

CASSIA REGIONAL TECHNICAL CENTER

1143 West 16th Street, Burley, ID 83318

Tel: (208) 878-6610 • Fax: (208) 878-6641

PARENT & STUDENT HANDBOOK • 2022-2023

WELCOME!

We hope you strive to become excellent students as you participate in courses at Cassia Regional Technical Center (CRTC or Tech Center). As a Career-Technical School recognized by the Idaho State Division of Career-Technical Education, our students are held to a higher standard than students enrolled in the typical Career-Technical courses at their home high schools. A school district, community, or industry (preferred) based work experience/internship activity organized and planned to develop advanced skills necessary to gain and maintain employment is required of all CRTC students before graduation.

Programs available at CRTC have been carefully designed to provide students with advancement in their skills and education. Many high school students use their new skills to earn college credit, receive certification, and/or acquire employment.

Because you are enrolled at CRTC, you have been offered a unique educational opportunity. With effort on your part and assistance from your CRTC instructor(s) we expect the year to be enjoyable, beneficial, and to exceed your expectations.

FERPA

Your child may be photographed and video recorded in our schools in the classroom, at events such as assemblies, concerts, games, etc. for use by the school, the district, parents/guardians like yourself, and the news media.

In the rare circumstance that your child needs identity protection because of a criminal conviction or legal investigations around domestic violence, sexual assault, stalking, etc. or because of involvement in a witness protection program, please contact the school immediately to create a plan with you and your student.

I have read and understand this notice.

CAREER-TECHNICAL STUDENT ORGANIZATIONS

SkillsUSA, Health Occupation Students of America (HOSA), Technical Student Association (TSA), and Business Professionals of America (BPA) are nationally recognized Career-Technical Student Organizations (CTSO) offered for the benefit of students enrolled at CRTC. Activity in a CTSO can provide opportunities for growth in leadership and skills pertaining to the students' area of study. Students must be members to compete in state and national competitions.

Students enrolled in intermediate and capstone courses at CRTC are encouraged to enroll as members of their respective CTSO and are expected to participate in related activities offered at CRTC. Students may be required to pay all or a portion of the cost of membership in their respective CTSO. Participation in any given activity is the responsibility of the faculty sponsor

whose decision is subject to review by the CRTC director on the basis of conformity with adopted policy.

CASSIA REGIONAL TECHNICAL CENTER TYPICAL YEARLY CALENDAR OF EVENTS

(Each program may have additional activities)

BPA, HOSA, and SkillsUSA Idaho Fall Leadership Conference

Career-Technical Education Month

BPA Regional Leadership & Skills Conference

BPA State Leadership & Skills Conference

BPA National Leadership & Skills Conference

HOSA, SkillsUSA, and TSA - Idaho State Leadership & Skills Conferences

HOSA, SkillsUSA, and TSA - National Leadership & Skills Conferences

BELL SCHEDULE

CRTC will use the following bell schedule for school year 21-22; subject to any unforeseen changes.

1st Period Start: 8:00 am

1st Period End: 9:30 am

2nd Period Start: 9:40 am

2nd Period End: 11:10 am

Lunch Start: 11:15 am

Lunch End: 11:40 am

4th Period Start: 11:45 am

4th Period End: 12:35 pm

5th Period Start: 12:50 pm

5th Period End: 1:35 pm

6th Period Start: 1:50 pm

6th Period End: 2:40 pm

7th Period Start: 2:50 pm

7th Period End: 3:35 pm

CURRICULA

Curricula for the programs at CRTC can be found at: [Cassia Regional Technical Center website within the programs tab](#)

CAREER TECHNICAL EDUCATION CREDIT AND DUAL CREDIT

The term “dual credit” refers to courses taken at a postsecondary institution that applies to both the postsecondary institution and to this district’s graduation requirements. Students can earn “dual credit” in many of the programs and classes at CRTC. Students must check with the individual instructors for dual credit opportunities in their respective program.

STUDENT SUPPLIES AND EQUIPMENT

A list of the fees and personal tools required for students enrolled at Cassia Regional Technical Center can be found in each program link at: [Cassia Regional Technical Center website within the programs tab](#)

IMMUNIZATIONS

All students attending Cassia Regional Technical Center are required to be immunized in compliance with Cassia Joint School District No. 151 Policy #565

ATTENDANCE

Students are expected to be in school every day that school is in session. Student attendance at CRTC will be governed by Cassia School Board Policy #522 with these additions:

ABSENCES

Students enrolled in CRTC courses will adhere to the following:

