



2017-2018

Student Handbook

701 Hwy 70

Columbiana, AL 35051

205-682-6650 Phone

205-682-6655 Fax

Website: www.shelbyed.k12.al.us/schools/sccc/

School System Administration

Shelby County Board of Education

Mr. Aubrey Miller, President
Ms. Peg Hill, Vice President
Mr. Jimmy Bice
Ms. Jane Hampton
Mr. David Bobo

Office of the Superintendent
Mr. Randy Fuller, Superintendent
410 East College Street
P. O. Box 1910
Columbiana, AL 35051
(205) 682-7000

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| Mr. Jim Miller | Assistant Superintendent of Human Resources |
| Mr. Gary McCombs | Assistant Superintendent of Finance |
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| Mrs. Julie Godfrey | Career/Tech. Program Area Supervisor |
| Mrs. Marla Aldrich | Special Education Coordinator |

Notice to Parents

As a parent of a student in a Shelby County school, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Alabama State Department of Education has license or qualified the teacher for the grades and subjects he or she teaches
- Whether the Alabama State Department of Education decided that the teacher can teach in a classroom without being license or qualified under state regulations because of special circumstances
- The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications

If you would like to receive any of this information, please call your local school.

Family Education Rights and Privacy Act

All parents of students under 18 years of age and all students over 18 have the right to see student records containing information directly related to the student. Parents or eligible students have the right to request removal or correction of information in an education record that they feel is misleading or false. They have the right to examine the student's records themselves, to receive an explanation of items they do not understand, and to receive a copy of the student's records (by paying the cost of duplication). The school must have a signed statement from the student and/or parent before the student's transcript will be issued to an employer, etc.

Nondiscrimination Policy

It is the official policy of the Shelby County Board of Education that no person in the school district shall, on the basis of age, race, color, religion, sex, national origin, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status, be denied the benefits of or be subject to discrimination in regard to employment, retention, promotion, transfer, or dismissal in any educational program or activity under the jurisdiction of the Board.

Purpose

Today's employers need a new kind of worker. Because of constant changes in technology, employers are looking for individuals with a broad range of work place skills. Not only is there a need for technical skills, but employers are also looking for employees who can think independently, solve problems, and have sharp comprehension, writing, and computer skills.

Beliefs

- We believe in a nurturing environment where students are supported and encouraged to succeed.
- We believe in promoting character education to enable students to become compassionate and productive citizens.

- We believe in hands-on learning that simulates the workplace.
- We believe that students, teachers, and parents/guardians should work together to function as a learning organization to achieve CTEC's mission and serve as exemplary members of Shelby County's Vertical Teaming Initiative.
- We believe that teachers should hold high expectations for their students and hold students accountable for their choices, actions and learning.
- We believe that CTEC should employ a shared vision between educators and business leaders to ensure that high school graduates are college and/or career ready.
- We believe that CTEC should continuously evolve into an ever changing college/career ready school to educate and train our students to be successful in the existing and future workforce.

Goals

- To provide opportunities for all young people in selected fields of training to improve their skills
- To provide opportunities for intellectual growth through core academics
- To provide business and industry an available pre-trained and capable work force
- To make young people aware of the opportunities and requirements relevant to the occupation for which they are training
- To teach each student that work is honorable, that it is the right of every individual, and that it may be enjoyable and productive
- To make an effort to prepare students to identify and to solve problems they may encounter in an on-the-job situation
- To encourage graduates to secure a job in their selected fields of training

Student Responsibility

School is a full time job! A good student is prompt and responsible. Each student is expected to be responsible for his/her own behavior and must show consideration for other students and for all school personnel. Classroom conduct is the important key for student success at school. Teachers expect students to use their time wisely, complete all assignments and to do their best each day. Students should bring paper, pencil/pen, book, and a positive attitude to class daily.

Assignments

Students are expected to complete all assignments given to them. This includes projects and work missed due to absences. It is the belief of the faculty at the Career Technical Educational Center that all work assigned be meaningful and therefore should be completed. Failure to complete assignments is unacceptable and will reflect in the student's grades and good standing in our various programs.

*Students may also be subject to disciplinary action due to failure to complete assignments.

Attendance

The Career Technical Educational Center follows the attendance policy as written in the Shelby County Student Code of Conduct. Every child between the ages of 7 and 17 shall be required to enroll in school and attend for the entire length of every scholastic year. Students should make every effort to be in regular attendance. Any student enrolled in grades 6-12, who accumulate more than 12 absences during the school year, is subject to being retained in the same grade the following year. Absences beyond 12 in a year must be documented with a doctor's or court note or permission of the principal. Regarding semester classes, any student enrolled in grades 9-12 who accumulates more than 6 absences in any course or subject in any semester is subject to losing credit for the semester's work in that course or subject. Students

who do not meet the above guidelines may lose credit. School begins promptly at 8:10 A.M. Students who arrive before the 8:10 bell should go directly to the lunchroom. Students may not leave campus after arrival at school. All students should be in their classrooms by 8:15. Students arriving after the 8:15 tardy bell must report to the main office to check in. That student will receive a tardy. Student attendance is a top priority. Career/Technical programs are designed to meet business and industry standard where attendance and punctuality are required.

