USE OF BUILDING AND PROPERTIES**

The building may be utilized for meeting, programs and community activities of a civic, patriotic or organizational event.

### **Renter Responsibility**

It is the policy of the Southeast Region Career & Technology Center Board of education to make available and to encourage use of school facilities by citizens of the community. However, the Board recognizes its responsibility to develop the necessary criteria and regulations to protect the buildings and equipment.

Therefore, any non-school group desiring to utilize the center building shall make written application, on a form provided for by the center, and submit the application to the Director for approval. Further, the using organization shall submit documentation that the organization has liability insurance that insures that the organization is the primary carrier for any loss or claim incurred during the utilization of the building/premises by said organization. If the group does not carry liability insurance, the organizational leader shall sign a hold harmless statement, which shall be furnished by the district.

### **Rules and Regulations**

1. No use shall be permitted without prior application by the user and authorizing reservation granted by the Director.
2. The granting of reservations and the decisions with respect to use and availability of space shall be subject to the discretion of the Director.
3. Renters or users of school building shall assume full responsibility for the condition of the building and the conduct of those in attendance.
4. No sale or consumption of alcoholic beverages or illegal substances shall be permitted on school property.

## SEXUAL HARASSMENT REPORT FORM

The Southeast Region Career & Technology Center maintain a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment against students or employees is sex discrimination. All persons are to be treated with respect and dignity. Sexual advances or other forms of personal harassment by any person, male or female, which create an intimidation, hostile or offensive environment, will not be tolerated under any circumstances.

Complainant \_\_\_\_\_

Student \_\_\_\_\_

Employee \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_

School attending/Employed at \_\_\_\_\_

Work Phone \_\_\_\_\_ Date of alleged incident(s) \_\_\_\_\_

Name of person(s) you believe sexually harassed you

\_\_\_\_\_

List any witnesses that were present

\_\_\_\_\_

Where did the incident(s) occur?

\_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as what force, if any, was used any verbal statements (i.e. threats, requests, demands, etc.) (Attach additional pages if necessary.)

\_\_\_\_\_

This complaint is filed based on my honest belief that \_\_\_\_\_ has sexually harassed me. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

\_\_\_\_\_

Complainant Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Received By

\_\_\_\_\_

Date

Submit this completed form to the Director.  
Southeast Region Career and Technology Center- Wahpeton, ND

### GRIEVANCE FILING FORM

Date: \_\_\_\_\_

Your Name: \_\_\_\_\_

Your School and/or Position: \_\_\_\_\_

Place where you may be reached:

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Nature of your grievance (Please describe the policy or action you believe may be in violation of Title IX or other civil right statute; please identify any person (s) you believe may be responsible)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If other are affected by the possible violation, please give their names and/or positions:

\_\_\_\_\_  
\_\_\_\_\_

Please describe any corrective action you wish to see taken with regard to the possible violation. You may also provide other information relevant to his grievance.

\_\_\_\_\_  
\_\_\_\_\_

Signature of Grievant \_\_\_\_\_

Date \_\_\_\_\_

Signature of Person receiving Grievance \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_



**MASTER CONTRACT AGREEMENT**  
**2017-2019**

- 1.) A nine-month salary base of \$39,275 as per attached schedule for the 2017-2018 school year and a nine-month base salary to be determined for the 2018-2019 school year. Lane changes for professional growth are allowed as per board policy. Career increment limited to eight years. Base salary for 18-19 to be determined as follows; If the Blue Cross/Blue Shield premium increase is between ) (zero) and 4.99% (four point nine-nine percent), the increase on the base salary will be \$500 (five hundred dollars). If the Blue Cross/Blue Shield premium increase in between 5% (five percent) and 9.99% (nine point nine-nine percent) the increase will be \$100 in the base salary. If the Blue Cross/Blue Shield premium increase 10% (ten percent) or over, there will be no increase in the base salary. In addition, Blue Cross/Blue Shield premium increase 10% (ten percent), the increase over 10% (ten percent) will be the responsibility of the staff. The increase for Blue Cross/Blue Shield insurance in calculated based on two-month premium at the previous year's rate, and ten months at the new year's (anniversary date) premium.

Examples:

BC/BS increase 3.75%, the 2018-19 base salary will be \$39,775, an increase of \$500

BC/BS increase of 8.90%, the 2018-19 base salary will be \$39,375, and increase of \$100

BC/BS increase of 10.25%, the base salary remain at \$39,275, an increase of \$0

Staff member will pay an additional .25% of the total BC/BS premium in addition to the 2.5% staff member contribution outlined in section 5 of this document.

