C.O.O.R. AREA

CAREER TECH CENTER

STUDENT HANDBOOK

2017-2018



# “Making Connections to Your Future”

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The C.O.O.R. Intermediate School District does not discriminate on the basis of race, creed, color, handicap, national origin, sex, religion, height, weight or marital status.

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**C.O.O.R. INTERMEDIATE SCHOOL DISTRICT BOARD MEMBERS**

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Rodney Robertson Vice President

Nancy Persing Secretary

Robert DeClaire Treasurer

Bernadine Dosch Trustee

Ian Faulkner Trustee

Jim Mangutz Trustee

Ian Faulkner ……………………………………………………………………………………………………… Trustee

Greg Bush Superintendent

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Daniel Beltz Career & Technical Education Director/Principal

Lyndsay Smolarz Administrative Assistant

Dean Van Wormer Automotive Technology Instructor

Robin Winton Cosmetology Instructor

Kayla Swartz …………………………………………………………………Computer Generated Images Instructor

Colleen Mick Medical Occupations Instructor

Ben Lowe Public Safety/Protective Services Instructor

Howie Hanft Public Safety/Protective Services Co-Instructor

Don Duggar Welding Instructor

**C.O.O.R. Intermediate School District**

**C.O.O.R. Area Career Tech Center**

**Mission Statement**

Prepare our students with all the necessary basic skills to obtain a high skill-high wage career within our various occupational clusters.

**Methodology:**

* Provide a learning environment that will make a student want to be here and one that they will realize they cannot afford to miss.
* Provide a rigorous curriculum that will challenge all our students, one that integrates the basic academic disciplines into the occupational specific skills.
* Provide instruction that will reinforce the work ethics that our business partners have identified – **especially attitude, attendance, and promptness.**
* Provide the privilege for placement at a business partner’s location for specific instruction to enhance our curriculum.
* Provide a program design that will assist all our students with a smooth transition from school-to-work or school-to-school. A design with the following components:
  + Post secondary credit
  + Local certification
  + State certification
  + Federal certification
  + Skills for immediate employment
  + Career assessment
  + Provide career guidance and personal counseling as needed

**C.O.O.R. AREA CAREER TECH CENTER**

**STUDENT HANDBOOK**

The following information is assembled to help you as a student be prepared to make a successful transition from School-To-Work and for School-To-School-To-Work. The rules of the C.O.O.R. Area Career Tech Center reflect the issues of concern of employers throughout the nation as well as our local businesses. The rules will also reflect and support local, state, and federal laws and policies.

1. **Credit**

Graduation credit for all course work at the C.O.O.R. Area Career Tech Center will be at the discretion of the student’s local school.

1. **Skill Certification**

All students will receive a certificate indicating their level of competence at the completion of the program of study.

1. **State Certification**

The C.O.O.R. Area Career Tech Center is working on programming that will train our students for specific state certification in all the related fields.

1. **Federal Certification**

The C.O.O.R. Area Career Tech Center is working on programming that will train our students for specific federal certification in all the related fields.

1. **Late Entry Into Programs**

Late entry will be defined as any time after the Fall Count of the new school year. Late entry will be based on the following criteria:

* + Current enrollment of desired program
  + Previous knowledge of program content
  + Interview with program instructor and CTE Director
  + Attendance record of your last full semester
  + Late entry may require a prorated attendance standard

1. **Student Evaluation**

Students will be evaluated on the following components per classroom syllabus:

* + Classroom Instruction
  + Work Ethics

**Please note:**

Business and Industry has repeatedly made the point of informing educators that the most important characteristics needed in the work force are **good work ethics and good attendance.** Therefore, we are obligated to you and our business partners to put major emphasis on these two evaluation components.

1. **Employability/Transitional Skills:**

The C.O.O.R. Area Career Tech Center staff will assist all students in gaining skills for transition from secondary to work or to post secondary. The following services will be available to each Tech Center student:

* + How to seek employment
  + Develop a working resume
  + Develop a working portfolio
  + Document work site instruction
  + Document specific occupational skills
  + Document attendance incentives
  + Develop an action plan with other agencies as appropriate
  + Develop a career assessment of occupational interest, aptitude and personality
  + Develop post secondary articulation agreements for students

1. **Post Secondary Articulation (College Credit & Dual Enrollment)**

The C.O.O.R. Area Career Tech Center staff is continuing to develop articulation agreements with various colleges, universities and agencies. Articulation agreements award students’ college credit for the instructional content provided at the Career Tech Center. This simply means that if the Career Tech Center instructors are confident that a student can be successful without repeating similar course work at a particular college, then through a written agreement, the student can waive the first level classes. Each college, university and agency has its own guidelines to receiving the credit. Please **CONSULT** with your instructor for the various agreements that have been established. Also see page 15.