Arrival Procedures

All students (Success/2 hour) arriving on campus between 7:30-8:10 must report to and remain in the lunchroom until the bell rings at 8:10. Success students will pull cards for attendance. Students arriving AFTER 8:15 will report to the office to check in. Success/2 hour late bus arrivals will report to the lunchroom/office to receive a bus slip.

Absences/Excuses

After an absence, the student should bring an excuse with him/her to the Career Technical Educational Center. Success & Two-hour block students will turn in their excuse in the main office. A student has three days after returning to school to turn in an excuse. If no excuse is given, the absence will be coded a 7X, which is unexcused. If a student age 17 or younger accumulates seven unexcused absences, he/she is eligible for Early Warning Court Referral.

Tardy Policy

3 tardies constitutes a Class I offense. Students will be subject to discipline as found in the district code of conduct for repeated tardies and late arrivals to school. Teachers also include attendance within their grading structure.

The tardy policy of the Career Technical Educational Center is as follows: Students who are tardy 3 times within a calendar month will result in a student conference and parent contact. Students who are tardy 4 or more times in a month will automatically receive one day of In School Suspension for each tardy including parent contact for each offense.

College Visits

Juniors and Seniors are allowed one college visit per school year coded with the SCBOE attendance code CV (college visit), which is an excused absence. In addition, Seniors may request one additional day, preapproved by the principal or administrative assistant. Student must return with documentation from the school verifying attendance. This visit will be coded with SCBOE attendance code 4X which is principal permission and will also be an excused absence.

Loss of Credit or NCA – Non-Compliance with Attendance

Any student who is absent from any one class more than 6 days per semester is subject to loss of credit in that class.

Withdrawal

Any student withdrawing from the Career Technical Educational Center should notify the instructor and director so that his/her records may be cleared for any future reference he/she may need. A student may withdraw from the Career Technical Educational Center at the end of the semester with the approval of the parent, the director, the instructor, and the home school principal. No credit will be given for incomplete semesters and a failing grade will be assigned. Student must turn in any textbooks issued to him/her before student is cleared to withdraw. Any unpaid fees or dues must also be cleared.

Checking in/Out

A student can be checked out only by whoever is on his/her approved checkout list. The principal has the responsibility of making decisions in the best interest of the student in emergency situations or unusual circumstances. Checking out for the major portion of the class will be counted as an absence. Any changes of the checkout list must be made in the main office of the Career Technical Educational Center by a parent or guardian **ONLY**. When a student is excused for leaving early, he/she is responsible for completing class work, homework, tests.

Change of Address

Any student who has a change of address or telephone number should have the change made on their record. Students should report any address change to the main office.

Admission

A Recruitment Open House will be held at the Career Technical Educational Center in the fall for students and parents interested in learning more about our school. Visitors will be allowed to tour the campus, meet the instructors, and speak with the counselor. Campus tours will be offered to ninth and tenth grade students. Admission is open to all students in grades 10, 11, and 12 with priority given to students with maximum opportunity to complete the entire program.

Enrollment at Shelby County Career Technical Educational Center is counseled at the home school registration and is accomplished between the home school counselor and the counselor at the Shelby County Career Technical Educational Center. A student's first choice will be honored until classes are filled. Students are assigned to courses according to the following priority ranking:

1st – returning 12th graders, 2nd – returning 11th graders, 3rd – beginning 11th graders,

Pre-enrollment

Program information is made available to potential students during the Recruitment Open House. Information containing course description, instructional philosophy, course goals, course projects, course outline, assessment plan, employment opportunities available, and other information needed to assist students in making sound career educational decisions is provided that night.

Opportunities are provided for a student to speak to a member of the recruiting team who will assist the student in selecting the career/technical program that best meets his/her needs, interests, and abilities to ensure the student will benefit from the training and will acquire employment potential.

Transfer to other Programs

A student will be permitted to transfer from one course to another, if an opening exists, with the approval of the parent, the director, the instructors, and a representative from the home school. Any transfers must be made during the first two weeks of school or at the end of the semester.

Program Completion

A student who is enrolled in a program and successfully completes three (3) or more credits during two (2) or more years is considered to be a program completer. A student must complete a full sequence of courses in the program to be a completer, which may result in more than three (3) credits. Program completers are awarded certificates upon completion of the program and certificates of specific achievement in certain program areas.

Placement Assistance Policy

Employment and educational placement services shall be provided by the school system to all career/technical education completers and early leavers in accordance with the Alabama Career/Technical Education Program Standards. Each career/technical instructor and counselor shall make and document contacts regarding employment and continuing educational opportunities in order to assist in placing all exiting students in an occupation or continuing education program. Efforts will continue for one year after completion in order to assist students in making a satisfactory transition from school to the world of employment.

