



**STUDENT  
HANDBOOK  
2018-2019**

August 2018

Dear Student:

On behalf of the Southeast Region Career and Technology Center Board of Education, Staff, and Administration, welcome and congratulations on your decision to enhance your total high school experience and broaden your career opportunities through enrollment in a career class. Career and Technical Education courses will provide you with the following advantages:

- **Hands-on learning in quality environments** that will allow you to use some of the latest technology coupled with real-world applications;
- **Develop leadership skills in class and through youth group involvement**, including travel to conferences and contests and being able to be involved in competitive events at the local, state, and national level; and
- **Broaden your interpersonal and social skills** by working with students from area schools and new teachers outside the “walls” of the traditional school setting.

You are putting yourself in a competitive advantage from both a career and financial standpoint by taking part in SRCTC classes. **In the last three years, many of our students earned state scholarships of \$6,000 each totaling well over \$1,000,000 as well as, setting the stage for successful college experiences.**

We are excited to have you with us and expect that you will be successful. We know that you will have instructors and counselors that will work closely with you to make sure this important step in your educational experience allows you to broaden and strengthen your total high school experience and pave the way for a super future! ***Have an awesome school year!***

Respectfully,



Dan Rood, Jr., Director



Randal Brockman, Asst. Director

## Table of Contents

INTRODUCTION.....	3
EVALUATIONS.....	3
LAB RULES AND REGULATIONS.....	4
PORTABLE/MOBILE DEVICE STUDENT POLICY.....	4
STUDENT DRIVING.....	5
AWARD OF EXCELLENCE.....	5
NATIONAL TECHNICAL HONOR SOCIETY.....	5
STUDENT BEHAVIOR.....	7
STUDENT APPAREL.....	7
STUDENT REGULATIONS.....	7
DISCIPLINARY PROCEDURES FOR EXCESSIVE ABSENCE.....	8
DISCIPLINARY PROCEDURES.....	9
POTENTIAL PROBLEM AREAS.....	9
PROCEDURES AND DUE PROCESS.....	9
ACTIONS OR THREATS OF VIOLENCE POLICY.....	10
HARASSMENT & BULLYING.....	11
WEAPONS POLICY.....	11
NAME AND PICUTRE PUBLICATION.....	12
GUIDANCE AND COUNSELING SERVICES.....	12
COLLEGE APPLICATION.....	12
SCHOLARSHIPS.....	12
ADVANCED PLACEMENT & DUAL CREDIT.....	12
CLUBS AND ORGANIZATIONS.....	13
COOPERATIVE EXPERIENCES GUIDELINES.....	13
GRIEVANCE PROCEDURES – TITLE IX – SECTION 504.....	15

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## INTRODUCTION

The Southeast Region Career and Technology Center offers educational programs and support services to students from the member school districts of Campbell-Tintah, Ellendale, Fairmount, Hankinson, Lidgerwood, Lisbon, Oakes, North Sargent, Richland #44, Sargent Central, Wahpeton, Wyndmere school districts. In addition, students from Kulm and Edgeley are afforded CTE opportunities through cooperative arrangements with the Center. This cooperation allows you to enroll in classes and enjoy educational opportunities that would not be possible by your school alone.

Career and Technical Education classes can provide you with job entry skills, the background you need to succeed in a wide variety of related occupations, and the knowledge to go on for more education and training at a junior college, college, university or technical college.

Southeast Region Career and Technology classes are held at SRCTC – Oakes, the North Dakota State College of Science Campus, Lidgerwood, Lisbon, Richland #44, North Sargent, Wyndmere, Wahpeton High School, Edgeley and SRCTC- Wahpeton campus at 2101 North 9<sup>th</sup> Street in Wahpeton, and over the Greater Southeast Interactive TV System.

## EVALUATIONS

Student evaluations will run on the quarter system (nine weeks). Grades are sent to the home district principal to be placed on report cards.

Grades will be as follows:

A	=	90-100	D	=	60-59
B	=	80-89	F	=	Below 60
C	=	70-79	I	=	Incomplete

Evaluations and grades will be based on theory tests and performance of the individual students in laboratory and classroom situation. Students are to complete required comprehensive final examinations.

**Incomplete Grades:** All “incomplete” grades must be made up and removed from the records within three weeks after the end of the grading period or the student will receive a failing grade for that period.

