



Northwest
Career & Technical
Academy

2019-2020 STUDENT HANDBOOK

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1000 CAMPUS & STUDENT EXPECTATIONS

The Northwest Career & Technical Academy is recognized for its unique and specialized educational programs. One of only fifteen career-technical training centers in Washington State, the Northwest Career & Technical Academy will serve juniors and seniors from 22 sending high schools. The Northwest Career & Technical Academy serves as an extension campus for these area high schools, offering a broad variety of courses, licenses, and certifications. NCTA will follow the Mount Vernon School District Calendar for school breaks and recesses, including emergency school closures. Please see NCTA's website for further information.

The information contained in this handbook offers students a clear understanding of the exceptional educational opportunities, as well as personal responsibilities and expectations, at the Northwest Career & Technical Academy. Each student selects a program, which supports his or her particular educational goals or career objectives. These factors in combination with a student's dedication toward positively impacting their own personal and professional growth help to create a unique and profound educational experience.

All students, staff members, and service providers on the Northwest Career & Technical Academy campus are expected to:

- Respect themselves and others and all personal or public property.
- Arrive at class on time prepared to work.
- Contribute to a positive learning environment.
- Follow instructions, directions, performance, and standards of the program at all times.
- Work to achieve quality.
- Behavior expectations revolve around an employment theme. To check individual behavior students can ask themselves, ***"What would my employer say?"***

1001 SESSION SCHEDULE

Anacortes, Meridian and Mount Vernon campuses:

Passing Time 7:45 a.m. to 8:00 a.m.

First Session 8:00 a.m. to 10:30 a.m.

Passing Time 10:30 a.m. to 10:45 a.m.

Passing Time 11:15 a.m. to 11:30 a.m.

11:45 a.m. to 12:00 p.m.

Second Session 11:30 a.m. to 2:00 p.m.

Sedro-Woolley campus

12:00 p.m. to 2:30 p.m.

Passing Time 2:00 p.m. to 2:15 p.m.

2:30 p.m. to 2:45 p.m.

1002 PROGRAM DESCRIPTIONS

Aerospace Manufacturing prepares students for immediate employment in the aerospace and manufacturing industries by focusing on job ready skills based on industry standards. Students will fabricate, assemble, and repair structures using basic and advanced composite techniques and materials. Students will also learn blueprint reading, precision measurement, and metal riveting using numerous pneumatic tools, and discover the dynamics behind flight, flight controls, and flight surfaces in all kinds of aircraft.

Animal Care and Handling prepares students for entry level employment in a variety of animal related occupations, such as a laboratory animal caretaker, veterinary kennel attendant, pet store clerk, and grooming assistant. This course also prepares students for entry into a Veterinary Assistant program. The content includes but is not limited to: animal-related career exploration, responsible animal care, work environment sanitation and safety, small mammal, reptile, avian and fish biology and care.

Applied Medical Sciences introduces students to the medical field, with an emphasis on knowledge and skills applicable to many medical occupations. Students explore medical careers in areas of interest, as well as in targeted high demand fields for future jobs. Students completing all course work and participating in a 50-hour clinical internship, will be eligible to become WA State Nursing Assistant Certified (NAC). Additionally, students will be able to test for the HIPAA certification.

Automotive Services provides the skills and the knowledge required for job entry in the automotive trade at the apprenticeship level or additional training in a career-technical institute. The course will consist of shop safety, shop organization and operation, theory and repair of engines, electrical systems, brakes, fuel systems, cooling systems, power trains, and suspension steering alignment. The students will make repairs on the automobile in these areas at the trade accepted standard. The students can supply their own projects or will be furnished a project to work on.

Construction – Skilled Trades develops the entry-level skills needed in residential electrical wiring, plumbing, carpentry and contracting. Students will learn about work-site safety, construction-based applied math, safe use of hand and power tools, blueprint reading, communication skills, employability skills, material handling, framing skills, and the basics of residential electrical and plumbing. The program helps students explore a variety of construction-related career opportunities, develops appropriate work readiness skills and prepares them to enter construction-related apprenticeships, post-secondary education programs or entry-level jobs. Workplace safety, tool usage and job-readiness skills will be over-arching themes throughout each unit. Post high school training opportunities or entry-level employment in residential construction or facility maintenance careers in residential settings.

Criminal Justice: Law Enforcement provides an overview of the criminal justice system and the careers available in this growing employment field. Students will investigate the roles of local and state law enforcement agencies, corrections, and other supporting careers. CPR training, hazardous materials awareness, and the National Incident Management system are also included in this program.

Culinary Arts and Restaurant Management combines up to date hospitality industry approved curriculum with on the job training in a commercial setting open to the public. Students provide customer service, deal with production deadlines and serve in actual job functions. Students receive instruction in food and workplace safety, kitchen procedures, customer service, food production and baking techniques, banquets and catering, technical report writing, applied mathematics, nutrition, marketing, and leadership. Students leave with skills for entry level employment and opportunities for further advanced education.

Dental Assisting prepares students to become Registered Dental Assistants through the State of Washington. Each student will experience hands-on learning offering valuable preparation for future placement in the exciting and demanding field of dental technology. Areas of study include: Occupational Industrial Safety/Hygiene, Oral Anatomy, Microbiology, Dental Terminology, Radiography, taking Bite-wing x-rays, Basic Chair-side Skills, Dental Equipment and Instrument Identification and Maintenance, as well as Sterilization and Disinfection and Head and Neck Anatomy. Student will be prepared to take the National Entry Level Dental Assisting exam.

Fire Science & EMS instills the proud tradition of serving communities with self-less dedication. The honor of becoming a firefighter is one sought after by many but bestowed upon only a few. Training to become a firefighter is exciting and meaningful. The NCTA Fire Science and EMS program offers professional instruction, amazing facilities, and endless opportunities to not only learn the skills necessary to become a firefighter/EMT, but also the skills to be an integral part of a community emergency response team in your own neighborhood. Students earn their ICS 100 and 200 certificates from FEMA. Additionally, this course lays the groundwork so students can pursue their Firefighter I, Firefighter II, HazMat Operations, and EMT certificates upon turning 18 years of age.