Safety

The rules of safety are constantly emphasized at the Career Technical Educational Center. Safety habits are extremely important, and every student should practice safety at all times. Students will receive instruction regarding safety rules for the department and the workplace.

Disregard of safety rules will subject a student to disciplinary action and dismissal from the CTEC. A score of 100 percent must be made on a safety test before the student is allowed in the shop area.

Class Fees

Alabama law permits schools to charge a fee for a course not required for graduation and/or for a course in which extensive costs are involved. Students will be notified of course fees on the opening day of school. Fees should be paid in full by the end of the third week of school. No refunds will be made since the money is used to order supplies at the beginning of the year and to pay student organization fees. Students who have not paid class fees will not be allowed to go on Field Trips or other Skills USA related activities.

Books and Tools

Certain courses may require books and/or tools that the student must furnish. Instructors will make these known to students at the beginning of the year. State owned textbooks will be provided for all students. Textbooks should only leave the classroom if they have been issued/checked out through the instructor. Once a student has been issued a book, it is that student's responsibility to care for the book and to ensure that the book is not damaged. Each student must return the textbooks that were originally issued to them. Students will have to make restitution to the Career Technical Educational Center for lost or damaged textbooks.

Student Property

Students are discouraged from bringing valuables and large amounts of money to school. Students must assume responsibility for their own billfolds, purses, and valuables. Students should never leave their belongings unattended.

Lost and Found

Lost and Found is located in the main office. Anyone who finds an article should take it to this area as soon as possible. Those who have misplaced an item may come to the office to see if the lost item has been turned in.

Make-Up Work

The responsibility of make-up work lies with the student. If an absence is excused, the student shall see the teacher upon returning to school to arrange to make-up any work that was missed. The student will have three (3) days after returning from an absence to make-up any work or tests that were missed. If the student does not complete the work within three (3) days, the teacher is not obligated to allow additional time. The student will receive a grade of "0" for any work or examinations assigned and not turned in to the teacher.

If the absence is unexcused, make-up work is not provided, and the student will receive a grade of "0" for any assignments or examinations that were missed.

Telephone Use

Any student needing to use the telephone (extreme emergency only) will ask permission from his/her instructor to go to the office. Emergency or illness related phone calls will be made by the main office staff.

Cell Phones

The Shelby County Board of Education respects parent wishes for their child to bring a cell phone to school. However, cell phones brought to school must be stored appropriately. The school is not responsible for attempting to recover lost or stolen cell phones when students have not properly secured them. Cell phones cannot be audible during the instructional day. When a student is found to be using his/her cell phone during the school day outside the classroom setting, the phone will be taken from the student and given to a school administrator. The same policy applies for students using a cell phone in the classroom outside the parameters set forth by the classroom teacher. Students whose cell phones contain any illegal or inappropriate material are subject to the appropriate school consequences, as well as possible legal consequences.

When a student violates the school system guidelines for cell phones, the individual's cell phone will be confiscated and the following consequences may be applied as outlined in the Student Code of Conduct and Attendance Booklet.

Other electronic devices can also be used to communicate or disrupt the educational environment. They will also be subject to the same policies as cell phones. Students will be subject to disciplinary action for these devices as well. They include: iPods, handheld game devices, cameras, etc. Students bring all of these devices, and other items not included, at their own risk. The CTEC is not responsible for attempting to recover these items should they be lost or stolen. The CTEC is not liable for damages or loss of these items.

Students will be allowed to use their cell phones for instructional purposes only and will be monitored by the classroom teacher.

Teachers' Workroom

The teachers' workroom is a private facility for teachers only. The drink and snack machines in the lounge are not to be used by students at any time.

Clean-up and Care of Facilities

All students and teachers at the Career Technical Educational Center are expected to accept the responsibility of helping to take care of school property. There will be an allotted clean-up time before the end of the class when deemed necessary by the instructor. All students are required to help keep shops and classrooms clean and in good order. Clean-up time is to be used only for the purpose of cleaning up and changing of shop/work clothes when necessary. Students who deface or destroy property of the school will face disciplinary action and be required to pay for the damages.

Dress and Appearance

Students are required to follow the dress code as outlined in the Shelby County Student Code of Conduct. **Due to safety hazards, our career technical teachers are given the right to implement class specific dress codes and requirements to insure the safety of all students.**

Appropriate dress, neatness, and cleanliness are expected of all students. Any article of dress that tends to draw unfavorable attention, interferes with instruction, or threatens health or safety is considered out of order. The Career Technical Educational Center strongly emphasizes teaching students the proper dress and appearance for the work place.

Student Conduct

All students are charged with the responsibility to conduct themselves in a manner appropriate to good citizenship everywhere. Student conduct shall be founded on the basic concept of respect and consideration for the rights of others. Rules and regulations of the Shelby County Code of Conduct shall be applicable to students while attending school/activities/contests/games sponsored by the school.

Use of Tobacco

The use or possession of tobacco in any form is not permitted anywhere on campus or at any school function or activity while under the direct supervision of school personnel. The use or possession of tobacco will subject the student to disciplinary action as set forth by the Shelby County Board of Education's Code of Conduct.

