

2020-2021

# STUDENT HANDBOOK



NEW CASTLE  
**CAREER  
CENTER**

*Seventeen Programs. One Goal. Your Career.*

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**Seventeen Programs. One Goal. Your Career.**

BLUE RIVER VALLEY HIGH SCHOOL, EASTERN HANCOCK HIGH SCHOOL,  
HAGERSTOWN HIGH SCHOOL, KNIGHTSTOWN COMMUNITY HIGH SCHOOL,  
NEW CASTLE HIGH SCHOOL, SHENANDOAH HIGH SCHOOL,  
TRI HIGH SCHOOL, & UNION HIGH SCHOOL

## **ABOUT NEW CASTLE CAREER CENTER**

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### **Mission**

New Castle Career Center, in collaboration with family, business, industry, community organizations, and other educational institutions, will provide life-long learning opportunities to enable students to learn marketable skills, ethics, and knowledge needed to become successful in the world of work.

### **Beliefs**

We believe:

- Each student has worth and a right to a quality education.
- Learning is a lifelong process.
- It is important to provide an avenue in which everyone can learn.
- Strong personal and work ethics are a foundation to success.
- Career education is an integral part of the education process.
- Collaboration between education and community is essential.
- Career education must be responsive to changes in the region and the world.

### **Participating Schools**

- Blue River Valley High School
- Eastern Hancock High School
- Hagerstown High School
- Knightstown Community High School
- New Castle High School
- Shenandoah High School
- Tri High School
- Union High School

### **Governing Board**

New Castle Career Center (NCCC) is governed by a board consisting of one School Board member representative and the Superintendent of each participating school corporation. The Governing Board meets three times per year. The board approves staffing, the annual operating budget, curriculum offerings, and participation fees.

### **Staff**

Mackenzie Jackson Director

Kathy Terrell Secretary

Alycia Turner

Registrar

### **Contact Information**

801 Parkview Drive  
New Castle, IN 47362  
(765) 593-6680  
(765) 593-6682 fax

*All teachers and staff can be reached at the NCCC phone number.  
Teachers may also share cell phone numbers with their students.  
For email addresses, see the website at [www.nccareercenter.org](http://www.nccareercenter.org).*

**CAREER PROGRAMS**

NCCC is open to junior or senior students from the participating high schools. Programs take one or two years to complete, and some programs limit participation to senior students. See your high school counselor or contact NCCC for more information.

**Programs Offered**

- Broadcasting
- Building Trades
- C.N.A.
- Computer Operations
- Cosmetology
- Culinary Arts
- Dental Assisting
- Education Careers
- EMT/Public Safety
- Graphic Design
- ICE
- Health Careers – AM
- Health Careers – PM
- Marketing
- Precision Machine Trades
- Pre-Engineering
- Technical Welding
- Veterinary Science

**Instructor(s)**

- Mike York
- Don Criswell
- Lainey Millikan
- Kevin Coffey
- LeeAnn Upchurch
- Robin Rinehart
- Cara King
- Leesa Meyers
- Bill Hufford
- Jennifer Michael
- David Allen
- Angie Talbott
- Lauren Hankenhoff
- Jeff Miller
- Greg Dickerson
- Kelly Neal
- Ronnie Perrin
- Melody Warner

**Program Locations**

- New Castle High School
- Building Trades Construction Site
- Knightstown Community High School
- Tri High School
- Danielson Center
- New Castle EMS Building*

- All programs except those below*
- Building Trades*
- Broadcasting*
- Marketing*
- ICE, Health Careers & CNA*
- EMT*

## STUDENT SCHEDULES

### Class Sessions

**AM Session 8-10:25 AM**    **Cosmetology 7:30-11:30 AM**

**PM Session 12-2:32 PM**    **Cosmetology 12-4 PM**

**Masks required as of 7/27/20**

Students are assigned to the morning session or the afternoon session at NCCC. The home school counselors and NCCC staff work together to choose the session for each individual student. The session chosen for each student ensures they can schedule the other courses they need and that all interested students can participate.

