

Quincy Area Vocational Technical Center
High School Student Vocational Courses

Day Classes
Student Handbook
School Year 2015-2016

Sponsored By:
West Central Regional System



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Introduction

Welcome to the Quincy Area Vocational Technical Center.

The classes are offered to high school students through the Quincy Area Vocational Technical Center in agreement with the West Central Regional System. Classes are available to all high school students in Adams, Pike, and Southeastern High School in Hancock counties. The same career and technical classes are also available to all adults seeking job-entry level training, wanting to upgrade existing skills or wishing to explore another career area.

These classes are available to junior and senior students and can be taken for two years. Students may enroll in the same program for two years to continue their education in one occupational area or the student may choose to take two separate vocational courses over the two years of enrollment.

Career and technical education classes are also offered to adult students for a variety of reasons. Unemployed adults may take career and technical education courses to gain valuable skills to build a new base of job skill sets. Part-time employed adults may want to take a CTE class to upgrade their existing skills or may want to pursue a new career in a different field. In either case, the CTE courses would offer adults the education and training to advance their skill training and even continue with enrollment at the community college or technical school of their choice. Full-time employed adults and business and industry personnel may even look at CTE courses as a means of providing advanced training in their field on a short term basis. Some adults will even want to take a CTE course just for the experience of learning something new that they may have had an interest in, but never had the time to take a course in that field.

Whatever the reason, all students and adults should feel welcome to the Center and ready to explore an occupational field of their choice. We hope your experiences here will be rewarding and that you can build upon what you learn here to continue your education and training to benefit your needs.

Mark Pfleiger

QAVTC Director

Meghan Townley

Program Coordinator

Course Offerings and Staff

The following courses are offered at the Vocational Center daily if minimum enrollment numbers are met. Classes meet at various times throughout the day. For class times please check with the QAVTC office.

Automotive Technology <i>Rich Gregory, Instructor</i>	G108	Diesel Equipment Technology <i>Brian Armstrong, Instructor</i>	G106
Business Management/Marketing <i>Marti Dunker, Instructor</i>	F204	Graphic Design <i>Cathy Bower, Instructor</i>	F102
Child Care <i>Cinda Hummel, Instructor</i>	F116	Health Occupations <i>Dana Trantor, Instructor</i>	F209
Commercial Foods <i>Tina Kennedy, Instructor</i>	F114	Introduction to Engineering Principles of Engineering Computer Aided Drafting & Design 3D Modeling & Animation <i>Kaleb Smith, Instructor</i>	F216
Construction <i>Dave Bellis, Instructor</i>	H100		
Electronics Digital Electronics <i>Kristy McKenna, Instructor</i>	G102	Welding Precision Metals Computer Integrated Manufacturing <i>Corey Loos, Instructor</i>	H106

Enrollment

Enrollment in day classes is open to all high school students. Some classes fill up quickly and students and/or adults may be put on a waiting list. High school students are to see their high school counselor to enroll in a CTE class. Students may change their class enrollment, based on available spaces, before the 11th day of class.

Students wanting to withdraw at the end of first semester or to change class enrollment for second semester will be given 1 credit for each semester completed. Credit will not be given for less than one semester of participation in a QAVTC class. Students taking a course for only one semester will receive a 1 credit. Students changing courses for the second semester will receive a 1 credit for each course for a total of 2 credits for the year. Students enrolled in one course for the entire year will receive 2.5 credits.

Note: Class availability is based on enough students being enrolled in the class, as determined by the QAVTC Board of Control. Failure to maintain a minimum enrollment of students may result in closing of that class either at the beginning of the year or at the end of the first semester. Students seeking credit for graduation will need to keep this in mind. Also, students investing in supplies and/or equipment should also be aware of this policy.

Tuition Cost

High school students are enrolled in classes through their high school counselor. Generally, tuition charges for students attending QAVTC are paid by the home school district. However, some school districts may have an enrollment fee that is charged to the student. Contact your high school counselor for details on this charge. *Note: Students enrolled in classes such as Auto Tech and Welding, that require supplies to work on a personal project are responsible for the cost of supplies.*

Course Lab Fees

Due to the high cost of supplies required to operate QAVTC classes, lab fees are assessed to participating students. QHS students will pay this fee when they pay their other high school fees in the QHS main office. Students from the other participating school districts and adult participants will be given an invoice for their fee the first day of class. Fees are to be paid by the 4th week of class.

