

# BUTTE COUNTY CAREER TECHNICAL EDUCATION CENTER



## STUDENT HANDBOOK

2017-2018

BUTTE COUNTY CTEC  
2491 CARMICHAEL DR. STE 500  
CHICO, CA 95928  
(530) 879-7462



BUTTE COUNTY OFFICE OF EDUCATION

**BUTTE COUNTY**  
**CAREER TECHNICAL EDUCATION CENTER**  
*“Committed to Career Success”*

**The CTEC mission** is to deliver high quality career education and employment training that provides high school students and adults the skills, knowledge and experience that lead to career success.

**CTEC Vision:** *CTEC-leading career education with excellence*

**CTEC Schoolwide Learner Outcomes**

- 1. Demonstrate appropriate work ethic through:**
  - ◆ Punctual, regular attendance
  - ◆ Personal integrity, honesty, respect
  - ◆ Collaboration and teamwork, working cooperatively with others
  - ◆ Positive attitude, enthusiasm, initiative, decisiveness
  
- 2. Demonstrate appropriate employment preparation through:**
  - ◆ Assessment, career planning, goal setting
  - ◆ Resume, employment application, interview skills
  - ◆ Attainment of course specific competencies
  
- 3. Demonstrate entry level use of appropriate technology and equipment through:**
  - ◆ Adherence to safety procedures, precautions
  - ◆ Application of knowledge, skills
  - ◆ Workplace simulation/internships
  
- 4. Demonstrate effective communication through:**
  - ◆ Workplace appropriate verbal, written and listening skills
  - ◆ Performance of verbal and written directions
  
- 5. Demonstrate critical thinking skills through:**
  - ◆ Analysis/evaluation and solution of problems
  - ◆ Practical/successful application of available resources
  
- 6. Demonstrate professionalism through:**
  - ◆ Socially appropriate interaction, ethical use of personal technical and social media
  - ◆ Industry appropriate dress and appearance
  - ◆ Confidentiality



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An Equal Opportunity  
Employer

*Welcome from the Senior Director*

On behalf of the administration, faculty and staff of the Career Technical Education Center (CTEC), welcome to our school. We appreciate your consideration of continuing your education with us. CTEC programs provide relevant, rigorous curriculum by instructors who are trained in industry. CTEC graduates are equipped with the skills, knowledge and experience necessary for career success.

In this handbook, you will find CTEC program information and related policies and regulations. CTEC looks forward to helping you pursue your educational goals. If you have any questions or concerns, please call CTEC at (530) 879-7462.

Sincerely,

Sharon Brown  
Senior Director

# STUDENT RESPONSIBILITIES

In order to maintain a classroom climate in which all students can learn, it is vital for all students to assume responsibility for their behavior. To aide students in making appropriate decisions governing their behavior, the following guidelines have been developed based on provisions of the various California Government Codes. These expectations apply to all students. Your CTEC instructor will review class specific rules and procedures. In general, student responsibilities include:

## Academic Growth

- Be prepared for class with appropriate materials
- Participate in class activities
- Follow classroom procedures
- Complete assignments
- Meet proficiency standards
- Progress toward earning a Certificate of Proficiency (at least a C grade is required for a CTEC Certificate of Proficiency)

## Good Attendance

- Be in school every day
- Be prompt to class
- Remain in class until given permission to leave
- Always attend CTEC class
- Maintain a 90% attendance rate to be eligible for a CTEC Certificate of Proficiency,

## Good Behavior

- Demonstrate cooperation and responsible behavior in the classroom
- Show respect for CTEC teachers, guest speakers, substitute teachers, students and internship staff/customers
- Do not display rudeness, defiance or disrespect through words or gestures
- Respect the property of others
- Be honest
- Use acceptable language
- Have pride in your work
- Have respect for cultural and ethnic differences

## CTEC Student Transportation

CTEC does not provide transportation. Some classes require transportation to off campus CTEC classroom sites and for the purpose of a CTEC internship. It is the student/parent responsibility to provide transportation. If you are a minor and will be driving to an off campus CTEC classroom site or for the purpose of an CTEC internship, a ***Student Permission to Drive*** form must be approved and on file with the CTEC office. Minors are not permitted to transport other students.

