



**Career Technical Educational Center
Trainee Manual**
Revised July 2019

School System Administration

Shelby County Board of Education

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CTEC COMPANY VISION

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 workplace 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.

Goals

- *We believe in a hands-on learning in a workplace environment that enables students to become compassionate and productive citizens.*
- *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 opportunities for students to improve skill development and training for their selected fields of study.*
- *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.*
- *To make an effort to prepare students to identify and to solve problems they may encounter in an on-the-job situation.*

CTEC PROGRAM INFORMATION

Automotive Technology

Students will be introduced to theory of automotive functions. They will receive instruction in the basic operations, functions, and repairs of automobiles. This consists of 1 to 2 days a week of classroom/computer instruction on Today's Class Automotive Technology Program and hands-on experiences in the shop. Because of the computer and classroom instruction component, students should have strong reading comprehension/writing skills. Class and club fees total \$125.00.

Biomedical PLTW

Project Lead the Way provides an investigative learning experience for students using the same tools and processes used by professionals in the biomedical fields. The 4 sections engage students in compelling hands-on activities and an introduction to bioinformatics. Working together students investigate disease, illnesses, and genetic disorders in Principles of Biomedical Science. In Human Body Systems the students investigate anatomy through 11 primary systems. 2nd year students in Medical Interventions and Biomedical Innovations research and investigate solving problems of a viral outbreak, mutations, and cancer. Students should have achieved a C+ to an A in Algebra, Biology, and Physical Science/ Chemistry. Students will be able to receive a science credit for the Human Body Systems course. Rising 10th Graders can't apply to this program. Class and club fees are \$150.00

Collision Repair Technology

Students will be trained in basic body repair and refinishing techniques. This includes structural/non-structural repair as well as application of the latest refinishing products available. Students that complete two years in the collision repair program have the opportunity to have three different certifications from the I-Car program. There will be classroom and hands-on instruction. Class and club fees total \$115.00.

Construction Technology

Provides classroom and laboratory experiences in industry recognized training in construction. Emphasis is placed on job safety, use of hand and power tools, building materials, and career opportunities. Mathematical /measurement skills are a critical skill to success in this class. Due to safety requirements, students should also have the ability to focus and pay close attention. Students are required to wear long pants and ANSI approved boots/shoes. Class and club fees total \$90.00

Cosmetology

This program is designed to teach students how to provide the basic service in sanitation and sterilization, shampooing, hair styling, manicuring, permanent waving, hair coloring, barbering, wigs, makeup, and salon management. The curriculum is designed to comply with the standards of the State Board of Cosmetology which requires a person to have a social security card to get licensed. Class and club fees total \$230.00 for 1st year students and \$130.00 for 2nd year students.

Culinary Arts Academy

Introduces students to basic food production, management, and service activities. Emphasis is placed on sanitation, safety, and basic food preparation. Skills in mathematics, communication, creative thinking, and entrepreneurship are reinforced in this course. Math/measurement and technology abilities are needed for students to be successful. Students participate in FCCLA and ProStart. Class and club fees total \$140.00

Health Science

Provides foundations of skills and knowledge related to all health science occupations including, but not limited to, nursing, respiratory therapist, physical therapist, surgical technologist, dentist, veterinarian, and emergency medical technician. During the second year of this program students can train and test to get credentialing in a variety of health career areas. Student's grades should be in the A to C range in Algebra, Biology, and Physical Science/Chemistry. Also, students should plan to take Anatomy and Physiology during 11th or 12th grade. Rising 10th Graders can't apply to this program. Class and club fees are \$125.00.

Plumbing

This program is designed to help students understand the basic fundamental principles of plumbing and pipefitting which includes: maintenance, repair, construction plumbing, lawn irrigation systems...*There will be an estimated 82,300 jobs available within the next 5 years. Class and club fee are \$65.00

Public Service Academy

Provides entry-level skills in a variety of public safety and public service careers such as: law enforcement, paramedics, fire protection, forestry, and civil service. Students are expected to dress out two days each week for physical fitness training. Year two or three students can take DEDC Emergency Services at Jeff State as long as they have a 2.5 minimum GPA. Students will have the opportunity to attend field trips to the: County Jail, Court House, Fire College and Police Academy. Class and club fees total \$75.00.

