

**CRACTC/GWN/RACTC/BASC Program Handbook**  
**2025-2026**

***Mission: To provide high-quality Career and Technical Education and Elective opportunities and experiences regardless of school size or geography!***

***Motto: Helping prepare today's students for tomorrow's experiences!***

The Program Handbook is an outline of the basic programmatic practices and procedures in the Central Regional Area Career and Technical Center (CRACTC), Great Western Network (GWN) ITV Consortium, Roughrider Area Career and Technical Center (RACTC), Bakken Area Skills Center (BASC) in accordance with the policies administered within the individual programming. It contains general statements and it should not be read as including the fine details of each policy, nor as forming an express or implied contract or promise that the policies discussed in it will be applied in all cases, nor is it to be interpreted to alter, amend, or extend any of the terms of any written contract of employment existing between the employee and the district/organization. The CRACTC/GWN/RACTC/BASC may add to the practices and/or procedures in the handbook or revoke or modify them from time to time. Management will try to keep the handbook current, but there may be times when handbook policy and/or procedures will change before this material can be revised and published.

**Employee Status**

As "Exempt" Employees as defined in the Fair Labor Standards Act (FLSA), CRACTC/GWN/RACTC/BASC administration and instructors are paid for producing outcomes or results expected for their position regardless of the hours required. Exempt Employees are not eligible for "comp time." For course activities that "require additional coordination and travel", beyond the standard work day, employees can record and complete a district travel reimbursement form to receive applicable compensation; pre-approval of the program director is required.

Participation in student organization and/or hands-on learning day(s)/field trip activities, are considered integral parts of these courses (where applicable), however, instructors are not eligible for additional compensation except as provided in an extra duty contract as the club advisor to the student organization; pre-approval of the program director is required.

**Course Requirements**

Course content will align with State and National standards as identified for their respective area of Career and Technical Education or applicable Elective course(s). Courses will be adapted as appropriate to meet specific student needs and considerations per State and Federal law.

The course instructor will develop and submit a course syllabus and course outline for all applicable courses they are teaching during the current school year to the program director (or designee), participating students, and local facilitators or administrators, on or prior to the first day of classes for

the school year (semester two course syllabus and course outlines should be provided to the program director or designee in August prior to the start of the current school year).

Course instructors will access their course daily – 5 days per week excluding school breaks and holidays as designated within the applicable program calendar for the current school year by the appropriate organizations governing board. It is expected that the instructor will spend a minimum of 8 hours per week per course for working on course related content/materials. This may include interaction with students, modification of course content, contact with participating school administrators and/or facilitators, updating grades, research related to the course, and other activities related to their respective courses and school/department as necessary.

Course instructors will organize and conduct the course utilizing an approved course management system such as Moodle, Google Classroom, etc. as approved by the program director (or designee). The Instructor will monitor and support student performance in order to enable student success. The teacher may make adjustments and adaptations to the course as appropriate to specific student needs and school considerations. The contact minutes expected for an online or ITV course is 50 minutes daily.

It is the option that each instructor distribute and collect student's surveys within their course one time per applicable term per course unless otherwise preapproved by the program director (or designee); program administration may provide assistance with survey development and/or administer additional surveys to course students as deemed necessary for program information and/or feedback. Schools are encouraged to provide feedback to course instructors and/or administration.

### **Course Grading**

The CRACTC/GWN/RACTC/BASC grading scale shall be; A = 92-100, B = 83-91, C = 74-82, D = 65-73, 64 and below = failing. Dual credit courses will utilize the collegiate grade scale for the applicable course. Local Administrators transferring grades to a local PowerSchool are reminded to maintain the integrity of the **letter grade**. No student will receive a modified grade unless identified in an IEP/504 or by an IEP/504 team which will determine if a modified grade is required or just accommodations in general.

Course materials/assignments will be graded within 1 week of the due date or sooner. Grades must be posted/updated on PowerSchool at least every 10 days and weekly is strongly encouraged to instructional staff.