### School Calendar

NCCC follows the New Castle Community School Corporation calendar. Classes begin on the first day New Castle Schools are in session. \*All vacations and holidays also follow the New Castle Schools calendar. Because students attend NCCC from other school corporations, scheduling differences may occur. Students will be expected to attend each day their career program is in session regardless of the home school calendar. They will only attend a total of 180 days, but they may not be the same days as the home school. If a family activity is planned on a day NCCC is in session, the student will need to decide at least 72 hours prior to the absence. The NCCC calendar is available on the website at [www.nccareercenter.org](http://www.nccareercenter.org). **New Castle Career Center will follow the same virtual schedule as New Castle School Corporation. Students are required to participate in virtual days at NCCC.** Students should contact instructors for specific questions.

### Weather Delays

NCCC follows the New Castle Community School Corporation delay and closings schedule. Students are expected to be in attendance when New Castle Schools meet. When New Castle Community School Corporation is on a delay, county students are expected to attend their career programs on the delay schedule. However, if a parent believes the conditions are too dangerous for their student to drive, the parent must notify the NCCC office **before the start of school**. Should weather conditions worsen during the morning, home schools will be contacted concerning the cancellation of afternoon classes.

NCCC will follow New Castle Schools e-Learning schedule.

## PARENT COMMUNICATION

Communication is one of the most important keys to student success. This includes on-going communication between teachers, counselors, administrators, students, and parents. Many research studies have found parental participation in a child's education to be essential for effective teaching and learning. Educators recognize parental involvement in school activities and in the student's schoolwork as integral to successful student academic performance. Staff encourages you to contact us at any time with issues regarding your student and classroom performance. Success is our goal, and we will work with you to ensure your student has a positive learning experience. Contact your student's teacher or the administration at **(765) 593-6680**. The best time to contact a teacher is during prep time/lunch at 10:45 a.m. - 12:15 p.m. or before or after school. Teacher email addresses are listed on the NCCC website at [www.nccareercenter.org](http://www.nccareercenter.org).

### **Emergency Contact**

Emergency contact information is requested from all parents through the Student Emergency Information form. The information allows NCCC staff and instructors to contact parents in the case of an emergency at school. The information is also taken on all field trips in the case of an emergency. Please call the NCCC office to update student emergency contact information, as necessary.

### **Visitor Policy**

Parents and visitors are welcome at NCCC. It is best to pre-arrange any visits when possible so that the instructors and students are prepared to discuss and demonstrate current projects. When visiting NCCC, please check in at the office upon arrival.

### **School Reach System**

New Castle Community School Corporation utilizes the School Reach System to announce school delays and closings. Parents and students are notified using this system. Because NCCC utilizes a shared system, parents and students will receive all notifications across the New Castle Community School Corporation.

### **PowerSchool Parent Portal**

NCCC uses PowerSchool as the student data system. Parents can check student grades and attendance using the PowerSchool Parent Portal. Login information is distributed via mail from the NCCC office.

### **Website**

Visit our website at [www.nccareercenter.org](http://www.nccareercenter.org) for NCCC news, events, student recognition, photos, and other career program information. NCCC is also on Facebook, Twitter, & Instagram @NCCAREERCENTER1.

## **STUDENT PERFORMANCE & RECOGNITION**

### **Diplomas**

NCCC can help students earn both an Academic Honors Diploma and Technical Honors Diploma. Depending on the career program, students can earn career program credits, dual college credits, and industry certification through their work in the career programs. For more information on the diploma requirements and how experiences in specific career programs can satisfy the requirements, contact NCCC.

### **Grades**

Grades are issued to home high schools each nine weeks throughout the school year. The home high school then reports the grades on their scheduled report cards. All high school credits earned are reflected on the home high school student transcript.

*\*The NCCC Cosmetology program has an extended calendar to allow students to accumulate the required lab hours for Indiana licensure.*

### **National Technical Honor Society**

The NCCC chapter of the National Technical Honor Society (NTHS) inducts students each year who meet the academic and attendance requirements as defined by the NTHS. Students are nominated by their instructors, and an induction ceremony is held each spring to recognize the students. Criteria for induction includes 97 percent attendance in the career program, a B+ average in the career program, and a B average at the home high school. Students must also complete community service hours and exhibit NTHS character attributes.