Marine Services is a hands-on curriculum focused on the skills necessary for employment in the Marine industry. Students will learn about preservation and maintenance of vessel materials, marina operations, customer service, basic marine electrical, boat handling and navigation, boat trailers - usage & repair, gelcoat and fiberglass repair, introduction to marine propulsion and engines and the Washington Safe Boating program Certification. Students wishing to continue in the marine field will be able to successfully transition into a variety of post-secondary options.

Veterinary Assisting is designed for students interested in professions working with and caring for animals. Through hands-on learning and challenging academic coursework, students will develop the skills and knowledge necessary to obtain entry-level positions in a variety of animal care facilities, including veterinary hospitals, grooming shops, animal shelters, and boarding facilities.

Video Game Development explores the many facets of the video game development life-cycle: from asset creation to game design to coding. Students will learn to code in an industry-standard programming language, create their own 2D & 3D graphics, explore game design as part of a project team and combine these elements to create games using a professional game engine. With crossover credit options available, this could be the first step on the path to a career in computer science.

Innovative students can return for a second year of self-driven studies, earning more credits for applying their skills in advanced software development areas. Students must have successfully completed the first year of study and shown evidence of being an independent worker. Second year students earn 3.0 Computer Science credits.

Welding is an industry-based shop environment designed for the student who would like to develop a deeper understanding of metalworking as a foundation for continuing education or being in a job-ready market. Students are trained in the basic skills of oxy-acetylene welding, and cutting, shielded metal arc welding, gas metal and flux cored arc welding, gas tungsten arc welding, and many other areas. Additionally, this program trains students in blueprint reading, math, layout and fit-up, and fabrication of a wide variety of projects.

1003 SPECIAL SERVICES

Individual Education Plans and/or Section 504 Accommodation Plans are designed for students with specific learning, behavior or health needs. Once determined eligible, students may receive support and/or

accommodations in the classroom setting. All necessary determinations of individuals who qualify for such services as well as any support or accommodations deemed necessary are the responsibility of the student's sending high school. Students with Individual Education Plans or Section 504 Accommodation Plans must remain enrolled in a sending high school in order to continue receiving special services support while attending the Northwest Career & Technical Academy.

1004 SUMMER SESSION

Summer session is available to all students who have successfully completed middle school. Summer session is an excellent opportunity for students to explore the world of career and technical training. Students are eligible to earn a 0.5 high school elective credit per session upon successful completion. Each spring, information regarding availability of courses offered at NCTA is posted on our website at www.nwtech.k12.wa.us. Registration for summer session begins during the Spring Open House (see the Northwest Career & Technical Academy calendar on our website: www.nwtech.k12.wa.us).

- Availability of summer session is dependent upon yearly legislative funding approval.
- Summer programs are exploratory only and will not offer CTE Dual Credit.
- Some lab fees may apply.

1005 PROGRAM EXPECTATIONS

Expectations, policies, and procedures are developed as part of each class or program. Because the Northwest Career & Technical Academy programs simulate business as closely as possible, the expectations, policies, and procedures will mirror industry standards.

1006 TOBACCO PRODUCTS

Possession of tobacco products by anyone under age 18 is illegal. There is a total ban on the use of all tobacco products by anyone on the Northwest Career & Technical Academy's campus (RCW 28A.120.310). Possession of tobacco products by students is illegal (RCW 28A.31.170). Violating this state law will result in disciplinary action, including possible legal action.

1007 WEAPONS

Possessing, using, transferring, or transporting any object that could reasonably be considered a firearm or a dangerous weapon, including but not limited to knives, pen/laser lights, and/or possessing any exploding item or device (including mace or pepper spray), that would be capable of producing bodily harm, damage to property or disruption of the educational process is illegal and therefore not tolerated (RCW 9.41.280).

Violation of this policy is considered so serious to the safety and welfare of both the student who violates it and others, and such a disruption to the educational process, that emergency expulsion will always be immediately enacted. By law, the Northwest Career & Technical Academy administrators are required to notify local law enforcement of a violation of this policy.

1008 CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all equipment, books, supplies, and furniture supplied by the school. Anyone who damages property or equipment will be required either to pay for the damages or replace the item. Anyone misusing or abusing school property will be subject to disciplinary action and possible legal action.

When using computers, care must be taken to protect equipment from damage. Specific restrictions apply regarding the use and consumption of food or beverages while using computers. No food or liquids are to be consumed near any computer at any time. Hands must be cleaned of all sticky or oily residues prior to use of technology.

1009 VISITORS

Visitor Approval Process: 72 HOURS PRIOR to bringing a student visitor to the Northwest Career & Technical Academy, you must complete the following procedures:

- Obtain and complete a **Visitor's Approval Form** available in the Administration Office
- Return the **completed form** to the Student Center for administrative approval **at least 72 HOURS PRIOR** to the requested visit.
- Final approval will be granted only after an appointment has occurred between the requesting student and a Northwest Career & Technical Academy administrator.
- Visitors are not allowed during critical times such as prior to school vacation, during finals, testing, etc.

1010 DRESS EXPECTATIONS

Dress standards at the Northwest Career & Technical Academy are established in an effort to directly connect to the expectations in an employment setting. Therefore, several of the standards acceptable at the comprehensive high school level may not be deemed acceptable by the Northwest Career & Technical Academy employability standards.

Dress standards applicable to ALL students at the Northwest Career & Technical Academy are as follows:

- Inappropriate dress may include but is not limited to: hats/bandanas or headwear of any kind, and/or clothing which disrupts the education process and/or promote tobacco, alcohol, drug use, or promote or imply: profanity, obscenities, violence or violent acts, weapons, sexual suggestion, or gang involvement. Clothing which exposes the midriff, chest, undergarments, or open back area are not allowed. Pants are not permitted to fall below the hipbone. Tube or spaghetti strap tops or other clothes that expose or do not fully cover all undergarments are not allowed. Skirts, dresses, or shorts, which do not substantially cover the majority of the thigh area, are not allowed.
- Protective clothing as required by program Washington Industrial Safety & Health Administration (WISHA) is required.
- Dress or appearance must not present a health or safety hazard.
- Employment and professional standards for appropriate daily personal hygiene are to be maintained at all times.
- Everyone must wear shoes at all times.
- ID badge, as required by program instructor.
- All dress, safety and hygiene standards apply in addition to and/or in conjunction with the employment standard of each program as defined by the program instructor or administration.