Semester grades must be posted by 9am within five working days following the conclusion of the appropriate semester – following The CRACTC/GWN/RACTC/BASC approved calendars. Local administrators/facilitators will be informed they will be able to access The CRACTC/GWN/RACTC/BASC PowerSchool site and transfer official grades to their local PowerSchool records after that time. If there is a need to change a students' grade after the end of a semester, the instructor will notify the PowerSchool administrator, program administrations (i.e. program director/assistant director), and the appropriate school administration/facilitator of such changes as soon as possible so the changes can be made on The CRACTC/GWN/RACTC/BASC (Western Dakota) PowerSchool site as well as the local school's PowerSchool.

**Semester and Final Tests**

Many schools have an exemption policy for taking semester and final tests. Semester and Final tests are not a required part of each course and is at the discretion of The CRACTC/GWN/RACTC/BASC course teacher. Students at ITV remote sites must go by the policy of the sending teacher's school regarding test exemptions. Arrangements for the test taking can be worked out between the teacher and the students of the schools involved. In the event that a school did not follow The CRACTC/GWN/RACTC/BASC common calendar, it is the responsibility of that school and the students to be available for testing even if their school is not in session.

**Late work**

Late or missing work will be given a zero grade and entered into the course PowerSchool site with the appropriate late or missing work symbol until submitted satisfactorily. Instructors will allow students to make up missing or late work following CRACTC/GWN/RACTC/BASC guidelines – 2 days for each day missed for an excused absence. Late work grading practices will be at the applicable course instructor's discretion. Extensions for course tests/assessments/projects are at the discretion of the course instructor throughout the entire semester. Assignment and/or test “redo” or “retakes” are at the discretion of the course instructor. Late work practices will be included in each instructor's applicable course syllabus that will be provided to each student at the beginning of the appropriate course semester (yearlong course syllabus will be provided at the beginning of the fall semester). No extensions will be given for late work/assignments given to students within the last two weeks of a given semester.

**Career Ready Practices (CTE Courses Only)**

Career Ready Practices (CRPs) or “soft skills” are an integral part of students learning within Career and Technical Education and life. These practices or skills are the more intangible and non-technical abilities that are sought after by industry once students enter the workforce. CRACTC/GWN/RACTC/BASC instructors will assess and report the following career ready practices for all students registered within their applicable courses:

- a. Act as a responsible and contributing citizen and employee
- b. Communicate clearly, effectively, and with reason
- c. Technical skills
- d. Teamwork/Collaboration
- e. Critical Thinking Skills

For more information on the CRPs, the individual competencies, and the rubric to be utilized for student assessment of career ready practices, go to:

[https://docs.google.com/document/d/1trJ\\_9zEFKpVYVSaLoJ9SO8Uy5rbAYhIV5SNk\\_eHTjE/edit?pli=1](https://docs.google.com/document/d/1trJ_9zEFKpVYVSaLoJ9SO8Uy5rbAYhIV5SNk_eHTjE/edit?pli=1)

Career Ready Practices will be assessed by course instructors at a minimum of two times per semester and submitted within The CRACTC/GWN/RACTC/BASC (Western Dakota) PowerSchool site for each student enrolled in each course. CRP assessment submission dates will be provided by program administration to program instructors each semester; usually occurring at the end of each quarter.

**Course Communications**

Course communications are a vital component to any learning platform, regardless of the mode in which it is delivered. Daily response to students is expected. There will be a maximum of 24-hour response, or 48-hour response on non-school days, to questions or other communications from students/facilitators unless other factors could cause a delay in response. Instructors are encouraged to schedule open office hours that would be available for email, text or video chats. If the instructor cannot adequately respond

within these time frames, they must inform the student/facilitator when a more detailed response will be provided.

