



Career Technical Education
Trainee Manual & Student Handbook
2024-2025

St. Clair County Board of Education
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Ashville, AL. 35953
(205) 594-7131

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Eden Career Technical Center
45 County Rd. 33
Ashville, AL. 35953
(205) 594-7055

Trisha Turner- Principal/Director
Candice Cranford- Counselor
Kelli Sanders- Bookkeeper

Eden Career Technical Center Vision & Mission Statement

Vision

Eden Career Technical Center's Vision is to have every student graduated and every student prepared.

Mission Statement

Eden Career Technical Center serves students from five (5) different high schools as well as a Virtual Preparatory Academy in St Clair County. Our mission at Eden Career Technical Center is to ensure that every student is prepared following graduation for the workforce, post-secondary education, and/or life. We focus on our students' growth in responsibility and teamwork.

Eden Career Technical Center Course Descriptions & Fees

Plant Systems & Animal Science

This program is designed to provide students with an understanding of greenhouse, horticulture and landscape industries. This course will also provide a focus on veterinary science. **Agribiology & Plant Biotechnology can count as a 3rd and/or 4th Science credit.

Career Tech Student Organizations: FFA

Fee: \$77 Yearly (\$60-Class Fee, \$17-Student Organization Fee)

Credential: Forestry Worker Certificate

Building Construction (Carpentry)

Carpenters are involved in many kinds of construction activities, from building highways and bridges to installing kitchen cabinets. Carpenters construct, install, and repair structures and fixtures made from wood and other materials. Utilizing NCCER's curriculum, this program covers content such as Building Materials (Commercial & Residential Construction), Cabinet Fabrication, and Advanced Wall Systems.

Career Tech Student Organizations: SkillsUSA

Fee: \$77 Yearly (\$60-Class Fee, \$17-Student Organization Fee)

Credential: NCCER Core

Heating, Ventilation, Air Conditioning, and Refrigeration

The increasing development of HVAC (heating and air-conditioning systems) technology causes employers to recognize the importance of continuous education and keeping up to speed with the latest equipment and skills. This program utilizes NCCER's curriculum that has been designed by highly qualified subject matter experts. This curriculum is recognized by North American Technician Excellence (NATE) and presents theoretical and practical skills essential to your success as an HVAC installer or technician.

Career Tech Student Organizations: SkillsUSA

Fee: \$77 (\$60-Class Fee, \$17-Student Organization Fee)

Credential: NCCER Core

Welding

Welding is a highly skilled industry that can take you places all over the world. The varied welding industry impacts virtually every industry. Technology is creating more uses for welding in the workplace. This program utilizes NCCER's four-level curriculum covering topics such as Oxyfuel cutting, Welding Symbols, and Stainless-Steel Groove Welds. NCCER's curriculum also correlates to the AWS standards and guidelines for an Entry Welder.

Career Technical Student Organization: SkillsUSA

Fee: \$97 (\$80-Class Fee, \$17-Student Organization Fee)

*Dual Enrollment fee based on current cost of Dual Enrollment, Career Technical Scholarships are available through an application process.

Credential: NCCER Core

Business Information Technology

This program is for students who are interested in pursuing careers in business administration and management. Courses provide an overview of career opportunities, which are available in every sector of the economy and requires specific skills in organization, time management, customer service, communication, and effective use of technology.

Career Technical Student Organization: Future Business Leaders of America

Fee: \$77 yearly (\$60-Class Fee, \$17-Student Organization Fee)

Credential: Microsoft Office Certifications (MOS), ADOBE Certified Professionals Certifications

Early Childhood Development

This program is for students who are interested in pursuing careers with young children from birth to school age. Courses provide an overview of safe and healthy

learning environments; children's physical, intellectual, and emotional development; building productive relationships with families; managing an effective childcare program; professionalism; techniques for observing and recording children's behavior; and principles of child development.

Career Technical Student Organization: FCCLA

Fee: Fee based on current Dual Enrollment Cost, Career Technical Scholarships are available through an application process.

Credential: Child Development Associate Credential, Google Educator

Army JROTC

The objectives of the Army JROTC program are to prepare Cadets for leadership roles while making them aware of their rights, responsibilities, and privileges as American citizens. The program provides instruction and opportunities to benefit the student, community, and nation.