Drugs and Alcohol

The Career Technical Educational Center will strictly adhere to the policy concerning Drugs and Alcohol as explained in the Shelby County Board of Education's Code of Conduct book. If a student is in violation of that policy and is in possession of, under the influence of, or selling drugs or alcohol on school premises or during school related functions, the administration shall contact the parent and appropriate law enforcement officials. A student in violation of this policy will be subject to disciplinary policy as set forth by the Shelby County Board of Education's Code of Conduct.

Visitors

Visitors are welcome at the Career Technical Educational Center. However, they must be visiting for a reason, and they must follow school procedures. They should sign-in through the main office and receive a visitor's pass. Unauthorized visitors may face a misdemeanor charge of trespassing.

Parent conferences are always encouraged and should be scheduled with each teacher through the main office.

Live Work Policy

Career Technical Educational Center students perform live work to enhance students' learning while supplementing ongoing instruction to meet the content standards in the course of study. Students will have instruction and practice before live work requiring that task is assigned. Terms are cash on delivery, payable in the main office. Any costs estimates should be considered as estimates only. Charges are based on materials plus a service charge of up to 30%.

Vehicles entering the shop must have liability insurance coverage. Training programs require more time; therefore, students are allowed whatever time is necessary to complete the job. The Career Technical Educational Center is not responsible for loss or damage in case of fire, theft or any other cause.

Former students are always welcome, however in order to protect the instructional day, we only allow visits either before or after school hours, UNLESS preapproved by instructor through the main office.

Transportation

Students have the privilege of utilizing the transportation services of this school district. Students riding buses are under school jurisdiction from the time they get on the bus in the morning until they get off the bus in the afternoon. Bus misconduct may result in the loss of bus privileges. Problems of poor conduct on school buses will be reported to the home school principal or the principal of the Career Technical Educational Center. Unsafe practices or unacceptable conduct on the bus can void the privilege to ride the bus or to attend the Career Technical Educational Center. The primary responsibility for safe conduct on the buses rests with each home school.

Two-hour block students may ride with someone in a vehicle or drive in their own car, only after permission has been granted by completing the proper paperwork (Driving/Riding Agreement). Any student who does not follow the proper procedures may lose riding and/or driving privileges at any time and be subject to other disciplinary actions.

Driving/riding permission forms are issued through the main office. Students must provide a driver's license, proof of liability insurance, signed permission from parents, signed permission from the home school principal, and signed permission from the Career Technical Educational Center principal, along with his/her payment for the parking permit. Each Career Technical Educational Center car driver will be issued a numbered parking lot space and he/she will park in this location only.

Students will only be allowed to go to their vehicles in the case of an extreme emergency with administration approval.

Under the Shelby County Board Policy, all students who drive a vehicle on campus will be subject to random drug testing. The board policy will be given to each student when applying for a parking permit.

Missing the School Bus

Students missing the bus at their home school must report directly to the office. The base school administration will direct the student what to do. The home school administrator may give permission to drive to the Career Technical Educational Center. A Career Technical Educational Center Administrator should be notified that the student is in route to school.

If a student misses the bus from the Career Technical Educational Center back to his/her home school, he/she must report to the main office. The home school will be notified and another means of transportation will be decided.

Securing Valuables

The school will not be responsible for any personal items lost, stolen, or damaged. Electronic devices such as headphones, earbuds, iPods, pagers, and cellular phones are not allowed at school. The Shelby County Student Code of Conduct expressly prohibits playing cards. Valuable items or large sums of money should not be brought onto campus.

Medication

Prescription medicine will be delivered to the Career Technical Educational Center by a parent or guardian. After obtaining the proper paperwork, prescription medicine must be kept in the main office and dispensed by an authorized school employee. Over-the-counter medication must also be brought in by the parent or guardian and can be given for 2 weeks with the parent's signature. All medications must be in the original containers. **Absolutely no medication will be administered without the proper paperwork on file.** A student may not be in possession of any prescription or over-the counter medication at any time.

Student Illness

If a student becomes ill while at the Career Technical Educational Center, he/she should notify the instructor and report to the nurses' office. Every effort will be made to contact the parent/guardian. Parents/Guardians are required to arrange transportation. The Career Technical Educational Center cannot be responsible for taking the student home.

Snack

Food and drinks are available at the Career Technical Educational Center. They are to be eaten only in designated areas as assigned by instructors. Students should always clean up after having a snack. Failure to do so may result in the loss of snack privileges.

Lunchroom

All lunches must be eaten in the lunchroom. No one will be permitted leave campus to eat lunch without permission. Students are to report to the lunchroom at the specified time, stay in line, and keep their conversations to a minimum. After eating, students are to dispose of their trash and make sure their eating area is left clean for the next group of students. Students are not allowed to leave the lunchroom without a pass from a teacher. Students are not allowed to carry any food or drink out of lunchroom. Full-time students in the Success Program may bring lunch from home or buy lunch from the Child Nutrition Program each day at a cost of \$2.50..