**Add/Drop Period:** The addition/drop of a Center class is allowed until August 31, 2018. Students should contact their instructor, the Director, and home school principal should a change be necessary. **After the drop period, students who drop a class will receive a failing grade on their report card and transcript.**

## LAB RULES AND REGULATIONS

Safety glasses must be worn AT ALL TIMES in the shops and at all worksites. Other safety rules and regulations set up by instructors will be adhered to. If not, it jeopardizes yourself and others. Students not adhering to rules will face disciplinary action and may be removed from the program.

## PORTABLE/MOBILE DEVICE STUDENT POLICY

Mobiles Device 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 mobile device 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 issued to students. This policy is intended to make participating students and their parents or guardians aware of the standards expected. Students using mobile devices agree to the following standards.

1. Students are responsible for the safekeeping and security of the mobile device that is 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.
2. 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.
3. 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 unapproved purposes.
4. 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 device. This includes access of internet site of a sexual, vulgar, hate related, or other areas that are in direct conflict with school policy.
5. In the event of physical damage to a SRCTC device, or loss by any means, the student who has been issued the computer will be responsible for a minimum of \$100 for cost incurred.

**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, Center Director, and home school.

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

**Severe Misconduct:** The student will immediately lose their device.

## STUDENT DRIVING

Driving to class on a daily basis by students is discouraged. In-town driving is subject to individual school policies.

## AWARD OF EXCELLENCE

The Southeast Region Career and Technology Center Award of Excellence is public recognition of up to two students each month for academic excellence, outstanding service, a positive work ethic, and achievements that are above and beyond the call of duty, all the context of the learning environment associated with Career and Technical Education opportunities. The Southeast Region Career and Technology Center Board, staff, and administration are all partners in recognizing the “Best of the Best” among our student body through the Award of Excellence.

The criteria for selection shall include but not limited to the following: academic achievement, leadership, work habits, volunteers, citizenship, involvement, youth group participation, reliability, trustworthiness, and maturity.

Any student enrolled in a Southeast Region Career and Technology Center class is eligible for considerations and nomination by the instructor or instructors. This award is not grade point or grade level sensitive.

Nominations will be made by the faculty each month and approved by the Southeast Region Career and Technology Center Board of Education. Up to two students per month may be selected for this honor.

## NATIONAL TECHNICAL HONOR SOCIETY

The Southeast Region Career and Technology Center recognizes and honors students for outstanding achievement in their respective career/technical program. This recognition is achieved through a process that evaluates students on the basis of exemplary academic performance, active participation in the co-curricular activities that related to their program of study, leadership development, a positive attitude, and good citizenship.

The highest recognition of students in career/technical programs is through membership in the Southeast Region Career and Technology Center Chapter of the National Technical Honor Society.

The four-step process for selection for membership into the National Technical Honor Society as outlined as follows:

Student must achieve a 95% grade point average through the second quarter of their senior year in their chosen career/technical program.

Student must maintain a 3.5 GPA in course work taken at their home school. The cumulative GPA is calculated at the end of the first semester of a student’s senior year.

All Students must be nominated by their program instructor on the basis of the following desirable character traits; curricular involvement, youth group involvement, good attendance, positive work habits, safety consciousness, high level interpersonal skills, trustworthiness, honesty, positive attitude above average leadership, a good work ethic, citizenship, reliability, and pride in a job well done.

Students must pass the review process established by the faculty review council. The council is made up of career/technical instructors, local school principals, and center director.

The National Technical Honor Society nominations process and selection procedure has been approved by the Board of Education of the Southeast Region Career and Technology Center. It is through this approved selection process that the Center Board seeks to recognize those students who exemplify the high standard required for membership. With membership also comes the obligation of each student to use their talents and skills for the betterment of others and to become active and productive members of society.

There are several intrinsic reasons a student may desire membership in the National Technical Honor Society. Membership in the NTHS is the highest honor that the Southeast Region Career and Technology Center can bestow on a student. Membership is an honor and a prestigious public recognition of outstanding student achievement. Members are recognized by employers, government officials, and college officials as possessing many qualities and characteristics, which are indicators of future success.

Some of the immediate benefits for students include the following:

1. Formal honors ceremony is held each spring.
2. A certificate of membership
3. Each member is presented with a membership card and pin from the national organization.
4. Recognition at graduation including a special graduation diploma seal and entitlement to wear the NTHS Honor Cord during commencement.
5. Various press releases in local papers and on the radio.
6. Up to three letter of recommendation from the National Technical Honor Society.

#### Selection for the **National Technical Honor Society:**

Step 1: In January of each year, the Center Director will prepare a list of eligible seniors who have earned a 95% or higher average in their respective career/technical class. This list will be cross-referenced with the home school principals to determine which students also meet the eligibility criteria of maintaining a 3.5 grade point average in their entire high school course study. Students who meet these initial requirements will have their names submitted to their program instructor by February 15 of each year.