**Once again, this is not an entitlement. This is an earned benefit for the students that have demonstrated high skills and high work ethics.**

Students attending C.O.O.R. CTE programs for a second year may be eligible to enroll directly into college classes (Dual Enrollment). The CTE instructor will make a recommendation based on the student’s GPA, skill, work ethic and attendance demonstrated in year one.

1. **Attendance**

Due to the instructional design of “hands on” training in all CTC programs, the advisory boards inform us that the most important skill in the workplace is attendance and punctuality.

Below is an outline of the attendance standard and how it can affect a student’s grade.

**A student’s grade may be determined up to the following performance standards.**

|  |  |
| --- | --- |
| **70%** of the grade is based on academic performance from skills such as: | **30%** of the grade is based on the daily **work ethic** in the following: |
| BD21505_ Hands on task  BD21505_ Technical reading  BD21505_ Quizzes  BD21505_ Tests  BD21505_ Journals  BD21505_ Etc. | * Punctuality & Time Management * Cooperation & Personal Management * Positive Attitude * Following Directions & Safety Practices |

**Academic and Work Ethic Standard percentages will be determined by each instructor and presented in each individual class syllabus.**

Students who achieve a perfect attendance record will receive special recognition at the awards ceremony.

Due to the importance of punctuality in the workplace the following will be part of the attendance standard:

**Tardies and Early Departures will be monitored as follows:**

Instructors will log all time missed and will evaluate the student through the Work Ethic grades and daily attendance. Three tardies or unexcused early departures will be equal to one absence for attendance purposes.

**Please note:** All action taken is intended to help the student realize that attendance and punctuality are very important skills in the work place. The attendance policy will be enforced at any worksite placements as well as at the Career Tech Center.

**Parents – Please take note instructors will contact you to inform you of your son/daughter’s progress!**

**Local School Excused Absences:**

***Students must*** have their local school administrator and/or counselor contact the CTC Administration for any school related absences or activities. Examples: MEAP testing, pep assemblies, sports (with a signed schedule only), etc. Any school excused absence, ***will not*** count towards absences.

**Monitoring:**

**Due to the distinct nature of the Career Tech Center attendance policy, the student monitoring and due process guidelines are outlined below:**

* The Instructor will verify & document attendance counts with the student and warn them of additional absences beyond CTE standards within a marking period.
* The Instructor will provide verification of attendance counts and its effect on the student’s grade in a letter to the parent/guardian when a student has missed 3 days within a semester.
* A letter will be sent to parent/guardian and local school when a student misses 3 days in a semester.
* The Instructor will require a parent/guardian meeting when a student has 4 days/20 hours of absences within a semester.
* The Instructor will contact the parent/guardian at any time the demerits will cause a student a failing grade.
* Students must call the Career Tech Center (989-275-5000 Ext: 434) or their instructor on the day they plan to be absent – consequence will be reflected in their work ethic evaluation.

\*Parent(s)/guardian will be offered a conference with the CTC staff and the student to develop a plan of action to avoid additional absences or possible failure.

**Plan of Action:**

Student, parent, instructor and CTC Principal will meet to agree upon, in writing, the conditions/expectations in which the student must meet to avoid failure or loss of credit from the CTC program at the Career Tech Center.

**Special Leave Request:**

A special leave request is available for consideration in the event that circumstances occur that are determined to be out of the control of a student, which cause them to miss a block of days for a common purpose.

With proper documentation, the following circumstances would be considered for an excused absence:

* Bereavement/funeral for immediate family
* Ongoing doctor/medical visits for a **documented** serious illness or injury
* Court subpoena/jury duty (not for legal charges)

The CTC staff determines approval of a special leave request after a conference with a student and his/her parent/guardian. This would be similar to the process of a “Family Medical Leave Act” request in the work place.

1. **Student Code of Conduct**

Once again the student must realize we are preparing them for a successful transition from School-To-Work. Therefore, the following behavior is considered inappropriate and will result in disciplinary action.

