

**STUDENT HANDBOOK
FOR THE COLUMBIA PUBLIC
SECONDARY SCHOOLS**



“Teaming Together For Excellence”

**COLUMBIA AREACAREER CENTER
FREDERICK DOUGLASS HIGH SCHOOL
DAVID H. HICKMAN HIGH SCHOOL
ROCK BRIDGE HIGH SCHOOL**

**JEFFERSON JUNIOR HIGH SCHOOL
OAKLAND JUNIOR HIGH SCHOOL
WEST JUNIOR HIGH SCHOOL**

**GENTRY MIDDLE SCHOOL
LANGE MIDDLE SCHOOL
SMITHTON MIDDLE SCHOOL**

2009-2010

Welcome

The staff at the Columbia Area Career Center (CACC) is eager to help you prepare for a successful school year and a successful adult life. The staff is here to help you achieve your goals. Goals are dreams and wishes that you strive to achieve. It takes hard work and dedication to obtain your goals. But, when you believe in yourself and keep trying, you can be successful.

Many students wonder why they should work hard in school, because they are not "getting paid." Perhaps this may be the highest you are "paid" in your entire life! How many hours do you think average workers work between the time they graduate from high school and the time they retire or die? The answer is about 180,000 hours. Think about students who work hard and prepare themselves for a specific career choice and other students who are equally good people, but who may not be well prepared. When both knock on an employer's door, both may get employed. But the preparation that one has may make a difference in hourly wages from \$1.00 to \$2.00. They both work hard, both get promotions, but employment can be like a track meet. Those who get off the block first, those who start ahead -- often stay ahead. The difference in salary remains throughout their work life. How much more is one's life time earnings over the other? Anywhere from \$180,000 to \$360,000. So you see, you do get paid in high school for being successful.

We are looking forward to a very rewarding 2009-2010 school year. The policies and procedures outlined in this handbook are designed to help make the school year run smoothly so that you will have a successful year at the Columbia Area Career Center. This information has been carefully prepared so that it will help you adjust to our school and become an integral part of it. Remember, your success is directly related to your efforts; we want to help you be a winner in the race we call "*life*"!

Best wishes for a successful 2009-2010 school year.

Mission

Preparing Today's Students for Tomorrow's Careers Through Quality Technical Education

Vision Statement

The Columbia Area Career Center supports all students to improve the academic and technical skills necessary to attain their goals; whether they be continuing education, employment opportunities in high wage careers or re-training and/or upgrading current skills in high demand, emerging or established careers. This is accomplished through integrated academics, certification opportunities, soft-skills instruction for employment, awareness of future opportunities in emerging occupations, Community Advisory Boards, employer contract training, and professional health training programs.

Columbia Area Career Center Values

Attendance, Respect, Safety, Responsibility, Quality, Teamwork

General Information

Selecting a career is not a single decision. It is a process that is based on many decisions. The Columbia Area Career Center can help you to make strong choices that will affect your future.

Envision your Destiny

Never stop dreaming – an active imagination is the foundation for all great accomplishments. Still, vague wishes alone won't take you far – you must transform them into meaningful goals. To accomplish this, write down what you want to achieve, be as specific as possible, and set a time limit for yourself.

Columbia Area Career Center Expectations

One of the Columbia Area Career Center's school improvement goals is: "The student will demonstrate the personal and social responsibility skills needed to obtain and retain employment." To measure how successfully we meet that, the staff has developed a "Workplace Expectation Rubric" that will be used in all career and technical classes. Students will be expected to develop and enhance their skills in the following areas:

1. **Attendance:** Be here and on time, be ready to learn
2. **Respect:** Treat others as you want to be treated
3. **Safety:** Be careful, follow rules
4. **Responsibility:** Be honest, use appropriate language, do your work
5. **Quality:** Be proud of what you do
6. **Teamwork:** Work well with others

Attendance

Students are expected to be in class daily and to be engaged in the learning process. Regular attendance is essential for success in school and in life. Research shows that students with 95% or above attendance are more successful academically, earn better grades, and perform better on college entrance exams. Our attendance goal for all students is 95% or better.