Step 2: Faculty members will review the names and complete an official National Technical Honor Society instructor nomination form for appropriately chosen students who meet the criteria.

Step 3: Candidate nomination forms are to be submitted to the Center Director on or before March 1. A meeting of the faculty review committee will take place prior to March 15 of each year to determine final selection.

Step 4: Students will be notified of their status by **March 22, 2019**. Following notification, student will be informed of the process of induction into the NTHS.

Step 5: Parents and eligible students will be invited to a recognition function, which will include student participation in a formal induction service. At the recognition service, student will receive their certificate, honor cord, tassel and membership pin.

Step: Each candidate will receive a NTHS diploma seal and an honors cord that may be worn at commencement exercises.

## STUDENT BEHAVIOR

An important part of your education is your right to make decisions, participate in activities, and accept the results of your activities and decisions. To protect your rights and the rights of others, the following guidelines for student behavior have been established.

You may be given guidance by your teachers, counselors, or administrators regarding your behavior. If this happens, accept their advice as constructive help.

It is also important that you remember that, even though the class you are enrolled in meets away from your home school, the rules and regulations of your home school still apply.

## STUDENT APPAREL

Students are expected to dress appropriately for their work area. Safety is a major concern, especially in the shop areas. Students are not permitted to wear any apparel that displays or promotes alcohol, drugs, tobacco, or inappropriate material or language. Caps will be removed at the discretion of the instructor or room supervisor.

## STUDENT REGULATIONS

Policies and procedure of each participating school are considered and the guidelines of the High School Activities Association are adhered to. In addition to these policies, the following will be true.

**Attendance:** Your attendance each and every day of the school year is extremely important. Because you will be involved in many lab experiences, the need to have good attendance is even more important. Many of your learning opportunities will not be repeated should you choose to be absent.



1. Each instructor at the Center will take attendance during each class period. This attendance is reported to your respective school at the beginning of each period.
2. **If your home school is not in session, you are not required to attend classes at the Center. However, should you wish to attend center classes, you are encouraged to do so.**
3. Regular attendance is required, and only school-related activities, illness, or church-sponsored activities should be cause for absence. Special events or situations may be excused at the discretion of the Director/Asst. Director and home school principal. If you are absent, you must check with your instructor on the day you return to the Center for make-up assignments.
4. You will be counted tardy up to 15 minutes into the class period. After that, you will be counted absent. Some tardiness will be excusable depending upon the circumstances such as attendance at a school meeting or appointments. Excessive tardiness will result in detention or an in-school suspension.
5. Any time a student leaves the premises of a Center class, thus cutting a class after reporting to the Center, or fails to report to class after boarding the bus for Center classes, he or she will be suspended from class and face in-school suspension.
6. **Upon returning to school, it is the students' responsibility to take care of all assignments and work missed. Any work not completed will be recorded as incomplete and may become a failure at the end of each grading period.**
7. If you are absent five or more times in a grading period, you will be required to make up all work before a grade and corresponding credit will be awarded. Excessive absenteeism may also result in your being suspended or dropped from the class with a failing grade.
8. If you have advance knowledge of your being absent from class, it is your responsibility to notify your instructor and make alternative arrangements for your lessons and homework in advance.

## DISCIPLINARY PROCEDURES FOR EXCESSIVE ABSENCE

1. Five or more absences in a quarter. Students are made aware of attendance concerns.
2. Ten (10) or more absences in a semester. Students are notified concerning attendance problems. Students enrolled who miss 10 or more days will have reasons for their absence reviewed. A determination for eligibility to continue in the program will be made and appropriate parties will be notified. The home school principal becomes involved in the process at this point.
3. Twenty (20) absences in a year. Parents/guardians, student and the home school principal are notified regarding serious attendance problems. Absences beyond 20 are cause for removal from the program and issuance of a failing grade. **If you miss more than 10 days per semester (20 per year), do not assume you will earn credit.**

## DISCIPLINARY PROCEDURES

Varieties of corrective measures are authorized for the breach of rules and obligations applicable to students. The corrective measures to be employed will be determined in each case by the administration, the classroom teacher, or appropriate educational staff member, except where Hearing Board action is required.