### **Honor Program**

Each spring, NCCC recognizes senior students and their accomplishments. The annual Honor Program allows parents, grandparents, and other friends and family members to join the staff in congratulating students on a job well done.

### **Remediation, Credit Recovery, and Scheduling Flexibility**

Students needing remediation and credit recovery have access to tools through NCCC. Credit recovery, remediation, and scheduling flexibility assistance is available through PLATO. PLATO is used to earn course credit in a wide selection of courses and semesters. It is an on-line system that is also available through any internet connection with a valid student login. Home school counselors and NCCC collaborate to provide these services to students.

Timeframe to complete PLATO courses: Students will be given a semester to complete a semester course. You should have completed at least 25% within the first 4 week, 50% at 9 weeks, 75% at 12 weeks and 100% at semester's end. If you fail to stay on task with the course, you can be removed from the class.

## **STUDENT CONDUCT**

New Castle Career Center desires an atmosphere that is safe and orderly and supports learning. Rules are necessary to assure the safety and well being of all students, as well as accomplish the desired educational goals. The rules are common sense and based on good manners. You may feel the rule(s) is not in your best interest as an individual, but we support each policy to serve the entire student body. There may be circumstances when students are disciplined differently for a similar action due to different home school policies and practices. Home school guidelines will be followed when suspension and/or expulsion is requested. Expectations for student behavior and performance are discussed at the beginning of the school year.

### **VIOLATIONS AND PENALTIES**

1. If you fail to show up for your Detention, you will receive 1-5 days in the In-School Suspension.
2. The behaviors listed below will result in one of the following forms of discipline depending on the severity of the behavior and past behavior of the student. An attempt will be made to ensure that offenses of a similar nature will be treated in a similar manner, however, it is always understood that the final decision concerning the consequences of any action rests with the school administration and their decision will be final pending due process.

3. The penalty progression **does not** reset at the end of each semester.

Students involved in acts that are against the law will be turned over to legal authorities. This includes fighting. The 3<sup>rd</sup> report of a similar incident will result in removal from the career program, which may result in expulsion from school. Certain infractions require that expulsion be for one year. A suspension or expulsion includes New Castle Career Center and home school participation.

**VIOLATIONS AND PENALTIES**

The behaviors listed below will result in one of the following forms of discipline depending on the severity of the behavior and past behavior of the student. An attempt will be made to insure that offenses of a similar nature will be treated in a similar manner, however, it is always understood that the final decision concerning the consequences of any action rests with school administration and their decision will be final pending due process. The penalty progression does not reset at the end of each semester.

<b>Violation</b>	<b>Penalty First Referral</b>	<b>Penalty Second Referral</b>	<b>Penalty Third Referral</b>
Insubordination	Detention/ISS	ISS/OSS/OSSP	OSS/OSSP/ Expulsion
Failure to Identify Self	Detention	ISS	OSSP
Gambling	Detention	ISS	OSSP
Computer Misuse	Detention	Loss of Privilege	Withdraw – F in course
Uncharged or Forgotten Device	Warning	Detention	Detention/ISS
Disruptive Behavior	Detention	Detention/ISS	OSSP
Failure to Comply	Detention	OSSP	Expulsion
Verbal Conflict/Confrontation	Detention	ISS	OSSP
Profanity/Obscenity	Detention	ISS	OSSP
Out of Area	Detention	ISS	OSSP
Leaving Building without Permission/Truancy (Including Lunch)	Detention	ISS	OSSP
Dress Code Violation	Warning/ Detention	Detention	ISS
Inappropriate Display of Affection	Warning/ Detention	Detention	ISS
Reckless Driving	Warning/ Detention	Loss of Driving Privileges	Expulsion
Horseplay	Warning	Detention	Detention/ISS
Possession of Drugs or Drug Paraphernalia.			
Use of or Under the			