At the start of classes in each semester, the course instructor will send emails directly to their registered students with the student's confidential course Username and Password. Teachers will maintain a list of these in order to assist students that may lose this information. They may also contact the PowerSchool administrator for this information. Students are to be encouraged to share their CRACTC/GWN/RACTC/BASC username and password with their parents; CRACTC/GWN/RACTC/BASC program staff will not be sending PowerSchool login information to parents. We assume that parents will have access to their students' grades through their local school's power school site or through the school administrator who has access to the CRACTC/GWN/RACTC/BASC site. Confidentiality must be maintained.

These records can be used to aid in dispute/conflict resolution between students and instructors. Additional communication strategies such as emails, videoconferencing, telephone calls/texts, other professional video applications, and/or face-to-face visits are strongly encouraged to help build rapport and professional relationships with students, especially during circumstances in which students are struggling and/or failing.

Instructors are encouraged to keep students/local facilitators/administrators informed of student progress, especially when a student is having difficulty or is not accessing their course on a regular basis and may be falling behind and/or failing. Instructors will notify students of late or missing work at least weekly or more frequently if necessary, depending on the course design. Instructors will notify school administrators and local facilitators by email when a student is failing an CRACTC/GWN/RACTC/BASC class; it should not be assumed that PowerSchool grades are being accessed on a regular basis.

### **Course Activities**

Course instructors will provide learners with a reliable schedule of class activities and time frames and will communicate changes/adjustments to the schedule in a timely manner. It is expected that the instructor will access the course daily excluding holidays, school breaks or emergencies. It is expected that adequate notice will be given to students/facilitators and supervisors prior to any extended leave such as personal or professional leave and in case of personal emergencies or sick leave, that the instructor will provide information as soon as possible regarding anticipated duration.

It is strongly recommended that applicable school facilitators be informed of scheduled tests in advance to enable proper monitoring of students to ensure academic integrity.

### **ITV Attendance (GWN & RACTC ITV only)**

Attendance is to be taken by each ITV teacher every day. The teacher from the sending school may have a stricter attendance policy than that of the receiving school and students need to be aware of the limits. Course teachers should include their attendance practices in their course syllabus distributed to all enrolled students at the beginning of the applicable semester (yearlong course syllabi will be provided at the beginning of the fall semester).

### **Media Usage (GWN, BASC, & RACTC ITV only)**

Schools and teachers are to use good judgment and common sense when playing and/or providing media within the course structure. Copyright violations, suggestive

content, and the relevance to the curriculum are all areas that need to be taken into consideration before showing media within their course.

CRACTC Only: CRACTC will support the teachers' use of a smartphone for use in receiving and sending correspondence from students, administrators and/or facilitators. CRACTC will reimburse Instructors a maximum of \$45 per month towards cell phone and will be reimbursed to the instructor using the approved travel reimbursement form. Reimbursement for cell phone use will only be applicable during contracted time (i.e. teachers are contracted August – May, unless receiving an extra or extended contract).

### **Instructor Evaluations**

The evaluation of the instructor will include at least one administrator review utilizing the programs established rubrics and/or the CRACTC/GWN/RACTC/BASC Online Faculty Evaluation rubrics annually. Instructors not contracted by CRACTC/GWN/RACTC/BASC will be evaluated by their local administration with input from applicable CRACTC/GWN/RACTC/BASC administration. Principals are encouraged to communicate (with each other and the director) any deficiencies or expertise that would help in making the instructor and/or class more effective.

### **Professional Learning**

CRACTC/GWN/RACTC/BASC program administration recognize the importance of professional learning to ensure awareness and application of modern instructional trends, strategies, rules/regulations, etc. CRACTC/GWN/RACTC/BASC instructors are encouraged to participate in at least one professional development activity related to instruction that they would be able to apply in an e-learning environment each year as approved by the Director. CRACTC/GWN/RACTC/BASC instructional staff may be requested and/or required to participate in specific professional learning opportunities as deemed appropriate by the CRACTC/GWN/RACTC/BASC administration.