## POTENTIAL PROBLEM AREAS

1. Continued and willful disobedience.
2. Open defiance, in language or action, of any teacher or person having authority in school.
3. Violation of attendance regulations.
4. Violation of tobacco regulations.
5. Cursing or verbally abusing any person
6. Willful interruption or substantial disturbance of school.
7. Use, possession, distribution, or being under the influence of intoxicants or illegal drugs on school property or in connection with any school function.
8. Willfully causing or attempting to cause substantial damage to public property including equipment, computers, software or
9. Conduct of character as to constitute harm or a danger to others especially acts deemed to be bullying.
10. Physical assault upon student, teacher, or administrator.
11. Taking or attempting to take another person's personal property, or property assigned to that person or money by force, fear or other means.
12. Violation of law, Center Board Policy Home School Policies or regulations.

The normal process for violation of school policies, procedures, and guidelines is as follows:

**1<sup>st</sup> Offense:** Conference with school official

**2<sup>nd</sup> Offense:** Detention, extraordinary instructional arrangements, and/or parental involvement.

**3<sup>rd</sup> Offense:** Parental involvement and short suspension

**4<sup>th</sup> Offense:** Parental involvement and long suspension

**5<sup>th</sup> Offense:** Parental involvement and expulsion

## PROCEDURES AND DUE PROCESS

**Suspension from extracurricular activities:** A student's privilege to participate in extracurricular activities and school-sponsored events may be suspended for a fixed period until certain specific conditions have been fulfilled.

**Extraordinary Instructional Arrangements:** A student may be removed from his/her regular class schedule and require to pursue special instructional arrangements

for a fixed period of time or until certain specific conditions have been fulfilled. This normally means doing schoolwork in the Center office.

Suspension: Suspension is to be used by the Administration of the Center and home school district only. Several forms of suspension may be used. The regular suspension and/or referrals to the proper legal authority may result from breaking school policy, the law and other infractions not specifically listed.

Suspension for five school days or less: The Director/Asst. Director can recommend to the home district principal the suspension of a student for five days or less. Unless there is a threat of physical safety or fear of substantial interference with the education process, consideration of suspension will be preceded, if possible, by an informal meeting between the Director/Asst. Director, home school principal and the student, notifying the student of reasons for possible suspension and nature of evidence and offering the student an opportunity to respond. Proper due process will be followed in suspension procedures. The Director/Asst. Director and Principal may set conditions such as participation by parents or responsible adult in a conference to the lifting of suspension provided such conditions do not extend this suspension beyond the five-day limit.

Expulsion from the SE Region Career and Technology Center: No student will be expelled for the Southeast Region Career and Technology Center except following a formal hearing with the Hearing Board (three members for the Southeast Region Career and Technology Center Board) and final decision by the Hearing Examiner ( Center Board President or his/her appointee). A hearing notice and official procedures will be sent to the parents or responsible adult(s) seven calendar days prior to the hearing. A student expulsion may be affected or rescinded only after consultation between the Center Director, home school principal and hearing examiner.

## 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 threat of violence toward any student, employee, board members, school building, occupant of a school building or property, family members, 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 for 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, Center Director, or staff member regarding any information or knowledge relevant to an action or threat or 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 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. Threats and acts of violence may be referred to local law enforcement agencies.

## HARASSMENT & BULLYING

Harassment or Bullying of any type has no place in the school setting. The Southeast Region Career and Technology Center works hard to maintain a learning and working environment that is free of harassment or bullying. The Center Board expects administration and supervisors to make it clear to students and staff that harassment or bullying in school, or school ground, 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. **Students are subject to home school policies for Harassment and Bullying.**

Harassment & Bullying may include but is not limited to sexual harassment, racial harassment, ethnic harassment, and harassment because of physical condition or disability or bullying. It may also include but is not limited to hostility, demeaning, or intimidating behavior, electronic communications, cyber bullying or abusive verbal conversation.

## WEAPONS POLICY

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 are not limited to any knife, razor, ice pick, explosive smoke 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 violation of paragraph two of this policy pertaining to firearms will result in disciplinary action. All weapons will be confiscated and 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 for 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

investigations 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 proceeding 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 setting 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.

### NAME AND PICTURE PUBLICATION

Elimination of name and pictures from all publications may be accomplished only by written request to Director or Assistant Director.

### GUIDANCE AND COUNSELING SERVICES

Highly qualified counselors who are interested in each student as an individual are available to assist students with problems relating to their choice of subject, their future education plans, their choice of a profession or career, and their personal problems. The counselors want each student to enjoy a productive and growing experience in high school and at the Center classes. Your counselor's schedule be posted in your school on a monthly basis.