Students and parents are reminded that there is a free or reduced lunch program available for those families that qualify. This information is confidential. Information concerning this program will be given out at summer registration.

Safety Drills/Emergency Procedures

Safety drills are periodically conducted to ensure student safety. Some drills are required by the State Department of Education on designated days.

Notification of drills includes:

- Tornado Drill - 3 Short Bells**
- Fire Drill - One Long Bell**
- Lock Down - Notification**
- Severe Weather - Notification**

The re-sounding of the original bell is the signal to return to the classroom, all clear. There are specific rules to follow during an emergency drill. Each teacher will review the rules as periodic practice drills occur during the year. Fire drills will be conducted monthly. Tornado and Lock Down drills respectively, will be practiced two times per semester.

Schedule of Classes

Career/technical classes at the Career Technical Educational Center are scheduled in two-hour blocks. There are three (3) classes a day.

Academic classes are scheduled for 50 minute periods. At the Career Technical Educational Center there are six periods a day.

An additional 30 minute flex period is part of our schedule which will allow students to choose from a variety of non-graded, non-credited enrichment classes. If a student is current on all class work, they will have the opportunity to choose one of the classes offered. However, if a student has missing assignments, he/she will attend remediation classes.

Grades and Credits

Each instructor will follow the Board-approved Shelby County grading policy:

- Gold Level – 60% of a final grade that includes major assessments, tests and projects.
- Silver Level – 30% of a final grade that includes quizzes, small assessments, assignments that build to a gold level project or paper, collaborative work, lab reports, classwork, etc.
- Bronze Level – 10% of a final grade that includes homework, bellringers, and participation, study guides, etc.

Some shops and programs require more theory than others; some require more hands-on operations. Grades will be reported on report cards as numerical grades as follows: A=90 – 100; B=80 – 89; C=70-79; D= 60- 69; F= 59 and below.

The number of credits the student will earn toward a high school diploma depends on how many periods and the length of the periods that the student is enrolled at the Career Technical Educational Center. One unit of credit per year is given for each 50 minute period the student is enrolled, and 1 unit of credit is awarded per semester for each 2 hour-block career technical class.

Report cards will be issued at the end of each 9-week period. Progress reports will be issued to students at the end of each 4-1/2 week period that report cards are not being issued or at the request of the parent.

Work Ethics

Work ethics are an integral part of each career/technical and academic class. The work ethics grade will be graded on the Gold Level and weighted as a portion of those assessments that constitute 60% of a final grade. Students will complete an employment portfolio at the end of each Career Tech class.

Students are expected to complete all assignments given to them. This includes projects and work missed due to absences. It is the belief of the Faculty of the Career Technical Educational Center that all work assigned should be meaningful and therefore should be completed. Failure to complete assignments is unacceptable and will reflect in the student's grades and good standing in our various programs. **Students may also be subject to disciplinary action/dismissal due to failure to complete assignments.

Exam Exemption Policy

The Career Technical Educational Center will abide by the Shelby County Board of Education Policy regarding exam exemption.

Immunization Requirements

All students enrolled at the Career Technical Educational Center must have a current blue immunization form on file at his/her home school before being allowed to attend classes. This is a state law.

Student Suspension

Students who are suspended out-of-school, including placement at the Alternative School, are not allowed on campus at any time during the suspension or placement period. In addition, suspended students cannot attend any school-related activity on campus or off campus. Students seen on school grounds or at a school function while on suspension will be subject to additional disciplinary action.

Alternative School Placement

Alternative School placement is detrimental to a student's academic progress, especially in his/her career technical class, which requires numerous hours of hands-on training. It is impossible to replicate CTEC program work in Alternative School. Therefore student's grades in CTEC classes will be negatively impacted. **Students who receive Alternative School placement will be evaluated and subject to dismissal from a career technical program.****Any Success Program student who is referred to Alternative School will automatically be dismissed from the program. This rule applies regardless of the reason of the referral or the location of the incident and also includes referrals from the Career Technical Educational Center, home schools, buses and any after school events.**

CAREER TECHNICAL EDUCATIONAL CENTER SUCCESS PROGRAM

The Success Program is a credit recovery program for students in any of the Shelby County high schools. It provides an opportunity to earn high school academic credits through the means of a self-paced computer-assisted software program (A+) as well as paper/pencil assignments. Students are provided an individualized program which is designed to meet individual needs. Students work at their own pace while the instructor facilitates. The computerized instruction assists in providing teachers with the ability to work one-on-one with those who are less motivated, as well as those who struggle with meeting particular standards. Students are required to demonstrate progress during every 4 ½ week grading period throughout each nine weeks. Students cannot graduate early, but can accelerate in academic courses in an effort to get back on track and graduate with their Kindergarten cohort. The Success Program is a two-year program which provides a small environment where students can take their core classes plus a career technical class while focusing on work ethics and life skills. Career/technical certification is an essential element of Success. In order to become certified in a career/technical area, each student has a planned sequential course of study that is developed and implemented to best serve the students' future career goals.

Enrollment

Students must have completed at least one year of high school, must be at least 17 years old, or turn 17 years old during the semester of enrollment, and must be behind in his/her Kindergarten or 9th grade cohort. A counselor or administrator from one of the Shelby County high schools must send a written referral to the SUCCESS counselor. Once the referral has been received and eligibility has been determined, the student and parent/guardian will be contacted for an interview. Once a student is accepted, he/she will still be considered a student at his/her home school, but will attend all classes on the CTEC campus. He/she will still be

allowed to attend his/her high school pep rallies, homecoming events, prom, etc. at his/her home school and can choose to participate in commencement ceremonies at either his/her home school or with the Career Technical Educational Center. **However, these students will not be eligible to participate in sports.** The annual Success Program enrollment is capped at 100 students. There are approximately 150-200 referrals each year.

Transportation

While attending the SUCCESS Program, students may drive to school or ride the bus. Student parking fees are \$15.00 a year (price may vary from year to year.) Car riders should arrive to school by 8:10 and will be dismissed at 2:30. Students may also choose to ride a bus to and from their home school. Buses arrive and leave at various times determined by the high schools' bus schedules.

Attendance

The Career Technical Educational Center adheres to the rules and regulations regarding attendance in accordance with the Attendance Code for Shelby County Schools.

Behavior

Conduct violations occurring en route to the Career Technical Educational Center and while at the Career Technical Educational Center will be handled by the CTEC Principal in accordance with the code of Conduct. Bus incidents while returning to the home school will be handled by the base school administration. Conduct violations occurring on the CTEC campus will be handled by the CTEC administration and could result in a student's removal from the SUCCESS Program. A student who is dismissed from the SUCCESS Program will not be allowed to return to his/her home school.

NOTE:

Good attendance, demonstration of responsibility and character, commendable work ethics, punctuality, acceptable academic progress, completion of each academic and technical course with at least a 75, and minimal discipline referrals will ensure student success. The Success Program is a certified academic program. **Students can be dismissed from the program for failing to make adequate academic progress, for disciplinary reasons, or for excessive attendance/tardy issues and must then find alternative means to complete the remainder of their high school education (i.e. private school, home school, etc.)**

CAREER TECHNICAL EDUCATIONAL CENTER TWO HOUR STUDENTS

All students who are enrolled in the 10th, 11th, or 12th grade at any of the seven Shelby County high schools have the opportunity to take a career preparatory elective class at the CTEC campus. Students can select one of the following eleven career technical classes: Automotive Technology, Biomedical PLTW, Culinary Arts, Construction Technology, Electrical Technology, Healthcare Science, Collision Repair, Cosmetology, Public Service Academy, Plumbing and Welding. These career technical classes provide one or two elective credits per semester.

Enrollment

To enroll in a career technical program at CTEC, any Shelby County high school student in the 10th, 11th or 12th grade should go to his/her high school counselor to register. If the student is interested in a career/technical program offered by the CTEC, he/she must fill out an application. This application will be given to the high school counselor who will send it to the CTEC counselor for review.

Transportation

Students may drive to the CTEC campus or ride the bus. Buses arrive and leave at various times determined by the high schools' bus schedules. Conduct violations occurring en route to the Career Technical Educational Center and while at the Career Technical Educational Center will be handled by the CTEC Principal in accordance with the Code of Conduct. Bus incidents while returning to the home school will be handled by the base school administration.

Behavior and Attendance

Career technical programs provide hands-on applications, skills, and certifications, and industry credentials. Therefore, any student with excessive absences, unacceptable behavior, and/or alternative school placement can be dismissed from the program based on lack of progress and completion of required content. Conduct violations occurring on the CTEC campus will be handled by the CTEC administration and could result in a student's removal from the career technical program. A student who commits a Class IV offense will be dismissed from the career technical program and sent back to his/her home school. Failing a career technical program will cause a student to fall behind in an elective credit and will result in the student being sent back to his/her base school.

Program Offerings

Automotive Technology

The Automotive Service Technology students at the Shelby County Career Technical Educational Center will satisfactorily complete a series of activities following the guidelines of the State Course of Study, N.A.T.F. and A.S.E. certification areas. These activities will consist of, but are not limited to, diagnostic, repair or replace, and adjustment to factory specifications. These activities will take place in the classroom and shop, consisting of written and hands-on operations. Each phase will have its guidelines and time period. Some areas will be covered with more complexity than others. It is the student's responsibility to complete all required class and shop assignments, tasks, and task sheets. Class and club fees total \$115.00.

Biomedical PLTW

This program provides transformational learning experiences with rigorous lessons. By working with the same tools used by professionals in hospitals and labs, students engage in compelling, hands-on activities and work together to find solutions to problems. Students take from the course in-demand knowledge and skills they will use in high school and for the rest of their lives on any career path they take. Students will be able receive a science credit for the Human Body Systems course. Class and club fees are \$100.