Career Technical Student Organization: N/A

Fee: No fee

Credential: Army Junior Reserve Officer's Training Corps Certificate

Health Science

The Health Science Program instructional content incorporates project and problem-based healthcare practices and procedures to demonstrate knowledge and skills fundamental to a variety of healthcare careers. Knowledge and skills are reinforced and enhanced through participation in HOSA Future Health Professionals and work-based learning opportunities that are age and grade appropriate.

Career Technical Student Organization: HOSA- Future Health Professionals

Fee: \$80 (\$60-Class Fee, \$20-Student Organization Fee)

Credential: Certified Nursing Assistant (CNA), Certified EKG Technician (CET)

Restaurant, Food, and Beverage Services (Culinary)

This program begins with the fundamentals and principles of the art of cooking, management and production skills, and techniques. Within this pathway, students can pursue a national sanitation certification, industry certification, articulation credit, and scholarships. The courses offered involve a commercial laboratory-based instructional setting and internship hours.

Career Technical Student Organization: FCCLA

Fee: \$97 (\$80-Class Fee, \$17-Student Organization Fee)

Credential: ServSafe Manager Certification

Information Technology Support and Services

This program is for students who are interested in careers that involve an understanding of computer hardware and software as well as providing technical support services.

Career Technical Student Organization: Future Business Leaders of America

Fee: \$77 (\$60-Class Fee, \$17-Student Organization Fee)

Credential: TestOut PC Pro, CompTIA A+

Public Safety (EMS/Fire/Law)

This program is for students who are interested in pursuing careers in emergency and fire management services. Courses provide an overview of careers in firefighting, emergency medical profession, and specialized public service jobs.

Career Technical Student Organization: Skills USA

Fee: \$107 (\$90-Class Fee, \$17-Student Organization Fee)

Credential: Emergency Medical Responder, Emergency Medical Technician, National Fire Protection Agency, Public Safety Telecommunicator

Additive Manufacturing

This program is designed to introduce students to Computer-Aided Design, 3-D Printing, and Engineering Applications. Courses provide students with the skills to be successful in the Mechanical and Technical Design fields.

Career Tech Student Organizations: SkillsUSA

Fee: \$87 (\$70-Class Fee, \$17-Student Organization Fee)

Credential: AutoCAD Certified User

Modern Manufacturing

This program is designed to prepare students for entry level positions in manufacturing. The courses align with MSSC and NCCER standards which includes modular courses for: Safety, Quality, Production, and Maintenance.

Career Technical Student Organization: Skills USA

Fee: \$77 (\$60-Class Fee, \$17-Student Organization Fee)

- **Credential:** NCCER Core, MSCC Certified Production Technician, ACE (Alabama Certified Employee)

Automotive Services

The need for automotive service technicians is growing rapidly as people continue to keep their vehicles in operation longer than ever before. This program is designed for students to gain knowledge and credentials for entry level employment or to

continue their education through college. This program is NATEF accredited and students are eligible to receive ASE credentials.

Career Technical Student Organization: SkillsUSA

Fee: \$97 (\$80-Class Fee, \$17-Student Organization Fee)

Credential: Automotive Service of Excellence Certifications (ASE)

Collision Repair

The collision repair program is divided into two divisions, collision repair and refinishing. This program is designed to train students to successfully repair accidental damage and to refinish vehicles. Emphasis is placed on safety, plasma arc cutting and oxyacetylene cutting, resistance type spot welding, and metal inert gas (MIG) welding. This course incorporates all personal and environmental safety practices associated with clothing; respiratory protection; eye protection; tools; power equipment; proper ventilation; and the handling, storage, and disposal of chemicals and materials in accordance with local, state, and federal safety and environmental regulations. Refinishing skills learned in this program may also carry over into many other industries through manufacturing finishing of products. The program is NATEF accredited and students are eligible to receive ICAR curriculum and credentials and/or ASE credentials.

Career Technical Student Organization: SkillsUSA

Fee: \$77 (\$60-Class Fee, \$17-Student Organization Fee)

Credential: I-Car

Transfer to Other Programs

A student will be permitted to transfer to a different program (if an opening for that program is still available) with the approval of the student's parent/guardian, the CTE director, the CTE instructors, and a representative from the student's base school (administrator and/or counselor). All transfers must be made within the first two weeks of school. A student may also transfer to a different program at the completion of the school year prior to beginning year 2 or 3 within the same program through the completion of a new trainee application.