Influence of Drugs or Alcohol	OSS/OSSP/Expulsion	OSS/OSSP/Expulsion	OSS/OSSP/Expulsion
Selling or Providing Drugs or Alcohol			
Gang-Related Offenses	OSS/OSSP/Expulsion	OSS/OSSP/Expulsion	OSS/OSSP/Expulsion
Threat on a Life	OSS/OSSP/Expulsion	OSS/OSSP/Expulsion	OSS/OSSP/Expulsion
Possession, Use of, or Threat of a Weapon	Expulsion and Turned over to Police	Expulsion and Turned over to Police	Expulsion and Turned over to Police
Vandalism (Including Both Student's and Staff's Property)	Restitution/OSSP/Expulsion	Restitution/OSSP/Expulsion	Restitution/OSSP/Expulsion
Physical Fighting	Police Notified/OSS/OSSP/Expulsion	Police Notified/OSS/OSSP/Expulsion	Police Notified/OSS/OSSP/Expulsion
Battery	Police Notified/ISS/OSS/OSSP/Expulsion	Police Notified/ISS/OSS/OSSP/Expulsion	Police Notified/ISS/OSS/OSSP/Expulsion
Intimidation/Bullying/Harassment	Detention/ISS/OSSP/Expulsion	Detention/ISS/OSSP/Expulsion	Detention/ISS/OSSP/Expulsion
Threats	Detention/ISS	OSS/OSSP	Expulsion
Public Indecency	Referral to Police/OSS/OSSP/Expulsion	Referral to Police/OSS/OSSP/Expulsion	Referral to Police/OSS/OSSP/Expulsion
Sexual Misconduct	Referral to Police/OSS/OSSP/Expulsion	Referral to Police/OSS/OSSP/Expulsion	Referral to Police/OSS/OSSP/Expulsion
Possession of or Smoking Materials/Devices	2 Days OSS/Diversion Program/Issue of Ticket by SRO	3-5 Days OSS/OSSP	Expulsion
Chewing Tobacco			
Theft	OSS/OSSP/Expulsion	OSS/OSSP/Expulsion	OSS/OSSP/Expulsion
Firecrackers, Explosives, Stink Bombs	OSS/OSSP/Expulsion	OSS/OSSP/Expulsion	OSS/OSSP/Expulsion
Inappropriate Physical Contact	ISS/OSS/OSSP/Expulsion	ISS/OSS/OSSP/Expulsion	ISS/OSS/OSSP/Expulsion
Conduct constituting an	ISS/OSS/OSSP	ISS/OSS/OSSP/	ISS/OSS/OSSP/



interference with school purposes	P/ Expulsion	Expulsion	Expulsion
Educational Disruption	Detention/ISS/ OSS	Detention/ISS/ OSS	OSS/Expulsion
Skipping Class	Detention/ISS	ISS/OSS	ISS/OSS/Expulsion
Unapproved Publications, Petitions, Posters, etc.	OSS/OSSP/ Expulsion	OSS/OSSP/Expulsion	OSS/OSSP/ Expulsion
Cell Phone in Classroom	Warning	Detention	ISS/OSS
Disruption of School due to Social Media usage	ISS/OSS/OSS P/ Expulsion	ISS/OSS/OSSP/ Expulsion	ISS/OSS/OSSP/ Expulsion
Verbal abuse of a staff member	Detention/ISS/ OSS/Expulsion	Detention/ISS/ OSS/Expulsion	Detention/ISS/ OSS/Expulsion
Missed Friday detention	Repeat of detention in addition to a second detention being assigned.	ISS	OSS

Violations not covered in this handbook but falling under Indiana Code 20-8.1-5.1 or School Board Policy #5610 are grounds for suspension or expulsion and apply when a student is:

1. On school grounds immediately before, during and immediately after school hours and at any other time when the school is being used by a school group.
2. Off school grounds at a school activity, function, or event.
3. Traveling to or from school or a school activity, function, or event.

There may be some rules not covered on these pages. In that case detentions or suspensions can be issued.

