



2009-2010

# Student Handbook

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## Academic and Technical Content

Each program at the Tech Center has a well developed curriculum that provides students the core academic and technical skills necessary for success in that field. Various techniques are used in the classroom to ensure the transfer of information to the student and the building of the knowledge bank the student draws upon when on the job. These include lectures, videos, computer learning modules, Internet searches, team projects, oral presentations, and hands-on practice.

### Student Academic and Technical Expectations

- Maintain an 80% overall grade for at least two trimesters in the same Program of Study to work toward a capstone experience
- Take personal responsibility for academic success
- Seek support when needed through direct, open communication with the instructor, Student Achievement staff and/or parents/guardians
- Maintain at least a 70% overall grade to continue in a program for a second year
- Create a student portfolio documenting the skills acquired in your program.

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## Employability and Leadership Training

When surveyed as to the needs that educators can meet for future employers, the most often heard response is: "Give me someone with a good attitude, who will show up every day, respects authority and is a good team member." These are what we consider employability skills. To ensure that each student learns these skills, the Tech Center has leadership training within each course. This program simulates a real workplace setting with team members and a team leader.

Leaders are rotated regularly and have the responsibility to monitor the team members' participation and the team's overall accomplishments. The leader uses the employability skills score sheet to monitor students each day.

The Employability/Leadership Training grade is 30% of students' overall grade. The 5 major areas of employability and leadership skills are:

#### Employability Skills

1. Attendance
2. Professional Presentation
3. Task Achievement
4. Professional/Responsible Behavior
5. Teamwork

#### Leadership Skills

1. Ability to Direct
2. Proactive Planning
3. Organization/Paperwork
4. Role Model
5. Classroom/Lab Maintenance

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## Employability Skill 1: Attendance

Employers expect excellent attendance. Good attendance and being on time indicate that a person has developed the habits of punctuality, dependability and self-discipline. Attendance is reported to the local district each day.

### Expectations

#### ATTEND EVERYDAY THE TECH CENTER IS IN SESSION

- Maintain 3 or less absences within one trimester to be eligible for a capstone experience
- Notify the instructor by phone or email before class begins when you are absent. This is considered of your instructor/'employer' and responsible to your program/ 'organization' (avoid no call/no shows)
- More than 6 chargeable absences will result in a zero for Employability Skills for the remainder of the trimester
- Plan for a scheduled absence

#### BE PUNCTUAL

- Avoid excessive tardiness — 3 tardies = 1 absence
- Attend entire class period—Missing more than 10% of class time per day is an absence
- Report to the classroom and be on-task immediately upon your arrival

Refer to the employability score sheet for specifics.

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## Employability Skill 2: Professional Presentation

When at the workplace, employees are part of an organization. Their appearance represents the organization. Employers expect all employees to dress appropriately for their profession.

### Expectations

#### FOLLOW THE TECH CENTER AND CLASSROOM DRESS CODES

- Dress for appropriate safety and health considerations within each program
- Accept **any additional** requirements of specific programs and events

#### **PLEASE REFER TO PAGES 13 AND 14 FOR DRESS CODE SPECIFICS**

State and Federal Safety (MIOSHA) Regulations, Health Department Regulations and requirements unique to each training program will be explained and addressed by individual program instructors. For safety and cleanliness, uniforms typical of business and industry will be required in many training programs. In addition, other required items may include: safety glasses/appropriate eye protection, proper and safe shoes or footwear, hairnets, hard hats, etc. Certain programs may prohibit items such as neckties, rings, watches, bracelets, jewelry, short or long sleeves, shorts or exposed legs (shorts). All Capstone students must abide by the dress code of their placement or ACATEC policy, whichever has higher expectations for safety and professionalism.

Refer to the employability score sheet for specifics.

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## Employability Skill 3: Task Achievement

People who demonstrate good time management skills are more likely to be hired and promoted. Efficient employees save organizations money.