Eden Career Technical Center Trainee Application Process

Prospective Trainees

All students interested in attending Eden Career Technical Center will complete a recruitment application. These applications will be returned to the student's base

school counselor who will then forward them to the Eden Career Technical Center counselor. Students will then be designated a specific time and place to interview with a committee for their Eden Career Technical Education Program of Choice. After interviews, students will be notified if they were selected for their program of choice or alternative program of choice via postal mail or email. If any programs have availability following interviews, additional students can apply through the end of the previous school year.

Current Trainees

Due to limited availability within all the Eden Career Technical Center educational programs, all current trainees will be evaluated semesterly based on their attendance, behavior, and growth in program. Instructors will go over the evaluations with each individual student on areas that need improvement during the semester to ensure they have ample time to make necessary adjustments.

Eden Career Technical Center Trainee Responsibilities

You have officially been hired by Eden Career Technical Center to work in (1) of the (14) career tech programs offered by the St. Clair County School System. As a trainee, you are expected to adhere to established workplace policies and procedures.

Trainee Attendance

Eden Career Technical Center follows the attendance policy as written in the St. Clair County Student Code of Conduct. Regular school attendance contributes to academic achievement and facilitates the student's ability to succeed. Alabama law requires all children between the ages of six (6) and seventeen (17) to attend school. The law further provides that a parent, guardian, or other person having control or charge of a school-aged child is responsible for that child's regular attendance and proper conduct. Parents and guardians are responsible for enrolling their children in school and ensuring that the children attend school and obey behavior policies adopted by the board. Parents failing to enroll students and ensure their proper behavior and attendance are subject to fines and imprisonment under state law. (Code of Alabama 1975 16-28-12, 16-28-40). Career Technical Education programs are designed to meet business and industry standards where attendance and punctuality are required, thus attendance in these programs is essential.

Trainee Absences

For an absence to be “excused”, parents/guardians must present to the school a written explanation of a student’s absence within three (3) days of the absence. This excuse should be turned into the student’s instructor. Failure to present a written explanation will cause the absence to be recorded as unexcused. School attendance is required of all enrolled children in grades K-12. Students are expected to report to school on time and attend school the full day. All students are subject to the same attendance policies. Parents should make every effort to schedule doctors' and dentists' appointments after school hours. Absences are either excused or unexcused.

"Excused Absences" are defined as the following:

1. Illness
2. Death in the immediate family
3. Inclement weather which would be dangerous to the life and health of the child as determined by the principal and/or Superintendent
4. Legal quarantine
5. Emergency conditions as determined by the principal and/or Superintendent
6. Prior permission of the principal with the consent of the parent or legal guardian (Examples include but not limited to the following: serious family illness, family emergency, legal appointments with documentation, religious holidays)
7. Individual College visits are limited to two per year. (Proper documentation must be provided to principal for preapproval)

Schoolwork missed due to excused absences may be made up, and a grade shall be awarded. It is the responsibility of the student to request makeup work the day the student returns to school and return the make-up work on the deadline day. Once a student has returned to school and requested the makeup work, the student shall have two (2) days for each day of excused absence to complete and return make-up work once the student has been given the assignment(s) by the teacher.

Trainee Excessive Absences

Excessive absence is defined as any absence over (8) days for a student in grades K-12 per school year without proper documentation. Days of absence exceeding 8 days must be documented by a physician’s statement or by a court order to be considered excused. A parent/guardian note of explanation can be accepted for 8 total absences during the school year. Absences without physician or court documentation beyond these numbers shall be considered unexcused absences. Schoolwork missed due to unexcused absences may not be made up.

The St. Clair County School System participates in cooperation with the St. Clair County District Attorney and the St. Clair County Juvenile Court in the Early Warning Program for Attendance Intervention and the Early Warning Program for Behavior Intervention to assist families in achieving good school attendance and students in maintaining good conduct.

High school administrators are required to report to the Alabama Department of Transportation any student who has accumulated more than 10 consecutive or 15 cumulative unexcused absences during a single semester. Any student with the above absences is subject to having their driver's license or permit suspended. A student must have 45 days without an unexcused absence before the school can issue a letter to have the license/permit reinstated.

