



Career Center



STUDENT HANDBOOK

CAREER AND TECHNICAL EDUCATION

PURPOSE OF THE HANDBOOK

This handbook is designed to inform Career Center students, parents and the community of basic information, district policies, rules, and regulations that will be beneficial to each student enrolled. If each student understands the information contained in this handbook and follows it to the best of their ability, the result will be a positive learning experience for every student.

Si usted necesita una traducción en español favor de llamar al 254-5484. Estamos para servirle.

CAREER CENTER



VISION:

All programs operate in a culture where all students are engaged in a rigorous and relevant curriculum and where all students are successfully learning.

OUR MISSION:

To lead all Students to reach their individual potential by rigorously pursuing and evaluating achievement of high academic and ethical standards in a disciplined, nurturing environment.

CAREER CENTER MISSION STATEMENT:

The Career Center staff will strive to equip every student with the work ethic, communication skills and self esteem necessary to become productive members of their community, and to help them visualize a positive future, through relative and life applicable learning experiences.

TABLE OF CONTENTS

WELCOME TO CAREER CENTER

CONTACT INFORMATION

ACADEMIC INFORMATION

GRADES AND CREDITS

ATTENDANCE POLICY

COMMITMENTS

STUDENT SERVICES

STUDENT RIGHTS

GENERAL INFORMATION

EMERGENCY PROCEDURES

Welcome

Welcome to the Career Center. You are now attending a Career Technical Education school where you are going to explore career pathways along with related academics. Our staff provides excellent project based learning opportunities for you that will prepare you for the world of work. Your teachers will provide learning opportunities that will “allow the eyes to see what the hands are doing and the mind is thinking”, make learning fun and relevant.

At the Career Center, you will find that you will be treated as a young adult; you are not just a number! We celebrate your successes throughout the year, as success is the foundation for future learning. As you can tell we are proud of our school and our students. Being prepared, polite and productive on a daily basis will help support our motto “Professionalism Every Day”. We ask that you attend school daily, work hard, show respect to others, and take pride in everything that you do.

We are excited you have chosen to attend our school. On behalf of the entire staff at the Career Center, we welcome you, and know that we will have a great year!

Cam Wyatt

CONTACT INFORMATION

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ACADEMIC INFORMATION

Enrollment and Registration:

High school students who want to enroll in a year-long technical program at the Career Center must complete an application (available in high school counseling offices and arrange for an interview through the Career Center). Once a student has completed the application and interview, availability in the program will be determined. Confirmed acceptance will depend upon the interview, review of attendance record, progress toward graduation requirements at the home high school, and program space availability. If the student cannot be immediately enrolled into the program, they have the option of remaining on the program waiting list to be contacted for enrollment when an opening is available.

Students must be concurrently enrolled in a School District 51 home high school, or other approved affiliated school system, in order to attend classes at the Career Center.

Transcripts:

All credits earned at the Career Center are posted to the student's home high school transcript. Transcripts may be obtained by contacting the student's home high school records department.

Suspension:

High school students who have been suspended from their home high school may not attend class at the Career Center.

Change of Address/Phone:

If your address or phone number has changed during or after your enrollment, please notify the Career Center and your home high school.

Graduation Requirements:

High school students must meet all graduation requirements as outlined by D51 **Board Policy IKJ**. All students are encouraged to achieve the highest level of academic ability possible to have the benefit of a wide choice of career options. Coordinator of Student Engagement is available to discuss credit requirements and options for graduation as well as coordinate and consult with high school counselors as requested and needed.

Insurance:

Mesa County Valley School District 51/Career Center does not carry any form of accident or medical insurance to pay medical costs should a student be injured at school or while traveling to and from school. Parents may take advantage of affordable accident insurance plans offered through School District 51. Forms and information are available through home high schools. Coverage available includes:

- 24-hour accident coverage
- At-school coverage
- Student health plan
- Extended dental coverage

GRADES AND CREDITS

Career Center uses both the 4.0 grading system and percentages as follows:

A (4.0) - excellent to superior
B (3.0) - good to excellent
C (2.0) - satisfactory
D (1.0) - passing but not satisfactory
F - (0.0) – failed
NM - no mark

A (90-100) - excellent to superior
B (80-89) - good to excellent
C (70-79) - satisfactory
D (60-69)- passing but not satisfactory
F - (0-59) – failed
NM - no mark

Grading criteria is established by individual instructors who have the authority to handle instances of academic dishonesty by assigning reduced grades for the work or a failing grade in the course.