## **CTEC Student Dress Code**

CTEC students are expected to comply with the following standards:

- Clothes will be clean, safe and not be disruptive to the instructional process
- All students must wear shoes appropriate to the industry/setting
- Clothing that displays illegal substance, racial/ethnic slurs, gang activity or that are sexually suggestive are not allowed
- Sunglasses (except prescription) are not to be worn in the classroom
- Outer clothing should adequately cover all undergarments. No bare midriffs
- Students may be required to wear uniforms and appropriate safety apparel and meet industry/business standard clothing and grooming requirements (including hair, nail, makeup, hygiene, body-odor, tattoo and piercing).

## **BUTTE COUNTY OFFICE OF EDUCATION / CTEC RESPONSIBILITIES**

### **The Board of Education**

The Board of Education wishes to work cooperatively with CTEC students and parents to develop policies for pupil behavior which will be in the best interest of all concerned.

(Education Code Section 35291)

### **CTEC Teachers**

Teachers are required to utilize all available CTEC services when confronting routine cases of student discipline. Serious and repeated cases of student misconduct will be reported to the principal and/or CTEC Coordinator or designee, who will assist the teacher, student and parents (if student is a minor) in attempting to work out a solution to resolve the problem.

### **CTEC Administration**

The CTEC shall publish and enforce rules and regulations for student conduct with the following guidelines:

- The rules will not be arbitrary
- The rules will not discriminate among students
- The rules will not demean students
- The rules will not violate any individual rights constitutionally guaranteed to students

Those cases requiring discipline beyond the CTEC administration's authority shall be reported to the County Superintendent. When student behavior is clearly in violation of the law, the act shall be reported to the police.

### **Transfer/Credit Policy**

CTEC does not provide for the transfer of students between programs within the institution nor the transfer of students from other institutions. CTEC does not issue nor accept college credits. CTEC programs are competency based and conducted as a single comprehensive stand-alone program. Entry into a program is determined through an application/interview process.

## **Program Cancellation Policy**

Programs may be cancelled at any time due to low enrollment. If a program is cancelled, the program fee will be refunded or if space is available, the student may enroll into another program and fees will be transferred. If the new program's fee is higher, the student will be responsible to pay the difference. If the new program's fee is lower, the student will be given a refund of the difference.

## **Payment Of Program Fee**

CTEC requires students to pay program fees by the published deadline. Students experiencing hardship may request that a payment plan be established. The CTEC Coordinator of Adult Programs will meet with students to determine payment arrangements and develop a *Payment Plan*. Payment delinquency may result in the student being dropped from the program with no refund. Additionally, future enrollment may be denied and educational records may be withheld until all fees are paid in full.

CTEC accepts payments from outside funding sources and community agencies such as California Department of Rehabilitation, CalWORKs, Alliance For Workforce Development, Title IV Federal Student Aid programs and private organizations. CTEC will assist in securing agreements with such agencies for payment of student fees. However, should the outside funding source fail to pay the agreed upon program fee, the individual student is responsible for all fee balances. CTEC is not responsible for outside agency follow-up for missed payments.

## **Refund Policy**

The CTEC has a fair and equitable policy for the refund of program fees and other charges. The refund policy is uniformly administered and complies with the regulations published by the Council on Occupational Education (COE) and the U.S. Department of Education. Program fee refunds for CTEC students withdrawing prior to completion of a program are issued based on the following refund policy:

### **1. Program Cancellation**

In the event of program cancellation, all fees will be refunded within forty-five days of the planned start date without requiring a request from the student.

### **2. Student Withdrawing From the Program Prior to the Start of Instruction**

Students withdrawing from a program at least five business days prior to the first day of class will be refunded all fees paid.

In accordance with the Council on Occupational Education (COE) standards, students withdrawing from a program after the five day period preceding the program start date, through the first three days of the program will be assessed a \$100 processing fee for all refunds. The \$100 processing fee will be deducted from the refund and all other fees paid will be refunded within forty-five days of the class start date. No refunds are issued after the third day of the program.