### **Instructors Teaching Load (CRACTC Only)**

For each section – a full year 1-credit class would be 20% FTE and a semester length 0.5-credit class would be 10% FTE. The recommended number of students per section per course will be based on the course total enrollment, the number of receiving schools served, equipment needs required for the course, tutorial time for specific student needs, and other factors deemed appropriate by the program director. *No instructor would be expected to teach over 300 Minutes (100% time) without additional compensation. 300 minutes includes 5 sections@ 50 minutes plus 50 minutes for tutorial and communication time.*

### **Teacher Stipends - Responsibilities above & beyond normal duties**

A stipend may be given as reimbursement for additional time that is needed in preparation for teaching ITV/online classes at the applicable program administrator's discretion. Teachers must communicate with the applicable program administrators in advance for approval of said stipend request. For each new course to be developed and implemented into CRACTC/GWN/RACTC/BASC course offerings, the course instructor will receive a stipend for a semester length course and/or a full year length course, to be completed and approved a minimum of two weeks prior to the beginning of the course offering. Course development stipends will only be provided prior to the first semester/year in which the course is administered to students.

*In the event course development includes more than one teacher, the course development stipend will be divided among participating teachers.*

**Reimbursements to teachers and/or schools for GWN provided ITV courses (non-CTE)** - Please refer to the GWN web site at [www.gwn.k12.nd.us](http://www.gwn.k12.nd.us) for current reimbursement rates for ITV teachers and school reimbursements.

### **Classroom Management/Supervision**

Due to liability and cost of the classroom equipment, students should not be left unsupervised. Students should be placed in a study hall at remote sites when no supervision is available.

### **Instructor Travel**

It will be necessary for Instructors to travel within the CRACTC/GWN/RACTC/BASC area, within North Dakota and beyond as needed to fulfill the goals of their course(s). Personal vehicles will be necessary for travel more often than agency vehicles. CRACTC/GWN/RACTC/BASC instructors are encouraged to regularly make face to face visits to schools/students in their online or ITV classes. CRACTC/GWN/RACTC/BASC instructor travel, with pre-approval of the Director or Assistant Director, will be reimbursed utilizing CRACTC/GWN/RACTC/BASC CTE travel reimbursement forms and established rates.

### **Alternative Work Arrangements**

Working away from the program facilities or other remote school is not a universal benefit, and not an option to be taken lightly or at the last minute. Employees who because of their presence at locations away from the Career Academy (Main Office) may be expected to be held accountable for work hours, and other reporting as may be requested by the Director. Instructors who believe that an alternative working arrangement or working from home will enhance their ability to teach program coursework, may submit a formal request to the director outlining how the arrangement will benefit the CRACTC/GWN/RACTC/BASC. If granted, the arrangement may be revoked at any time. The CRACTC/GWN/RACTC/BASC will not be responsible for additional expenses the instructor may incur as a result of the arrangement.

### **Technical Difficulties (GWN, BASC, & RACTC ITV only)**

In the event that the ITV system is not functioning correctly, the site facilitator, the ITV teacher and the GWN director should be notified. While the problem is being worked on, students and/or the ITV teacher should use their device (laptop, cell phone, computer, etc) to connect the class via the Pexip Link provided at the beginning of the school year.

### **Participating Schools**

CRACTC/GWN/RACTC/BASC courses and instructors will follow the CRACTC/GWN/RACTC/BASC calendar as approved by the applicable CRACTC/GWN/RACTC/BASC Governing Board. When there are differences with the CRACTC/GWN/RACTC/BASC annual calendar and the local school districts calendar for teacher contracted days, including professional development days, holidays and other non-school days, compromises may be necessary to meet requirements for 175 instructional days. These will especially affect instructors with Interactive Television (ITV) courses. Compromises may include providing substitutes, excusing attendance for class times, or other arrangements as approved by the program director.



