

Quincy Area Vocational Technical Center  
High School and Adult Student Vocational Courses

Shared Training Program  
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 and the Shared Training Program. (STP)

The STP classes are offered to high school students, adults, and business and industry personnel through the Quincy Public Schools Adult Education program 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.

The purpose of the STP program is to offer career and technical education classes to high school students that do not have these classes available to them at their school or cannot take career and technical education (CTE) classes due to schedule problems with other classes. Students can come to the Vocational Center and receive the same caliber of vocational education that students enrolled through the day classes would receive. 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.

STP 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.

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

## Enrollment

Enrollment in STP classes is open to all high school students and adults, depending on available openings. 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 third week of class*.

Students wanting to withdraw at the end of first semester or to change class enrollment for second semester will be given ½ credit for each semester completed. Credit will not be given for one quarter of completion of a class. Students taking a course for only one semester will receive a ½ credit. Students changing courses for the second semester will receive a ½ credit for each course for a total of 1 credit for the year. Students enrolled in one course for the entire year will receive 1.25 credits.

If a course is dropped because of low enrollment, either first or second semester, the student will be given an opportunity to enroll in another course for the remaining time. To continue receiving credit, the student will need to enroll in another course at some point during the next two class meetings (two weeks). This also applies to any high school student wishing to switch to another class between semesters. If the student fails to enroll in another class during this two week period, the student will be dropped from the program.

Adult students may call the office anytime, beginning in August, to sign up for a class. Adults may enter a class at any time during the year, based on availability of an opening and with instructor approval. Adults wanting to enroll in the same class after the second year will be put on a waiting list. Enrollment will depend upon available space and instructor approval.

*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 STP classes through their high school counseling department. Generally, tuition charges for students attending the Center 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.*

Adult student tuition charge is \$300 per semester. This tuition charge is established after the 3<sup>rd</sup> class enrollment deadline and is non-refundable. Tuition fees must be paid at enrollment, or by the 3<sup>rd</sup> class session. Failure to pay tuition cost by the 3<sup>rd</sup> session will result in being dropped from class. Tuition fees may be paid in the vocational office. If you have any questions about the cost, please see the QAVTC Director.

### **Course Lab Fees**

Due to the high cost of supplies required to operate vo-tech 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 night of class. Fees are to be paid by the 4<sup>th</sup> 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.

Adults wanting to enroll in a vocational course after completing 140 hours in a previous course will be charged the full tuition cost. Adults wanting to take the same course a third year will be put on a waiting list and enrollment will depend upon available space and with instructor approval.

# Class Schedule

## STP

Wednesday evening classes will begin August 20, 2014 (Orientation Night) and will end May 20<sup>th</sup>, 2015. May 27<sup>th</sup> may be needed if snow days are used or make up due to absences at the Director's discretion. STP students should not arrive before 2:30. Classes will begin promptly at 2:35. Students and adults that arrive before 2:30 must remain in the vocational lobby until 2:35. Do not go to your classrooms until 2:35. High school students are not to loiter in the parking lot. August 20<sup>th</sup> is an orientation night. Students attending orientation night will receive a free pass to miss one night of regular class and not have it count against the students' attendance.

Classes are conducted from 2:35 to 6:30, with a break for the evening snack. (See schedule under the title of "Snack Break".) There are no hourly breaks in class. Students are expected to remain in class until 6:30. All high school students and adults leaving the building before 6:30 will not be allowed to return. If you must leave the building with prior permission from the Vocational Director, you are to come to the vocational office and sign out, or you will be counted absent for the evening. High school students are not allowed to leave without a permission slip signed by their high school Principal and their parent which must be given to the Director at the beginning of class.

*Note: All high school students not riding on a high school bus and all adults should please arrange for your transportation to be at the Center by 6:30p.m. 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

High school students are expected to be in class every session. One night of class represents a week of day classes. One absence would drop a student back considerably in the class work. There are no excused absences from STP, except for health reasons. All health related absences require the student bring a note signed by a parent and/or principal to the QAVTC office the following week of class. After the third absence due to health, a Doctor's excuse will be required and the student will be responsible for making up the instructional time missed. If the time is not made up, the absence will be counted as an unexcused absence.

Because the class meets only one night a week, it is the student's responsibility to arrange his/her time. All extracurricular activities, clubs, FFA events, contests, seminars, athletic events, field trips, work requirements, and extracurricular practices, including music, band and theater, are not excused absences and will count against attendance. Students leaving early, for any reason without the Director's permission, will be counted as an unexcused absence for the entire evening.

Attendance will be taken each night. Students will be required to sign in on the attendance report in the classroom. Students signing in for one another will result in both students being counted absent for that evening. The main office will collect attendance and report all absenteeism to the high schools the following day. Students are allowed only three absences for the year. After the second absence, students will need to meet with the Director of the Center, to discuss attendance for the remainder of the course. After the third absence, students will be placed on *attendance probation* and the high school will be notified. A student absence for four days will be dropped immediately. If a student is dropped before the end of the first semester due to absences or discipline, the student will not receive any credit for the semester. If a student is dropped during second semester, the student will receive ½ credit for completion of first semester based on student grades given at that time.

