

January 2023

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## Carroll County Career and Technology Center

1229 Washington Road

Westminster, MD 21157

Phone: 410-751-3669

Fax: 410-751-3677

<http://www.carrollk12.org/ctc/>

[https://twitter.com/CCPS\\_ccctc](https://twitter.com/CCPS_ccctc)

[Student Handbook](#)

Betsy Donovan

Principal

[eldonov@carrollk12.org](mailto:eldonov@carrollk12.org)

Susan Hopkins

Assistant Principal

[sphopki@carrollk12.org](mailto:sphopki@carrollk12.org)

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Dear Students and Parents/Guardians:

Welcome to the Carroll County Career & Technology Center (CCCTC). We are excited for the arrival of our new students. This is a wonderful educational opportunity for each student. The skills learned in a CCCTC program will serve you well throughout your career.

There are 26 programs at CCCTC, each with different expectations and opportunities. We provide programs based on industry standards and meet the state approved career & technology curriculum. You can expect an email from your student's instructor with program specific information.

Many of our teachers have a parent meeting scheduled on February 2, 2023, to share program requirements, uniform information, and expectations. Again, look for an email from your student's instructor for the time of the parent meeting.

Sincerely,

Betsy Donovan

Principal, CCCTC

The newsletter is sent from the principal's office to parents, students and friends of the Carroll County Career and Technology Center. Its purpose is to share with you items that may be of interest to the school community. Please feel free to contact the school about these items or other matters. The CCCTC main office is open from 7:30 a.m. to 3:30 p.m. CCCTC is dedicated to providing a positive educational environment through a cooperative effort with the community. Students are encouraged to achieve their full potential, to learn lifelong skills, demonstrate problem solving skills, critical thinking and to interact responsibly, in preparation for personal growth in a changing society.

## CCCTC School Addition Information

### Entrances:

The Main Entrance now faces Washington Road. Visitors and students arriving late can gain access using this entrance. The Main Office is located to the right of the main entrance doors.

The Student Entrance is now separate from the Main Entrance and is located on the side of the addition.

Buses will drop off and pick up at this entrance. Again, any student who arrives late will need to use the Main Entrance to sign in.

### Cafeteria:

The cafeteria has been relocated to the addition.

### Bathrooms:

We have new bathrooms which are single occupancy restrooms.

### Front Parking Lot:

We now have a front parking lot, which we share with WHS. Visitor and handicap parking is designated closest to the main entrance.

### Side Parking Lot:

Due to ongoing construction CTC has extremely limited parking spaces available to students. Only students with dual enrollment at Carroll Community College and AHP clinicals in their spring schedules will be eligible for a Semester 2 CTC parking permit.

### Student Parking:

Information regarding student parking was sent via School Messenger and is available on our school website.

<https://ctc.carrollk12.org/>

### Programs in Addition:

Academy of Health Professions (including Physical Rehabilitation), Auto Services, Biomedical Sciences, Cosmetology, Culinary Arts, Fashions and Textiles, Print Production, TAM (Teaching Academy of Maryland), Video Production.

### Offices in Addition:

Administration, Career Connections, Counseling, Early Childhood Education Coordinator, School Nurse, and SRO

### On-going Construction:

Renovations within the original building began this summer and will continue for the next two years.

Construction areas are clearly marked and contained.

### Programs in Original Building:

Applied Mechanical Engineering, Building Maintenance, Carpentry, Collision Repair, Drafting (newly renovated), Electrical, Engineering, and Masonry will enter through the new student entrance.

Students in HETT, HVAC and Welding will enter through the shop doors on the back of the building.

### Programs in the Portables at CCCTC:

CISCO Cyber-Security and Criminal Justice

### Programs in the Portable at WHS:

CISCO Cyber Operations and GIST

## Carroll County Career & Technology Center Bell Schedule

Arrivals		
Mod 1	Drivers Westminster	7:40 A.M.
	Bus Riders	8:00 A.M.
Mod 2	Bus Riders Drivers	9:40 A.M.

Dismissals		
Mod 1	Westminster Winters Mill	8:55 A.M.
Mod 2 (sem II)	Academy of Health	10:30 A.M.
Mod 3	Francis Scott Key Gateway Liberty Manchester Valley South Carroll	12:15 P.M.
	Century Westminster Winters Mill	12:30 P.M.
Mod 4	Francis Scott Key Gateway Liberty Manchester Valley	1:50 P.M.
	Century South Carroll	1:55 P.M.
	Winters Mill Drivers Westminster	2:00 P.M.