A portion of the class grade is based on Columbia Area Career Center Expectations, which includes attendance and participation in class, lab, shop, or worksites. Absences, except those for a school-sponsored activity, may affect a student's grade.

Make-up Work

The following is an overview of how the Columbia Area Career Center treats make-up work. Individual course syllabi will have specific details of make-up work procedures.

Excused (Parent Excused, Excused, Medical, Field Trips) and Verified Absences

- All missed work may be made up at full credit.
- It is the student's responsibility to initiate contact with the teacher to get make up work.
- Work must be made up in a timely fashion, generally within the same number of days as the absence (e.g. absent 2 days, work made up in 2 days).

- Participation points may be lost due to absence. Students may possibly make up lost points by working in the classroom/shop/lab outside of class time or through alternate assignments determined by the instructor. However, in some classes experiences are limited and opportunities to repeat these are not available.

Suspension (ISS, OSS)

- Missed work may be made up at full or partial credit (50%-100%) as specified in individual course syllabi.
- It is the student’s responsibility to initiate contact with the teacher to get make up work.
- Work must be made up in a timely fashion, generally within the same number of days as the absence (e.g. absent 2 days, work made up in 2 days). Instructors may expect students to make up work *during* suspension and submit upon returning to school.
- Participation points may be lost due to absence. Students may possibly make up lost points by working in the classroom/shop/lab outside of class time or through alternate assignments determined by the instructor. However, in some classes experiences are limited and opportunities to repeat these are not available.

Truancy

- Students will receive a grade of F for missed assignments or work.
- Students will be subject to loss of participation points.

Bell Schedule (2 hour blocks and 3 hour blocks)

| | | |
|--------------|----------|------------|
| Warning Bell | | 7:45 |
| 1-2 Hour | A/B Days | 7:50-9:20 |
| 1-3 Hour | Daily | 7:50-10:20 |
| 3-4 Hour | A/B Days | 9:35-11:05 |
| 5-6 Hour | A/B Days | 11:50-1:20 |
| 5-7 Hour | Daily | 11:50-2:20 |
| 7 -8 Hour | A/B Days | 1:30-3:00 |

COLLEGE CREDIT

Columbia Area Career Center students have the opportunity to earn college credit through Articulation and Dual Credit Both opportunities are made available through cooperative agreements which exist between the Columbia Area Career Center and various post-secondary institutions.

Articulation Credit

Students may earn college credit for Columbia Area Career Center classes through the Articulation process. College credit awarded through Articulation gives the student a jump-start into a technical degree program by allowing the student to by-pass certain entry-level classes at the college level for which the student has already mastered the coursework. Articulated college credit is free and is transcribed after the student 1) completes the high school course and 2) enrolls and completes the required number of credit hours at the institution awarding the credit.

Eligibility: Grade of 80% or better in their Columbia Area Career Center class for the year
Attendance of 95% or better in their Columbia Area Career Center class for the year

Dual Credit

College credit earned through dual credit is possible when the subject matter covered and the competencies mastered are equivalent to those required in a particular college-level class as identified by the post-secondary institution. Unlike articulation, there is a fee for the award of dual credit; however, dual credit is transcribed for the student whether or not the student attends that college or university after high school graduation. The transcribed credit is usually transferable to other post-secondary institutions.

Eligibility: Must meet the institution requirements for entrance

Sending Schools

The Columbia Area Career Center serves students from the following sending schools: Hickman High School, Rock Bridge High School, Douglass High School, Southern Boone County R-I (Ashland), Boone County R-IV (Hallsville), Christian Fellowship, Family Worship Center, Columbia Independent School, West Junior High School, Jefferson Junior High School and Oakland Junior High School.