Excessive absences from school or from a class may subject a student to retention in the same grade for the succeeding school year or the denial of credit in a course. The state currently defines chronic absenteeism as eighteen (18) or more absences. The denial of credit may result if a student has eighteen (18) or more absences from a class or course lasting an entire academic year or nine (9) or more absences from a semester-length course. Credit may be allowed with permission from the principal or his/her designee (school administrator or Problem-Solving Team).

Trainee Check-in/Check-out Procedures

Students arriving late to school (checking-in/this includes tardies to school) or leaving school early (checking-out) may do so only with the parent physically coming to the school or a verified written permission of the parents/guardians turned in to the office upon students' arrival to campus. If a student checks-in or checks-out and does not attend ECTC for that day, the student will be counted absent for all class periods at ECTC. An excuse must be turned in as a means to makeup class assignments for that day.

Trainee Suspension

Trainees who are suspended out-of-school, including placement at the Alternative School, are not allowed on campus at any time during the suspension or placement period. A suspended student shall not be eligible to attend on-campus or off-campus school-sponsored activities, to participate in any school-sponsored activity, or to enroll in any public school in the St. Clair County School System until the suspension is properly cleared. Alternative School placement is detrimental to a student's academic progress, particularly the student's career technical education courses which require numerous hours of hands-on training. It is impossible to replicate the

career technical program work environment within an alternative placement setting. As a result of suspension or an alternative school placement, a trainee's grade in career technical education courses will be negatively impacted.

Trainee Illness/Sickness

Trainees who become ill while present at Eden Career Technical Center, should notify their instructor of their concern then report to the nurse's office. If warranted, the nurse will make contact with the parent/guardian. Parents/Guardians are required to make arrangements if the student needs to be picked up prior to the student returning to their base school by bus.

Trainee Medication

If a child is required to take oral medication during school hours, and the parents/guardians cannot be at school to administer the medication, only the school nurse shall administer the medication in compliance with the following regulations.

1. All medication (prescription or non-prescription) to be given at school requires written authorization of the parent/guardian and physician. Medication consent forms are available from the school or may be found on the www.sccboe.org website. Each medication given and each change in medication requires a new form.
2. School personnel are not allowed to keep bulk medications or take phone requests from parents/guardians. Only medication brought to school by the parents/guardians can be given.
3. All medication must be brought to school in original containers with a complete pharmacy label and/or manufacturer's label and an additional label with the child's name and dosage instructions. The medication form for over-the-counter medicine must be specific as to what the medicine is for— headache, menstrual cramps, arm pain, etc.
4. Each medication (prescription or over the counter) must have a form signed by the physician and must be brought to school by a parent/guardian and given to the school nurse. The physician signed form must accompany all medications. Any medicine brought to school without the form signed by the physician will not be given until the form is received.
5. If a child has a medical condition, such as asthma, anaphylaxis, diabetes, etc that requires emergency medication, the parents/guardians must provide the medication

(Benadryl, Epi-Pen, Glucagon, etc.) along with a Medication Consent Form signed by the physician.

The self-administration of chronic medications is allowed under the following guidelines:

1. Medication must be a prescription. No over-the-counter medications can be self-administered.
2. Medication forms must be provided yearly with parent and physician authorization.
3. The school nurse must approve self-administration of medication.
4. If at any time a student is not felt to be capable of self-administration, and/or following school policy for use, self-administration of medication will not be allowed.

Trainee Withdrawal

If a trainee plans to withdraw from Eden Career Technical Center, they must notify their instructor, return their textbooks, and clear up any owed fees. If a trainee withdraws prior to the completion of the course, no credit will be awarded, but transfer grades will be issued. The Eden Career Technical Center counselor will notify the student's base school to ensure that the student has received approval from the parent and a base school representative (eg. administration or counselor) regarding their withdrawal.

If a trainee plans to enroll at the St. Clair County Virtual Preparatory Academy, the student must complete a Letter of Intent Form (see document B) with the Eden Career Technical Center counselor. This letter will be sent to the St. Clair County Virtual Preparatory Academy so that they can notify Eden Career Technical Center of the trainee's official enrollment date. The trainee will be required to report to Eden Career Technical Center the day following enrollment. If the trainee fails to report within (1) week of their enrollment and does not have an excused absence, the trainee will be removed from their Career Technical Education program.

Trainee Dress Code

Trainees are required to follow the dress code as outlined by the St. Clair County Code of Conduct. Due to safety, instructors at Eden Career Technical Center are given the right to implement class specific dress code requirements to ensure the safety of all trainees (eg. safety glasses, steel-toe boots, etc).