Lunch Schedule	
First	11:05 A.M. – 11:35 A.M.
Second	11:40 A.M. – 12:10 P.M.
Third	12:15 P.M. – 12:45 P.M.

## Important Dates to Remember

### January

31 ~ First day of quarter 3

### February

02 ~ CCCTC Parent/Teacher Conferences/New Student Orientation

20 ~ Schools/Offices Closed for Presidents' Day

### March

17 ~ Two Hours and Forty-Five Minutes Early Dismissal System-Wide; Professional Day for teachers

### April

05 ~ Two Hours and Forty-Five Minutes Early Dismissal System-Wide; Teachers Work on End of Marking Period Grades

06 ~ Schools/Offices Closed -Spring Break

07~ Schools/Offices Closed –Spring Break

10~ Schools/Offices Closed –Spring Break

11~ Schools/Offices Closed –Spring Break

12 ~ Schools/Office Reopen

### May

26 ~ Last day for CCCTC Seniors

29 ~ Schools/Offices Closed for Memorial Day

### June

15 ~ Last Day for Students. Two Hours and Forty-Five Minutes Early Dismissal System-Wide.  
End of Marking Period

## **CCCTC Certificate of Completion**

In addition to earning credits towards the high school diploma, students attending the Carroll County Career & Technology Center can earn an award certificate for above average grades and attendance. The certificates will be awarded at the annual Awards/Certificate Program, which is held twice a year.

Students will receive a Certificate of Completion for successfully completing their CTC program. Students will be awarded the Award of Achievement if they achieve a grade of B in each course completed at CTC and have 94% attendance. Students will be awarded the Award of Excellence if they achieve a grade of A in each course completed at CTC and have 96% attendance.

## **Attendance Expectations and Procedures**

Our vision of building the workforce of tomorrow by preparing all students for careers in a diverse and evolving global community embodies our dedication to professionalism, business standards, and the soft skills necessary for students to be career ready.

Attendance is important to the successful completion of a career program at CTC. Most students are scheduled for two or three mods a day in their CTC program. Regular attendance is an expected outcome for all graduates due to the hands-on curriculum, intense technical concepts, and unique industry-related experiences embedded in our programs.

Absences may be verified by a parent/guardian's written note, call 410-751-3669, or an e-mail sent to [\*\*CTCAffendance@carrollk12.org\*\*](mailto:CTCAffendance@carrollk12.org). Please note that you may be called to verify the authenticity of the e-mail, note, or fax. Please notify CCCTC by 9:00 a.m. if your son or daughter is absent. Failure to contact CCCTC will result in the absence being considered unlawful.

Students requesting an early dismissal during CCCTC class time must obtain early dismissal permission from the CCCTC office. If the student returns during the same session, he/she reports directly to the office to sign back in.

Students may attend activities at their respective high schools. Notifications of such activities come from the high schools to CCCTC attendance.

## **SkillsUSA**

Skills USA is an organization for trade, industrial, technical, and health occupations students and staff.

### **What Is Its Mission?**

SkillsUSA is dedicated to developing well-rounded students and future employees. It provides leadership, citizenship, and character development programs and enhances job skill training. It builds and reinforces self-confidence, positive work attitudes and good communication skills. The programs help teachers better prepare students to succeed in the labor market. It emphasizes respect for the dignity of work, high standards in trade ethics, superior workmanship, high scholarship and maximum safety. It promotes understanding of the free enterprise system and encourages patriotism.

### **How Does It Work?**

All students are encouraged to join. It provides students with the opportunity to participate in educational, social, civic, and recreational activities. New students will be given membership information at the beginning of the semester.

## SkillsUSA Boosters

The Boosters Club is responsible for supporting and fundraising for our local SkillsUSA chapter. Parents, alumni, students, and anyone interested in joining the SkillsUSA Boosters are welcome at the meetings. The Boosters Club meets the 2<sup>nd</sup> Tuesday of each month. Those interested in joining SkillsUSA should contact Tim Norwood at 410-751-3669 or [tanorwo@carrollk12.org](mailto:tanorwo@carrollk12.org)

## Career Connections at CCCTC

Career Connections is part of a national effort to best prepare students for “life after high school.” Career Connections link students and workplaces through **internships**. Internships combine work with academic instruction in a manner that leads to the development of marketable skills in a career area chosen by the student.