Robotics

This program offers a broad foundation of knowledge and skills to prepare students for employment in advanced manufacturing, engineering, maintenance, and production positions/occupations. The content includes but is not limited to providing students with a foundation and knowledge of technically oriented experiences in the study of automation technology and its application in manufacturing, engineering, and robotics. The content and activities will also include the study of industrial control systems, safety, quality, and leadership skills. Class and club fees total \$75.00.

Welding

Students are taught how to permanently join metals together using electricity and other heat sources. They learn how to set up and operate cutting equipment, welding equipment, and other types of machines according to industry standards. Students have the opportunity to earn a 10 hour OSHA card. Several other American Welding Society certifications are available. Class and club fees total \$115.00.

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.

CTEC TRAINEE RESPONSIBILITIES

Congratulations! You have been hired by CTEC to work in one of the eleven programs. As a trainee of CTEC, you are expected to be able to adhere to workforce policies and procedures.

Trainee Professionalism

Career technical programs provide hands-on applications, skills, certifications, and industry credentials. Therefore, any trainee 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. All trainees are charged with the responsibility to conduct themselves in a manner appropriate to good citizenship everywhere. Trainee 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. 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 trainee 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 credits and will result in the student being sent back to his/her base school.

Attendance (*Review Code of Conduct on Attendance*)

The Career Technical Educational Center (CTEC) follows the attendance policy as written in the Shelby County Student Code of Conduct. Every student 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 trainee enrolled in grades 9-12, who accumulate more than 10 absences during the school year, is subject to being retained in the same grade the following year. Absences beyond 10 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 5 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 and 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.

Absences/Excuses

If the trainee is sick or unable to attend his or her program, he/she must inform the instructor via call-in or an email. After an absence, the trainee should bring an excuse with him/her to the Career Technical Educational Center. Trainees will turn in their excuse in the main office. A trainee 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

Three tardies constitutes a Class I offense. Trainees will be subject to discipline as found in the district code of conduct for repeated tardiness 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: Trainees 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 and removal of driving privileges to and from the CTEC campus.

Trainee Suspension

Trainees 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. Trainees seen on school grounds or at a school function while on suspension will be subject to additional disciplinary action. 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 Career Technical program work in Alternative School. Therefore, trainee's grades in Career Technical classes will be negatively impacted.

Trainee Illness

If a trainee 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 trainee home.

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 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 trainee may not be in possession of any prescription or over-the counter medication at any time.

Withdrawal

Any trainee 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 trainee 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. Trainee must turn in any textbooks issued and unpaid fees before he/she is cleared to withdraw.

Dress Code

Trainees 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 trainees.**

Appropriate dress, neatness, and cleanliness are expected of all trainees. 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 trainees the proper dress and appearance for the workplace.

Cell Phone Workplace Policy

The Shelby County Board of Education respects parent wishes for their trainee 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 trainees have not properly secured them. Cell phones cannot be audible during the instructional day. The same policy applies for trainee using a cell phone in the classroom outside the parameters set forth by the classroom teacher. Trainees whose cell phones contain any illegal or inappropriate material are subject to the appropriate school consequences, as well as possible legal consequences.

When a trainee 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 Shelby County Code of Conduct.

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. Trainees will be subject to disciplinary action for these devices as well. They include: iPods, headphones, handheld game devices, cameras, etc. Trainees bring all of these devices, and other items not included, at their own risk.

Tobacco Free Workplace

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 trainee to disciplinary action as set forth by the Shelby County Board of Education's Code of Conduct.

Drug Free

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 trainee 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 trainee 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.

Weapon Free

The Career Technical Educational Center will strictly adhere to the policy concerning weapons as explained in the Shelby County Board of Education's Code of Conduct book. A trainee 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.