Trainee Personal Belongings

Trainees are required to leave all personal belongings brought to Eden Career Technical Center on the school bus, this includes backpacks, gym bags, purses, etc.

Students are allowed to remove their cell phone from the bus but must abide by the trainee cell phone policy. This policy is set in place for the safety of all students at Eden Career Technical Center.

Trainee Cell Phone Policy

Eden Career Technical Center respects parents/guardians' desire for their trainee to possess access to their phone traveling to and from Eden Career Technical Center as well as during their time on campus at Eden Career Technical Center. However, cell phones brought to campus must be stored appropriately. Trainees will be given the option to leave their cell phones on the bus or they can turn them in to their instructors to be placed in a lock box until the end of class. When a trainee violates the cell phone policy, the trainee will be sent to the Eden Career Technical Center principal's office.

Trainees whose cell phones contain any illegal or inappropriate material are subject to appropriate school consequences as well as possible legal consequences.

This policy also applies to all other electronic devices including: ipods, headphones, gaming devices, smart watches, cameras, etc.

Trainee Parking Permit

Trainees that attend St. Clair County Virtual Preparatory Academy may obtain a parking permit upon the completion of appropriate paperwork and paying parking fee. Driving is a privilege which may be revoked if tardies, check-ins and check-outs or unexcused absences are excessive. Students providing their own transportation will be expected to observe the following rules:

- Students driving cars or motorcycles to school must park in the assigned spots.
- Students must load vehicles and leave campus at direction of Eden Career Technical principal (may need to leave prior to/after buses).
- Students' vehicles should be locked after arriving in the morning.
- Students driving cars or motorcycles to school must register the vehicle with the principal.
- Students are required to show a current driver's license and proof of insurance when registering the vehicle with the principal.
- An "Acknowledgment Concerning Use of Student Parking Lots" form must be completed, signed by the student and parents/guardians, and returned to the principal.
- Cars or motorcycles are not to be moved from the parking lot at any time during the school day until the authorized time for the student to depart from school.
- Students should not occupy cars or return to cars or motorcycles during the school day between the time of their arrival and their departure from the school campus.

It is the objective of the St. Clair County Board of Education to assure that all students who wish to participate in competitive extracurricular student activities or drive to school be given the opportunity to do so in a safe, drug-free environment and that all students, while under the supervision of the school system, be completely free from the effects of the presence of illegal or controlled substances. To meet this objective, the Board reserves the right to require any student desiring to participate in competitive extracurricular programs or drive to school to submit to drug tests while under the supervision of the school system.

Temporary Trainee Parking Permit

Trainees from any school in the St. Clair County System may obtain a temporary parking permit for (1) school day by obtaining the appropriate paperwork from the front office at Eden Career Technical Center. This paperwork must be completed by the student, parent/guardian, principal at the base school, and principal at Eden Career Technical Center. This form must be turned in (1) school day prior to driving to campus.

Trainee Tobacco Free/Drug Free Work Environment

Drugs include barbiturates, central nervous system stimulants, hallucinogenics, depressants, marijuana, synthetic drugs, and all other drugs to which the narcotic and drug abuse laws of the United States or the State of Alabama apply. The possession, selling, being under the influence of, or use of non-prescribed drugs is prohibited on campus, buses, in parked cars, on school grounds or at any school-sponsored activity of the St. Clair County School System.

Trainees are prohibited from using tobacco and tobacco-like products in any form (including electronic cigarettes) while on school property or at school-sponsored activities and/or events. School property includes schools, school campuses, school board-owned grounds, buildings, and vehicles.

Drug dogs are brought to the campus throughout each semester to conduct random drug screenings. If drugs/tobacco products are acquired, the principal or his/her designee(s) shall report any violation of law to the superintendent and to the local police department (or Sheriff's Department) when applicable and cooperate with law enforcement officials in their investigation.

Random Drug Tests are administered throughout the school year. If a trainee test positive the following actions will be taken.

- 1st Offense- The student will be suspended from shop participation and all school extracurricular activities for 21 calendar days. If the student is a virtual

student and possesses a parking permit for ECTC, the student's driving privilege will be revoked for 60 calendar days. If the student is a traditional student and does not possess a parking permit for ECTC, the student will be unable to request a temporary parking permit within 60 calendar days.