### Expectations

#### COME TO CLASS PREPARED

- Be ready with books, paper, pencils, and program supplies

#### PARTICIPATE IN ALL REQUIRED CLASS ACTIVITIES AND DISCUSSIONS

- Including cleaning area and returning supplies
- Remain aware of classroom routines and personal responsibilities

#### MANAGE TIME AND BE ORGANIZED

- Complete all assignments, projects, class work on time
- Understand the importance of being on time at the beginning of class or during breaks

Refer to the employability score sheet for specifics.

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## Employability Skill 4: Professional/Responsible Behavior

Employers expect employees to act professionally. Each employee needs to take personal responsibility for their professionalism.

### Expectations

#### RESPONSIBLE, DILIGENT, AND PERSEVERANT (FOLLOW THROUGH)

- Strive daily to do your best
- Understand the need for quality work

#### HONEST, TRUSTWORTHY, RESPECTFUL

- Be respectful of all Tech Center staff and students
- Rely on own abilities—avoid cheating or plagiarism
- Students are to only access websites deemed acceptable by the instructor
- Use of personal e-mail accounts is prohibited

#### WORK IN A SAFE MANNER, FOLLOW CLASSROOM/LAB RULES

- Follow all classroom and Tech Center safety rules
- Understand immature actions may endanger others

#### WILLINGNESS TO LEARN

- Accept all assignments—choosing to ‘take a zero’ is unacceptable
- Be willing to accept constructive criticism with a positive attitude

Refer to the employability score sheet for specifics.

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## Employability Skill 5: Teamwork

Employees will interact with a variety of people in any workplace. Customers, production workers, supervisors, maintenance crews, support staff, and vendors will be part of the workday. The better an employee can work with others, the more likely that employee will be able to complete tasks and enjoy the workplace.

### Expectations

#### BE COURTEOUS, PLEASANT, FRIENDLY

- Work well with others—do your share
- Show tact, diplomacy, and good “customer service”
- Use appropriate language in all situations
- Keep a positive outlook

#### DEMONSTRATE TOLERANCE AND ACCEPTANCE

- Understand the diversity and needs of others
- Respect the rights and property of others
- Demonstrate support of classmates and other tech center students

#### RESPECT THE LEARNING ENVIRONMENT

- Practice safety—through actions and anticipating harmful situations
- Report unsafe conditions
- Be aware of tech center driving policy and rules
- Refrain from public displays of affection

Refer to the employability score sheet for specifics.

Automatic discipline referrals/possible suspensions include:

- Use of alcohol, drugs, tobacco
- Cheating or plagiarism
- Stealing/vandalizing/damaging property
- Fighting, assaults, or possession of a weapon

Any discipline referral will result in zero employability points in all categories for the day.

### Anti-Bullying Policy

Any gesture whether written, verbal, graphic, or physical (including electronically transmitted acts) that is reasonably perceived as being motivated by any actual or perceived judgment of race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, or mental, physical, or sensory impairment or by any other distinguishing characteristic is considered harassment or bullying. All acts of bullying on school property, at a school-sponsored event, or in a school vehicle will lead to disciplinary action, up to and including exclusion.

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## Leadership Training

Learning the skills of a leader has the added benefit of building confidence.

Each student will experience the role of a “middle manager” between the instructor and their team members. As a team leader, the student has responsibility to monitor each team member’s participation and overall professionalism.

Scoring of the team leader is done by the instructor and is explained on the following pages.

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### Leadership Skill 1: Ability to Direct

Employers promote people who have the ability to direct others. These people need to be able to understand the task at hand, the employer’s desired outcomes, and be able to explain individual expectations to other employees.

Team Leaders:

- Delegate jobs and implements instruction of instructors and support staff
- Keep team focused and on task until it is time to leave
- Control team in class, in lab and during break

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### Leadership Skill 2: Proactive Planning

Proactive planning is having the ability to anticipate changes or problems and prepare for work ahead of time. This is a valuable asset to an organization. Employees anticipating obstacles, planning ahead, and keeping ‘the company running’ have more potential to be promoted.

Team Leaders:

- Are aware of, and prepare, for upcoming activities
- Solve problems as they arise
- Identify and confront improper behavior
- Anticipate and overcome obstacles to task accomplishment
- Seek out instructor input for productivity

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### Leadership Skill 3: Organization/Paperwork Skills

Employees who are organized save the company money. Wasting time looking for lost items due to messy desks or shops costs the company valuable productivity. Saving time saves money. Employers always prefer organization.