Courses taught online require students to access their courses on a daily basis. We recommend that a period of the school day be set aside for that class, as with any other, but there is great flexibility in that the course can be scheduled into any open period for each individual student. Online students need to be motivated and responsible, for most students this will be their first experience in a “virtual classroom”.

The registration process will occur utilizing the consortium online registration site found on our program website. The registration information needed will include basic student information including name, gender, email address, and IEP/504 designation, that we need to enter into the consortium PowerSchool system. We ask that the school district notify the course provider if any registered student needs accommodations as designated in an IEP, 504, and/or ESL plan. Additional information may be requested for our PowerSchool site prior to the start of the current school year or term, including, but not limited to, parent names/contact information, primary phone number and/or email, etc.

#### **Advisory Committees (CTE Only)**

Each program will establish and meet at least two (2) times annually with a local program advisory committee as required by the State Board for Career and Technical Education.

CRACTC/GWN/RACTC/BASC programs are encouraged to collaborate with established Advisory Committees.

#### **Hands-On Learning and Field Trip Opportunities**

Individual courses will have required learning days for hands-on training and certification activities. In some instances, the instructors will arrange for regional meeting sites and travel to those sites to train students from that area. LEAs will be responsible for providing the transportation of students to the training sites. LEAs may submit for travel reimbursement from the appropriate entity when necessary (CRACTC/GWN/RACTC/BASC member districts only). CRACTC/GWN/RACTC/BASC will not reimburse for more than one vehicle to/from the LEA to the applicable learning day site per learning day without prior approval of the appropriate CRACTC/GWN/RACTC director (or designee). **Travel reimbursement will be provided to schools, not individuals.** Schools are encouraged to pool travel together when possible. Schools will only be reimbursed travel for one vehicle per day per program area, unless travel is required to two different cities on same day.

As previously stated, individual courses will have required learning days for hands-on training and certification activities. An attendance grade of no less than 50 points will be given for attendance for such required learning days. Students not attending the full day of learning will receive a prorated score and must be pre-approved with the applicable course teacher to attend late or leave early to receive appropriate prorated points. Alternative assignments will be provided to students who are unable to attend face-to-face learning opportunities due to illness, family emergency, or other local school approval, although students should attend in order to receive a deeper learning experience of course content and/or career exploration learning. Participating schools with enrolled students in CRACTC/GWN/RACTC/BASC courses at a distance of more than 125 miles from a learning day location will not be required to attend the learning day, but will receive alternative assignments or virtual learning opportunity similar to the face-to-face learning day opportunity. Schools/students may still attend the learning days if desired. Schools/students must understand that by not participating in learning day opportunities, may result in student’s inability to receive specific industry certifications associated with the course (i.e. CPR, First Aid, CNA, EMR, etc.).

Field trip opportunities are encouraged to course instructors to provide enhanced career exploration opportunities to students in each Career and Technical program area. A maximum of one field trip experience per semester per area will be supported, unless otherwise approved by the program director. Overnight field trips/learning opportunities can be highly encouraged but not required, alternative career exploration assignments should be provided to students not participating in the learning opportunity. Instructors/Approved Chaperones are required for each trip at the rate of approximately 1 chaperone per 20 students; field trips involving out of area travel and/or overnight travel accommodations, require pre-approval of the program director (or designee).

Students will be expected to cover a portion of the transportation/housing costs for out of area learning opportunities, as well as their own meal costs on such trips. Students will be required to complete parent permission, medical release, media permission and code of conduct forms prior to travel.

**Personal Devices:**

The CRACTC/GWN/RACTC/BASC Personal Electronic Communication Devices Policy establishes clear guidelines to limit non-educational distractions during the school day by prohibiting students from using personal devices, such as smartphones, tablets, smartwatches, and gaming devices, during instructional time, including on-site hands-on learning day opportunities. All prohibited devices must be silenced, stored securely, and kept inaccessible to students. Exceptions are allowed for school-issued devices, parent-provided computers or tablets used for approved educational purposes, and devices required for medical or legally mandated accommodations. The policy also outlines strict prohibitions against using devices to access, create, or share inappropriate content, violate conduct policies, or compromise safety or school networks. Limited allowances may be made for device use during school-related activities outside instructional time if approved by authorized staff.