1. Possession of dangerous weapons or discharge of explosive substances.\*\*
2. Possession, use transfer, or being under the influence of drugs, alcohol, or drug related paraphernalia in building or on the grounds.\*\*
3. Theft or deliberate destruction of school property, equipment, materials, buildings, or grounds. \*\*\*
4. Fighting, threatening, intimidating others/bullying and bomb threats.
5. Possession, use, or transfer of tobacco.
6. Possession of pager, cell phone or any electronic communication device.
7. MP3 Players, etc. are prohibited during class without instructor’s permission
8. Excessive tardiness or absences. (See attendance)
9. False fire alarms, 911 calls, or arson.
10. Extortion, gambling, or cheating.
11. Disobedience or insubordination.
12. Disruption or disrespect.
13. Disregard for classroom rules including hazardous safety practices.
14. Leaving or loitering near classroom areas, work sites, buildings, or grounds without permission.
15. Violation of driving policy.
16. Lying, deceit, or forgery.
17. Generally inappropriate or unacceptable behavior, language, or dress.
18. Inappropriate access and/or use of the Internet.
19. Other as determined by circumstances/events/activities that may arise.
20. Not wearing appropriate Safety Equipment or following safety guidelines.

**\*\*Please note** that numbers one (1) and two (2) **will result** in automatic dismissal from the center. All the behavior expectations will apply at the center, work site, and any related activities. The local law enforcement authorities will be contacted.

**\*\*\*Please note** that number 3, **may** result in dismissal from the Career Tech Center. Students 18 years old or parent(s) of a minor student **will** be responsible for full restitution.

Because the center is an extension of the local school, the Career Tech Center Administrator will refer to the home school principal and handbook for appropriate action for the other above violations.

1. **Student Rights**

**The following are summaries of student rights that will be granted as it pertains to State and Federal Law. (Complete documentation is available by written request at the C.O.O.R. Administration Office).**

* **Interrogation (C.O.O.R. Board Policy #8140)**

On occasion, law enforcement officers will be granted the privilege of interrogating students at the center. Student should know that interrogation would take place privately; an administrator or designee will be present. Students will be informed of their rights before interrogation begins.

Parents/guardians of students under the age of 17 will be notified prior to interrogation by law enforcement officers. Parents/guardians of students 17 years of age and older do not have to be notified prior to interrogation.

* **Search Seizure (C.O.O.R. Board Policy #8130)**

School officials can search student’s personal school lockers and personal property if they have reasonable suspicion to believe that the locker or personal property contains something illegal, harmful, or in violation of school rules. Students may be asked to empty pockets and open jackets should school officials have reasonable suspicion. School lockers will also be inspected to maintain cleanliness and sanitation. Whenever there is reasonable suspicion, student vehicles may be inspected.

* **Sexual Harassment (C.O.O.R. Board Policy #8018)**

Sexual harassment of students by other students or by employees of the C.O.O.R. Area Career Tech Center is unlawful under both Michigan and Federal law, and is contrary to the commitment of the C.O.O.R. Area Career Tech Center to provide a stable learning environment. The C.O.O.R. Career Tech Center will not tolerate any sexual harassment of students/staff. All contact between students, or instructors and students should be in keeping with respect for individual, be of a nature, which does not make an individual feel uncomfortable, and be conducive to creating a stable learning environment.

Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational learning environment. All Students and all C.O.O.R. Area Career Tech Center employees are expected to conduct themselves with respect for the dignity of others.

If a student or staff member has concerns about the nature of any conduct or physical contact by an adult employed by the C.O.O.R. Area Career Tech Center, by a fellow student, or by a member of the public, the individual should immediately report this concern to a Career Tech Center staff member. The student should discuss their concern with their parent or guardian who could report the concerns to the Career Tech Center Staff.

Students are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning environment.

The Career Tech Center Staff will investigate all such reports immediately. A student found to have violated this policy would be subject to disciplinary action up to and including expulsion from school.

* **Suspension** – out of school and/or in house **(C.O.O.R. Board Policy #8350)**

If either the local school or the C.O.O.R. Area Career Tech Center suspends a student, they are suspended from both. The student will be given the opportunity for make-up work under the following conditions.

* Make-up work request **must** be made in writing
* Make-up work request must be made before, during or the first day of return from suspension
* Make up work **must** be completed and turned in within the same number of school days as was the suspension period
* Failure to request in writing; request within allowed time period; and /or complete work by the allowed deadline, may result in a “0” grade.
* **Expulsion/program Termination (C.O.O.R. Board Policy #8355)**

If a student is expelled from their local school, the student will be expelled from the Career Tech Center. If a student is terminated from the Career Tech Center, it will be the decision of the local school to determine the local enrollment at that site.

* **Students’ Due Process (C.O.O.R. Board Policy #8350)**

The constitutional right of individuals assures the protection of due process of law. Therefore, the system of constitutionally and legally sound procedures is developed with regard to the administration of discipline at the Center.