## Excused Absences

High school sponsored events, such as sporting events, school organization events and special events are not excusable. Students will be expected to attend STP or will be counted absent (unexcused) for that evening. For unscheduled events such as district and regional competitions, or any other unforeseen circumstances, special consideration may be taken by the Director of the Center, after discussing the issue with the home high school principal. However, any student that has two previous absences would not be excused from that night, even if the high school event is considered an acceptable excuse.

Students arriving with a note from their parent to be excused early for the evening must have the note signed by their high school Principal and must call home from the QAVTC office to verify the parents' approval to leave the building.

Adult students are not required to attend class every meeting. It is expected that if an adult enrolls in a vocational course, it is their intention to receive as much education and training that would be available to improve their skills for employment. Any adult student missing three class meetings will receive notice that their name is being removed from the enrollment list and must call the Center to remain in class.

Adult students may drop a course at any time due to employment, change in location or after feeling they have received all the training they need at that time. Tuition charge will be based on the days of attendance. An adult may re-enter into a class only at the semester break.

*Note: Excused absences because of Doctor's appointments will not count against a student's attendance record, up to three absences. The absences, however, do not excuse the student from the instructional time missed and the work needing to be made up. After the third absence due to health, a Doctor's excuse will be required and the student will be responsible for making up the instructional time missed by arrangement of the instructor, which may include making up the time at another date. If the time is not made up, the absence will be counted as unexcused and may result in the student being dropped from the class depending of the number of absences accumulated.*

## Arriving Late/Leaving Early

All high school and adult students must follow this policy on arriving late and leaving early. Students arriving late must report to the vocational office and sign in on the attendance sheet posted, no exceptions. Failure to sign in will result in being counted absent. Students must arrive by 2:45. Arriving past 2:45 will be counted as an absence for the first half of the evening. After the third late arrival a full absences will be counted against the student. All students leaving early, with permission by the Vocational Director, must sign out on the attendance list posted in the main office. In case of emergency, illness or other situations where a student needs to leave for the evening, the student is to report to the main office and call their parent for verification before leaving. High school students that have prearranged an appointment to leave, must have a signed note from their parent and high school Principal. The note must be presented at the QAVTC Main Office upon arriving for class that evening. Leaving more than ½ hour before the end of class will result in being counted absent for the second half of the evening. Students leaving class after the third time will be counted as a full absence and will count against the student's attendance record according to the Attendance Policy. Students leaving without permission will be counted as a full absence for the evening and the absence will be counted against the student according to the Attendance Policy.

# 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.

## Leaving the building snack break (applies to students and adults)

All students are to stay inside the building during snack breaks or other breaks provided by the instructor. Instructors will ask students to dispose of their food and drink before re-entering the classroom.

## 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 from 2:30 to 6:30 (except during the recognized snack break time for the class). Otherwise, all cell phones must be turned off while attending the Vocational Center. 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:

- 1<sup>st</sup> Violation – Phone confiscated, student may pick up phone at end of class
- 2<sup>nd</sup> Violation – Phone confiscated, parent & home school notified, parent/guardian responsible for picking up phone at QAVTC office.
- 3<sup>rd</sup> 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 evening 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 evening STP class. 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, may call home to have clothing brought in, or will be given an AVC t-shirt to wear while in the building. 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 **STP** is required to have a written consent slip signed by their Principal to present to the vocational office upon arrival to class that evening. Any student driving to class without permission will be asked to leave and be counted absent for the evening. 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.

The west and east parking lots are available to adults and students driving to STP. These spaces will not be fully available until after the day classes, leave so parking may be difficult. If no parking spaces are available, you may park along the yellow curb at the sides of G & H Building.

*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. 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. Any one leaving campus in their car without the Director's permission before class is over at 6:30 will not be allowed to return for that evening and will be suspended for the next class meeting.*

## Snack Break

No one is allowed to remain in the classrooms and labs unattended. All students and instructors are to go to the lobby and return to the class when the instructor tells them. No one should be wandering outside the building during the snack break. Instructors are to have the classrooms and labs locked at this time.

Food and drink items should not to be removed from the lobby. Instructors will require students to discard items before re-entering the classroom. No one is allowed to leave the grounds for dinner and return to campus. Anyone leaving the grounds will not be allowed back in class for the remainder of the evening. This applies to high school students and adults. If a student has a medical condition that requires food or other cold storage, a refrigerator is available in the QAVTC office to hold such items.

STP Break Schedule, 15 minutes or less (subject to change)

4:10 to 4:25 – Graphics, Drafting/Engineering

4:25 to 4:40 – Food Services, Electronics

4:40 to 4:55 – Health Occupations, Welding

4:55 to 5:10 – Child Care, Business

5:10 to 5:25 – Auto Tech, Construction

## Classroom Expectations

STP 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 evening'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 evening'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 the Center. In all cases, the instructor's perception of behavior is the final word.

## High School Credit/Grading

STP classes are school-year long, meeting once a week for four hours of instruction. Except for a ten minute break, there are no breaks between the hours. Students are not to leave the classroom without the instructor's permission only. This amount of instructional time allows the Center to award 1 1/4 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 1/2 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 1/2 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 STP 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. We offer vocational courses to adults in an effort for them to improve their skills in a particular field or to explore another occupational area. We will notify adults if job offerings should come to us. 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.