Technology Compliance

The Career Technical Educational Center will strictly adhere to the policy concerning technology as explained in the Shelby County Board of Education's Code of Conduct book. A trainee 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.

Safety Policies

The rules of safety are constantly emphasized at the Career Technical Educational Center. Safety habits are extremely important, and every trainee should practice safety at all times. Trainees 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 CTEC.** A score of 100 percent must be made on a safety test before the trainee is allowed in the lab or shop area.

Safety Drills/Emergency Procedures

Safety drills are periodically conducted to ensure trainee 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.

CTEC Trainee Schedule

Block Schedule	Career Tech Time
1st Block	8:15-9:45
2nd Block	9:50-11:15 SCHS 9:55-11:15 CAHS
3rd Block	12:40-2:25

CTEC bus/car Dismissal 2:25

Clean-up and Care of Facilities

All trainees 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 trainees 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. Trainees who deface or destroy property of the school will face disciplinary action and be required to pay for the damages.

Securing Valuables

The school will not be responsible for any personal items lost, stolen, or damaged.

Transportation

Trainees 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.

Trainees have the privilege of utilizing the transportation services of this school district. Trainees 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 trainee 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. Trainees 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.

Trainees 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 trainees 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.

EMPLOYEE EVALUATION PROCESS

Assessment

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 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 trainee 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 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 Ethic

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

Trainees 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 trainee's grades and good standing in our various programs.

Make-Up Work

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

Program Completion

Concentrators – trainees who complete 2 courses in a CTE program of study.

Completers – trainees who complete at least 3 courses in a selected CTE program of study.

Percent of State CTE Standards Met: Essential knowledge and skills that students are expected to master upon completion of a program's curriculum. Standards determine what students need to know and be able to do to prepare for career entry or progression into a postsecondary program.

Stackable Credentials: (Mastery of skill sets are validated by Industry credentials)

Industry Recognized Credentials/CRI's: An industry-recognized credential is one that either is developed and offered by, or endorsed by a nationally-recognized industry association or organization representing a sizeable portion of the industry sector, or a credential that is sought or accepted by companies within the industry sector for purposes of hiring or recruitment which may include credentials from vendors of certain products.

Industry Stackable Credentials: A credential is considered stackable when it is part of a sequence of credentials that can be accumulated over time to build up an individual's qualifications and help them to move along a career pathway. (e.g. – OSHA 10, CPR, etc.)

With limited spots available for our second year programs, CTEC trainees will be evaluated through a rigorous process every 9 weeks. Evaluations, attendance, and assessments will be utilized to determine if trainees will be able to return to a program for the second year of the program.

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 licensed 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.

Special Services

Career Technical Educational Center does not discriminate on the basis of race, color, national origin, sex or disability. Shelby County Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

Dr. Marla Aldrich, Special Education & 504 Coordinator
Special Services Center
2284 Highway 35
Pelham, AL 35124
(205) 682-5850

Career Technical Educational Center is an equal opportunity educator and employer. Accommodations are available upon request to those with documented disabilities. Due to credentialing and certification requirements, CTEC programs may not be modified.

ACKNOWLEDGEMENT STATEMENT

I have read the Career Technical Educational Center Trainee Manual and understand the rules in the Manual and the consequences if I fail to comply. I am willing to abide by the rules and regulations stated in the Manual. 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 Career Technical Educational Center in one of the following programs (check one).

____ Automotive Technology (\$125.00)

____ Collision Repair Technology (\$115.00)

____ Plumbing (\$65.00)

____ Biomedical PLTW (\$150.00)

____ Culinary Arts (\$140.00)

____ Public Service Academy (\$75.00)

____ Health Sciences (\$125.00)

____ Cosmetology (\$230.00 yr 1)(\$130.00 yr 2)

____ Construction Technology (\$90.00)

____ RAM (\$75.00)

____ Welding (\$115.00)

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 Career Technical Educational Center principal at 682-6650 to make other arrangements for payment.

Parent/Guardian Signature

Date