### COLLEGE APPLICATION

Transcripts and recommendations for admission to post-secondary schools are handled through the principal or counselor's office. Scholarship, loan and application information is available from the Center counselors. Students should consult the counselor during their junior year. **SOME SCHOOLS RECOMMEND THAT APPLICATION BE MADE DURING THEIR JUNIOR YEAR!**

### SCHOLARSHIPS

Many scholarships are available to students who plan to attend college. Students interested in applying for scholarships or other kinds of financial aid should consult the guidance counselor or principal for information. Announcements regarding scholarships are frequently posted at each high school or by electronic means. All North Dakota students are strongly encouraged to meet the requirements for the North Dakota Scholarship.

### ADVANCED PLACEMENT & DUAL CREDIT

Students may receive advanced college placement or college credit for successful completion of certain career/technical classes. Ask you instructor for details.

## CLUBS AND ORGANIZATIONS

The many opportunities available to you as an active member of a youth organization are countless. These include local activities, a chance at becoming a state officer and attendance at state, regional, and national conventions and conferences.

**DECA** – An association for marketing students. Students who are in Marketing Education are eligible for membership.

**FCCLA** – Family, Career, and Community Leaders of America. Students in Child Care are eligible for membership.

**FFA** – Is a national youth organization for students enrolled in Agriculture Education programs. Students and recent graduates of Agriculture Education are eligible for membership.

**SkillsUSA** – Is the national youth organization for student in a trade, technical, or a health program. Students in Automotive Technology, Construction Technology, Drafting Technology, Health Careers, and Restaurant Management may be members.

**HOSA** – Is an international student organization recognized by the US Department of Education and Health Science Education (HSE) Division of ACTE. Students in EMT and Advanced Patient Care may be members.

## COOPERATIVE EXPERIENCES GUIDELINES

The following guidelines are provided to give students interested in or involved in the Cooperative Work Experience Program a list of expectations and requirements for successful involvement and completion of the program.

1. All students must attend and be registered on a full time basis. For juniors and seniors one registered period per day may be for a qualified cooperative work experience component. Release from school may be granted for one period per day as part of the experience.
2. For 9<sup>th</sup> and 10<sup>th</sup> grade students, NO release from school will be permitted for cooperative work experience. Juniors and seniors may be released from school only by special exception and all proper paper work is completed, both by student and employer. This exception must also have approval from the home school principal, counselor, or director. Only two credits will be granted during a student's high school career for Cooperative Work Experience.
3. Students must register for the Cooperative Work Experience Program just as they register for any other class with appropriate approval form parents and their high school principal.
4. Students are not to count on their credit from the Cooperative Work Experience Program/SAE in meeting their high school graduation requirements. Loss of employment or change in job will not be allowed to prevent a student from graduating from high school.

5. Students enrolled in the Cooperative Work Experience Program are expected to maintain passing grades in school, maintain regular attendance and not allow out of schoolwork to conflict with their educational program.
6. Students who enroll in Cooperative Work Experience do not have to use school time to take part in the program, but may include after school and weekend hours in order to balance the time requirements of school, studies, extracurricular involvement, and still enjoy a cooperative work experience job.
7. One unit of credit will be granted for successful completion of all requirements of the Cooperative Work Experience Program. A limit of one credit is placed upon a student for a work experience that takes place at one job station. These requirements include:
  - 360 hours of work experience = 1 credit. This is an average of 10 hours per week. Instructors may grant partial credit.
  - The work station/job site conforms to state and federal wage and hour laws and regulations.
  - Students are receiving or have received instruction in career/technical, business or agriculture education program.
  - Students maintain the required wage and hour documentation
  - Students fulfill the requirements set forth by the supervising teacher/coordinator.
8. Students may be issued partial credit for cooperative work experience.



## GRIEVANCE PROCEDURES – Title IX – Section 504

Any student 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 of handicapping condition, may file a written complaint with the compliance administrator.

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The compliance administrator shall review the written complaint and a written response shall be mailed to the complainant with 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 SRCTC Board of Education shall consider the appeal at its next regularly scheduled Board meeting following the receipt of the response. The Board of Educations 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 SRCTC is entitled to submit any complaint of allege discrimination of the basis to the Regional Office for Civil Rights of the United State Department of Human Services by sending the complaint to:

**Office of Civil Rights – Chicago Office  
US Department of Education  
500 W Madison Street Suite 1475  
Chicago, IL 60661**

**Telephone: 312-730-1560**

**Fax: 312-730-1576**

**TDD: 312-730-1609**

**Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)**