Team Leaders:

- Score team members properly
- Complete forms accurately on a daily basis
- Keep classroom supplies organized, clipboard in proper place
- Keep all Leadership documents in an organized system
- Total weekly scores and sign E-skills sheets

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### Leadership Skill 4: Role Model

Any position in an organization can become stressful. It is the employee who can remain calm, maintain focus, and show respect during stressful times that can further increase productivity and morale. Employers acknowledge morale as a necessary part of a successful company and employees with supervisory temperaments will be more likely placed into key positions. Leaders need to set the example for their team.

Team Leaders:

- Demonstrate good worker skills
- Show respect, tact, and diplomacy
- Follow directions of the instructor/staff
- Act as role models

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### Leadership Skill 5: Classroom/Lab Maintenance

Proper use and care of the work environment is important to an employer. Being responsible to keep the work environment clean and properly use equipment will save costs of repairs and replacement. A clean workplace presents well which makes the organization more marketable.

Team Leaders:

- Oversee a clean and orderly worksite by directing team members to clean the classroom, lab and locker areas
- Use appropriate storage for books, paper, and handouts
- Complete assigned clean-up duties
- Return tools to the proper location

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## Capstone Experience

A Capstone experience for the student can either be paid or unpaid employment with local and regional businesses. Students are encouraged to pursue employment to gain the value of on-the-job-training and demonstrate their worker readiness.

After students successfully complete two trimesters of a program, they may be eligible to participate in a Capstone experience. Capstone experiences must be related to the student's CTE program and will replace the student's class time. This opportunity is earned by students who prove their accomplishments both academically and with employability skills.

To be eligible for a Capstone experience, a student must maintain for 2 trimesters in a program:

- An 80% overall grade
- A 90% employability skill grade
- 3 or less absences per trimester

Instructor and Administrative approval is required for a student to enter a Capstone Experience.

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## Student Organizations

### Career and Technical Student Organizations (CTSO's)

Organizations including BPA, SkillsUSA, FFA, and HOSA support CTE curriculum with related competitive events at the local, regional, state, and national levels. These organizations also offer community service with other students who share common interests.

- All students are encouraged to join the CTSO associated with their program
- Registration, travel, and lodging are paid for by ACATEC
- Students must maintain Capstone eligibility to compete

### National Technical Honor Society

This organization recognizes outstanding students in the technical programs. In contrast to traditional honor societies, the NTHS places an emphasis on technical skill and program participation. The goals of NTHS are to reward student excellence and promote a positive image about our students and center. In the spring, students and parents are invited to a ceremony in their honor.

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## Grading

Grades are sent to the local districts every Monday. Students and parents are able to access up-to-date grades on the internet through our website (alleganaesa.org). Passwords are issued each fall for website access. Credit is granted by the local district.

<b>Individual tests, quizzes, assignments, projects, and skills are graded by the following scale:</b>			
<b>A</b>	100 - 94 %	<b>D+</b>	69 - 67 %
<b>A-</b>	93 - 90 %	<b>D</b>	66 - 64 %
<b>B+</b>	89 - 87 %	<b>D-</b>	63 - 60 %
<b>B</b>	86 - 84 %	<b>E</b>	59 % and below
<b>B-</b>	83 - 80 %	<b>I</b>	Incomplete
<b>C+</b>	79 - 77 %	<b>CR</b>	Credit
<b>C</b>	76 - 74 %	<b>NC</b>	No Credit
<b>C-</b>	73 - 70 %		

<b>The cumulative grade consists of the following categories:</b>	
<b>30 %</b>	Tests and Quizzes
<b>40 %</b>	Competencies
<b>30 %</b>	Employability and Leadership Skills

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## Student Recognition

### Perfect Attendance

Students with perfect attendance for the entire school year will be invited each spring to attend an awards ceremony.

### Student of the Year

Instructors will select one student from their programs who demonstrates the skills and characteristics of an exemplary employee in that career field. Students and parents are invited to a ceremony in their honor.

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## Student Achievement

One of the Tech Center's goals is to give all students every opportunity to **succeed**. The Tech Center believes students are their own best resource to learn and achieve. We believe our responsibility is to set expectations for students to become self-reliant, life learners and quality contributors to the workforce. To help students reach this goal, we have a student support service called Student Achievement. This service consists of two basic areas:

- Academic/technical support
  - Employability/leadership training
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### STUDENT ACHIEVEMENT PROGRAM

#### Guidelines & Procedures to Address *Academic* Issues

##### STAGE 1 ACADEMIC (Student struggles academically)

###### Plan for Success

1. Staff and student create objectives to improve student grade
2. Staff and student identify specific tasks/strategies to accomplish objectives
3. Staff and student sign a contract to show personal commitment to objectives
4. Letter is sent to the parents, inviting the parent to call the instructor, and a copy of the contract is also sent home
5. Copies sent to special education teacher if applicable

##### STAGE 2 ACADEMIC (Student continues to struggle)

###### Plan for Success

1. Instructor meets with Student Achievement (SA) staff
2. Together, they identify Stage 1 objectives not met, identify persistent obstacles for the student, create a plan to improve student performance, and set a specific date to revisit objectives
3. Strategies include small group/one-on-one with SA staff to assist student
4. Letter is sent to parents, inviting the parent to call the instructor, and the academic plan is also sent home
5. Copies sent to special education teacher if applicable
6. Contact is made with local counselors, social workers, and special education teachers if there is a concern that failure is eminent

##### STAGE 3 ACADEMIC (Student still struggles)

1. Instructor of struggling student meets with Student Achievement staff and administrator to determine appropriate steps to take with the student who continues to struggle
2. Discussions held with local counselors, social workers, and special education teachers to gain insight into most appropriate placement that would lead to more student success.

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# STUDENT ACHIEVEMENT PROGRAM

## Guidelines & Procedures to Address *Employability* Issues

### **STAGE 1 EMPLOYABILITY (Student exhibits inappropriate behavior that violates rules of classroom or tech center)**

1. Stage 1 Employability Issue Report (referral completed by staff member)
2. Student completes Student Assignment that identifies inappropriate behavior and states personal responsibility
3. Staff creates a behavioral contract specifically identifying inappropriate behavior and states further consequences if behavior persists and student agrees to the conditions of the contract
4. Copies are sent home and to the local school.

### **STAGE 2 EMPLOYABILITY (Student has broken Stage 1 contract)**

1. Staff completes the Employability Issue Report for the Stage 1 broken contract
2. Instructor and Student Achievement to fill out Employability Contract for Stage 2
3. Instructor contacts parent to explain that the student will not be admitted back to class until a parent meeting is held
4. Student Achievement Staff will set a meeting between parent, instructor, student, and local district counselor as soon as possible to discuss the problem
5. Student will work in the SA lab to complete an assignment on respect and responsibility in the workplace
6. During the parent/instructor/student meeting, the student and parent sign the behavior contract with the understanding that if the contract is broken, the student will be assigned an in-house or out-of-school suspension. Suspensions must be fulfilled at the local high school before being admitted back into the class.

### **STAGE 3 EMPLOYABILITY (Student has broken Stage 2 contract)**

1. Student is directed to report to the Student Achievement lab
2. Instructor meets with administration and parents to discuss appropriate options; local administration is notified.
3. The student will be assigned an in-house or out-of-school suspension at the local school. The student must meet with the local administration before being admitted back into the class.
4. During the meeting with local administration, the student will sign a contract with the understanding that if the contract is broken, the student will be removed from class until an appropriate placement can be determined.

### **STAGE 3 BROKEN CONTRACT**

1. The instructor will notify administration.
2. The student is removed from class and assigned to the SA lab until appropriate placement can be determined which may include the Career/Employability class.

As part of our effort to reward appropriate, employable behaviors, students with no employability issues for 4 weeks will be moved back to the previous stage.

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## General Policies

### Acceptable Use Agreement for Internet Access

ACATEC requires that students and staff use our computers and the internet in a safe and appropriate manner. Each instructor will determine which websites are accessible to their students. Student use of personal e-mail accounts is prohibited.