Students participating in internships receive education that extends beyond the classroom. Students not only acquire specific career related experiences and skills; they also gain skills necessary for any career, such as teamwork, problem solving, and interpersonal communication, just to name a few. Students receive a grade and experience in their career field.

Career related internships are available to students recommended by their CCCTC instructor and who meet the minimum requirements upon completion of their CCCTC program. Interested students need to meet with the Career Connections Coordinator, Mrs. Jones, to begin the application process.

## Work Permits

The Department of Labor has revised the procedure for applying for work permits. If you are between 14 – 17 years old and would like to get a job; you will need a **Minor Work Permit**.

### To get a work permit

- ✓ Go to [www.dllr.state.md.us](http://www.dllr.state.md.us) Scroll down and click on Minor Work Permit and follow the instructions.
- ✓ Print a copy of the Work Permit Application. Complete “To the Minor” section
- ✓ Have your employer complete and sign the “To the Employer” section.
- ✓ Have your parents or guardian sign and date the application after they review it.
- ✓ Go back online and complete the online application using the data collected on the hard copy.
- ✓ Follow directions on the Application Receipt

Sarah Jones, Career Connections Coordinator

[sajones@carrollk12.org](mailto:sajones@carrollk12.org)

## School Counselors' Corner

Parents and students are urged to contact their school counselors with questions regarding post-secondary programs and scholarships. Many scholarships are available exclusively to students participating in programs at CCCTC. Visit the CCCTC website School counseling page at [www.carrollk12.org/schools/high/ctc](http://www.carrollk12.org/schools/high/ctc) for links to web sites that can assist you with your post-secondary educational plans.

Robert Dean  
[radean@carrollk12.org](mailto:radean@carrollk12.org)

Carrie Potts  
[capotts@carrollk12.org](mailto:capotts@carrollk12.org)

## Nurse's Corner

### Medication Consent Form

Nurses can administer medications to students (prescription and over the counter), **ONLY** when ordered by an authorized prescriber (doctor, nurse practitioner, etc.), **AND** with written parent consent. The staff of CCPS cannot administer medication unless a completed medication consent form is on file in the Health Suite. **Only a parent/guardian or their adult designee are to bring medication to school. The medication must be in its original container and labeled** with the student's name, name of the medication, and directions for administration. Students not following the mentioned medication procedure and found in possession of prescription/non-prescription medication subject themselves to serious consequences, as outlined in the student/parent handbook. For new students entering programs at the Tech Center, parents please call our school nurse prior to school opening to discuss any medical conditions or health concerns, as well as any medications your child needs during the school day.

**Restrictions:** If your child has an injury while attending CCCTC, please remember to get a note from the doctor regarding restrictions for their program and turn it in to the nurse.

Karen Steinbach

[klstein@carrollk12.org](mailto:klstein@carrollk12.org)

### Driving / Riding / Parking Policy & School Bus Transportation

Bus transportation is available to all students (except WHS students and for those activities specifically requiring the parent to provide transportation). Please refer to the CCCTC Student/Parent Handbook for guidelines.

Due to construction only students with dual enrollment at Carroll Community College and AHP Clinicals will be permitted to drive to CCCTC. Drivers should apply and receive a CCCTC parking permit prior to driving to CCCTC.

Students are **not** to carpool to school during the school day from CCPS schools. If a student misses the CCCTC bus, they should report to their home school office to arrange transportation to CCCTC.

CCCTC students are subject to verbal warnings, parking fines and loss of driving privileges for driving violations. Refer to CCCTC Student/Parent Handbook for additional guidelines and penalties for violation.

## **CONSENT AND RELEASE**

### **Permission to Photograph, Videotape or Audiotape**

Throughout the school year, the Carroll County Public School System frequently covers school activities and may use your child's photograph, video image, or voice for educational, informational, or public relations purposes, with or without identification by name.

If you do not wish to have your child's voice reproduced on tape or to have his/her image appear in such things as a video or a photograph, or on the school or school system website or social media, please notify the school principal in writing. It is assumed that parents and guardians consent to their children being audiotaped, photographed, videotaped, or having their image placed on a school website or social media by the school system unless such notification is received.

There are also occasions when the media cover certain school events (such as when a government leader visits a school). If you do not wish to have your child's name or likeness published by the media, you should address your concerns directly to the school involved so that the media is so advised. Please be advised that the school system has no control over the media when they are covering activities such as sporting events and musical programs that are open to the public.