The policy specifies that student contact with parents or caregivers during school hours must occur through designated school or Center telephones, ensuring minimal disruption to the educational environment. Violations of the policy may result in disciplinary action based on the circumstances, and administrators have the authority to search a device when reasonable suspicion exists of a policy or legal violation, with scope limited to the suspected issue.

Please go to "<https://cractc.org/admin-info/>" to access the full policy for CRACTC

Please go to \_\_\_\_\_ to access the full policy for BASC

Please go to \_\_\_\_\_ to access the full policy for GWN ITV

Please go to \_\_\_\_\_ to access the full policy for RACTC

**Procedure:**

The teacher must receive approval from the applicable program director before scheduling or talking with the students about the field trip. Teachers should prepare an outline of what the field trip consists of to help the director and principals determine whether or not their school will participate in the trip. Transportation arrangements must be approved by the applicable director. Approval and transportation



arrangements must be made at least one full week before the activity. Any activities scheduled while school is not in session will become the sole responsibility of the instructor and not the applicable organization.

### **LEA Facilitator Guidelines**

Having an active local facilitator is key to successful online/ITV courses. Instructors rely on the local facilitator to handle many of the daily needs that an instructor cannot address from a distance. The role of the facilitator is multifaceted.

1. To provide for student needs.
2. To provide for site needs.
3. To assist with hands-on activities.
4. To serve as the contact person between the instructor and the local school.

The facilitator is the “go-to” person for the instructor to turn to when it comes to behavior and attendance and making sure the student is using their time wisely and properly. The facilitator is the point of contact to assist in troubleshooting technology issues and provide assistance or contact local technology coordinators to solve problems as they arise.

We rely on local facilitators to monitor the use and care, as well as the security of equipment used in these courses, and to communicate any issues with hardware or software used.

Providing assistance with hands-on assignments, monitoring student pacing, and identifying students that may be struggling are also important. Facilitators are the conduit for students with IEPs or other special needs. Local facilitators are asked to help ensure academic integrity, monitor tests and quizzes, review student grades and transfer grades from The CRACTC/GWN/RACTC/BASC PowerSchool site to the local schools’ PowerSchool.

Facilitators provide important feedback to instructors; they keep the instructor informed of student absences and local events as well as differences in school calendars. They also may be asked to make arrangements for transportation and supervision of students for hands-on days, field trips and career fairs.

Although a remarkably high percentage of students are honest, there are a few students who will attempt to cheat during test taking. All notebooks, books, and materials must be put away during testing time. If at any time a student is observed to have these items accessible during a test, it is sufficient evidence of cheating. If a student is believed to be cheating during an ITV/Online class, the teacher will contact the student, the remote site principal and/or facilitator providing an explanation of evidence of cheating. The student will receive a grade of zero for the assignment or test given. School administration, site facilitator, and/or student may request a meeting to further discuss the assignment and evidence of cheating to make a final determination. Each school is to readily provide a monitor at the request of a teacher for monitoring tests. If there will be a cancellation or delay in the giving of the test, teachers should notify the monitors in advance so that the monitors can adjust their schedule accordingly.

Facilitators that are responsible for ITV classes should also read the Facilitators link on the GWN web site ([www.gwn.k12.nd.us](http://www.gwn.k12.nd.us)) for specific start of year responsibilities.

**School Activities** - Teachers should be kept informed of any special school activities that apply specifically to their class. Schools are encouraged to schedule as few activities as possible during school time so as to minimize lost educational time. If your school publishes a monthly or weekly calendar of events, please send a copy to your course teachers as well. **PLEASE NOTE:** ITV classes are recorded daily via Vbrick.