Collision Repair Technology

This two-year course prepares students with all skills needed to enter the Collision Repair industry. Training begins with basic repair and refinishing techniques and continues through advanced levels. This includes frame repair, replacement of body panels and accessories as well as application of the latest refinishing products available. Students are encouraged to obtain A.S.E./iCar certification. Class and club fees total \$115.00.

Construction Technology

Construction Technology provides students with both classroom and laboratory experiences that utilize current and developing technology in layout, fabrication, assembly, installation, and repair of structural units. Emphasis is placed on proper care, use, and maintenance of hand and power tools or equipment; common systems of frame construction; and additional elements of drafting, blueprint reading, estimating materials, applied mathematics, and the use of computers. Class and club fees total \$90.00

Cosmetology

Working well with people is a necessary skill for students in Cosmetology. Today's customers demand personal grooming and poise. Not only do students learn the skills necessary to work with hair, skin, and nails, but they also learn how to deal with the individual customer's personality.

There can be excellent monetary earnings in the area of cosmetology. Two factors predicate earnings. One is location and the other is work ethic. Training by the cosmetology instructor will prepare students to work on the 1500 hours needed to become a licensed operator. Class and club fees total \$130.00

Culinary Arts Academy

Students receive instruction in food preparation and service, communication, job seeking and keeping skills, customer service, event planning, etiquette, and teamwork/management skills. Students will shadow industry professionals, participate in field trips, and listen to guest speakers. Student club participation in Family Community and Career Leaders of America (FCCLA) organization is also strongly encouraged. Class and club fees total \$130.00.

Robotics & Automated Manufacturing (RAM)

This course provides classroom and laboratory experiences in minor programming of automated equipment on production lines. Furthermore, this program will introduce students to the knowledge and skills needed in areas like mechanics, electronics, computer science, process controls, and robotics. Classes will consist of theory and problem-based or project-based learning activities on robotic and automated equipment found in the business world today. Students master NCCER (National Center for Construction Education and Research) curriculum, a nationally recognized training agency and have the opportunity to earn college credit through Dual Enrollment with Central Alabama Community College to earn industry-recognized credentials. This is a two year course of study designed for 11th and 12th grade students. Class and club fees total \$75.00.

Healthcare Science Technology

HST is a two-year program that provides career preparation for students in medical, dental, veterinary, EMT, and other healthcare careers. The purposes of the HST program are as follows:

- To introduce students to the healthcare system
- To assist students in making realistic career decisions
- To prepare students for entry-level employment in supportive healthcare jobs
- To prepare students for acceptance in a post-secondary healthcare education program at a 2-year or 4-year college

HST classes provide opportunities for students to learn medical knowledge and medical skills for a cluster of jobs and specific entry-level positions in healthcare. Areas of study include medical terminology, medical abbreviations, healthcare skills, anatomy, disease studies, medical careers, and more.

Students observe medical professions in various medical facilities throughout the county on clinical rotations during their junior year. Most graduates continue their education after high school in the medical career of their choice. Class and club fees are \$125.00.

Plumbing

Most people are familiar with plumbers who come to their home to unclog a drain or install an appliance. In addition to these activities, however, plumbers install, maintain, and repair many different types of pipe systems. For example, some systems move water to a municipal water treatment plant and then to residential, commercial, and public buildings. Other systems dispose of waste, provide gas to stoves and furnaces, or supply air conditioning. Pipe systems in power plants carry the steam that powers huge turbines. Pipes also are used in manufacturing plants. NCCER's four-level curriculum covers topics such as Plumbing Tools, Types of Valves, and Potable Water Treatment. Class and club fee are \$65.00

Public Service Academy

The Public Service Academy is a two-year course designed to provide entry-level skills in a variety of public safety and public service careers. The students will conduct research, visit various community service locations, receive information from community speakers, and practice skills in such areas as law enforcement, EMT, fire protection, water patrol, forestry, and civil service work. Class and club fees total \$75.00.

Welding

Welding is a steady and secure profession. There is always a need for skilled welders in a number of industries, and the School of Technology offers a welding technology program to suit your educational goals and needs. The Welding Technology Program is primarily hands-on, giving students real-world experience working with the tools and practicing the techniques they will need to use once they are out in the workforce. Graduates from our program can be found in numerous welding positions around the state. Class and club fees total \$115.00.

Student Organizations

Students are encouraged to take an active part in the program organizations which are officially approved by the Shelby County and State Board of Education. Those include are the following:

Skills USA (Skills)

Future Farmers of America (FFA)

Health Occupations Students of America (HOSA)

Family Community and Career Leaders of America (FCCLA)

Beta Club (\$15.00)

First Priority

Student Government Association

Counseling Services

The counseling department at the Career Technical Educational Center is part of the total school program. Guidance services are provided to assist students with planning a high school program to meet graduation requirements and to prepare for adult career interests. In order to develop each student's sequential high school program, advisors will plan with students and parents throughout the student's high school experience.