Students and adults may pay their lab fee in the QAVTC Office (F111). Return the invoice and payment in cash or check. Make checks payable to QAVTC. Students eligible for the free or reduced lunch program may have their lab fee waived by indicating this on the invoice and returning the invoice to the QAVTC Office.

Lab Fee Schedule:

Auto Tech, Graphic Design, Construction, Diesel Equipment Technology.....	\$ 25.00
Intro to Engineering Design, Drafting Precision Metals, Welding, Manufacturing.....	\$ 20.00
Child Care, Commercial Foods, Electronics, Health Occupations.....	\$ 15.00
Business Management/Marketing.....	\$ 10.00

Repeat enrollment in a course

High school students may enroll in the same vocational class for two years.

Class Schedule

Classes will begin on Wednesday, August 19, 2015. Each student should enter through the QAVTC entrance only. Students should arrive before their class time begins to ensure they are on time to class. Students are not to loiter in the parking lot.

Note: All high school students not riding on a high school bus should please arrange for your transportation to be at QAVTC by the end of your class time. The phone in the vocational office will be available for you to make a call if needed. In all cases, getting a ride home is the responsibility of the student.

Attendance

When students arrive on campus, they will sign in every day on an attendance sheet outside of the QAVTC office. High school students are expected to be in class every session. Failure to sign in will count as an absence. Daily attendance reports will be sent to the student's home school. Attendance is

critical for successful learning and is the responsibility of students and their parents. Certain absences are unavoidable and will be considered excused: illness of the student, serious illness in the family, death in the family, emergency needs at home, absences previously arranged by parent, observance of a religious holiday. Absences related to school events or clubs must be arranged by the student's home school counselor and the QAVTC office. It is the student's responsibility to notify their teacher when they will be gone, and arrange to make up any missed work. A student who needs to leave early for any reason must let the QAVTC office know they are leaving before they exit the building.

If a student is ill and will not be coming to class at QAVTC, a parent/guardian should call the QAVTC office only and report the attendance. After 9 absences, an absence due to illness will be excused only if the school receives a doctor's note confirming the illness. The following reasons are not valid reasons to be absent from school and will not normally be considered excused absences: work, car trouble, oversleeping, and no clean clothes. If a student is consistently absent, the home school will be notified of the concern.

Ground and Building Regulations

Smoking/Use of Tobacco Products/Alcohol/Illegal Substances

Quincy school grounds and buildings are designated smoke-free environments. **Use of any tobacco products or other illicit substances on the grounds, in the building or in cars parked on the grounds is not allowed.** High school students caught using tobacco products or illicit substances will be suspended from class for the next class meeting, counted as an absence and the high school and the high school principal will be notified. Adults caught using tobacco products will be warned one time. If repeated offenses occur, the individuals may be asked to leave the grounds and would be dropped from the program. Adults caught with alcohol or illicit substances will be required to leave the grounds and dropped from the program. **No one should be outside the building at any time.**

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." The Quincy Area Vocational Technical Center and member school districts shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the Quincy Area Vocational Technical Center, member districts and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

Cell Phones

The use of cell phones is prohibited in the building. Any calls that must be made can only be made from the phones in the Vocational Office. Instructors will direct problems with cell phones to the Director. The following cell phone policy will be followed and enforced:

- 1st Violation – Phone confiscated, student may pick up phone at end of class
- 2nd Violation – Phone confiscated, parent & home school notified, parent/guardian responsible for picking up phone at QAVTC office.

- 3rd Violation – Phone confiscated, parents and home school notified, parent/guardian responsible for picking up phone at QAVTC office and student will be sent home.
- Students failing to comply with any of the steps of this process will be dismissed for the day and may be counted as a full absence.

Continued non-compliance with the cell phone policy may result in full dismissal from the program. Quincy Area Vocational Center will not be responsible for cell phones or other electric devices brought on campus by students.

Appropriate Dress

The dress policy, established in the Quincy High School student handbook, will apply for the day classes. **In all situations, a teacher has the discretion to not allow a student to participate in the class if that teacher feels the student is improperly dressed.**

Dress and/or grooming that is not in accordance with reasonable standards of health, safety, modesty and decency will be considered inappropriate. Halter, tank tops, tops that reveal the midriff, strapless dresses, dresses with spaghetti straps, muscle shirts and undershirts are considered unacceptable. Transparent blouses or sweaters cut extremely low in front, back or sides without adequate under cover are inappropriate. Skirts and shorts must be appropriate, i.e. not too short or too tight. Shoes must be worn at all times. Baggy pants below the waistline are not appropriate. Hats or other head coverings are not to be worn in the buildings, with the exception of teacher approved head coverings used in lab situations. Shirts, pins, stickers, notebooks or any other clothing article that are suggestive or depicts obscenities, hate messages or displays alcohol, drugs or sexual images are not to be worn and/or brought to school.