1. All absences must be a matter of record. Teachers are to record all absences, including those that occur because of school functions, and tardies in PowerSchool.
2. All students must have parent permission and check out at the office before leaving the school during the regular school hours.
3. Students are considered absent if they miss more than 20 minutes of a class at any time during the class. Because most CRTC classes are scheduled for two periods of the normal high school day, a student that misses more than 20 minutes of the first period of class will be marked absent for the remainder of the period, unless the student returns before the end of the second class period.
4. When a student is absent it is their responsibility to see that a phone call or a visit from a parent/guardian verifies the absence within forty-eight (48) hours of the absence as per district policy #522. Parents/Guardians may call Cassia Regional Technical center at (208) 878-6610 during regular business hours to verify student absences. As determined by the CRTC Director, exceptions may be made for medical or other emergencies.
5. Students may be reported as Truant for the student's failure to check out at the office, leaving class without permission, and being out of school without parent/guardian permission as verified by their classroom teacher and/or the CRTC staff.
6. Except for extenuating circumstances as determined by the CRTC Director, students will not be permitted "make-up time/days" for time missed. Refer to District policy #522 when a student has not met the 90% attendance requirement.

Prolonged Absence

Any pre-arranged absence of 10 consecutive days or more will require:

1. Request from the parent for permission to be absent.
2. Approval by the school for the student to be absent.
3. The student will be marked as excused.
4. The student will be required to do appropriate make-up work according to the individual teacher's classroom policy.
5. The student going over their days allowed will require a waiver be submitted for credit. Refer to district policy #522.
6. Special HOMEBOUND arrangements may be made in extreme or emergency cases as approved by the school and parent/guardian in accordance to district policy.

GRADING CRITERIA AND APPEALS

It is the policy of Cassia County Joint School District #151 that for grades three (3) through twelve (12), students' progress and achievement shall be reported on the basis of the letter grades A - Superior; B Above Average, Good; C - Average; D - Below Average, Poor; P - Pass, F - Failure. The letter grades interpreted shall have the following numerical values:

Grade Scale Range		
A	4.0	93-100
A-	3.7	90-92
B+	3.3	87-89
B	3.0	83-86
B-	2.7	80-82
C+	2.3	77-79

C	2.0	73-76
C-	1.7	70-72
D+	1.3	67-69
D	1.0	63-66
D-	0.7	60-62
F	0.	59 & below

Plus (+) and minus (-) signs may be used on permanent records

FINAL COURSE GRADES THAT ARE INCOMPLETE "I"

Students must make arrangements with the classroom teacher within three days of the close of the grading period to remove an incomplete grade. If no arrangements have been with the classroom teacher in the time specified an incomplete grade will convert to the grade earned based upon the students work turned in during that grading period.

MAKE-UP WORK

It is the students' responsibility to make up missed class assignments and to make arrangements with their CRTC teacher. Make-up work is not allowed for unexcused absences or trancies, and suspensions. Due to the hands-on nature of courses, much of the work accomplished during class-time can only be made up at school. The school office/instructor will get homework assignments for students who have missed school for an extended illness, if possible, by request only.

Make-up work for full credit is allowed only for excused absences and must be completed within one week of the absence unless special arrangements are made with the teacher. If the make-up work is not completed within the specified and/or arranged time period the student will earn a "0" on the assignments in question.

TARDIES

CRTC will refer to Cassia School District policy #522 concerning student tardies.

Students are expected to be prompt to all classes. A tardy may only be excused by the teacher in advance or by the office. A record of all tardies will be kept. A tardy will result when a student is not in their assigned class and place when the bell rings. Any student who arrives at the classroom after the scheduled time of the school day or a class is scheduled to begin (after the tardy bell rings) is considered tardy.

TRUANCY

Truancy and sluffing are used synonymously at CRTC. An absence may be considered truancy when neither the student's parent/guardian and/or the school staff know where the student is during class or why the student was not attending class. A student may also be considered truant even though he/she misses only one class during the day. An unauthorized absence from school or failure to check out at the office before leaving campus may be considered a truancy.

Truancy cannot be excused under any conditions and CRTC will use the following guidelines:

1. First Truancy will result in one day of in school suspension at their home high school
2. Second Truancy will result in one day of home suspension
3. Third Truancy will result in two days of in school suspension at their home high school
4. Fourth Truancy will result in two days of home suspension
5. Fifth Truancy will result in a referral to the DDRC for students over 16 years of age. If

the student is under 16, a juvenile petition with Juvenile Justice must be filed that the student is habitually truant. Any after school detention which is missed without proper excuse made ahead of time results in the time being doubled or upon agreement of the parent/guardian, an in-school suspension may be used.

WITHDRAWALS

Any student withdrawing from classes at CRTC will visit the CRTC director, and their parent/guardian shall make all notifications and arrangements with the home high school. Credits may not be transferred for students who fail to complete appropriate withdrawal arrangements.