**Explanation of Terms & Infractions**

ATTENDANCE

Regular attendance and being on time are essential for success at any job. ALL ABSENCES WILL COUNT AGAINST A STUDENT’S GRADE AND BE RECORDED PERMANENTLY. Due to the nature of career programs, it is impossible to make up missed time and earn full credit. Excessive absence is a reason for failure. Pre-arranged home school activities do not count as an absence. A student earning a grade below “C” or who has excessive absences may not be given permission to miss class for school sponsored activities, including field trips. A parent may be notified when a student is missing from school and their location is unknown. Credits may be reduced in cases when a student is unable to perform in a program due to injury or illness.

PERMISSION TO MISS CLASS

Students may not miss NCCC class without prior approval. Students desiring to leave class early or come late, a parent or home school administrator must call the Career Center PRIOR to the requested absence time. The student must sign out prior to leaving. If the NCCC staff does not feel the absence is in the student's best interest, a call will be made home to inform the parent. **NO STUDENT MAY LEAVE SCHOOL WITHOUT PRIOR PARENTAL OR HOME SCHOOL APPROVAL.** When arriving late, students must stop at the NCCC office to sign in prior to going to class.

### INAPPROPRIATE ATTIRE

Students are expected to dress as they would in a career setting for their program. In some cases, students are required to wear uniforms or clothing for safety reasons. Clothing that in any way disrupts the educational process, has inappropriate message or innuendo, promotes vulgarity, allows for indecent exposure, or endangers the safety of any student is not allowed. This includes pants worn below the hipbone, sleeveless shirts, or clothing that is excessively dirty or has rips and holes. Students will be informed the item(s) are inappropriate and should not be worn. In some cases, they may be asked to turn a shirt inside out or be given an alternative shirt to wear. Students with ripped or torn pants may be given a shop apron or coat to wear during class time. The NCCC dress code does not follow each of the home school dress codes. Students may change clothes upon arriving or prior to leaving.

### PROFANITY & OBSENIITY

Obscenity and profanity will include verbal and written. Inappropriate messages will not be displayed on students, vehicles, or on school ground. Display of rebel flags is not permitted at NCCC.

### CELL PHONES OR OTHER ELECTRONIC COMMUNICATION DEVICES

Cell phones should remain in the student's vehicle, locker, or with the teacher during class time. Phones are not to be kept with students during class time. Students must discuss emergency or special situations with the teacher prior to class if they feel a need to have their cell phones during class time. Each program will provide a secure location for students to lock up phones.

### DETENTION

Detention time will be served before or after school as punishment. Failure to make up all time as assigned will result in additional time assigned or suspension until time is made up.

***Detentions may be served from 7:25am-7:55 am or 2:35 pm-3:35pm. Report to the Career Center Office.***

### IN-SCHOOL SUSPENSION (ISS)

Students who are assigned an ISS will be required to report to the NCCC office on the day of the suspension for their entire career program time. (AM 8:00-10:40 PM 12:15-3:00) Students will be required to work on assignments or projects for the Career Center class during this time. The number of days for ISS will be determined by NCCC Administration. ISS may be assigned for attendance issues, insubordination, blatant disregard of the rules, endangering yourself or other students, etc.

### SUSPENSION

Suspension from your home school will result in a student missing school at NCCC as well. Removal from class for more than one day will be considered a suspension on the individual's record regardless of the method of punishment.

UNDER P.L. 121-1989, A PERSON UNDER 18 YEARS OF AGE WILL LOSE DRIVING PRIVILEGES IF SUSPENDED TWICE IN THE SCHOOL YEAR.

### EXPULSION

Circumstances may require that a student be removed from the school setting for disciplinary reasons. In such cases, a parent or guardian will be notified of the incident and options available to them should they be in disagreement with the punishment. Expulsion may be for the semester or school year. Expulsion will result in a loss of credit for the semester. Expulsion follows the guidelines of the home school.