### Accidents and Injuries

Report all accidents or injuries to your instructor immediately. The Allegan County Area Technical & Education Center does NOT carry insurance to cover injury, theft, or damage to personal property. The local high schools make such insurance available at a small fee. The Tech Center strongly recommends that parents purchase this reasonably priced insurance at the local high school.

### Bussing—Late Arrivals/Early Departures

If a bus is late, students are to enter the class quietly and begin working.  
If a school is returning early to the local district, students are to be released by the instructor.

### Care of the Building

**Food and Beverages:** Consume all food and beverages in the break area or at a designated area within your classroom. Do not have food or beverages near computers or equipment.

**Lockers:** Lockers are assigned to some students, depending on the program. Lockers are considered school property and may be searched at the discretion of the ACATEC administration. Locks are provided and students are to use ACATEC locks.

### Driving Permits

Driving permits will be issued to students who have the permission of their instructor, parent/guardian, and their local districts to drive and who have properly returned the paperwork to ACATEC. Permits may be revoked at any time at the discretion of the administration.

### Electronic Devices

All electronic devices will be turned off and remain off upon entering the building.

### Emergency Drills

Fire and Tornado Drills, and the Lockdown Policy are posted by the door of each classroom. In any emergency procedure, remain calm and follow the directions of your instructor.

### Field Trips

Written permission will be necessary for each individual field trip. A parental signature is required for all students who do not have an Age of Majority form completed and on file. Field trips are a privilege and students are required to dress and act appropriately.

### Health and Medication

All students are required to complete a health form. Students are not allowed to participate in lab experiences until all paperwork is complete, returned, and on file.

**Medication** – If it is necessary for a student to take any medication while at school, a signed Student Medication Disbursement form signed by the parent must be on file in the front office. ACATEC cannot provide any over-the-counter medications.

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## General Policies

### Illegal Activities

Illegal activities will be reported to the authorities.

### Inclement Weather

Students are not required to attend if their local district is closed.  
ACATEC closings will be listed on the major television channels and radio stations.  
Capstone students are required to work out an inclement weather policy with their employers.

### Lost and Found

Students who find articles should bring them immediately to Student Achievement. All lost and found articles will remain in Student Achievement until the end of the year. At that time the articles will be donated.

### Personal Property

Students are responsible for their personal property. ACATEC recommends that property of any value should not be brought to the Tech Center. ACATEC is not responsible for lost or stolen property.

### Photo Release

Any student who does NOT wish their picture to appear in any ACATEC publication or newspaper article must submit a written refusal, signed by a parent or guardian, to the front office.

### Safety

Students will properly use equipment. Federal and state laws require safety certain apparel such as hard hats, safety glasses, hair nets, and protective footwear. It is essential that students practice safety at all times. Horseplay or failure to wear appropriate safety apparel is prohibited.

### Security Cameras

ACATEC employs a video recording surveillance system for the protection of students, staff, visitors, and property.

### Student—Sign In/Sign Out

Students who are leaving early or arriving late, on an individual basis, need to have a parent/guardian call in and will also need to sign in/out in the front office. Parents need to come to the office for their child to be released from class. Students will only be released to persons named on the emergency contact list on file.

### Visitors

All visitors must sign in at the front office and wear a visitor badge at all times. These badges verify permission to be in the building.

**Any time during the discipline stages, administration may immediately suspend or begin expulsion procedures if a student's actions warrant it. Parents and local school administration will be immediately notified.**

## Dress Code Specifics

(alphabetically)