The counselors will advise during registration, course planning, college placement, and/or career orientation. To enhance education development, the Career Technical Educational Center counselors provide guidance in life skills and work ethics.

Special Services

The Career Technical Educational Center will provide appropriate special education services for any eligible student attending program on campus. Students may use these services for educational and personal improvement.

ACKNOWLEDGEMENT STATEMENT

I have read the Shelby County Career Technical Educational Center Student Handbook and I understand the rules in the Handbook and the consequences if I fail to comply. I am willing to abide by the rules and regulations stated in the Handbook. I read or had read to me the following:

1. Student Responsibility
2. Safety Policy (See individual shop rules attached)
3. Attendance Policy

Student Signature

Date

Parent/Guardian Signature

Date

CAREER/TECHNICAL LAB FEE STATEMENT

(fees include membership to a career technical student organization)

I understand that my child is enrolled at the Shelby County Career Technical Educational Center in one of the following programs (check one).

- _____ Automotive Technology (\$115.00)
- _____ Plumbing (\$65.00)
- _____ Culinary Arts (\$130.00)
- _____ Health Sciences (\$125.00)
- _____ Construction Technology (\$90.00)
- _____ RAM (\$75.00)
- _____ Welding (\$115.00)

- _____ Collision Repair Technology (\$115.00)
- _____ Biomedical PLTW (\$100.00)
- _____ Public Service Academy (\$75.00)
- _____ Cosmetology \$130.00

I also understand that a lab fee is necessary for the maintenance of the shops, replacement of equipment, supplies, instructional materials, and servicing costs on equipment. Student

organization dues are included in the fees because the student organizations are an integral part of the instructional program. The fee for the program is _____. I understand that the fee should be paid in full by the end of the third (3rd) week of school. No refunds will be made as the money is used to order supplies at the beginning of the year and to pay student organization fees.

I have read the above statement and agree to pay the career/technical lab fees for my child during the first three weeks of school or contact the Shelby County Career Technical Educational Center principal at 682-6650 to make other arrangements for payment.

Parent/Guardian Signature

Date

Career Technical Educational Center Faculty and Staff 2017 - 2018

| | |
|-------------------|------------------------------------|
| Mark Benton | Custodian |
| Michelle Bullock | Success Science |
| Sue Brown | Custodian |
| Marcy Campbell | Healthcare Science Technology |
| Kim Clowdus | Bookkeeper |
| Pam Cofer | Cosmetology |
| Kristie Domovic | Registrar/Data Manager |
| Kim Estill | Success English |
| Jerome Griffin | Maintenance Technician |
| Gary Griffith | Public Service Academy |
| James Hill | Robotics & Automated Manufacturing |
| Rex Horton | Plumbing |
| Robert Irwin | Auto Tech |
| Mandy Kirk | Success Program Counselor |
| Mark McCary | Collision Repair Technology |
| Lynn Miller | Welding |
| Doug Noble | Success History |
| Anna Pike | Biomedical PLTW |
| Kimberley Proctor | Special Education |
| Amy Shannon | CTE Counselor |
| LaTasha Thomas | Success Math |
| Brandi Tyrell | Culinary Arts |
| Tonya Vick | Main Office Secretary |
| Van White | Construction Technology |

Shelby County
Career Technical Educational Center
BELL SCHEDULE
2017 - 2018

| New Direction | Success & CAPs | Length of Period | Block Schedule | Career Tech Time |
|---------------------------------------|---------------------------------------|-------------------------|---------------------------------|-------------------------|
| 0 Period 7:45-8:15 | Teacher Plan or Duty 7:30 – 8:15 | 30 minutes | | |
| 1 st Period 8:15-9:05 | 1 st Period 8:15-9:05 | 50 minutes | 1 st Block | 8:15-9:56 |
| 2 nd Period 9:08-9:56 | 2 nd Period 9:08-9:56 | 48 minutes | 1 st Block Cont'd | 8:15-9:56 |
| <i>3rd FLEX PERIOD</i> | <i>3rd FLEX PERIOD</i> | 30 minutes | | |
| 4th Period 10:30-11:45 | 4th Period 10:32-11:20 | 75/48 minutes | 2 nd Block | 10:32-12:35 |
| 5 th Period 11:45-12:35 | 5 th Period 11:23-12:35 | 50/72 minutes | 2 nd Block Cont'd | 10:32-12:35 |
| 6 th Period 12:38-1:26 | 6 th Period 12:38-1:26 | 48 minutes | 3 rd Block | 12:38-2:25 |
| 7 th Period 1:29-2:35 | 7 th Period 1:29-2:25 | 56 minutes | 3 rd Block Cont'd | 12:38-2:25 |
| Teacher Plan 2:35-3:15 | Teacher Plan or Duty 2:28 – 3:15 | 47 minutes | | |

New Direction/DYS Breakfast 7:20-7:35 (delivered)

New Direction Lunch 11:23 - 11:47

Success Lunch 11:50-12:12

CTEC Lunch 12:12-12:35

CTEC bus/car Dismissal 2:25

New Direction Dismissal 2:35