### SEARCH OF PERSON, LOCKER, VEHICLE, OR BELONGINGS

In accordance with Indiana Code 20-33-8-32; Upon "reasonable suspicion or probable cause" on the part of a teacher or an administrator, a student may be subject to search and seizure by the NCCC director or other members of the NCCC administrative staff. This search may extend to the student's locker, vehicle, or belongings. Any substance and/or items found during such search may be confiscated and/or may be grounds for suspension, expulsion, and/or arrest.

### HARASSMENT/THREATS/BULLYING

Verbal harassment/threats/bullying consists of, but not limited to, unwanted or unappreciated written or oral comments, jokes, insults, propositions, or disparaging remarks of a sexual nature or concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the Corporation. Verbal harassment can also consist of conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the Corporation by refusing to have any form of social interaction with the person.

Harassment/threats/bullying of any kind will result in disciplinary action being taken appropriate to the type and degree of harassment/threats/bullying.

Non-verbal harassment/threats/bullying consists of, but not limited to, causing the placement of objects, pictures, or graphic commentaries (sexual or otherwise) in the school environment or the making of insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other persons.

Physical contact that could be interpreted as harassment, threats, or bullying include threatening or unwanted touching or attempts at same such as patting, pinching, or pushing the body of a fellow student, staff member, or other person associated with the Corporation. Physical contact also includes any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other persons.

To report harassment/threats/bullying or for information on reporting harassment/threats/bullying, contact Mackenzie Jackson, Director, New Castle Career Center, or Lisa Smith, Assistant Superintendent, New Castle Community School Corporation.

## ATTENDANCE

Students participating in career programs are expected to be in attendance each day. Career programs are hands-on and often take the student into the community and places of employment. For the most part, work can not be made up or duplicated through homework or alternative assignments. Career program attendance expectations mirror those of employment. Every absence will count against a student's grade, unless extenuating circumstances exist, or the absence is requested by the home high school for special activities. Career program classes meet between 2.75 and 4 hours each day. This time is equivalent to 3 to 4 days in regular classes. Absences usually do not become disciplinary issues if students and/or parents make contact prior to missing days. We encourage parents/guardians to keep a personal record of their student's attendance and to call NCCC if they have questions or concerns regarding their student's attendance record.

**Parents/guardians are expected to call NCCC each day their student is not going to attend. The call should be made prior to the start of class time.**

Students are not considered emancipated when they reach the age of 18. Parents should understand that they remain legally responsible for reporting absences until the student graduates or becomes legally emancipated.

## CURRICULUM, DUAL CREDITS, & INDUSTRY CERTIFICATION

### Curriculum

The curricula for the career programs are based on industry standards, Indiana Department of Education Career Pathways, postsecondary requirements, and other certification standards. They are designed to provide the students with the best possible preparation for further education and work. Industry advisory committees also provide guidance and professional support to the career programs. Each career program has its own individual advisory committee.

### Dual College Credits

Depending on the career program area and pre-requisite placement testing, students may earn dual college credit through their participation in the career programs. Dual college credit is provided through various colleges, including Ivy Tech Community College and Vincennes University. The credit is earned as part of the career program class work, and all instructors issuing dual college credit are credentialed by the colleges. Some dual college credits require that students pay a minimal tuition fee. Upon successful completion, students can request a transcript from the college(s) listing the credits earned. Some credits may be transferred to other universities and colleges and may reduce the number of classes required when going on to the postsecondary level. Dual college credits illustrate the student's ability to perform college-level work and are helpful when seeking postsecondary admission, scholarship funds, and employment. Contact the career program teacher or NCCC for more specific information on the dual credit opportunities available.

## **Industry Certification**

Students may also earn industry certification for their work in a career program. Industry certification illustrates what a student knows and can do. This is an advantage when seeking industry related employment. Industry certification may also be helpful when seeking post-secondary admission and scholarship funds. Some students use the industry certification for part-time employment as they pursue higher education. Some certifications require that students pay a testing fee. Contact the career program teacher or NCCC for more specific information on the industry certification opportunities available.