### **Use of Student Work on Websites or in Publications**

There may be times throughout the year when the Carroll County Public School System wishes to display student work on school websites, social media, or in publications. If you do not wish to have your child's art, poetry, writing, etc. appear on school websites, social media, or in publications, please notify the school principal in writing. It is assumed that parents and guardians' consent to their child's work being displayed on school websites, social media, or in publications unless such notification is received.

CG/bb

Revised 6/30/17

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### **School Owned Materials**

Carroll County Public Schools provides textbooks, library books and other materials and equipment for student use. These items remain the property of the school system and may be assigned for any length of time. Students are responsible for the proper care and return of school property. Should a student damage or fail to return textbooks, library books, or other schools owned property; or have other outstanding obligations, the Principal shall prohibit the further issuance of school owned property or supplies until appropriate restitution has been made.

### **Public Notification of Career and Technology Offerings**

Carroll County Public Schools offers career and technology education programs in business, agriscience, career and technical education, family and consumer sciences, and technology education. Business, agriscience, family and consumer sciences, and technology education programs may be offered in each of the county's eight high schools. Career and technical programs are offered at the Carroll County Career and Technology Center. Pro-Start, Early Childhood Education, Teacher Academy of Maryland, and Academy of Finances are offered at specific high schools. These programs are open to students who are in the grade levels served by the programs and who are interested in and qualify for these educational program options.



At the Carroll County Career and Technology Center, students receive specialized career training and education, as well as earning credits toward high school graduation. Students may enroll in grades 11 and/or 12 in the center's competency-based programs, provided they meet prerequisites for specific courses. Students enrolled in the programs at the Carroll County Career and Technology Center are also enrolled concurrently in their home schools in order to complete graduation requirements and participate in extracurricular activities. School bus transportation is provided for the students from the home schools to and from the Carroll County Career and Technology Center. A support service team is available to work with those special needs students who need additional assistance in order to be successful in their career and technology education program. For details about programs, contact the school counseling office at each high school.

Carroll County Public Schools provides career and technology education opportunities without regard to sex, race, color, religious belief, national origin, or disabilities. The Title IX Coordinators are Judy Klinger and Jim Rodriguez; the Section 504 Coordinator is Dona Foster. These coordinators may be reached at Carroll County Public Schools, 125 North Court Street, Westminster, Maryland 21157, 410-751-3000.

A local application for career and technology education programs has been prepared and submitted to the Maryland State Department of Education for approval. The application is available for review and/or comment by the public. Contact Supervisor of Career and Technology Education, Carroll County Public Schools, 410-751-3104, to review this application.  
Contact: Eric King, Director of High Schools, 410-751-3160.

#### **NOTICE OF NON-DISCRIMINATION**

The Board of Education of Carroll County does not engage in discrimination that is unlawful or contrary to Maryland State Department of Education guidance on the basis of age, color, genetic information, marital status, mental or physical disability, ancestry or national origin, race, religion, sex, sexual orientation, gender identity, or gender expression.

The Board of Education of Carroll County is firmly committed to creating equal employment and educational opportunities for all persons by providing an environment that supports optimal academic achievement and productive work and is free from any form of unlawful discrimination, including access to school facilities, educational programs, and extracurricular activities.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Human Resources, 125 North Court Street, Westminster, Maryland 21157, (410) 751-3070.

#### **ADA ACCESSIBILITY STATEMENT**

Carroll County Public Schools (CCPS) does not discriminate on the basis of disability in employment or the provision of services, programs or activities. Persons needing auxiliary aids and services for communication should contact the Communications Office at 410-751-3020 or [publicinfo@carrollk12.org](mailto:publicinfo@carrollk12.org), or write to Carroll County Public Schools, 125 North Court Street, Westminster, Maryland 21157. Persons who are deaf, hard of hearing, or have a speech disability, may use Relay or 7-1-1. Please contact the school system at least one (1) week in advance of the date the special accommodation is needed. Information concerning the Americans with Disabilities Act is available from the Director of Facilities Management, (410) 751-3177, or the Communications Officer, (410) 751-3020, 125 North Court Street, Westminster, Maryland 21157.

**Board Policy**

[IKE Placement, Promotion, Intervention, Retention, and Acceleration](#)

**Administrative Regulations**

[IKE Placement, Promotion, Intervention, Retention, and Acceleration](#)

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