- 2.) **Youth Group Payment** – Youth group advisor will be compensated on the basis of merit and service. Advisors will only be eligible for base and years of service pay upon membership verification which shall be confirmed by the youth group roster being filed with the State Office. The minimum criteria to receive the base amount are attendance at two state sponsored events. Attendance at one event would create a base of \$250; none, \$0. The amount will be calculated on the following basis.

Base amount \$500

Performance Up to \$2,500

The payment will be made in June of the corresponding year. Determination of the dollar amount will be on the basis of evaluation by the Director.

- 3.) **Sick Leave** - All employee are expected to notify the Director at the earliest opportunity when illness is of a confining nature. This is important in order that provision may be made for someone to carry out the absent person's duties. Substitutes are engaged by the Director and paid by the Center. The employee will also keep the Director informed when he/she will be able to return. Sick leave may be used for medical appointment outside of contract time subject to Director's approval. Sick leave of more than three

consecutive absences or for non-elective exams will be granted upon the presentation of doctor's written verification as to the cause for absence, if so requested by the Doctor. The Center Board reserves the right to a second medical opinion to be paid for at the expense of the Center Board. Sick leave shall be granted for elective exams only after personal leave is expended.

Ten (10) sick leave days will be granted to each employee of the Southeast Region Career & Technology Center. These days are for unavoidable absences due to illness during the school year. Unused sick leave days in any school year will be cumulative to one hundred ten(110) days. For employees rehired after a reduction in force, sick leave will be reinstated on a prorated basis. Sick leave time includes death in the immediate family, i.e. father; mother, brother, sister, wife, husband, child, mother-in-law, father-in-law, brother-in-law, sister-in-law grandparents, or others at the discretion of the Center Director. This sick leave policy shall be twelve (12) days for twelve-month employees. In the case of illness within the instructor's own family, i.e. spouse or child, and not for an illness of the instructor himself/herself, leave may be taken with days charged to sick leave for the instructor's child/children, charged to personal leave for the first absence, and charged to sick leave for the second absences for spouses. Sick leave for spouses may be approved but shall be subject to the discretion of the Director. This sick leave policy applies to certified personnel only. Upon retirement or leaving, the Center for professional betterment staff members shall be paid \$10 for each un-used sick leave day to a maximum of 80 days or \$800. Unused accumulated sick leave will be canceled up termination of contract.

- 4.) **Personal Leave** – Three (3) days per year may be allowed to employees. If one personal day is not used during the current school year, one day can be carried over to the next school year, not to exceed four (4) personal days granted per school year. Every two hours of substitute teaching will be compensated by one hour of personal leave time. Personal leave is subject to the approval of the Director, for the following reasons:
- a. Attendance as officer or delegate at meeting of fraternal, service, church or education association.
  - b. Any illness within the family
  - c. Funerals of relative or friends not covered under sick leave.
  - d. Any wedding, including weddings of friends or relatives or own self.
  - e. Absence due to weather conditions or transportation failure when away from home.
  - f. Court proceedings requiring presence of employee
  - g. Personal business except employment for gain.
  - h. Present papers, projects, give lectures, etc., at another school or center.
  - i. Other- subject to Director's approval

Requests for personal leave shall be made at least one week in advance except in emergencies. An additional one day per year will be allowed on a noncumulative basis, subject to the approval of the Director for any other reason, but with the deduction of a substitute's pay, regardless if a substitute is employed. Unused personal leave shall be paid to the instructor at a rate \$100 per day in full day, or \$50 for half day increments. The payment shall not prohibit the Director from

granting personal leave for less than full or half days, especially during non-contract time, but only affects the payment of unused leave.

- 5.) **Medical Insurance** – The Center Board will provide the Center teaching staff with the following medical care options:
- a. Family coverage
  - b. Single with dependent coverage
  - c. Single coverage

Staff members on part-time contracts will be provided health insurance on a prorated basis in relationship to percentage of time employed.

Persons electing to not take one of the medical insurance options may have a tax-sheltered annuity paid by the Center Board in the amount of \$200 per month (12 months) prorated as to percentage of time employed.