Academic Student Support

Literacy Support - Literacy specialists work with faculty to integrate into courses writing and reading relevant to programs of study. They model composition strategies and assist teachers in designing scoring rubrics for the evaluation of content and proficiency in organization, cohesion, punctuation, grammar, and expression. The general intent of literacy instruction is to help prepare CACC students for the rigors of post-secondary academic writing and to introduce students to the expectations and conventions of workplace writing. Support services are offered by literacy personnel to students enrolled in CACC courses. Students can be referred by instructors or independently seek this assistance in writing, reading, classroom presentations, note-taking, and study-skills.

Mathematics Support – Support services in mathematics are available for students enrolled in career and technical classes. The mathematics specialist works with teachers to design materials and model strategies integrating mathematics into their career and technical program. This includes math pre and post tests to determine a student’s mathematical gain. Students who need math assistance are referred by their instructor and receive individual or small group instruction.

English Language Learner (ELL) Academic Support - An ELL support teacher is available to orient students in the ELL program to Columbia Area Career Center course offerings and provide academic support in their career and technical courses. These support services include assistance with class assignments and test preparation, study skills assistance, course selection, and post-secondary planning.

Vocational Resource/Academic Support - Academic support is available to students enrolled in career and technical courses. For students who have IEP/504 Plans, VREs facilitate student success through serving as liaisons between special education and career and technical education. Examples of the types of services provided include; assistance with course assignments and test preparation, provision of accommodations afforded students through their IEP/504 Plan, development of resource materials and help with course selection

and career planning. For students who are referred by their instructor, similar assistance is available and communication occurs between career and technical instructors, the student's parent/guardian and support providers at the student's home school.

Placement

A placement specialist is available to provide assistance in obtaining part-time and full-time employment.

Career Technical Student Organizations

Career technical student organizations are available to all students enrolled in CACC programs. **DECA** serves marketing/management students; **FBLA (Future Business Leaders of America)** serves business education students; the **FFA** serves students in Agriculture Education; and **SkillsUSA** serves students in trade and industrial, technical, and health occupations. **FCCLA (Family, Career and Community Leaders of America)** serves students in family and consumer sciences education. **Health Occupation Students of America (HOSA)** serves students in the Health Services classes. **SPIE (Society of International Optics Engineers)** serves students in the laser and photonics classes.

All of these clubs are an integral part of the curriculum and provide activities that are designed to produce a well rounded individual with the following goals in mind: personal growth and self-confidence; leadership and cooperation; respect for work and career development; community understanding; and love of country. Participation in a career technical organization will enhance any student's experience at the Columbia Area Career Center.

Partners-In-Education

The Columbia Area Career Center is fortunate to have **five** Partners-In-Education. These are as follows:

1. The University of Missouri - Administrative Services Division
2. M.F.A., Inc
3. Holiday Inn-Select
4. Williams-Keepers LLP
5. U.S. Cellular

STUDENT RECOGNITION PROGRAM

The Columbia Area Career Center feels it is extremely important to recognize those students who have exhibited a good attitude, good attendance record, exceptional knowledge in their program areas, cooperative team spirit, and other qualities that exemplify a good worker. Our Partner-In-Education, the University of Missouri Administrative Services Division, our advisory committees, and our staff were instrumental in establishing the criteria and awards that are presented during and at the end of the school year. During the school year, students need to strive for excellence; good work traits will be rewarded.

I Can Club - Three times per year one student from each class may be selected as a member of the "I Can Club". Nominations are made by the student's peers, instructor, or other staff members. Students are honored at a breakfast/awards ceremony.

Honor Status - Students who have achieved an A or A- average and perfect attendance in their career technical classes.

Outstanding Student- One student from each major program area will be recognized as the Outstanding Student. Students will be rated by their instructor in the areas of attendance, class grade, and Columbia Area Career Center Expectations. Finalists will be interviewed by a panel of University of Missouri Ambassadors and receive a rating. The student receiving the most points from the two ratings will be recognized as the Outstanding Student of the various program areas. The Outstanding Student Finalist will be recognized at an awards assembly in May.

Field Experiences

Instructors may arrange field experiences when they are advantageous to the course and can be conveniently arranged. These arrangements shall have prior approval of the Assistant Director. Students will be required to provide signed parent permission slips before going on the field experience.