TRANSPORTATION

Cassia Joint School District No. 151 provides busing to and from CRTC and the participating Cassia School District high schools for Cassia School District students. Students are encouraged to ride the bus to and from CRTC. While riding the bus, students are expected to obey all school and district policies and act in a mature and appropriate manner. Students who violate the rules or misbehave on buses may lose bus riding privileges. All referrals for bus infractions are handled by the bus driver through the district transportation supervisor and in consultation with the CRTC director and/or their home high school principal.

CARS—DRIVING PRIVILEGES

CRTC students are permitted to drive a car to and from the CRTC and their respective high schools. A student must be licensed to drive and they are required to have a "RELEASE WAIVER" signed by a parent/guardian granting the CRTC student driving privileges to and from the home high school. Students are expected to park their cars in the appropriate parking spaces assigned to students. Students have rights to the parking lot and are expected to be respectful of other's property.

LUNCH

Students riding the CRTC bus can purchase a lunch by ordering it through their bus driver or through the office at CRTC by 9:30am.

DISCIPLINE

Disciplinary action used at CRTC shall administered in accordance with Cassia School Board policy and this CRTC handbook.

STUDENT RIGHTS AND RESPONSIBILITIES

CRTC Students' Rights and Responsibilities shall be governed by Cassia School Board Policy #504.

CONDUCT

Students will follow Cassia School Board policy #540. Additionally, certain fundamental concepts must be learned and practiced by students if they are to be successful at CRTC. These are:

1. Responsibility, self-discipline, and self-respect.
2. Respect for the rights, dignity, and safety of all individuals within the school community.
3. Respect for law, and the observance of school district and CRTC policies, procedures, rules, and regulations.
4. Respect for public and private property.

Whenever these fundamental concepts are disregarded, the disciplinary actions listed below may follow:

Class Removal or General Misconduct

1. Verbal warning or Step Two
2. Two hours of school suspension
3. One day of school suspension at student's home high school
4. Two days of home suspension
5. Referral to District Discipline Review Committee (DDRC)

LAW ENFORCEMENT INTERROGATIONS

CRTC will use Cassia School Board Policy #504 and #551 when law enforcement is utilized.

VIOLATIONS

Violations of state laws, District policies, and school regulations that may result in disciplinary action at the Cassia Regional Technical Center are described in this CRTC Student Handbook and/or school district policy. Students and parents are responsible for becoming familiar with and compliant with these guidelines.

VISITORS

Parents and patrons are urged to visit CRTC. Immediately upon arrival at CRTC, visitors must check-in at the CRTC office. Each visitor will be issued a visitor's pass which must be made visible to others while the visitor is on the CRTC campus.

Student visitors are not allowed during the school day. This restriction is due to past social interruptions, space availability, insurance requirements, student safety procedures and legal liability.

TELEPHONE USE

The telephone in the office is for business purposes and emergencies. Only emergency messages will be transferred to students. Students are not to be released to make personal calls.

CELL PHONES AND ELECTRONIC DEVICES

Student use of cell phones and electronic devices during class time is at the discretion of the classroom teacher.

BORROWED EQUIPMENT

Equipment borrowed for school-related assignments is to be checked out during school hours and is to be returned to its proper place immediately upon completion of the project for which it is used. The borrower will be held liable for any damage to said equipment. A record shall be kept by the program instructor of all equipment/item(s) borrowed. The record will state the borrower, the date loaned, the condition of the equipment at that time, the date returned, and the condition of the equipment/item upon return.

COMPUTER USE

Every program at the CRTC uses computers. They are part of the hands-on experience and real-life opportunities afforded our students. The following regulations and procedures will be enforced:

1. Students and teachers must have a School District "Internet Use and Responsibility contract" on file at the CRTC office before use of the Internet is permitted in any class at CRTC. Student contracts must have the signature of the student along with the signature of the parent/guardian.
2. Students are not to be in computer labs without teacher permission.
3. A faculty advisor should be in the lab while students are using the computers.
4. No food or drink is allowed near the computers.
5. No games will be played on the computers unless they are directly related to instruction.
6. Because of the threat of viruses or other damage to school district computers, no games, music, screen savers, or other media or information can be downloaded or transferred to school district computers unless prior permission is granted by district technology staff.

DRESS

The following guidelines for appropriate dress while at CRTC shall be followed:

1. Anything that is deemed a disruption of the educational process will not be allowed on the CRTC campus.
2. Students are expected to comply with all safety related practices, including the type of clothing/personal protection worn.