## **Field trips / Competitions / Student Organizations**

Students can participate in a variety of activities. All activities are organized for educational purposes. They may, on occasion, require the student to miss classes at their home high school. Home high school permission is required prior to participation in these activities. Parent permission will also be requested. The activities may require additional fees. All organized activities outside of the career program classroom are considered an extension of the course and school policies and procedures will apply.

## **TRANSPORTATION & STUDENT PARKING**

Students are responsible for their own transportation to and from the career programs. Some participating high schools provide bus transportation for students, but not all high schools do so. Some career programs require transportation to and from lab sites, including Health Careers, Dental Assisting, Veterinary Science, Early Childhood Education, Education Professions, Building Trades, and ICE.

Students in programs held outside of the main NCCC campus are responsible for their own transportation to those classes. (Broadcasting, Marketing, Health Careers, EMT, and ICE)

All student drivers are required to register their vehicle with the NCCC office. Upon vehicle registration, students will receive a parking tag to display from the rearview mirror. To obtain a parking tag, complete the Driver Registration Form and submit it to the NCCC office. Driving is a privilege, and the privilege may be revoked by a school administrator with due cause.

### **Student Driving Rules:**

1. A parking tag will be distributed to the student when the Driver Registration Form is turned into office staff. The parking tag should be displayed from the rearview mirror, or in plain view, while the student attends NCCC classes.
2. Upon arriving at NCCC, the driver and their passengers should secure the car and enter the building immediately. Students should not remain in the parking lot.
3. You are not permitted to return to your car during class time without the permission of an administrator.
4. Drivers will observe the 15 MPH speed limit on school grounds. They also are expected to be courteous and safe drivers.

5. All regular school rules are to be observed by student drivers and their passengers.
6. The front three (3) rows of the NCCC parking lot at New Castle High School are reserved for staff and visitors. Students are not allowed to park in this area.
7. NCCC or New Castle School Corporation is not liable for damage to a vehicle parked in the lot or any item that may be taken from a vehicle. Any damage should be reported to the NCCC office. Local authorities will be notified to investigate the incident.
8. The cost for a replacement tag is \$5.00.
9. If it is necessary to occasionally drive a different car than the one identified, please use this tag. Should you change vehicles, please stop in the NCCC office and update this information.

## **STUDENT TESTING**

NCCC student abilities are tested at several times throughout the school year. All testing is conducted during the career program class time. The tests enable students to gauge their readiness for work and college.

### **ACCUPLACER®**

ACCUPLACER is a placement exam made available to NCCC through partnerships with Ivy Tech Community College and Vincennes University. NCCC uses the ACCUPLACER exam to meet the testing pre-requisites for dual credits and to prepare students to continue their education at the postsecondary level. Students are given the opportunity to take the ACCUPLACER exam if their dual credit courses require placement testing or if they express an interest in attending a college that requires the ACCUPLACER exam. All students wanting to attend Ivy Tech Community College after graduation should take the ACCUPLACER exam. The test is comprised of Reading, Sentence Skills, and Mathematics sections. Students wanting to earn dual credits are required to score at specified levels on each section of the exam. The required sections and levels vary across the career programs. ACCUPLACER results may also determine the courses students are required to take upon admission to Ivy Tech Community College. Other colleges also require ACCUPLACER testing. Test dates are scheduled throughout the school year, and preparation packets are available. Contact NCCC for more information.

### **End-of-Course Assessment**

As with academic courses at the home school, some career programs are also required by the Indiana Department of Education to assess student achievement at the end of a career program. Those students completing a career program with a required End-of-Course Assessment (ECA) will take the ECA for that program area. The ECA is scheduled as part of the student's career program class time and is given in late spring each year.

### **Certification Testing**

Industry certification is available in most career programs. Testing for certification occurs in late spring of each year as part of regular class time. Some certifications require that students pay a testing fee. More information will be provided by the career program teachers.

## **SAFETY RULES & GUIDELINES**

Students must follow all safety rules and guidelines established for their career program. Safety rules and guidelines are covered at the beginning of the school year. Failure to follow the rules and guidelines will result in disciplinary action.