Definition of Academic Dishonesty:

The protection of academic integrity requires clear and consistent standards and definitions, as well as confrontation and sanctions when individuals intentionally violate those standards. Academic dishonesty undermines the educational experience, lowers morale by engendering a skeptical attitude about the quality of education, and negatively affects the relationship between students and faculty. Academic dishonesty is the intentional act of fraud, in which an individual seeks to claim credit for the work and efforts of another or uses unauthorized materials or fabricated information in any academic exercise.

Academic dishonesty also includes, but is not limited to:

1. Forgery/fabrication/falsification/plagiarism of academic documents
2. Intentionally impeding or damaging the academic work of others
3. Assisting others in acts of academic dishonesty
4. Cheating in the classroom
5. Unauthorized attendance
6. Multiple submissions
7. Unauthorized collaboration

High School Academic Credit:

At the end of each quarter, instructors at the Career Center will post each student's course grades. Grades and credits are based on student achievement of competencies in the programs. Students are expected to achieve predetermined competencies each term to earn full credit. Academic and/or elective credit in high school content areas is awarded in all high school programs at the Career Center. This means students can earn content-specific credits that will apply to graduation requirements in addition to elective credit.

D51 Reassessment and Late Work Policy:

Reassessment

Our primary goal is to encourage students to learn from their mistakes on a given assessment. We will provide multiple opportunities for students to demonstrate mastery of content standards and knowledge of essential content and skills. Students will have the opportunity to reassess given the following criteria:

Reassessment and Revision:

- Reassessment is for summative assessments/tasks and teachers identify which assessments/tasks fall into this category.
- Students will be provided a clear understanding of the type of retake that is required (e.g., section retake, rewrite a section, verbal response, whole test retake...).
- Teachers will provide feedback that supports student opportunity for relearning.
- Students will have up to two weeks after feedback is provided to reassess. Reassessment may be scheduled between the teacher and the student.
 - Note, when missing or late work is reported, that is considered feedback.
- Opportunities for teachers to allow reassessment are identified by the teacher. A student may be asked to reassess outside of regular class time.
- The student may reassess for a higher performance score. This is a replacement grade/mark, not an average of multiple reassessments.
- Depending on the time of year, such as the end of a school year, a student may have limited opportunities to reassess.

ATTENDANCE POLICY

Employers expect employees to demonstrate good attendance. Therefore, the Career Center will consistently emphasize the importance of good attendance and has adopted this attendance policy to address the students' needs as well as the needs of the community. Parents are welcome to check on the status of their students' absences at any time.

Student/Parent Responsibility

Attendance is the responsibility of the student and parent. Please notify both the Career Center and the home high school in the event of an absence. Students are responsible for informing the Career Center (with any supporting documentation) of school assemblies, class meetings, sports events, field trips, or any other programs that result in daily schedule changes, before the day of the activity, if possible. Additionally, any required suspension and/or expulsion information should be forwarded to Career Center immediately.

TARDIES

Three (3) tardies will equal one (1) absence and will count toward the total absences allowed. Tardies are recorded daily. If a student is more than 20 minutes late to class, it is considered an absence and they may be asked to leave.

*Parents/guardians will be contacted by the instructor, if necessary, for verification of an "excused" absence and/or class status.

Students may be allowed to make up class work for days missed on "excused" absences within 48 hours following their return. However, there are occasions when experiences in the classroom, such as hands-on laboratory assignments, group projects, etc. cannot be made up and loss of credit for these assignments may result. Administration reserves the right to review an individual's attendance.

"LACK OF ATTENDANCE"- Protocol

Attendance is a foundational employability skill set valued at the Career Center. When **"lack of attendance"** impedes the academic progress of an individual an attendance plan will be developed and implemented. The plan will be developed within D51 policy and procedures. If continued absenteeism persists the student will be removed from the Career Center educational environment until which time he/she can demonstrate a consistent attendance profile that supports academic progress.

COMMITMENTS

Expectations for Campus Conduct

Career Center staff will treat all students as responsible adults; therefore, students are expected to conduct themselves in a mature and responsible manner by observing moral and civil laws, and by not interfering with the planned educational processes of the classroom or the normal daily activities. Unacceptable conduct may warrant suspension and/or dismissal from the Career Center.