### **3. Student Withdrawing From the Program after the Start of Instruction**

Students withdrawing during the first three days of a program will be eligible for a refund of the program fees paid less:

- A non-refundable registration fee not to exceed \$100
- Any books/supplies/material/equipment that have been issued and not returned unused

Students withdrawing after the third day of the program are not eligible for a refund.

For the purposes of determining the amount a student owes for the time attended, the student shall be deemed to have withdrawn from the program when any of the following occurs:

- The student notifies the school of withdrawal or the actual date of withdrawal
- The school terminates the student's enrollment
- The student fails to meet the Satisfactory Academic Progress policy

#### **4. Student Withdrawing for Military Service**

A student who is called for active military service shall not incur academic or financial penalties due to performing military services on behalf of our country. Fees will be refunded on a pro-rated basis and calculated by the number of program hours completed and any supplies and materials issued to the student.

#### **5. Refunds for Students Enrolled Prior to Visiting the Institution**

Students who have not visited the CTEC campus prior to enrollment will have the opportunity to withdraw without penalty within three days following attendance at a regularly scheduled orientation or following a tour of the campus and inspection of the equipment.

#### **6. Refunds to Students Receiving Community or Organizational Funding**

If students are receiving funding from another source the refund policy stated applies. If students do not follow the agreed upon rules of the funding agency the student will be responsible to pay CTEC any unpaid fees.

### **Withdrawal Policy**

If a student wishes to withdraw from a program, they must check out in the CTEC office and/or with their instructor. The student will be responsible for outstanding program fees.

### **Late Payments**

Students will be charged a \$25.00 fee for all late payments. Two consecutive late payments may result in a student being dropped from the program. A written request may be made to the program coordinator to address hardship situations. A meeting will be held to consider the student's request. If alternate payment arrangements are approved, the student will be required to sign and follow the terms set forth in the payment agreement.

### **Drop/Add Period**

The CTEC has an add period of three class days, provided room is available in the program and students meet admission requirements (see Admissions Policy). Students may drop at any time during training; however CTEC adheres to the Refund Policy. Prior to the program starting, students have the opportunity to schedule a tour and to meet school staff. All students receive an orientation at the beginning of their program.

# PERFORMANCE REVIEW PROCESS

In the event that the CTEC instructor or administration identifies inadequate student academic growth, poor attendance or unacceptable behavior, the CTEC administration has established the following process:

## **Conference**

A meeting between the student and CTEC personnel, which may also include a parent/guardian if the student is a minor and/or a partner agency representative, in order to resolve the issue or issues in need of attention.

## **Performance Contract**

A performance contract may be utilized in order to address specific issues. This contract will clearly state performance expectations and the outcome if the expectations are not met.

## **Student Drop/Permanent Dismissal**

The CTEC administration may drop/permanently dismiss a student for:

- Failing to meet class attendance standards
- Failing to meet class performance standards
- Failing to follow class/CTEC/internship site rules
- Dismissal from a community classroom training site
- Attempting to cause physical injury, threatening or bullying another person
- Possessing, sales of, or otherwise furnishing any controlled substance, alcoholic beverage or intoxicant of any kind
- Offering, arranging or negotiation to sell any controlled substance, paraphernalia, alcoholic beverage or other intoxicant
- Possessing or using tobacco products, E-Cigarettes in a CTEC facility or during a CTEC activity
- Committing robbery or extortion
- Causing or attempting to cause damage to CTEC/private property
- Knowingly receiving stolen CTEC/private property
- Possession or sale of weapons
- Committing an obscene act or engaging in habitual profanity or vulgarity
- Disrupting CTEC activities



# COMPLAINT PROCEDURES

As a student in the Butte County Career Technical Education Center (CTEC), you have the right to file a complaint if you feel your rights as a student have been violated. In compliance with the Uniform Complaint Procedures (as written in the *California Code of Regulations*, Title 5 (5 CCR), sections 4600-4687 and *California Education Code (EC)* sections 234, 234.1, 234.2, 234.3, 234.5, 49010-49013) the following procedures have been established for students to file a complaint if they feel their rights have been violated.