CRACTC/GWN/RACTC/BASC recognizes the importance of having a local facilitator for ITV/online courses. Instructors rely on the local facilitators to supervise and manage many of the daily needs that an instructor cannot address at a distance in the virtual environment.

**CRACTC ONLY** - *provides reimbursement of 60% of up to a \$2,000 stipend for one facilitator in each of our member schools (maximum total reimbursement per school year per district is \$1,200). CRACTC member school districts may apply for reimbursement at the end of each school year semester or at the end of the second semester for the full year for CRACTC provided courses.*

### **Equipment/Materials/Supplies**

The State Department of Career and Technical Education does not provide the CRACTC/GWN/RACTC/BASC reimbursement for equipment or instructional aid purchases, nor does The CRACTC/GWN/RACTC/BASC receive a Perkins allocation that could be used for the purchase of equipment and instructional aids. In order to provide the equipment and instructional aids needed for the operation of quality programs, these purchases must be provided for by the local school or by utilizing CRACTC/GWN/RACTC/BASC grants, or other funds approved by the applicable CRACTC/GWN/RACTC/BASC Governing Board.

The CRACTC/GWN/RACTC/BASC supports the acquisition of equipment necessary to enhance programs and courses provided to our schools. One priority for use of CRACTC/GWN/RACTC/BASC funds is to purchase equipment/instructional aids for a specific program and that program would retain control and maintain an inventory of the equipment. This equipment is to be placed in the enrolled schools to be used by the students throughout the duration of the course. (ex: the equipment necessary to complete the Aviation curriculum). Course instructors are responsible for distributing, arranging return and maintaining the inventory. Losses for damaged or unreturned items will be charged to the local school.

The CRACTC/GWN/RACTC/BASC may also elect to participate in the acquisition of equipment necessary to improve the quality of a Local Educational Agency's (LEA's) program by enhancing equipment available to students at the local school on a cost-share or grant basis. Such purchases would require the approval of the applicable CRACTC/GWN/RACTC/BASC Board.

An inventory record of all equipment purchased in whole or part with CRACTC/GWN/RACTC/BASC funds must be maintained by the local CRACTC/GWN/RACTC/BASC school (LEA). When equipment is acquired by the LEA in this manner, title shall be vested in the local school. The LEA is responsible for expenses for the repair, and/or replacement of any item lost, damaged, stolen or destroyed and notification must be given to the CRACTC/GWN/RACTC/BASC Director of those items.

The local school shall obtain, retain and use this equipment only in approved course programs provided by CRACTC/GWN/RACTC/BASC for educational purposes.

The LEA must maintain a control system for all equipment to ensure adequate safeguards for the prevention of loss, damage or theft (i.e. place and/or store in a supervised and secure location within the school facilities). Any loss, damage or theft of equipment shall be investigated and documented in writing by local police and/or other authorities.

Adequate maintenance procedures shall be implemented by The CRACTC/GWN/RACTC/BASC and/or LEA to keep the equipment in good working condition. The cost of such maintenance is the responsibility of the CRACTC/GWN/RACTC/BASC unless negligence occurs within the local facility by non-CRACTC/GWN/RACTC/BASC employed personnel. Such costs incurred by negligent actions will result in the CRACTC/GWN/RACTC/BASC invoicing the applicable school for the cost of repair and/or replacement of the item(s).

State Board for Career and Technical Education Policies for “Disposition of Equipment” and “Depreciation Methods” will be followed. When a program no longer needs a piece of equipment, if the equipment becomes worn out or obsolete, or the local program is terminated while there is still a depreciated value, the LEA must notify The CRACTC/GWN/RACTC/BASC and appropriate disposition procedures will be determined. This may include transfer to another program, sale or trade-in of the equipment. Equipment that is fully depreciated according to the CTE Equipment Policy and Procedure guide becomes the sole property of the LEA.