- 2nd Offense- The student will be suspended from shop participation for 21 calendar days. The student will be suspended from all school clubs and extracurricular activities for the remainder of the school year. If the student is a virtual student and possesses a parking permit for ECTC, the student's driving privilege will be revoked for the remainder of the school year. If the student is a traditional student and does not possess a parking permit for ECTC, the student will be unable to request a temporary parking permit for the remainder of the school year.
- 3rd Offense- The student will be suspended from shop participation for 21 calendar days. The student will be suspended from all school clubs and extracurricular activities for the remainder of the school year. The student will be unable to reapply to attend ECTC for the following school year. If the student is a virtual student and possesses a parking permit for ECTC, the student's driving privilege will be revoked for the remainder of the school year. If the student is a traditional student and does not possess a parking permit for ECTC, the student will be unable to request a temporary parking permit for the remainder of the school year.

Trainee Weapon Free Work Environment

It is a Class C Felony for any person to knowingly carry or possess a deadly weapon on the premises of any public school or any school bus with intent to do bodily harm. Note: Deadly weapons include but are not limited to hand grenades, explosive devices, pistols, rifles, shotguns, knives, stilettos, swords, daggers, or any type of club, baton, billy club, blackjack, bludgeon, or metal knuckles.

When it is determined that a student possesses a firearm at school, on school property, or at a school event/activity, the following procedures must be followed immediately:

1. The student must be expelled, and the expulsion noted on records transferred to any other school.
2. The LEA must determine the procedures and steps needed to reach the expulsion status, including, but not limited to, the following:
 - Report to law enforcement.
 - Contact parents.
 - Suspend from school immediately pending investigation.

- Complete an investigation as soon as possible with documented written report(s).
- Expel student according to LEA policy.
- Following the expulsion determination, the student cannot attend any regular public school for one calendar year.
- The LEA can modify the expulsion on a case-by-case basis as allowed by the Code of Alabama 1975 16-1-24.3.

Any person over the age of 14 years who is convicted of the crime of possession of a pistol on the premises of a public school, or a public-school bus, shall be denied the issuance of a driver's permit or driver's license to operate a motor vehicle for 180 days from the date the person is eligible and applies for a permit or license. If a person is 16 or older possesses a driver's license on the date of the conviction, the driver's license will be suspended for 180 days.

Trainee Transportation

All trainees (with the exception of students from the St. Clair County Virtual Prep Academy) will ride the bus from their base school to the Eden Career Technical Center. Trainees who attend St. Clair County Virtual Preparatory Academy can either drive to campus, be dropped off by a parent/guardian, or ride the bus from the base school closest to their place of residency. Trainees from St. Clair County Virtual Preparatory Academy must designate their chosen method of transportation from the first day of school, if a change in transportation is needed, a written request from the parent/guardian must be sent to the principal at Eden Career Technical Center and the principal at the base school.

Trainees have the privilege of utilizing the transportation services of the St. Clair County School System. Trainees who ride the bus are under the jurisdiction of the school system from the time they load the bus to attend the career tech center until the time they unload the bus at their base school.

Trainee Technology Compliance

Trainees will adhere to the technology use agreement set forth in the St. Clair County Student Code of Conduct. A trainee in violation of this agreement will be subject to disciplinary action.

Trainee Safety Policies/Drills/Emergency Procedures

Safety is continuously emphasized at Eden Career Technical Center. Disregarding safety will subject a trainee to disciplinary action. A score of 100 on a safety test must be met in each program prior to a trainee being allowed access to work in a lab or shop setting.

Crisis Management is a central component of comprehensive school safety. The most important consideration in both crisis management and safe schools' efforts is the health, safety and welfare of the students and staff. Schools routinely conduct drills to ensure student safety in the event of fires, severe weather, active shooting, or other emergency conditions. School safety plans and student handbooks at each school are developed according to current safety requirements and with advice of emergency preparedness officials. AL Admin Code section 16-1-44.

- Tornado Drill- (1) Long Bell
- Fire Drill- (3) Short Bells
- Lock Down- Notification
- Severe Weather- Notification

Trainee Bell Schedule

Arrival Time	VPA Arrival Time	Dismissal Time
Morning Session- 8:00 AM	8:15 AM *will be counted tardy if you arrive late.	Morning Session- 10:45 AM
Afternoon Session- 11:45 AM	12:00 PM *will be counted tardy if you arrive late.	Afternoon Session- 2:20 PM

Trainee Facility Responsibilities

Trainees will be responsible for the maintenance of their program's facility. Students will be allotted a clean up time prior to the end of each class, this time will be designated by the instructor.

Eden Career Technical Center Trainee Evaluation Process

Trainee Assessment

Trainees will adhere to the grading policy established by the St. Clair County Board of Education.

- **GOLD Grades** = Major tests and projects – 50% of a student's grade
- **SILVER Grades** = Quizzes – 30% of a student's grade
- **BRONZE Grades** = Homework and minor work – 10% of a student's grade
- **9 Weeks Exams** = 10% of a student's grade
- **ACADEMIC GRADING SCALE**
 - A+ = 98-100

- A = 94-97
- A- = 90-93
- B+ = 88-89
- B = 84-87
- B- = 80-83
- C+ = 78-79
- C = 74-77
- C- = 70-73
- D+ = 68-69
- D = 64-67
- D- = 60-63
- F = 59 and below

Report Cards will be sent home in 9 week increments 4 times each school year. Progress Reports will be sent home in 9 week increments 4 times each school year. Refer to the St. Clair County Student Code of Conduct for specific dates. ECTC grades will be included on the student's base school report card.

Trainee Program Completion Status

Concentrators- Trainees who complete 2 courses within the same CTE program of study.

Completers- Trainees who complete at least 3 courses with a 70 or higher in each course within the same CTE program of study and earned a credential in that CTE program (eg. 3 courses within Health Science Program and earn EKG credential).

Industry Recognized Credential (CRI)- A credential developed or offered by a nationally recognized industry association or organization. Credentials are often sought by or accepted by companies within that industry as a means of hiring and recruitment.

**Eden Career Technical Education Center is an equal opportunity educator and employer. Accommodations are available upon request to those with documented disabilities. Due to credentialing and certification requirements, Eden Career Technical Center programs may not be modified.

Eden Career Technical Center Trainee Acknowledgement Statement

I have read the Eden Career Technical Center Trainee Manual and Student Handbook. I understand all the information contained within this document and I am aware that I can ask any questions that I have containing this document prior to completing this acknowledgement statement. By signing this acknowledgement statement, I am agreeing to abide by the rules and regulations set forth in this document.

_____ (Student Name, Printed)

_____ (Student Signature & Date)

_____ (Parent Name, Printed)

_____ (Parent Signature & Date)

Eden Career Technical Center Trainee Fee Statement

**** (Fees include membership to a career technical student organization)**

I understand that my child is enrolled at Eden Career Technical Center and have marked the fee that I am responsible for paying (please check appropriate program). I understand that if I can not make this payment within the first 4 weeks of school, it is my responsibility to contact the Eden Career Technical Center Principal at (205) 594-2070. **(+) Designates fees are based on college tuition rates, thus these fees can change from year to year. Students can apply for dual enrollment scholarships. Students who participate in dual enrollment classes on the ECTC Campus are still expected to pay the standard class fee which encompasses their CTSO membership (Career Technical Student Organization).**

- | | |
|-----------------------------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Additive Manufacturing \$87 | <input type="checkbox"/> Public Safety \$107 |
| <input type="checkbox"/> (DE) Additive Manufacturing (+) | <input type="checkbox"/> (DE) Public Safety (+) |
| <input type="checkbox"/> Auto Services \$97 | <input type="checkbox"/> HVAC \$77 |
| <input type="checkbox"/> (DE) Auto Services (+) | <input type="checkbox"/> Health Science \$80 |
| <input type="checkbox"/> Business Information Technology \$77 | <input type="checkbox"/> Information Technology \$77 |
| <input type="checkbox"/> Building Construction \$77 | <input type="checkbox"/> JROTC (No fee) |
| <input type="checkbox"/> Collision Repair \$77 | <input type="checkbox"/> Modern Manufacturing \$77 |
| <input type="checkbox"/> Restaurant, Food, and Beverage Services \$97 | <input type="checkbox"/> Plant Systems & Animal Science \$77 |
| <input type="checkbox"/> (DE) Early Childhood Development (+) | <input type="checkbox"/> Welding \$97 |
| | <input type="checkbox"/> (DE) Welding (+) |
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