1011 PERSONAL ITEMS

Students are responsible for personal items. The Northwest Career and Technical Academy is not responsible for iPods, iPads, CD players, cell phones, or any other personal items that are lost, damaged or stolen while on campus.

Lockers are available for day use only. Students are required to supply their own lock. Lockers should remain tidy and may be examined by the administration at any time.

Students who bring skateboards or non-motorized scooters to school need to leave them in the main office during the school day. Students are not allowed to ride or stand on skateboards or scooters on campus at any time.

MESSAGES AND ELECTRONIC DEVICES

Emergency messages for students from parents will be sent through the Administrative Office (848-0706). Students are not to interrupt the classes with messages for other students. NCTA will proactively foster and encourage responsible use of electronic devices. Inappropriate use of electronic devices detracts from the educational learning environment. Additionally, this usage is viewed as disrespectful of all others (students and teachers) engaged in the teaching/learning process. The quality of the learning experience deteriorates when these distractions occur. As a matter of respect to the students and teachers, the following policy will be upheld:

All extraneous devices, including cell phones, tablet PCs, mobile presenters, wireless tablets, digital recorders, iPods, MP3 players, texting calculators, digital cameras, laptop computers, as well as any other personal device that could interfere with teaching and learning, are not to be used during class time unless the teacher permits their use for a class-related purpose. In particular, cell phones are to be silenced and headphones stored away. The use of any electronic devices during examinations, other than those approved by the teacher, is strictly prohibited.

1012 SAFETY

On-the-job safety is a vital part of all occupations and is a part of each program at the Northwest Career & Technical Academy. Everyone is expected to demonstrate safe work habits. Safety violations are subject to strict discipline, including possible dismissal from a program. The following safety regulations, adopted from industry standards found on the job, are to be observed at all times:

- **Eye Safety:** If a student is involved in a program of a hazardous nature, OSHA and WISHA codes clearly states individuals must wear appropriate industry-quality eye protective devices as designated. The first pair of eye protection will be issued by the school. Thereafter, the student is responsible for the purchase of any additional pairs.
- **Handling Blood/Body Fluid:** Latex gloves (available in each classroom) must be worn if contact with blood or other body fluid is possible.
- **Food Borne Illness:** Care must be taken in program activities involving the handling of food in an effort to prevent food -borne illness from occurring.
- **Drugs/Alcohol:** Drugs and alcohol are not tolerated at the Northwest Career & Technical Academy. Individuals choosing to engage in the use of drugs or alcohol will be subject to disciplinary action by the Northwest Career & Technical Academy administration, which may additionally include contact with law enforcement.

1013 DISCIPLINE

Most employees do not lose their jobs from lack of ability and skill, but rather as a result of a lack of self-discipline and poor attitude. The Northwest Career & Technical Academy will help students to develop and reinforce self-control, orderliness, respect, and efficiency necessary to maintain a positive attitude, self-discipline, and overall effectiveness as a future employee.

Each staff member at the Northwest Career & Technical Academy is committed to proactive involvement with students by anticipating needs and always treating individuals fairly, openly, and honestly. In the event that disciplinary action is warranted, a progressive process is followed. Individual staff has the right to remove any student from participating in the program for the day if that student's behavior constitutes a disruption. Further progressive disciplinary action may result at administrative discretion to include permanent removal from the program if the behavior is determined to be disruptive to other students or to the educational process.

Acts of misconduct judged to be a breach of appropriate conduct will be handled in accordance with and as defined by the Northwest Career & Technical Academy discipline policy, consortium member district policies, and state law. This could involve notification of civil authorities.

1014 FEES

Category 1 -Training

Fees, which are necessary for a student to complete a process or project such as workbook, uniform, tools, assessment/testing fee or project materials in a program and produce something that will be taken away upon completion of the process or project, are the responsibility of the student.

Category 2 - Leadership and Professional Development

Fees, which are necessary for a student to participate in leadership and professional development activities such as membership dues, conference registration, and travel costs, are the responsibility of the student. Some Career &

Technical Education programs may have leadership fees - for students who choose to participate. Leadership and/or Conference fees will be announced by Program Instructors.

Category 3 - Program Resale

Fees, which are charged to a customer for services performed in a program, such as Culinary Arts catering charges, are the responsibility of the individual requesting said service. Individual service fees are posted in program areas and available in the main office.

1015 TRANSPORTATION

Bus transportation is provided by most sending school districts. Each district has established its own transportation policy. Any student missing the bus will be responsible for arranging their own transportation to the home school. Any student who wishes to drive to and from Northwest Career & Technical Academy or any off campus site must obtain permission from their sending high school. Students who are authorized to drive to and from the Northwest Career & Technical Academy or any off campus site must know and observe the following regulations:

- Must park in designated student parking areas or specified areas for off campus sites. Cars parked in unauthorized areas may be towed.
- Follow expectations as prescribed by each campus location.

At the Mount Vernon Campus each student must obtain a parking permit through the Northwest Career & Technical Academy office. Costs for permits are set by and in accordance with Skagit Valley College parking regulations.

NOTE: PARKING VIOLATIONS FOR THE MOUNT VERNON CAMPUS WILL BE SUBJECT TO COMPLIANCE WITH SKAGIT VALLEY COLLEGE PARKING REGULATIONS.

- The parking lots are considered **OFF LIMITS** during session hours, including lunch break. Students must gain permission from an Administrative staff member prior to going out to the parking lot for any reason other than to leave the campus at regular dismissal times.
- Drivers shall, at all times, yield the right of way to school buses and pedestrians. There is a NO PARKING/NO STOPPING policy for fire lanes

FAILURE TO FOLLOW THE ABOVE STATED RULES MAY RESULT IN THE TERMINATION OF DRIVING/ PARKING PRIVILEGES and/or further disciplinary action.