Any student injured at NCCC will be given first aid and an accident report will be filled out and recorded. NCCC does not provide insurance for students. It is the responsibility of the parent to provide for this care. Parents are encouraged to carry medical insurance for their son or daughter. All injuries must be reported immediately to the instructor.

## **COMPUTER & INTERNET USAGE**

Students have access to computer labs and the internet through the career programs. Some assignments require computer and internet usage. In order to use the technology available, students must complete the Student Internet/Network Acceptable Use and Safety Agreement. When computer logins are required, instructors will issue them to individual students.

### **Websites and Other Electronic Media**

NCCC utilizes many forms of communication, including the NCCC website at [www.nccareercenter.org](http://www.nccareercenter.org) and a Facebook page. In addition, instructors communicate with students using their individual career program websites, Facebook pages, Twitter accounts, and Moodle sites. Instructors will use the REMIND app or email to communicate with students. These forms of communication allow instructors to utilize current technology and remain in contact with students even during weather closings. These are also the forms of communication students will encounter when working and attending college.

## **PEST CONTROL POLICY**

### **New Castle Community School Corporation Pest Control Policy**

The school corporation is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. Pesticides protect children from pests that may be found in the school and its surrounding grounds and under some circumstances the use of pesticide may be necessary. Pest control practices may involve a variety of chemical and non-chemical methods designed to control pests effectively while minimizing potential pesticide exposure to children. Except in an emergency, pesticides will be applied by a certified pesticide applicator or persons operating under his/her direct supervision when students and staff members are not present, such as during non-instructional time or school vacation periods.

If you would like to be given advance notification when less than 48 hours will occur between a pesticide treatment and when school classes resume, you must register your request with the school administrator. Please submit your request in writing. This

policy does not apply to the use of the following pesticides: 1) When used in normal cleaning activities: germ killers, disinfectants, sanitizing agents, water purifiers, and swimming pool chemicals; 2) personal insect repellents when self-applied; and 3) gel baits or manufactured enclosed insecticides when used where students and staff members do not have access to the insecticides.

Questions regarding this Pest Control Policy should be directed to Lisa Smith, Assistant Superintendent for the New Castle Community School Corporation, 521-7201.

### **ASBESTOS POLICY**

New Castle Community School Corporation has an asbestos policy covering school facilities. If asbestos is a concern, contact the NCCC office.

### **COUNSELING CONFIDENTIALITY**

Based on Indiana State Code IC 20-28-10-17 and IC 31-32-11-1, when a school administrator or counselor has a counseling session with a student, the information is treated as confidential. If a student reveals in a session there has been abuse, or harm had been inflicted on someone, or that someone is intending to harm another, then the administrator or counselor is required to follow state law and local board-adopted policy and report this to the appropriate agency or agencies that deal with such matters.

### **CRIMINAL HISTORY PROCEDURES**

Because several of the career programs place students into the community for learning and work experiences, criminal history checks may be conducted on students. At times parents may be asked to chaperone. Chaperones are required to complete a criminal history check; all fees will be paid by NCCC. For more information on the programs that require criminal history checks, contact the NCCC office.

### **GRIEVANCE PROCEDURE**

A grievance procedure is available to students/parents who believe they have reason for complaint about action or lack thereof on the part of NCCC employees. The procedure is part of Public Law 29-318. To file a grievance or for information regarding grievances go to the [www.nccsc.k12.in.us](http://www.nccsc.k12.in.us) (Corporation website) or contact New Castle Community Schools at 765-521-7201.

### **NON-DISCRIMINATION POLICY**

New Castle Career Center has a policy of providing equal opportunity. All courses are open to all students regardless of age, race, color, sex, handicapping condition, and national origin, including limited English proficiency. This policy not to discriminate extends to employment by the Corporation.

For further information, clarification, or complaint regarding Title IX (sex), Section 504 (handicapped), and Americans with Disability Act (ADA) compliance, access the corporation website at [www.nccsc.k12.in.us](http://www.nccsc.k12.in.us) or contact New Castle Community Schools at 765-521-7201.