Student Accident Insurance

Missouri State Law does not permit a school district to carry insurance on students. However, it is vital for students enrolled in Columbia Area Career Center courses to have insurance. Columbia Public Schools as well as each of the sending schools makes accident insurance available for students to purchase. Information will be requested of all students regarding their insurance coverage.

Tools, Supplies, Textbooks/Fines

Tools, equipment, supplies, textbooks, and reference materials are provided by the Columbia Area Career Center. Students can appreciate the fact that these items are expensive for the technical programs offered at the Columbia Area Career Center and are urged to do their very best to take care of the books and equipment that are assigned to them. If these items are returned with just normal wear there will be no charge. However, if books, tools, etc., assigned to students are lost or damaged through carelessness, the replacement cost will be charged to the student, as well as any unpaid charges incurred during the year. Sending schools will be notified of these fines, and senior transcripts will be held until the fines are paid in full.

Automobile Regulations

Students needing to be transported to and from a career and technical education course will travel according to transportation arranged through the principal's office of the sending school. Parking at the Columbia Area Career Center is **very** limited; therefore, students requesting to drive to the Columbia Area Career Center must have special permission from their high school principal to do so. Students issued parking passes by the CACC will park only in the North-West lot.

Students will not be allowed to drive to class worksites, clinicals, and out of district leadership activities, without written parental permission as well as the written approval of their home school administration and the administration of the Columbia Area Career Center.

Assemblies

When notification is received well in advance from the sending school, the Columbia Area Career Center will make an effort to accommodate the assembly schedules. Students who will be participating in the assembly need to notify their instructors in advance of the assembly. There may be times when students will be unable to participate in assemblies at their home school.

Cleaning Shop and Classroom Areas

It is part of each student's responsibility to help keep his/her personal work area clean and also to help with total classroom and shop cleaning. We are proud of our facility and it is our hope that each student will take pride in keeping the school's appearance attractive.

Withdrawal from School

A student, parent, or guardian should notify the counselor at their home school of the intention of a student to withdraw from the Columbia Area Career Center. After all obligations to the Columbia Area Career Center are satisfied, the Columbia Area Career Center will notify the home school and the student is removed from the current membership list.

Tours

Individuals or groups are welcome to tour the Columbia Area Career Center. Students are expected to be courteous to the guests who come to visit our programs.

Prerequisite for a Second Year Program

To be eligible to take advanced courses, a student must meet the prerequisites for the course in which he/she wishes to enroll. Prerequisites vary by course, but generally include a minimum grade and satisfactory performance on attendance and Career Center Expectations. See individual course descriptions for specific prerequisite information.

If the curriculum for a prerequisite course is modified in any way, a pass/fail grade is issued. Pass/fail grades do not satisfy the grade requirement to take advanced courses.

Grading System

The following high school scale is sent with transcripts for general interpretation and is recommended for assigning marks:

| | | |
|----------|----------|----------|
| A 94-100 | B- 80-82 | D+ 67-69 |
| A- 90-93 | C+ 77-79 | D 63-66 |
| B+ 87-89 | C 73-76 | D- 65-67 |
| B 83-86 | C- 70-72 | F 59-00 |

Advisory Committees

Career technical programs at the Columbia Area Career Center are custom designed for your benefit and for the benefit of area employers. Program, general, and administrative advisory committees offer advice on instruction, equipment and facilities, and curriculum. This advice is essential if we are to offer up-to-date instruction that will meet the demands of area employers. Advisory committee members include employers, students, parents, administrators, and interested citizens of the community. Advisory committees meet a minimum or twice per year.

If you would like to become a member of an advisory committee simply contact the Columbia Area Career Center office or an instructor. We are always interested in the involvement of our local community in our programs.

Instructional Time will be Protected

All interruptions of instructional time will be kept to a minimum. The PA system will be utilized for announcements only for emergency communications. Student cell phones or other electronic devices will not be utilized during class or lab time.

Checking in at the Columbia Area Career Center

Students who are late to class will sign in at the main office before reporting to class.