3. Clothing and shoes appropriate to the class/work situation must be worn. In programs where laboratory or field experiences are common, open-toed shoes are not acceptable. In welding and construction activities, shorts are not to be worn.
4. Safety guidelines regarding items such as long, unconfined hair; loose jewelry; baggy or saggy pants or clothing; to name just a few, will be discussed in the safety portion of each class and must be followed.
5. Clothing with inappropriate/offensive language or graphics, or which promotes tobacco, liquor, drugs, or violence will not be allowed. Students will be asked to cover or change such articles of clothing.
6. Swimsuits, halter-tops, muscle shirts, tank tops, midriff/cropped (half) tops, or short shirts, boxer shorts and short shorts are examples of clothing not appropriate for school wear.
7. No exposed undergarments. No low-cut shirts or exposure between pant and shirt. No baggy clothing. Chains or bandanas are not allowed.
8. Shorts/skirts must be of modest length.
9. No gang identification or attire.

The administration, teachers, and staff at Cassia Regional Technical Center have the responsibility to ensure the safety of each student enrolled here and reserve the right to designate what can and cannot be worn by students while at CRTC and on busses serving students who attend CRTC. Students refusing to adhere to such recommendations and requests are subject to disciplinary action.

ACTIVATING A FALSE ALARM

Any student activating a false alarm, without express permission from CRTC staff, will result in disciplinary action which may include Law Enforcement.

EMERGENCIES AND INJURIES

If a student is injured, that student should go immediately to the nearest instructor for assistance **no matter how insignificant the injury may be**. For injuries that do not require immediate professional medical treatment, first aid materials are located in each area and are accessible for instructors' use.

For injuries requiring immediate professional medical assistance, an emergency unit of the fire department will be summoned. For serious, but non-life-threatening injuries or emergencies, parents will be contacted to transport students to their doctor's office or hospital.

FEES/FINES

If any student owes money to the school for fees, materials, lost books or equipment, etc., the CRTC director may withhold the student's grades and/or his/her graduation diploma until such bills are paid. Students who withdraw from school without paying such fees/fines will not have any transcripts, etc., sent until such fees/fines are paid.

FIELD TRIPS

Students are expected to represent themselves and Cassia Regional Technical Center in an orderly and mature manner. Instructors conduct field trips to enhance the educational experience. Any distraction from that learning environment will result in disciplinary action. A

teacher, in agreement with the CRTC director, reserves the right to ban any student from any subsequent field trip or activity outside the regular classroom due to previous misconduct.

TRIPS

If a class group or organization chooses to go on a trip, the class group or organization may submit a request and be subject to the following regulations:

1. All requests are to be submitted in written form and must be signed by the CRTC faculty/staff sponsor and the CRTC director.
2. Out of state trips and overnight trips must be approved by the school board prior to the trip. Programs/organizations sponsoring activities that require transportation will use school district buses or vehicles.
3. Any overnight trip of mixed groups must be approved by the school board prior to the trip. There shall be no students of opposite genders in the same room hotel room during the trip.
4. Students who ride to any CRTC activity on a district owned or contracted school bus or in a district owned vehicle will be expected to return on the same bus or district owned vehicle. The following exceptions may be considered:
 - If parents or students make arrangements with the CRTC faculty/staff sponsor or the CRTC director before the bus leaves.
 - If the parent contacts and gains the consent of the CRTC faculty/staff while on site during the trip.
5. Trip agendas must be filed with the CRTC director at least one week prior to departure date. They must include lodging locations and telephone numbers; times of travel and participation; also, names of all adult supervisors/ chaperones.

PUBLIC DISPLAY OF AFFECTION (PDA)

Students who act inappropriately, as deemed by CRTC staff, will be referred to the office and students may be disciplined using the guidelines described in district policy and this handbook.

ACADEMIC DISHONESTY (CHEATING)

1. The first offense of a student caught cheating or plagiarizing will result in a disciplinary referral and the student will receive a zero (0) on that particular assignment.
2. The second offense will result in a disciplinary referral and the student will automatically receive a maximum 59% grade in the class.
 - a. Students will still have the opportunity to pass that class for the semester and receive credit based on their effort, attitude and productivity. The CRTC administration will take those attributes, teacher recommendation and discussion with the student and his/her parent/guardian into account when determining whether or not to grant credit.

DRUG POLICY

CRTC will follow School Board Policy #551 for students possessing and/or using drugs, alcohol, and tobacco while at CRTC or on district owned or contracted buses servicing CRTC.

WEAPONS

CRTC will follow School Board Policy #541 for students possessing and/or using weapons while at CRTC or on district owned or contracted buses servicing CRTC.

SEARCH AND SEIZURE

CRTC will follow School Board Policy #504 and #551 concerning search and seizure of student's belongings.

SCHOOL DISTRICT POLICY

Policies not specifically addressed here can be found at [when you click this link.](#)