Sending Districts' Transportation Contact:

Anacortes School District	360 293-1223
Bellingham School District	360 676-6546
Burlington-Edison School District	360 757-3386
Concrete School District	360 853-8117
La Conner School District	360 202-6426
Mount Vernon School District	360-428-6147
Sedro-Woolley School District	360 855-3504

All transportation related questions or concerns must be directed back to your home district transportation department. The Northwest Career & Technical Academy does not coordinate or supervise any areas regarding student transportation.

1016 CLOSED CAMPUS

The Northwest Career & Technical Academy, as well any program associated with, but not located on the main campus, is considered closed. Closed campus directly refers to a student's ability to leave campus prior to regular dismissal time. **Once a student has arrived at the Northwest Career & Technical Academy they are expected to remain on campus unless they have received prior approval from a Northwest Career & Technical Academy administrator.** Students who need to leave campus prior to regular dismissal time will need to follow established checkout procedures with the Administration Office to include verifiable parent/guardian contact. Students who

choose to violate the closed campus policy may be subject to disciplinary action as deemed appropriate by Northwest Career & Technical Academy administration.

Work or training related activities may require students to coordinate leaving campus prior to dismissal time. Such activities must be pre-approved by the program instructor in connection with the Northwest Career & Technical Academy administration. Students must also complete the appropriate sign-out process with the front office.

1017 ADULT STATUS

- All students, regardless of adult status, must sign out in the administration office when leaving campus prior to regular release times.

1018 ATTENDANCE

The Northwest Career & Technical Academy follows an attendance policy similar to business and industry in that a student is considered an employee or a professional and is expected to be in full daily attendance in order to assure that maximum learning and productivity are achieved.

All program instructors maintain the standards and attendance expectations for their programs. These standards teach what all employers expect of their employees:

- **Being dependable** – Students are expected to be present every day at school/work.
- **Being on time** - Students are expected to be prompt, not late, and ready to work.
- **Doing a full day's work** – Students are expected to stay on task, not leaving early or stopping work early, but completing what is expected and putting materials away.

Attendance policies/procedures: (Policy No. 3122)

- All absences must be cleared within **48 hours from the date of the initial absence**. Parents/guardians need to call 360 848-0706 to excuse a student's absence or send an email to attendance@nwtech.k12.wa.us.
Please include: Student Name, Parent Name, Parent Contact phone number and reason for the absence.

Absence reasons include:

- Transportation
 - Family emergency
 - Funeral
 - Field trip
 - Illness
 - Medical appointment
 - Missed bus
 - Religious observation
 - Running late
 - Sending High School Related
 - Vacation
 - Adverse weather
- Absences communicated to the student's sending high school will **NOT be relayed to the Northwest Career & Technical Academy**. Therefore, **parents/guardians must make contact with the Northwest Career & Technical Academy directly**, as well as the sending high school, to excuse any absences.
 - Parents/guardians must directly contact the Northwest Career & Technical Academy Office and provide information regarding absences. Absences which are known in advance, such as a legal appointment or sending school activity should be prearranged directly with the office.
 - **Leaving campus prior to dismissal times** - Students must provide the Northwest Career & Technical Academy Student Center staff with verifiable parent/guardian permission before a student will be allowed to leave campus prior to regular dismissal time. A written note or phone call from a parent/guardian is considered verifiable permission. In addition, all students, even those who have adult status, must sign out at the

Administration Office prior to leaving campus. Students who leave campus without proper permission are subject to disciplinary action.

- The Northwest Career & Technical Academy follows all attendance procedures mandated by the State of Washington Truancy Legislation RCW 28A.225 which applies to all students under the age of eighteen.
- An automated message will be sent to parents/guardians by phone when a student has an unexcused absence. The instructor will refer the student to a Northwest Career & Technical Academy administrator when the student has reached five or more unexcused absences. In accordance with state law, the Northwest Career & Technical Academy must in turn refer the student to the juvenile court system when the student has seven unexcused absences in a month or ten in an academic year. Additionally, students may face disciplinary action, which may include removal from program due to lack of attendance, as deemed appropriate by Northwest Career & Technical Academy administration.
- A tardy is defined as missing 30 minute or less of instruction. If a student misses more than 30 minutes, the student is marked with an unexcused absence.

1019 STUDENT CALENDAR

Most NCTA programs follow the Mount Vernon School District calendar. The Sedro-Woolley satellite Automotive Services and Construction Programs generally follow the Sedro-Woolley School District calendar. Anacortes and Meridian school districts follow the Mount Vernon calendar. The most current calendars may be found on NCTA website: www.nwtech.k12.wa.us

1020 IDENTIFICATION BADGES

In keeping with business and industry standards, an ID badge is required in some of our programs, for internships and for practicums. Program instructors will notify students if an ID badge will be required. Initially ID badges are issued at no cost to the student. The cost for a replacement badge is \$3.00 and payment is the responsibility of the student.

1021 USE OF TECHNOLOGY NETWORK POLICY

The purpose of technology networks is to support research and education to students and employees of the Northwest Career & Technical Academy by providing access to information. Areas of access provided by the Northwest Career & Technical Academy technology networks to students and educators may include (but are not limited to):

- Internet access
- Electronic mail communication
- Access to public domain software and shareware of all types
- Discussion groups on a variety of topics
- Information and news services
- Archival and research data

All use of district-sponsored network accounts must be consistent with the educational objectives of the Northwest Career & Technical Academy. Additionally, access to networks and other telecommunications on district time or equipment must be consistent with the same educational objectives.

On a global network it is impossible to restrict access to controversial materials. Primary responsibility for appropriate use remains with the network user. It is up to the user to ensure that access to telecommunication networks and computers provided by the Northwest Career & Technical Academy is not abused or used for inappropriate purposes.

Failure to properly use district equipment or network access at any level will result in termination of the personal account and may result in other appropriate disciplinary action.

Each year, prior to receiving an account on (or privilege to use) technology networks, students and staff must:

- Complete an Application for Use of Technology Networks and read the Technology Network User Responsibilities
- Agree to Administrative Procedures: Acceptable Use of Technology Networks
- Obtain parent/guardian written consent (students only)
- Provide proof of instruction or knowledge of basic Internet use skills
- Participate in additional training as required by the Northwest Career & Technical Academy

Acceptable Use Guidelines – Network

1. All use of the system must be in support of education and research and consistent with the mission of the district. The Northwest Career & Technical Academy reserves the right to prioritize use and access to the system.
2. Any use of the system must be in conformity to state and federal law, network provider policies and licenses, and the Northwest Career & Technical Academy policy. Use of the system for commercial solicitation is prohibited. Use of the system for charitable purposes must be approved in advance by the Superintendent or designee.
3. The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
4. No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or software shall not be destroyed, modified, or abused in any way.
5. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.
6. Users are responsible for the appropriateness and content of material they transmit or publish on the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
7. Use of the system to access, store, or distribute obscene or pornographic material is prohibited.
8. Subscriptions to mailing lists, bulletin boards, chat groups and commercial on-line services and other information services must be pre-approved by the superintendent or designee.

Acceptable Use Guidelines – Security

1. System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
2. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
3. Communications may not be encrypted so as to avoid security review.
4. Users should avoid easily guessed passwords.

Acceptable Use Guidelines – Personal Security

1. Personal Information such as addresses and telephone numbers should remain confidential when communicating on the system. Students should never reveal such information without permission from their teacher or other adult.
2. Students should never make appointments to meet people in person that they have contacted on the system without district and parent permission.
3. Students should notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.

Copyright

The unauthorized installation, use, storage, or distribution of copyrighted software or materials on the Northwest Career & Technical Academy computers is prohibited. All users of the K-20 Network shall comply with current copyright laws.

Network General Use

1. Diligent effort must be made to conserve system resources. For example, users should frequently delete E-mail and unused files
2. No person shall have access to the system without having received appropriate training; and must have the approval of a parent or guardian.
3. Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with Northwest Career & Technical Academy policy and procedure.

From time to time, the Northwest Career & Technical Academy will make a determination on whether specific uses of the system are consistent with the regulations stated above. Under prescribed circumstances non-student or staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of the district. For security and administrative purposes the district reserves the right for authorized personnel to review system use and file content. The Northwest Career & Technical Academy reserves the right to remove a user account on the system to prevent further unauthorized activity. The Northwest Career & Technical Academy's wide-area network provider reserves the right to disconnect the district to prevent further unauthorized activity.

Violation of any of the conditions of use may be cause for disciplinary action.

STUDENT NETWORK USER RESPONSIBILITIES

The use of data and telecommunications networks at the Northwest Career & Technical Academy, including access to public networks and the Internet, is a privilege, not a right. This privilege may be revoked by the Northwest Career & Technical Academy at any time for any violation of the conditions set forth in board policy, the Administrative Procedures: Acceptable Use of Technology Networks guidelines, or any abusive conduct related to network usage. Abusive conduct includes, but is not limited to: the placing or transmission of unlawful information on the network; the improper access, misappropriation or misuse of information/files of other users; and the use of obscene, abusive or otherwise offensive or objectionable language or media in either public or private messages. The Northwest Career & Technical Academy will be the sole arbiter of what constitutes violation of procedures or abusive conduct.

All network users must comply with the requirements of this document, board policy, the Administrative Procedures governing use of network technology and all other applicable student conduct rules as a condition of use. Any violation of these requirements may subject the student to disciplinary action up to and including suspension or expulsion.

Authorized members of the Northwest Career & Technical Academy staff have the right to review and monitor any material stored in files and to edit or remove any material which, at their sole discretion, they believe may be unlawful, obscene, abusive or otherwise objectionable.

The Northwest Career & Technical Academy will not be liable for any indirect, incidental or consequential damages due to information gained and/or obtained via use of the Internet or other data or telecommunications networks.

1022 PROGRESSIVE DISCIPLINE PLAN –

It is the intent of this policy to encourage students to act professionally, attend every day, and have a positive attitude whenever reasonably possible. Progressive consequence is the process used to support professional student behavior and assist the student in functioning in a manner that will support successfully reaching their goals. The goal of the progressive consequence approach at Northwest Career and Technical Academy is to encourage students to:

1. Demonstrate professional behavior;
2. Develop a better understanding of the problem and the need for positive choices;
3. Accept responsibility for choices and actions;
4. Make the changes in behavior that will lead to success; and
5. Demonstrate personal growth.

WHERE NCTA RULES APPLY

1. While on NCTA premises or on any satellite campus premises
2. While on NCTA field trips
3. While engaged in any NCTA clinical placement or internship

PARENT/GUARDIAN INVOLVEMENT

Parent(s)/guardians are notified by telephone, personal contact, or by letter. A conference may be held between the student, parent(s), school personnel and any others involved.

POLICE INVOLVEMENT

Any behaviors or activities that disturb school activities or meetings are subject to police involvement and may result in criminal and/or school consequences. (RCW 28A.635.030)

PROGRESSIVE Plan

The plan actions listed below will be applied with professional judgment of the school administrator.

NOTIFICATION	Notification to sending school and/or parent/guardian.
CONFERENCING	Meeting with support staff, parents and teachers to discuss barriers to success.
MEDIATION	Structured meeting to resolve conflict and identify solutions.
INTERVENTION	Meeting with student and parents to develop a plan for continued enrollment.
SUSPENSION	Removal of a student from NCTA programs for a limited time period.
REMOVAL	Removal from NCTA programs for the remainder of the school year.
EMERGENCY EXPULSION	The removal of a student from NCTA for a student who poses a threat to himself or others, or is a substantial disruption to the learning process.

Appeal Process: the parent or guardian of the student may appeal any disciplinary action that results in a suspension of any kind. The discipline appeal process, as per Mount Vernon School Board Policy, will be provided for parents at the time of the suspension or expulsion from school.

ZERO TOLLERANCE

DRUGS / ALCOHOL

Under the influence and/or possession (for any amount of time) of drugs, alcohol, or any other controlled substance is strictly prohibited on school grounds and at all school-sponsored activities. This also includes drug paraphernalia, prescriptions and over-the-counter drugs, edibles/products (i.e.; marijuana candies, liquids, oils).

First Offense: Report to police and sending school for action under the schools' drug/alcohol policies.

Second Offense: Report to police and sending school and suspension from NCTA programs.

Third Offense: Report to police and sending school removal from NCTA programs.

WEAPONS

Any instrument or object possessed or used to inflict harm on another person or to intimidate any person. Examples include firearms or replicas of any kind; all types of knives; chains; pipes; razor blades or instruments with sharp cutting edges; ice picks; dirks; other pointed instruments (including pencils, pens); nun-cha-ka sticks; brass knuckles; Chinese stars; billy clubs; tear gas guns; pepper spray, electrical weapons or devices (stun guns); BB or pellet guns; explosives or propellants, including rubber bands.

Guns and non-firearm weapons are illegal at school. RCW 9.4.280 was amended to make it illegal for a person to carry a weapon on public or private school premises or "school-provided transportation, or areas of facilities while being used exclusively by public or private schools." A provision is added making violation of this law by an elementary or secondary student grounds for expulsion "from the state's public schools in accordance with (due process requirements)." The school shall promptly notify law enforcement and the student's parent or guardian of the allegation.

The following paragraph is added to RCW 10.31.1000: (9) A police officer having probable cause to believe that a person illegally possesses or illegally has possessed a firearm or other dangerous weapon on private or public elementary or secondary school premises shall have the authority to arrest the person.

For purposes of this subsection, the term “firearm” has the meaning defined in RCW 9.42.010 (short firearm or pistol) and the term “dangerous weapon” has the meaning defined in RCW 9.41.250 (sling shot, sand club, metal knuckles, spring or switch blade knife, dagger, dirk) and 9.41.280(1)© through (3) (nun-chu-ka sticks, throwing stars, or air gun).

Students in possession and/or who bring dangerous weapons to school will be emergency expelled from school and will be automatically referred to the Mount Vernon Police Department. They may be arrested and incarcerated for up to 72 hours.

2000 ELECTRONIC MEDIA/TECHNOLOGY

Copyright laws and educational value or impact are of major importance. The Northwest Career & Technical Academy administrators will oversee the use of all the Northwest Career & Technical Academy’s electronic equipment on campus and in the classrooms. This includes the appropriate use of campus photocopiers, video equipment, computer hardware and software/shareware, Internet, network, email, cellular phones, and pagers, etc.

Only software and materials that are supplied by the Northwest Career & Technical Academy or approved by an administrator will be allowed to be installed, copied, or used on any computer, copier, or any other electronic media on the Northwest Career & Technical Academy campus.

Use of the Internet for obtaining information, placing orders, or communicating with outside sites must be:

- Students must sign a Media Policy Agreement before using Northwest Career & Technical Academy electronic equipment. Signed copies must be provided within one week from the first day of attendance. Students will not be allowed to use any form of technology without a signed media policy on file.
- Downloading from the Internet must be under the guidance and approval of the instructor.
- Directly related to the documented program curriculum or specifically approved by the instructor.
- Use of Northwest Career & Technical Academy equipment/computers for personal/student, or non-program related activities is **PROHIBITED** and will be strictly enforced; potentially resulting in disciplinary action as deemed appropriate by the Northwest Career & Technical Academy administration.

3000 CAMPUS SERVICES

The Northwest Career & Technical Academy Administration Office handles most situations that cannot be addressed by the program instructor. It is a place of business and everyone using the services needs to maintain a professional attitude. Sign-out sheets and appointment request slips are easily accessible at the Admin Office.

3001 TELEPHONE

Students may request permission to use the telephone in the main office or by permission from the instructor.

3002 HEALTH/FAMILY SERVICES

Health Information - Parents/guardians have the primary responsibility for a student’s health. The Northwest Career & Technical Academy requires that a Health Information Form be completed. The Northwest Career & Technical Academy does not have a school nurse or health room, so anyone who is too ill to be in class needs to identify an emergency contact person who is available for transportation home. If it is necessary for medication to be taken at school, it must be properly verified by the parent/guardian on the Health Information Form and

supported by medical documentation. No medication, including those obtainable over the counter, can be possessed or distributed by students or furnished by the school.

Contact your Home School District for information on student medical insurance, free/reduced student lunch, financial assistance, and referrals to programs assisting with housing, food, and transportation.

It is the responsibility of each Sending District to provide food services to students who qualify for fee/reduced meal assistance.

At NCTA, students will not be in session during regular lunchtimes. Students must coordinate with their home high school to insure time for lunch. Students will not be allowed to consume food or beverages during instructional time. Food and/or beverages will not be allowed in any direct instructional space.

3003 INFORMATION METHODS

Student information such as winners of the Most Employable Award, job openings, scholarship information, student support services, community contacts, educational opportunities, announcements, upcoming event dates and celebrations are posted on our reader board and video screens located around campus.

Additionally, regular communication about the school can be found in our monthly newsletters as well as updates on our school's Facebook and Instagram accounts. Follow us at:

- Ncta.skill.center – Instagram
- Northwest Career and Technical Academy@NWCTA - Facebook

3004 LOST & FOUND

Any person who finds an item should bring it to the Administration office. If an item has been lost, check in the Administration Office to see if it has been turned in. If backpacks, purses or packages of any kind are found left unattended, DO NOT HANDLE. Notify the Instructor or Administrator immediately. Lost & found items will be held for no more than 30 days. Unclaimed items will be donated to charity.

3005 QUESTIONS & INFORMATION

Administrative Center – Students are encouraged to contact the Administration Office for questions regarding:

- Program offerings
- Schedules or activities
- Attendance
- Culminating Projects
- Career Planning
- Job search
- Scholarships
- Grades
- Financial assistance or insurance
- Personal or academic concerns
- Enrollment

4000 SCHOOL CLOSURES

Hazardous weather, floods, or unexpected emergencies may force changes in bus transportation schedules and pickup/drop-off points for students. Check with your Sending School District Transportation Departments. For adverse weather announcement check the Northwest Career & Technical Academy website at: www.nwtech.k12.wa.us.

Please listen/watch for the following:

- If Mount Vernon School District is closed, there will be NO SCHOOL at the Mount Vernon or Anacortes Campuses
- If Sedro-Woolley School District is closed, there will be NO SCHOOL for the Automotive Services or

Construction Skilled Trades programs

- If Meridian School District is closed, there will be NO SCHOOL for the Welding programs.

An automated dialing service may be used to communicate school changes.

Announcements will say:

- Schools closed for one day only. All activities cancelled.
- Schools open ____ hour(s) late. Dismissed at regular time unless announced otherwise. Listen for further announcements.
- Schools open. Buses on limited routes. (Additional route adjustments announced if needed. Out-of-District trips, including music and other activities, will be announced with emergency information.)
- Buses begin on schedule. Be prepared for possible delays.

No announcement means school as usual.

When hazardous weather prevails, your cooperation in keeping telephone lines to radio stations free allows us to provide the quickest delivery of information.

A report of school schedule changes due to adverse weather conditions and other emergency situations is also available at the Public Schools Emergency Communications System Web site.

The Administration Office will be open to answer phone calls, unless Mount Vernon School District is closed.

5000 ASSESSMENTS

Evaluation is a continuing part of business and industry. At the Northwest Career & Technical Academy each student will have an opportunity to participate in assessments of their work and training. It is important for a student to learn to evaluate and discuss their progress and work skills. Students will gain this knowledge by participating in a Northwest Career & Technical Academy portfolio process, which is an assessment tool used to evaluate their proficiencies and competencies in a program.

5001 GRADING

Northwest Career & Technical Academy grades are assigned to coincide with the semester system used in the home high schools. Grades are forwarded to each home high school based on dates identified in the Northwest Career & Technical Academy reporting schedule. Students may receive up to three (3) high school credits for each successfully completed program. Grades will be issued for each of the following:

- **Professionalism:** Demonstrated employability, attendance, and punctuality, overall quality of work, attitude and conduct, adherence to safety rules and leadership.
- **Knowledge:** Demonstrated understanding of related theory, test scores, and written work.
- **Skills:** Demonstrated application of related theory, lab work, project, and attainment of identified competencies.

NO CREDIT (NC): If a student owes an instructor time and/or makeup work, a No Credit grade will be awarded at the end of the progress/final grading period. Students have ten school days following the end of the trimester/semester to make up time and work; otherwise the No Credit grade may remain. In the case of No Credit due to absences for the professional grade, you must appeal for credit re-instatement.

See Attendance Policy #1011

CREDIT EQUIVALENCY: This provides a student with an opportunity to meet a required class as part of their Northwest Career & Technical Academy program. For example, a student might earn a science credit while taking the Medical Technology program. If students are interested in receiving cross credit they must contact their sending school counselor.

Credit equivalencies are based on credit totals for yearlong program completion. Credits cannot total more than 3.0 credits per year or 1.5 credits per semester.

5002 COMPETENCY CERTIFICATE

In addition to grades, the Northwest Career & Technical Academy awards a Competency Certificate upon successful completion of a program. The certificate delineates the specific performance skills and the level reached in each program. Competency Certificates provide prospective employers with evidence of a student's employability and may be placed in your portfolio as a useful document showing a prospective employer your skill levels and potential reliability in the workplace. Special achievements, such as perfect attendance, may be noted on the Competency Certificate.

5003 CTE DUAL CREDIT /COLLEGE CREDIT Programs of Study

WHAT IS CTE DUAL CREDIT? CTE Dual Credit prepares high school students with an academic and technical foundation required for employment in today's technologically advanced workplace. Whether planning to obtain a four-year degree, a two-year degree, apprenticeship status, military entry, or immediate employment upon graduation from high school, CTE Dual Credit gives all students a jump-start on their education/career plan in these ways:

- Students can earn college credit during high school and receive admission priority into our partnering community and technical colleges. See your program instructor for information regarding program certification, and potential post-secondary placement options.
- College credit potentially saves families hundreds of dollars, and student's countless hours toward their post-secondary educational training.
- An early start means an early finish to the selected post-secondary degree program
- Students are better prepared to meet the challenges of the workplace

How does a CTE DUAL CREDIT student earn college credits while still in high school?

- Enroll in the CTE Dual Credit program
- Successfully complete the specific Northwest Career & Technical Academy /CTE Dual Credit course with achievement of specific grading criteria in areas for each grading period September through June
- Earn high skills competency ratings for the course

Students successfully completing a year-long program at the Northwest Career & Technical Academy, with a B grade or better, may earn college credits up to a total number of credits.

Those programs, which are co-enrolled, students need a C grade or better.

College credit potentially saves families hundreds of dollars, and students, countless hours toward their post-secondary educational training.

6000 STUDENT RIGHTS

The Northwest Career & Technical Academy complies with all federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, marital status or non-job related sensory, physical or mental disabilities in their educational programs, activities, or employment procedures and personnel practices as required by state and federal laws. Inquiries regarding compliance and grievance procedures may be directed to Mr. Bill Nutting, 360 428-6110. We hire only U.S. citizens and lawfully authorized alien workers per the Immigration Reform and Control Act of 1986. The Northwest Career & Technical Academy is a drug-free/tobacco-free workplace (Policy No. 5201).

6001 BULLYING, INTIMIDATION & HARASSMENT

The Northwest Career & Technical Academy is committed to a safe and civil educational environment for all students, employees, parents, customers, vendors, consultants, contractors, and volunteers, free from harassment, intimidation, or bullying. **"Harassment, Intimidation or Bullying" means any intentional written,**

verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability) or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms a student, or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment;
- Has the effect of substantially disrupting the orderly operation of the school.

A common theme in cases of harassment, intimidation, and bullying is racial discrimination. Biased attitudes and stereotypes, racial jokes and slurs are intolerable, but racial discrimination at its worst becomes a hate crime. A hate crime is defined as, *"Any act, or attempted act to cause physical injury, emotional suffering, or property damage through intimidation, harassment, racial or ethnic slurs, vandalism, force, or threat of force motivated all or in part by hostility to the victim's real or perceived race or ethnicity."*

Harassment, Intimidation or Bullying may take many forms including but not limited to: Slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

Although it may seem to individuals that they are "joking" or that "it is okay" to make derogatory comments about a person's race, gender, or physical or mental abilities; **sexual, racial, or disability harassment will not be tolerated at the Northwest Career & Technical Academy at school related activities or at Northwest Career & Technical Academy related work sites, job shadow, internships or volunteer sites.**

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying. Other distinguishing characteristics can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status.

Depending upon the frequency and severity of the conduct intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. District employees, students, parents or volunteers that engage in reprisal, retaliation or false accusations against a victim, and/or a witness, or one with reliable information about an act of harassment, intimidation, or bullying shall constitute a violation of this policy. A copy of the Mount Vernon School Board Policy (Policy No. 3207, 3207P) and formal complaint forms are available in the Admin Office.

6002 SEXUAL HARASSMENT

In conjunction with Policy No. 6590 **the Northwest Career & Technical Academy will not tolerate sexual harassment or sexual violence.** Anyone who has been found, after appropriate investigation, to have engaged in sexual harassment on Northwest Career & Technical Academy property or sponsored activity will be subject to disciplinary action up to and including discharge, expulsion, and restriction of access to school properties and activities. Contact of a sexual nature between a Northwest Career & Technical Academy staff member and a student is forbidden in all circumstances. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Sexually harassing behaviors may include, but are not limited to:

- Persistent, unwelcome flirtation, advances, and/or propositions of a sexual nature.
- Repeated, offensive, and unwelcome insults and/or jokes that are sexual or gender-based in nature.
- Repeated, unwelcome comments of a sexual nature about an individual's body or clothing.
- Deliberate and unwelcome touching, such as patting, pinching, hugging, or brushing against an individual's body.
- Unwelcome and offensive displays of sexually suggestive objects or pictures.

- Pressure for dates or sex, if unwelcome and repeated.
- Pressure for dates or sex in exchange for promotions, salary increases, or benefits.
- Stating or implying to an applicant that she/he will be hired with sexual relations as a condition of employment.

Important factors to remember:

- Third Party Harassment happens when a person can complain if they are affected by the harassment. They do not have to be the direct recipient of the harassment.
- Sexual harassment depends on the perspective of the victim, not the intent of the harasser.
- Retaliation against people who report sexual harassment, or cooperate with investigators, is prohibited by law. False accusations are also prohibited.
- **Confidentiality** about an incident must be kept at all times.

A copy of the complete Mount Vernon School District (Policy No. 6590) and formal complaint forms are available in the Administration Office (Policy No. 6590P)

6003 WHAT TO DO IF YOU ARE HARASSED

- Communicate to the harasser what you are feeling, and that you expect the behavior to stop. You may do this verbally or in writing. Try to get support from a friend, parent, or trusted equity advocate on campus.
- If the behavior continues or is severe, go to your instructor, or Northwest Career & Technical Academy administrator. Document exactly what happened. Give a copy of your written record to the instructor or administrator, and keep one for yourself. Your documentation should include the following factual details:
 - **What happened - date, time, location, name(s) of the harasser(s) and any witnesses?**
 - **What you said or did in response including to whom you reported the incident?**
 - **How the harasser responded to you?**
 - **How the harassment affected you?**

Contact: Sending School District

Local Resource Agencies:

Safe Schools Alert (Report Bullying or Harassment)	360 526-8375
Police/Sheriff (Sexual Assault)	911
Dept. of Education, Seattle Office of Civil Rights	206 607-1600
Equity & Civil Rights Education, OSPI/Olympia	360 725-6162
WA State Human Rights Commission, Olympia	800 233-3247
Safe Place (Sexual Assault) 24 hours	360 754-6300
Equal Employment Opportunity Commission, Seattle	800 669-4000

7000 LEADERSHIP ACTIVITIES

Northwest Career & Technical Academy leadership activities exist to give everyone an opportunity to develop a sense of belonging, greater school pride, leadership skills, a sense of accomplishment, and a commitment to one’s community. The Northwest Career & Technical Academy endorses, encourages, and supports leadership activities as part of training. In accordance with Washington State standards for career and technical education, a leadership component shall be integrated into each program curriculum. This may be accomplished through student organizations such as Skills USA, or through a locally developed leadership program, such as Explorers. Dues for memberships/activities are the responsibility of the students and are payable in the Student Center.

8000 RECOGNITION PROGRAM

At the Northwest Career & Technical Academy students are preparing for the world of work or continuing education. In business and industry quality work is recognized with promotions, salary, increased level of responsibility and awards. Quality during training is recognized in a similar manner. The Northwest Career & Technical Academy also encourages students to go on to further training or education and will help find available scholarships aimed at specific training goals.

8001 EMPLOYABLE STUDENTS

The Northwest Career & Technical Academy recognizes individuals in each program who consistently demonstrate a high level of excellence. Students are assessed based on the NCTA General Advisory Committee and NCTA Staff Rubric. Students will be recognized at the Annual Academy Award ceremonies.

8003 OTHER AWARDS

Periodically, students receive recognition for special accomplishments such as: placement at a competition, perfect attendance, or employability/professionalism. These honors are recognized throughout the year as well as at NCTA Awards Ceremony.

8004 SCHOLARSHIPS

Scholarships will be made available for those who wish to further their education beyond the Northwest Career & Technical Academy. Information regarding potential scholarships will be available in the Student Center. Scholarship recipients and contributors are honored at an annual reception. Please check with the Student Center to verify the availability of scholarship funds.