CRACTC/RACTC will provide reimbursement for approved welding program supplies at 40% of up to \$3,000 of approved supplies annually (maximum annual reimbursement of \$1,200). Reimbursements must be submitted to the CRACTC/RACTC office no later than May 31 of the applicable school year. Schools who are members of more than one CTE Center (i.e. CRACTC and Heart River), may only submit reimbursement requests for the approved welding supplies to one of the member entities.

### **Crisis Situations**

There are an increasing number of situations happening in schools that involve lock-downs, suicides, threats, etc. While each school has their own procedure set up to handle these situations, it is important that we remember that students in the remote locations can be very close to their classmates as well. Please try to inform course instructors of any crisis situation that may arise.

### **Grievance Nondiscrimination and Anti-Harassment – CRACTC & GWN Only (contact BASC or RACTC Director for applicable procedures)**

CRACTC programming follows Bismarck Public Schools policies and procedures associated with non-discrimination and anti-harassment situations. Please refer to the Bismarck Public School website for the most up-to-date non-discrimination and anti-harassment policy.

<https://www.bismarckschools.org/cms/lib/ND02203833/Centricity/domain/199/board%20administrative%20policies/a%20-%20school%20board/AAC%20Nondiscrimination%20and%20Anti-Harassment.pdf>

Any CRACTC student, staff, or personnel who feels they are, or have been, discriminated or harassed during or within CRACTC course parameters (i.e. online/ITV/face-to-face), contact your local school administrator to report the incident(s), with the local school administrator reporting to the CRACTC assistant director. The CRACTC assistant director will contact the BPS Title IX coordinator to begin the proper procedures and investigations in cooperation with the applicable local school administration. If the incident involves the local administrator, the applicable individual(s) shall directly

contact the CRACTC assistant director. If the incident involves the CRACTC assistant director, contact the CRACTC director to begin the proper procedures.

GWN programming follows Turtle Lake-Mercer Public Schools policies and procedures associated with non-discrimination and anti-harassment situations. Please contact GWN Director and/or Turtle Lake-Mercer school administration for a copy of the applicable policy.

**Grievance and Harassment Filing Procedure – CRACTC, GWN, and RACTC Only (contact BASC Director for applicable procedures)**

CRACTC programming follows Bismarck Public Schools policies and procedures associated with grievance and harassment situations. Please refer to the Bismarck Public School website for the most up-to-date non-discrimination and anti-harassment policy.

<https://www.bismarckschools.org/cms/lib/ND02203833/Centricity/domain/199/board%20administrative%20policies/a%20-%20school%20board/AAC-AR1%20Discrimination%20and%20Harassment%20Grievance%20Procedure.pdf>

GWN programming follows Turtle Lake-Mercer Public Schools policies and procedures associated with grievance and harassment situations. Please contact GWN Director and/or Turtle Lake-Mercer school administration for a copy of the applicable policy.

RACTC programming grievance policy/procedure can be found at the following link:

<https://acrobat.adobe.com/id/urn:aaid:sc:US:5d3f8193-c3e8-4972-b461-8e1c4705bdd8>

**PLEASE READ & REVIEW THE HANDBOOK, COMPLETE, AND SUBMIT THE ATTACHED  
DISCLAIMER SIGNATURE BELOW ON THE NEXT PAGE TO THE APPROPRIATE  
CRACTC/GWN/RACTC/BASC PROGRAM DIRECTOR (OR ASSIGNED DESIGNEE)**

**DISCLAIMER**

This employee handbook has been drafted as a guideline for our employees. It shall NOT be construed to form a contract between the Central Regional Area Career and Technical Center (CRACTC), Great Western Network (GWN), Roughrider Area Career and Technical Center (RACTC ) and its employees. Rather, it describes the program's general philosophy concerning practices and procedures in the CRACTC/GWN/RACTC/BASC .

Please sign and return this disclaimer signature page (page 12) to your direct supervisor.

I have read and understand the information presented in The CRACTC/GWN/RACTC/BASC Program Handbook.

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