The election of a staff member to take one of the insurance options or the annuity option shall be given to the Center Director in writing three (3) weeks prior to the first payroll date of each new school year. Beginning with the 2015-2016 Contract, the Center staff will assume 2.5% of the total Health Insurance Premium, i.e. for every \$100 in premium the staff pays \$2.50. The staff contribution will take effect starting July 31, 2015.


Staff member who elect to receive Health Insurance will have the following amount contributed to their Health Saving Account (HAS). The Board's contribution amount will be determined based on the amount each employee elects to put in the HAS on dollar for dollar match with the Board contribution not to exceed the following amounts.

Single	\$1000
Single Plus Dependent	\$1500
Family	\$2000

All employee contributions to their HAS will be on a monthly payroll deduction.

- 6.) **Long Term Disability Insurance** – The Center Board will provide employees that work 30 or more hour's long-term disability insurance with a 90-day elimination period. Instructors that work less than 30 hours a provided up to 10 days' compensation at their regular salary in the event of a disability.
- 7.) **Travel** – Approval of travel to meeting, workshops, etc., must be requested at least one week in advance of the event. Travel approved by the Administration, travel expenses a reimbursed at the rate set by the State in accordance with Board policy. Completed travel vouchers and required receipts must be turned in.
- 8.) **Co-op Payments** – Instructors shall receive \$75 per student to a maximum of \$1000 per instructor per year for students completing approved Cooperative Work Experience Programs. Director's approval of the work station and completion of the required documentation is a prerequisite to any such payments. Co-op payments prorated to the co-op credit earned by the student completing the program. The payment for co-op student shall be make during the June pay period.
- 9.) **Professional leave** – Professional leave allowed to employees subject to the Director's approval. Professional leave shall include attendance at related workshops, in-service

- training, or attendance as an officer or delegate at meeting of professional organizations.
- 10.) **Early Retirement** - The Center Board, at its option, shall make available early retirement options for staff members. Compensations offers shall be in such a manner and in such an amount that is deemed to the best interest of the Center, the participating districts, the staff member, and the students who attend the Southeast Region Career & Technology Center.
- 11.) **Teachers Retirement** – Beginning in 2012 employees will also assume a 2% contribution toward NDTFFR. Beginning July 1, 2014, the Center Board will contribute the required additional 2% Board share and 2% Teacher share to TFFR.

Handwritten signature of Dan Wynn in blue ink, written over a horizontal line.

Mr. Dan Wynn SRCTC Negotiator

Handwritten signature of Daniel Spellerberg in blue ink, written over a horizontal line.

Mr. Daniel Spellerberg, Teacher Rep.

Southeast Region Career and Technology Center

Salary Schedule

2017-18

	Lane	1	2	3	4	5	6	7	8
		BS	BS+15	BS+30	AS/BS	MS	MS+15	MS+30	MS+45
Steps 0		39275	40400	41525	42250	43775	44925	46075	47225
	1	39865	41015	42165	42915	44465	456145	46825	48005
	2	40455	41630	42805	43580	45155	46365	47575	48785
	3	41045	42245	43445	44245	45845	47085	48325	49565
	4	41635	42860	44085	44910	46535	47805	49075	50345
	5	42225	43475	44725	45575	47225	48525	49825	51125
	6		44090	45365	46240	47915	49245	50575	51905
	7		44705	46005	46905	48605	49965	51325	52685
	8		45320	46645	47570	49295	50685	52075	53465
	9			47285	48235	49985	51405	52825	54245
	10			47925	48900	50675	52125	53575	55025
	11			48565	49565		52845	54325	55805
	12				50230			55075	56585

9 Month Base 36000

Lane 1 step (BS) 590 Career Increments

Lane 2 Step (BS+15) 615 Lane 3 \$300

Lane 3 Step (BS+30) 640 Lane 4 \$350

Lane 4 Step (AS/BS) 665 Lane 5 \$400

Lane 5 Step (MS) 690

Lane 6 Step (MS+15) 720 Career Increments limited to Eight Years

Lane 7 Step (MS+30) 750

Lane 8 Step (MS+45) 780

BS Lane Changes 1125

BS to MS Lane 2250

MS Lane Change 1150

AS/BS Lane Change 725

## EMPLOYEE RECOGNITION

I have read and been provided with a copy of the 2018-19 Southeast Region Career and Technology Center's Board and Staff Handbook, and specifically, have read the SRCTC Center's Drug & Alcohol Policy.\*

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Center Director

\_\_\_\_\_  
Date

\*Copy provided to employee and original retained in employee file.