Due to the distinct nature of our attendance policy, please refer to the Attendance (Section IX) for specific guidelines on due process for attendance matters.

In the event an instructor takes adverse action against the student, the student may meet with the Career Tech Center administrator who will review the problem and listen to the student explanation. The Career Tech Center administrator will determine the appropriate action to be taken in accordance with the Career Tech Center Student Conduct Code. If satisfaction is not attained at step one, the student must request in writing within two (2) school days to have a conference with the Administration. If dissatisfaction continues, the student may request in writing within two (2) school days a conference with the Superintendent of C.O.O.R. Intermediate School District.

1. **School Closing/Inclement Weather**

* Students follow their local school closing announcements
* Students follow Career Tech Center closing announcements if their home school is open

When weather and driving conditions require the closing of school, that information will be transmitted to local radio stations. In addition, local television broadcast stations will be called. It may not be feasible to get through to each and every station, but the stations listed below will be called.

WUPS 98.5 FM Houghton Lake WWTV – TV 9 / 10 Cadillac

WGRY 100.3 FM Grayling WPBN – TV 7/4 Traverse City

Promise – 90.5 FM Gaylord Northern Christian Radio

It will be the responsibility of the **student/parent** to listen to the radio/TV for school closings before departing for the Center. You may call the Career Tech department to inquire about Center closing at (989) 275- 5000 Ext: 434 before you depart for the campus.

**XIII. Early Release**

All students must inform the instructor at the earliest time possible and **sign out** before leaving the Career Tech Center. **If a student requests to be released early from the CTC, their parent/guardian must notify the Center by phone (989) 275-9580 Ext: 434 or we must receive approval of the local school Principal or Counselor.** If the CTC staff does not receive permission, the student **may not** leave.

**XIV. Student Participating in Extra Curricular Activities**

Students requesting release time for participation in extracurricular activities at their local school must get permission from their instructors **prior** to the requested dates and provide a schedule of dates of the activities (game/practice schedule, etc.) **signed by** the athletic director or building administrator. Students will **not** be allowed to sign out until proper documentation has been provided to the CTC office.

**XV. Make-Up Time**

There is not any make up time for classes available for 2017-18 school year.

**XVI. Student Driving**

* Students ***MUST*** follow local school policy
* Student ***MAY LOSE*** privilege of driving if their driving behavior is deemed dangerous
* Students ***MAY NOT*** return to cars or leave campus until dismissal time
* Students are expected to abide by all State driving laws
* Students ***MUST PARK*** in the designated student areas
* Kirtland Community College ***WILL TICKET*** vehicles improperly parked

**XVII. Non-Discriminatory Clause**

It is the policy of the C.O.O.R. Intermediate School District that it does not discriminate on the basis of race, color, national origin, gender, age, height, weight, political belief, religious belief, marital status, or disability in the education programs and activities operated by the District, including employment.

Any inquiry concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex and/or related to Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of sex, race, color or national origin, should be directed to:

Name: Greg Bush

Title: Superintendent, Director of Planning and Finance

Address: C.O.O.R. Intermediate School District

P.O. Box 827, 11051 North Cut Road

Roscommon, MI 48653-0827

Phone: (989)275-9538

Fax: (989) 275-5881

Inquiries related to Section 504 of the Rehabilitation Act of 1973/ADA, which prohibits discrimination on the basis of disability and/or Title II of the Americans with Disabilities Act of 1990 and Age Discrimination Act of 1975 which prohibits discrimination on the basis of disability and age should be directed to:

Name: Marc Wills

Title: Monitor and Planner

Address: C.O.O.R. Intermediate School District

P.O. Box 827, 11051 North Cut Road

Roscommon, MI 48653-0827

Phone: (989) 275-9562

Fax: (989) 275-9512

**XVIII. Student Health and/or Injury**

The Career Tech Center asks students to:

* **Schedule Medical appointments on days not involving class.**   
  CTE classwork is difficult to make up.
* Report all injuries to the CTC Staff
* Report all medication that is prescribed for an illness
* Report all health conditions that may restrict class or training activities

More serious cases may involve taking you to the hospital emergency room or a doctor.

**XIX. School Safety Plan**

**Students will be required to follow the C.O.O.R. Intermediate School District school safety plan and procedures.**

**Clothing**

Students are expected to wear suitable clothing for the class they are in. Wear appropriate shoes in the labs; remember canvas tennis shoes offer little protection against hot metal or five pound hammers. **Clothing that is suggestive or shirts with offensive slogans, alcohol, tobacco or drug related will not be tolerated.** See your individual instructor for additional dress code requirements. **Please** **Note: local school policies**.