The final decision of whether a student is dressed inappropriately will be made by the Director.

Students in violation will be asked to remain in the lobby for the evening or may call home to have clothing brought in. Students deciding to leave for the evening will be counted absent.

A special dress code is applied to the Health Occupations class for clinical activities. Students are required to maintain this dress code, including jewelry and fake fingernails and fingernail polish or could be dropped from the class. Students enrolling in the Health Occupations class need to see the instructor to clearly understand their responsibility in meeting this dress code requirement.

Parking

Most high school students are required to arrive by school-provided transportation. The High School Principals are aware of this requirement. Any high school student that must drive to day classes is required to have consent from their Principal. Any student driving to class without permission will be asked to leave and be counted absent for the day. Students driving in from the county schools are not allowed to bring passengers or leave with other students that are required to ride the bus back to school. A parking pass is required to park in the QAVTC parking lot. Students may purchase a year long pass for \$20 in the office. Passes can be purchased with cash or checks made out to QAVTC. One pass per car is required. Students carpooling may not transfer the pass between each other's cars. The west lot is the only lot students may park in. The spots open to students are those at the end of the lot with a green curb. Do not park along the yellow curve from the front of the main entrance, around the north end between the vocational building and QHS, to the yellow curve around the northeast end of the vocational building. Do not park in any of the white signed reserved parking spaces. Anyone parking here will be ticketed and/or towed at your expense. Note: The reserved parking spaces at the front of F Building (red parking), the

visitor spaces, and any other posted parking spaces are not available to students or adults. Any vehicle parked in these spaces will receive a Quincy City Police ticket.

Classroom Expectations

The vocational class atmosphere will be different from the usual high school classes you attend. There will be more individual lab activities where you will be responsible for your involvement, behavior and progress in the class. In most classes, the instructor will be devoting a lot of time working with individual students or groups of students to achieve that day's instruction. You may find yourself working alone, or in a group, quite often. For this reason, you will be responsible for your commitment to the course. What you put in to it will be what you are able to learn during your time here. Each instructor will have their classroom expectations, rules and regulations that you will be expected to follow.

You are expected to be in class on time for every meeting. Once in class, your responsibility will be to get involved in the day's lesson and stay on task. You are not to leave the class without the instructor's permission. You are not to leave to visit another student in another class without permission from the director. Student behavior that is detrimental to the conduct of the class will be dealt with immediately by the instructor and the director of QAVTC. In all cases, the instructor's perception of behavior is the final word.

High School Credit/Grading

In most cases, classes are school-year long, meeting five days a week for two hours of instruction. Students are not to leave the classroom without the instructor's permission only. This amount of instructional time allows QAVTC to award 2.5 credits at the end of the year. If a student drops or changes to another class, after completing the first semester, that student will be awarded 1 credit for each course completed. A student leaving a course before the end of the semester would not receive credit for the course. A student leaving during the middle of the second semester would receive only a 1 credit for completion of first semester. Grade cards and course credit are sent to each student's high school counselor. Grading procedures follow the Quincy High School policy on grades. All students enrolled in day classes are required to take mid-term, mid-year, and final exams as required by the course instructor.

Certification of Skills

The Vocational Center is not certified to be a job-placement center. Except for the Health Occupations C.N.A. program, you will not receive a state or national certificate acknowledging your ability to pursue a particular job requiring certification. However, in some classes you will be prepared with instruction that is aligned to an industry credential or certification. It would be up to the individual student to pursue contact with a school or agency that provides certification examinations/skill test and pay applicable fee to test for the related industry credential. Your instructor will advise if such opportunities are in place for the class in which you are enrolled. Also, we can award you with a certificate based on the skills you accomplished during your stay with us. If, at the end of the year, you wish to have a "Certificate of Skills" that would help you in your pursuit of a career, please bring this to the attention of your instructor. The instructor will have one prepared listing the skills and the number of hours of instruction you received, which will be signed by the instructor and the QAVTC Director.