Student Commitment

- To pursue and complete courses of study prescribed by School District 51 and Career Center
- To make course selections based upon interest, goals, needs, and requirements
- To be punctual and attend all class sessions while enrolled
- To assume responsibility for learning and performance
- To express opinions and ideas in a manner that will not offend or slander others
- To be aware of all rules and regulations for student behavior and to conduct themselves in full accordance with them
- To dress and be groomed to meet industry standards
- To assist the Career Center staff in operating a safe school
- To respect the rights, feelings, and property of others
- To complete all course assignments to the very best of their ability
- To respect cultural, ethnic, and gender differences
- To participate in the shared decision-making process

Parent/Guardian Commitment

- To recognize that Career Center is dependent upon parental support in addressing instructional and behavioral concerns
- To monitor their students' progress and to take appropriate steps to promote success
- To recognize that attendance has a direct correlation to students' achievements
- To provide feedback indicating parental educational expectations
- To attend and participate in conferences and meetings whenever possible

Instructor Commitment

- To expect that all students will succeed
- To design curriculum and utilize instructional methods to ensure that all students have the time and opportunity to achieve their maximum potential
- To maintain accurate achievement records and provide students with specific and timely feedback on their progress
- To assure a safe and orderly environment, conducive to teaching and learning
- To respect and respond to cultural, ethnic, gender and language differences
- To communicate with advisors, administration, and parents/guardians regarding student achievement and attendance
- To demonstrate a commitment to customer service excellence

Student Engagement Coordinator Commitment

The Career Center staff offers direct assistance to prospective and current students in the areas of academic advising, registration, and enrollment in the Career Center high school programs. Students who experience problems are encouraged to talk with the staff who can, in many instances, make referrals for students to other agencies that can assist with specific issues beyond our scope

- To provide guidance and services to all students regarding program selection, career information, program progress, and postsecondary planning
- To communicate with home high schools as needed
- To act as a student advocate
- To promote and support equitable access to all programs
- To conference with parents/guardian, administration, and instructors whenever necessary

Administration Commitment

- To take a leadership role in setting and maintaining high but realistic expectations and standards for students and staff
- To maintain a safe and orderly environment conducive to teaching and learning
- To encourage and support students and staff in the development of new ideas
- To maintain a visible presence in the school to both staff and students
- To analyze student achievement of outcomes and modify the school-wide instructional program as needed
- To promote and facilitate a shared decision-making process among all stakeholders
- To model a commitment to customer service excellence

STUDENT SERVICES

Career Education

Career planning and guidance services are also available. Assistance is available in identifying career interests and goals and developing plans for achieving those goals. Students have access to computerized career information systems, basic employability skills such as résumé writing, interviewing, and basic job search skills.

Assistance to Students with Disabilities

Support services to assist students with physical or learning disabilities are available. Students interested in this assistance are encouraged to contact the Student Engagement Coordinator and/or Principal.

School to Work Alliance Program: On site to assist students with barriers to find employment and connect to community employment resources.

STUDENT RIGHTS

Academic Due Process

If an academic problem is experienced, we request the student first contact his/her instructor. If the problem is not resolved after discussion with the instructor, the next step is to present the issue to the Student Engagement Coordinator.

Grievance Procedures

Academic grievances usually take the form of grade dispute; however, other areas under this procedure may be concerns with conditions of withdrawal from a class, transcripts, evaluation of academic credit for transfer students, discrimination, or sexual harassment influencing grades. Students with grievances in any of the areas covered by this procedure should discuss and attempt to resolve the matter with the instructor. If the grievance applies directly to the Career Center or District 51, the student has the right to utilize the appropriate grievance procedures as stated in official school policy. All grievances should be presented in writing to the proper authority within five working days of the occurrence, with an explanation of the relevant facts and what efforts have been pursued for redress. Should further appeal be necessary, such notice must also be filed within five working days after denial. It is always accepted as academic principle that the grade assigned by an instructor is inviolable. Only in the most drastic and rare circumstances, and after an exhaustive review, will a grade be changed by administrative authority.

Nondiscrimination Policy

It is the policy of Mesa County Valley School District 51/Career Center to not discriminate on the basis of race, color, creed, sex, sexual orientation, religion, national origin, age, marital status, ancestry, disability in admission, or access to, or treatment in its educational programs or activities

Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504/Americans with Disabilities Act of the Vocational Rehabilitation Act of 1973, are statutes passed by the United States Congress to prohibit discrimination on the basis of age, race, color, national origin (Title VI), religion, sex (Title IX), or disability (Section 504), by agencies receiving federal financial assistance. The governing regulations cover all aspects of discrimination in schools with regard to admissions, treatment, access, and provisions for students, including selection and acquisition of textual materials. It also prohibits employment discrimination in hiring, promotion, compensation, job assignment, leave of absence, and fringe benefits.

GENERAL INFORMATION

Visitors

The Career Center welcomes visitors and requests that they first check in at the main office, then with the program instructor, prior to visiting or observing a class. High school students not enrolled at the Career Center, but who wish to visit, must have advance permission from their high school as well as from the Career Center. Please contact the program instructor to arrange a visit. Students' children and other family members are asked to make prior arrangements with the program instructor before visiting class or lab areas. Guided tours of the campus are available upon request. Please contact Career Center (970) 254-6000.