Bare Midriffs/Low Cuts	<ul style="list-style-type: none"><li>▪ See shirts</li></ul>
Chains/Jewelry	<ul style="list-style-type: none"><li>▪ Spiked or studded jewelry or clothing, and chains connected to clothing, are prohibited.</li></ul>
Coats (outdoor/winter)	<ul style="list-style-type: none"><li>▪ Coats are not to be worn in the classrooms/labs/shops without permission.</li></ul>
Dresses/Skirts	<ul style="list-style-type: none"><li>▪ Shorts, skirts, dresses must come below the fingertips when arms are fully extended.</li><li>▪ Cutoffs or tattered shorts and/or skirts are not permitted.</li></ul>
Educational Disruptions	<ul style="list-style-type: none"><li>▪ Students should dress in the same manner as an employer would expect its staff to dress for workplace success.</li><li>▪ Any presentation of self that is disruptive to the normal educational process is prohibited.</li></ul>
Graphics	<ul style="list-style-type: none"><li>▪ See Language and Graphics</li></ul>
Hair	<ul style="list-style-type: none"><li>▪ Hair which interferes with the educational process or attempt to call attention to one's self is not permitted.</li></ul>
Hats	<ul style="list-style-type: none"><li>▪ Hats, do rags and bandanas are prohibited</li></ul>
Holes/Frays/Tattered	<ul style="list-style-type: none"><li>▪ Clothing that is badly worn, tattered, showing undergarments, or disruptive, distracting, unsanitary, or unsafe is prohibited. Holes above the fingertips when arms are fully extended are not permitted.</li></ul>
Hygiene	<ul style="list-style-type: none"><li>▪ Clothing is to be modest, appropriate, clean, and reasonably well-fitting.</li><li>▪ Poor hygiene that attempts to call attention to one's self is not permitted.</li></ul>

<b>Dress Code Specifics cont'd</b>	
(alphabetically)	
Language and Graphics	<ul style="list-style-type: none"> <li>▪ Language or graphics, including symbols, mottoes, or designs imprinted on clothing or attached to the body, that advertise profanity, vulgarity, sexual connotations, promote alcohol, drugs, tobacco or racial slurs will not be permitted.</li> </ul>
Pants	<ul style="list-style-type: none"> <li>▪ Pants with holes that show undergarments are unacceptable.</li> <li>▪ Sagging or baggy pants are not allowed.</li> </ul>
Piercings	<ul style="list-style-type: none"> <li>▪ Piercings that attempt to call attention to one's self or raise safety and/or health concerns are not permitted.</li> </ul>
Shirts	<ul style="list-style-type: none"> <li>▪ Shirts must have substantial covering over both shoulders (minimally 3 finger width).</li> <li>▪ Spaghetti straps, tube tops, single strap tops, halters, and open-back shirts are not permitted.</li> <li>▪ Clothing exposing the stomach, back or sides is not permitted.</li> <li>▪ Clothing must cover any front or rear cleavage.</li> </ul>
Shorts/Skirts/Dresses	<ul style="list-style-type: none"> <li>▪ Shorts, skirts, dresses must come below the fingertips when arms are fully extended..</li> </ul>
Sleepwear	<ul style="list-style-type: none"> <li>▪ Sleepwear or underwear worn as outerwear is prohibited.</li> </ul>
Sunglasses	<ul style="list-style-type: none"> <li>▪ Sunglasses are not permitted.</li> </ul>

**Any presentation of self that is disruptive to the normal educational process is prohibited.**

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## Who Benefits from Career and Tech Education?

### STUDENTS

- Attain positive work-related attitudes and technical skills.
- Local high schools will award credit for programs completed at the Tech Center.
- A competency certificate is awarded to each student who successfully meets the requirements of a technical program.
- Industry-based certifications are available in most programs.
- Earn college credit through direct credit and articulation.

### EMPLOYERS

- Attain a well-trained workforce to improve efficiency and productivity.

### ALLEGAN COUNTY RESIDENTS

- Attain the skilled, productive workforce essential for economic growth.

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## Contact Us

If you have any questions or concerns regarding the Student Handbook or other inquiries for ACATEC, please contact our main office at (269) 673-3121.

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## Mission Statement

Energizing Learners to become Innovative Leaders  
in a Competitive, Global Market

*Connecting Learning to Life*

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## A Service of....



It is the policy of AAESA that no discriminatory practices based on sex, race, religion, color, national origin, disability, height, weight, or any other status, covered by federal, state, or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance.

Any person suspecting a discriminatory practice should contact:

**Abby Lloyd, Director of Finance & Operations at AAESA**  
310 Thomas Street, Allegan, MI 49010 269-673-2161