**All students are provided with safety glasses *to wear* as needed. See instructor for specific guidelines.**

**Cosmetology** students will be provided with a smock in accordance with cosmetology department regulations. Your instructor will inform you of current policies regarding clothing. The student will be given a “0” for the day for not adhering to appropriate dress code. With continued offence parents/guardians will be informed and the student will be sent home.

**Medical Occupations** students will be required to wear a uniform and badge for the externship portion of the program. These will be provided for the students.

**Multi** Technology students are provided with safety glasses, gloves and welding coats. The student is required to wear hard-soled work boots (steel toes preferred), 100% cotton or wool clothing (no synthetics), long sleeved shirts and pants.

**Public Safety** students will be required to adhere to a dress code. Dress code consists of khaki pants and your public safety shirt (shirt will be provided). A portion of the class is devoted to physical training. Students will be instructed as to the appropriate clothing to wear.

**Special Conditions**

* Due to the nature of the training and the work site instruction we may need to request students to adhere to some or all of the following:
* Lab Testing (TB/Rubella, etc.) (Special Work Sites)
* Drug Testing (Special Work Sites)
* Medical History (Special Work Sites)
* Current Medical Conditions (Special Tasks Work Sites)
* Other testing that may be requested by training /or business partner
* Criminal background checks
* Inform us of any allergies
* EpiPen requirements

**XX. Direct College Credit**

Since the 2014-15 school year students are able to earn direct college credit upon successfully passing the Accuplacer test & completing the dual enrollment form for Kirtland Community College. You will also **be a** **college student in addition to a C.O.O.R. I.S.D. student.** As a college student you are earning college credit on an official college transcript. Should you drop out of C.O.O.R. you must also withdraw from K.C.C. or risk a failing grade on your permanent transcript. This is a list of credits associated with C.O.O.R. classes.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Articulated & Concurrent Credit 2017-2018** | | | | | | | |
| **Institution** | **Class** | **KCC Class** | **Course Code** | **Credits** | **Fall Semester** | **Winter Semester** | **Instructor** |
| COOR CTC | **Auto Tech** | Automotive Fundamentals | AUT-16302 | 4 | AUT-16302 |  | Dean VanWormer |
|  |  | Automotive Electrical Systems | AUT-16801 | 4 |  | AUT-16801 |  |
|  |  | Basic Electricity | AUT -16401 | 3 |  | AUT-16401 |  |
| COOR CTC | **Public Safety** | Intro to Criminal Justice | CJS-10000 | 3 | CJS-1000 |  | Ben Lowe |
|  |  | Careers In Emergency Services | CJS-11000 | 1 |  | CJS-11000 |  |
|  |  | Juvenile Justice | CJS-11400 | 3 |  | CJS-11400 |  |
|  | **Health Occupations** | Medical Terminology | ALH-10101 | 2 | ALH-10101 |  | Colleen Mick |
| COOR CTC |  | Nursing Assistant | ALH-10400 | 6 |  | ALH-10400 |  |
| COOR CTC | **Cosmetology** | Cosmetology I | COS-12100 | 2.5 | COS-12100 |  | Robin Winton |
|  |  | Cosmetology II | COS-12200 | 2.5 |  | COS-12200 |  |
|  |  | Cosmetology III | COS-12300 | 2.5 |  | COS-12300 |  |
| COOR CTC | **Welding** | Welding Fundamentals | WLD-11000 | 4 | WLD-11000 |  | Don Duggar |
|  |  | Welding Fabrication Level 1 | WLD-10501 | 3 |  | WLD-10501 |  |
| COOR CTC | **Computer Generated Images**  **Articulation Only** | ART Computer Generated Images | ART-27545 | 3 |  | ART-27545 | Kayla Swartz |

**XXI. Family Education Rights and Privacy Act**

School districts receive requests for student information from many different organizations. Schools are reluctant to release student information because of the Family Education Rights and Privacy Act (FERPA).

According to the Family Education Rights and Privacy Act, school districts can release information classified as “Directory Information”. This information includes:

1. name, address, telephone number

2. date and place of birth

3. major field of study

4. participation in school activities

5. dates of school attendance

6. honors and awards

7. other similar information; e.g., alumni associations, height and weight of athletes, honor roll members, information generally found in yearbooks.

This information may be released without securing written consent of the parent or an 18-year-old student. If you object to the release of directory information to requesting organizations, please contact the Career Tech Center Office 989-275-5000 Ext: 434.