Closed Campus and Leaving the Building

The Career Center is a closed campus. Students who leave during class time must notify the instructor and sign out in the main office before leaving.

Driving, Parking, and Bussing

Driving is a privilege. Loitering in parked cars or in school parking lots will not be permitted. Be alert to any vandalism, theft, or suspicious activity. Students are asked to report any such incident to an administrator or staff member. Student parking area on campus is located in the south parking lot unless otherwise designated. Vehicles left in the parking lot for more than four days may be reported as abandoned vehicles and towed at owner's expense. Students may take a School District 51 bus to the Career Center from their home high schools. See home high school for bus times.

Dress

Students are expected to wear modest clothing appropriate for the area of training in which they are enrolled. Each program of instruction has specific guidelines for dress, including appropriate footwear for safety and health.

Tobacco/Vaping

Use of tobacco or vaping products are prohibited.

Telephones/Cell Phones and Messages

The office telephones are for official and emergency use only. A phone is provided in the main office for students wishing to make personal calls. Personal phone messages will not be delivered to students unless it is an emergency. Every effort will be made to contact the student in case of an extremely important or emergency message. The use of cell phones and iPods, or any other personal communication device is not allowed during instructional time unless specifically approved by the instructor.

Lockers and Student Property

Lockers are provided in some programs for the storage of books and equipment. They become the student's responsibility, but not the student's personal possession; lockers may be opened for inspection at any time by administration. Lockers with locks left between quarters, or after withdrawal from a program will have locks removed unless a student was given permission by the instructor to retain their locker.

Student Computer System and Labs

Computer labs are located in various program areas. Food and drinks are not allowed in the computer labs. Computers are also available for student use in the Commons area where food and drinks are allowed. The computer system is not to be used for work unrelated to academic pursuits. Game playing, obscene or other inappropriate use is prohibited. In order to provide for the appropriate use of the electronic media in keeping with Board of Education policy, an "Acceptable Use Agreement" has been developed. A copy of this agreement will be issued to students and parents for signature before a student is issued an account permitting the student to access media resources.

Fundraising

All fundraising plans involving Career Center and its facilities must be approved by the Administration. Money collected must be handled and recorded by the Office through the Student Body Association (SBA) account.

Distribution of Literature or Advertising

Materials for distribution or posting must be approved and initialed by D51 and must include the name of the organization or individual distributing or posting the material. Posted materials not approved will be removed and those persons who distribute non-approved materials will be asked to cease.

Recycling

Recycling enables students to do their share to help our environment. The following is what can be recycled:

- Paper (colored, card stock, computer, notebook, or copier.)
- Magazines and newspapers and cardboard.
- Aluminum cans and plastic bottles.
- Never put trash or litter in recycle bins. Trash-contaminated bins are sent to the landfill instead of the recycling center.

Recycle bins are located on the south side of the building by the dumpsters.

EMERGENCY PROCEDURES

Emergency Procedures on The Career Center Campus are in place for situations such as fire, bomb threats, medical emergencies, weapons on campus and student in a crisis... etc. The Crisis Team consists of D51 administration and staff members who are familiar with emergency systems and procedures to keep students safe. Students who are aware of a crisis should immediately notify the nearest staff, faculty member or the main office. Once a staff or faculty member has been notified, students should remain calm and wait for instructions from their instructor on how to proceed.

****It is very important that students notify the main office if contact or health information changes throughout the year.***

Accident Procedure

In the case of an accident, students must notify the staff or faculty member in charge; the staff/faculty member will complete an accident report.

Building Evacuation Procedures

In the event of a building evacuation (fire, bomb threat, hazardous spill, etc.) students are expected to follow the instructions given by their instructors. Each instructor will inform their students of emergency procedures at the beginning of the school year. Students will be given a designated area away from the buildings where they will meet their instructor. In the event of a building evacuation, all students are expected to remain with their instructor, unless otherwise directed. The instructor will take roll call and everyone will wait at the designated area until notification of ALL CLEAR.

Weapons on Campus

If a weapon (as defined by D51 policy) is sighted or suspected on campus, lockdown procedures may be implemented. Instructors will inform students of safe area locations for their program. Students away from their program will access the nearest safe area. Instructors will take roll call and all will wait in their safe areas until notification of ALL CLEAR.

Safety

Everyone must observe safety procedures to maintain the health and safety of all students and staff. Each program's safety procedures may vary. Please see the instructor in each program for specific safety procedures.

SIGNATURE PAGE

By signing below you acknowledge having read and understand the Information found within the Career Center Student Handbook.

Student Name: _____ Grade: _____

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____