CTEC shall follow the uniform complaint procedures when addressing complaints alleging unlawful discrimination against any protected group, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color or mental or physical disability or age or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity that receives or benefits from state financial assistance. Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with State and/or Federal laws in career technical education programs per Butte County Office of Education's (BCOE) Superintendent's Policies and Regulations. The County Superintendent believes that the quality of the educational program can improve when the Butte County Office of Education listens to complaints, considers differences of opinion and resolves disagreements through an established, objective process. If your complaint alleges a violation of the Butte County CTEC regulations you should use the following procedures.

## **Step One:**

Discuss the issue with the Instructor. Every attempt should be made by the instructor and the student to resolve the matter at this level. Complaints and/or concerns that did not get resolved at this step may proceed to Step Two. If the student is dissatisfied with the response or the solution after completing Step One, the student may elevate this to Step Two.

## **Step Two:**

Schedule a meeting with a CTEC Coordinator, to discuss the matter. An appointment with the CTEC Coordinator will be provided to the student within ten (10) days of receiving the concern. After discussing the matter at this step, the CTEC Coordinator will have five working days in which to provide the student with a decision. During the five working days, the Coordinator will investigate the matter and gather pertinent information. If the student is dissatisfied with the response or the solution after completing Step Two, the student may elevate this to Step Three.

## **Step Three:**

If the student is dissatisfied with the response or the solution after completing Step Two, the student may elevate the process by addressing the complaint or concern in writing to the CTEC Senior Director. The complaint or concern must:

- Be delivered to the CTEC Office within five working days of the Step Two meeting
- Be in writing using the Student Grievance Procedure form (available online at [ctec.bcoe.org](http://ctec.bcoe.org))
- Describe the nature of the complaint or concern and alleged violation(s)
- Describe the steps the student has taken in attempting to resolve the matter
- State what is requested to resolve the complaint

After the written complaint or concern has been submitted to the CTEC Senior Director, the Senior Director has five (5) days to review the matter and provide the student with a decision.

***Step Four:***

Questions or concerns that are not satisfactorily resolved by the CTEC staff during Step Three may be brought to the attention of the BCOE Assistant Superintendent of Student Programs and Services within five working days of notification of the Step Three decision. To submit a complaint, contact Denise Libby, Butte County Office of Education, 1859 Bird Street, Oroville, CA, 95965, telephone (530) 532-5757, or email: [dlibby@bcoe.org](mailto:dlibby@bcoe.org). Upon receipt of the notification, the Assistant Superintendent of Student Programs and Services has ten working days to review the Step Three outcome and render a decision.

**NOTES:**

**DETACH AND RETURN THIS FORM TO THE CTEC INSTRUCTOR**



**CAREER TECHNICAL EDUCATION CENTER**

**CTEC STUDENT HANDBOOK SIGNATURE PAGE**



I \_\_\_\_\_ have received and read the **2017-2018**  
(Student name)

**CTEC Student Handbook.** I am knowledgeable of the CTEC Policies and Regulations for students. I have been informed by my instructor that I have the right and opportunity to ask questions and discuss this information at any time.

**COMPLAINT PROCEDURE**

I certify that I have been notified, in writing, of the complaint procedures of the Butte County Office of Education.

\_\_\_\_\_ Initials (Parent or Guardian)

**PERMISSION TO FEATURE, PUBLISH, PHOTOGRAPH OR VIDEO**

It is of great help, when training staff that work with CTEC students and also when trying to inform the public about CTEC, to publish names and show pictures and video of CTEC students. We are required to have a signed permission slip on file for any CTEC student who is to be featured or photographed in any way.

I give permission to Butte County Career Technical Education Center to feature, photograph, video, publish in print/other media or display on the Butte County Office of Education web site for the minor student listed.

YES \_\_\_\_\_ Initials (Parent or Guardian required for a minor)

NO \_\_\_\_\_ Initials (Parent or Guardian required for a minor)

I agree to fully participate in the CTEC course I have selected and to abide by all stated policies and regulations. I received and read the **2017-2018 CTEC Student Handbook** on

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
CTEC Course Title, Location

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature