CAREER AND TECHNICAL EDUCATION

2026-2027

STUDENT HANDBOOK

Edison - North - Roosevelt Tech Centers

(Revised September 2026)

To report an absence, email cte.attendance@mpls.k12.mn.us or call 612-668-1771.

Additional resource: MPS Student Rights & Responsibilities Handbook - (Vers. August 2025)

Equity Statement: It is the policy of the Minneapolis Public School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination.

If you have questions or a grievance related to this policy, please contact the district.

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CTE TECH CENTER ADMINISTRATION TEAM

Career and Technical Education General Office	612-668-1771	calls only
Principal, Michael A. Luseni	612-408-1345	call or text
Director, Paul Klym (CTE Pathways Program Development, Budget, Purchasing, Perkins Compliance)	612-408-1765	call or text
School Success Program Assistant, Danielle Draugn	612-408-1778	call or text
School Success Program Assistant, Garren Turner	612-998-2094	call or text
Registration Clerk/Office Specialist, Adily Hendricks	612-462-0178	call or text

CTE CENTER STAFF DIRECTORY

Pathway / Role	Location	Email	First Name	Last Name
Adobe Photoshop	Edison Tech Center	Gabriel.Pass@mpls.k12.mn.us	Gabriel	Pass
Agriculture	Edison Tech Center	Kiernan.Skelly@mpls.k12.mn.us	Kiernan	Skelly
Automotive	Roosevelt Tech Center	Robert.McKenna@mpls.k12.mn.us	Robert	McKenna
Business	Edison Tech Center	Jennifer.Clement@mpls.k12.mn.us	Jennifer	Clement
Business	Edison Tech Center	Sarah.Welken@mpls.k12.mn.us	Sarah	Welken
Business	Edison Tech Center/CTE Online	Seema.Altaf@mpls.k12.mn.us	Seema	Altaf
Construction	Roosevelt Tech Center	Trevor.Gray@mpls.k12.mn.us	Trevor	Gray
Education	North Tech Center	Dyshawn.Hager@mpls.k12.mn.us	Dyshawn	Hager
Engineering	North Tech Center	Jesse.Sirovy@mpls.k12.mn.us	Jesse	Sirovy
Engineering	North Tech Center	Kate.Rosok@mpls.k12.mn.us	Kate	Rosok
Healthcare	North Tech Center	Spencer.Kimball@mpls.k12.mn.us	Spencer	Kimball
Healthcare	North Tech Center & CTE Online	Sharon.Meierhofer@mpls.k12.mn.us	Sharon	Meierhofer
Healthcare	North Tech Center	Kari.Slade@mpls.k12.mn.us	Kari	Slade
Information Technology	North Tech Center & T- Plus	Benjamin.Drewelow@mpls.k12.mn.us	Ben	Drewelow
Information Technology	North Tech Center	KennethS.Nelson@mpls.k12.mn.us	Ken	Nelson
Machine Technology	South High School	Joe.Hyser@mpls.k12.mn.us	Joe	Hyser
Media Arts/Broadcasting	North Tech Center	Peter.Carlson@mpls.k12.mn.us	Peter	Carlson
PAES Lab	North Tech Center	Joseph.Carlyon@mpls.k12.mn.us	Joe	Carlyon
Public Safety & Security	North Tech Center	Alexis.Love@mpls.k12.mn.us	Alexis	Love
Robotics, Drone Technology/Media Arts	North Tech Center	Gabriel.Pass@mpls.k12.mn.us	Gabriel	Pass
Welding	Roosevelt Tech Center	CJ.Mace@mpls.k12.mn.us	CJ	Mace
Work-Based Learning	Camden	Caitlin.Hoerner@mpls.k12.mn.us	Caitlin	Hoerner
Work-Based Learning	Edison & Heritage	Amelia.Marquez@mpls.k12.mn.us	Amelia	Marquez
Work-Based Learning	FAIR & Wellstone	Vanessa.Connelly@mpls.k12.mn.us	Vennessa	Connelly
Work-Based Learning	MPS Online & High Schools	Lauren.Schmitz@mpls.k12.mn.us	Lauren	Schmitz

Work-Based Learning	Roosevelt	Orsi.Forgony@mpls.k12.mn.us	Orsi	Forgony
Work-Based Learning	Southwest	Jonathan.Linne@mpls.k12.mn.us	Jon	Linne
Work-Based Learning	Washburn	Kevin.Hohn@mpls.k12.mn.us	Kevin	Hohn
Work-Based Learning	Wellstone & Heritage	Amelia.Marquez@mpls.k12.mn.us	Amelia	Marquez
School Success Program Assistant	North Tech Center	Garren.turner@mpls.k12.mn.us	Garren	Turner
School Success Program Assistant	Edison Tech Center	Adily.hendricks@mpls.k12.mn.us	Adily	Hendricks
School Success Program Assistant	Roosevelt Tech Center	Danielle.Draughn@mpls.k12.mn.us	Danielle	Draughn
Special Ed Assistant	All locations	Nicole.White@mpls.k12.mn.us	Nicole	White
Associate Educator	All locations	jeffrey.mclain@mpls.k12.mn.us	Jeffrey	McLain

TECH CENTER LOCATIONS

Edison Tech Center: 700 - 22nd Avenue NE, Minneapolis, MN 55418
Pathways: Agriculture - Adobe Photoshop - Automotive (Small Engines) - Business
Students should enter through Door #7 on 20th Avenue NE.

North Tech Center: 1500 James Avenue, North Minneapolis, MN 55411
Pathways: Education - Engineering - Healthcare - Information Technology - Media Arts & Audio Broadcasting - Public Safety & Services - Robotics/Drones
Students & Visitors should enter through Door #1 on 15th Avenue.

Roosevelt Tech Center: 4029 - 28th Avenue, South Minneapolis, MN 55406
Pathways: Automotive (maintenance and repair) - Construction - Welding
Students should enter through Door #13 on E. 40th Street. Visitors should enter through Roosevelt's main entrance on South 28th Avenue, unless arriving during open door hours.

GENERAL INFORMATION

CTE Tech Center in-person courses are offered on a single-period morning schedule and a block schedule, and meet for one semester. CTE Tech Centers do not change class schedules because of alternate schedules at one or more high schools (i.e., homecoming, pepfest, etc.). If your CTE Tech Center course conflicts with another course at your high school, we trust you to make a conscious decision about where you need to be. Please communicate your decision to your CTE Tech Center and high school teachers in advance.

- Free transportation from a student's home high school is available to and from each CTE Tech.
- Lunch is available to all students at their home high school.
- Students and parents will be notified of any changes to the daily schedule. Watch the local news and follow MPS on social media and/or the MPS website for inclement weather schedule changes.
- Students who are driving should contact the CTE Tech Center office for parking information.
- Students arriving at a CTE Tech Center before class starts must wait in the CTE Tech Center Commons or another designated space.
- CTE Tech Centers do not change class schedules due to alternate schedules at one or more high schools (i.e., homecoming, pepfest, field trip, finals, etc.); we trust students to make a conscious decision about where they need to be. We ask students to communicate their decision to their CTE and high school teachers in advance. Standard attendance-taking procedures will be followed.

FREE TRANSPORTATION

Students enrolled in an afternoon IN-PERSON course at one of our three CTE Tech Centers can ride an MPS-provided shuttle between their home school and a CTE Tech Center co-located at Roosevelt High School, Edison High School, or North High School. MPS shuttles will pick students up and drop them off at the designated location at their home high school. Each shuttle will have a sign indicating which Tech Center it is traveling to. If you have questions about transportation, call Principal Michael Luseni at 612-408-1345 or email Michael.luseni@mpls.k12.mn.us.

Special Education Curb-to-Curb Bus Service. If your child is currently receiving Curb-to-Curb transportation services, contact your Special Education Case Manager to discuss transportation arrangements.

AM CTE Centers Bell Schedule

1st, 2nd & 3rd Hours Schedule

Edison Tech Center:

1. 1st Hour (8:30 - 9:25)
2. 2nd Hour (9:30 - 10:25)
3. 3rd Hour (10:30 - 11:25)

North Tech Center:

1. 1st Hour (8:30 - 9:35)
2. 2nd Hour (9:40 - 10:36)
3. 3rd Hour (10:41 - 11:37)

Roosevelt Tech Center:

1. 1st Hour (8:30 - 9:19)
2. 2nd Hour (9:24 - 10:13)
3. 3rd Hour (10:18 - 11:07)

PM CTE Centers Bell Schedule

- Classes at all Tech Centers Start @ 1:05 PM
- Classes at all Tech Centers End @ 2:50 (For Traveling Students)
- Classes at all Tech Centers End @ 3:09 (For All Other Students)

VALUE OF CAREER & TECHNICAL EDUCATION

- Career and Technical Education (CTE) programs are a sequence of courses that integrate core academic knowledge with technical and occupational knowledge and skills, providing students a pathway to postsecondary education and careers.
- CTE teaches transferable workplace skills in applied learning contexts, providing opportunities to explore high-demand career options and giving students the technology and skills needed for success in adult life.
- CTE creates opportunities for all learners to enter high-skill, high-wage, in-demand employment aligned with regional workforce needs.
- CTE is an essential component of a "well-rounded" education as defined by the Every Student Succeeds Act (ESSA); providing all students access to an enriched curriculum and educational experience.

MINNEAPOLIS PUBLIC SCHOOLS

DISTRICT STRATEGIC GOALS

Goal 1: Academic Achievement Every student achieves their full potential through equal access to programming that is academically rigorous and connects learning with students' experiences.

Goal 2: Student Well-Being Every student's physical and mental wellbeing is addressed as an integral part of their education.

Goal 3: Effective Staff School and district staff approach all work centered on students and equity.

Goal 4: School and District Climate MPS is seen by our community as welcoming, responsive, and connected.

ASYNCHRONOUS ONLINE COURSE INSTRUCTIONS

Asynchronous online CTE courses can be accessed through an MPS student's Google Classroom account or other Learning Management System. Students must log in to their online course/class every school day and work independently through guided lessons from their teachers.

How to experience academic success when taking an asynchronous online course.

Step 1. Check your school email every school day - especially on the first day of the semester to locate welcome emails from your teacher.

Your teacher will communicate how they track attendance in your Learning Management System. Follow their instructions to be marked present every day.

Online students MUST check their MPS email at least once per day, Monday - Friday. This will be your online teacher's main form of communication with you.

Step 2. Log on to your class every school day via Google Classroom or other Learning Management System to see daily and weekly assignments.
Attendance is taken daily in your online course. Students must log in and work at least once per school day in each class. This log-in can be at any time of day and does not have to be the same time each day.

- Students who are inactive (marked absent) for 15 consecutive days can be dropped from school and will have to re-enroll.
- Students who have been successful in the past with MPS Online should make themselves a pacing guide with goals for when to complete each assignment or milestone. Contact your CTE Online teacher if you would like help to create a schedule/pacing guide!

Step 3. Reach out to your teacher or counselor for support when you have questions. You can find teacher emails on pages 3 and 4 of this handbook, on the CTE website, via Google Classroom, and in Infinite Campus.

If you have technical difficulties accessing your online coursework, email your online CTE teacher. If you have technical difficulties with your Chromebook or related hardware/software, seek help from your home high school counselor or IT support staff.

CTE PROGRAM

The CTE pathways consist of five distinct programs:

1. Automotive
2. Business & Urban Agriculture
3. Construction
4. Engineering & Technology
5. Healthcare & Caring Professions

The CTE Tech Centers offer specialized coursework in the following career pathways:

Edison Tech Center	North Tech Center	Roosevelt Tech Center
1. Agriculture 2. Business	1. Cybersecurity 2. Education 3. Engineering 4. Healthcare - Patient Care 5. Healthcare - Emergency Responders 6. Information Technology 7. Media Arts & Broadcasting 8. Public Safety & Service 9. Robotics & Drone Technology	1. Automotive 2. Construction 3. Welding

Students can earn certifications and choose to participate in student activities, organizations, and/or internships during and after high school. The following information is an overview of our academic process. If you have further questions, please contact the MPS student support services department or your high school counselor.

MPS CTE Tech Center Add/Drop Course Policy

- **Dropping a CTE Course:** Students should not plan to drop a course once their schedules are established unless exceptional circumstances apply. In that case, students must obtain approval to drop a course through their home high school counselor, who will coordinate the process with the CTE Tech Center administration and registration team.
- **Adding a CTE Course once the semester has begun:** Students interested in adding a CTE asynchronous online course after the semester begins may do so until the 10th class day of the semester. Because our courses are technically focused, students must complete any lessons they miss. To enroll, students must work directly with their home high school counselor, who will coordinate the process with the CTE Tech Center administration and registration team.

  Students may also request to add a CTE in-person course to their schedule once the term has started, but only on a limited basis. They may do so until the 5th day of the semester.

  Because of safety concerns in our labs and the technical content of our courses, students must complete any safety training and technical lessons they miss. Students must work directly with their home high school counselor who will coordinate the process with the CTE Tech Center administration and registration team.

GRADES - MPS Policy 5391A

Grading will be based on principles of standards-based grading that help ensure that our assessments and student grades are a direct reflection of student learning. Grading practices will be consistent across each Tech Center to support clear communication. These practices include:

- 80% of students' grades will be based on summative assessments, which include things like tests, projects, essays, and lab reports that show what students have learned.
- Students will almost always have at least 1 opportunity to retake or redo a summative assessment like a test or project within 2 weeks of teachers returning it to them. Students should expect that teachers will ask them to complete additional learning or practice before they redo. (Exceptions include the last week of the grading period and some certification/college credit exams)
- All assignments will be graded with a score of 0-8 so that scoring and feedback is consistent across classrooms. The chart below shows what each of the numbers represents.

Rubric Score	Descriptors	Letter Grade	Summary of Proficiency
7 - 8	Excelling, Always Extended, Innovative	A/A-	I have demonstrated a deep understanding that goes beyond the standard.
5 - 6	Mastering, Often Completely, Accurate	B+/B/B-	I have demonstrated learning that meets the standard.
3 - 4	Progressing, Sometimes Partially, Imprecise	C+/C/C-	I am getting close to meeting the standard.
2	Beginning, Rarely Minimal, Limited	D+/D/D-	I am beginning to work towards meeting the standard.
0-1		F	

GRADUATION REQUIREMENTS - MPS Policy 5391

A total of 21.5 units of credit are required for graduation as described below. Additional information can be found on the MPS website. (https://www.mpschools.org/departments/student-support-services/counseling/graduation-requirements).

STUDENT EXPECTATIONS

STUDENT DRESS AND LANGUAGE - MPS Policy 5460

The following guidelines are meant to assist students and parents/guardians in determining appropriate attire for school. School administration reserves the right to ban any item or clothing article which may cause a disruption to the learning environment or personal safety. School administration reserves the right to send students home if they are in violation of the dress code.

Dress for industry; some classes may require specific clothing to be worn in order to participate. CTE Tech Center students are expected to exhibit good taste in dress and use appropriate language in order to support a positive climate for learning. Grooming or dressing by students in any manner that presents a health hazard, safety hazard, or is a disruption to the educational process in the school is not acceptable. Student dress and grooming are the responsibility of students and their parents.

Students will use appropriate and professional language in classrooms, hallways, and during other school related activities. Students whose dress or language is deemed to be disruptive to the learning environment will be provided an opportunity to correct the issue. Failure to meet the dress and language expectations may cause a student to be subject to the district disciplinary code.

STUDENT LAB SAFETY

All work performed in a CTE laboratory/shop will be carried out as safely as possible. Any person working in the laboratory/shop agrees to be safety-conscious at all times. Any violation of the safety regulations contained herein, or given verbally by a teacher, is grounds for immediate removal from the program.

- Do not enter the laboratory/shop unless a teacher is present.
- Wear approved eye protection per state law.
- Wear closed-toe shoes and clothes that protect the legs.
- Keep hair close to the head and safe from equipment. Special care must be taken to prevent accidents. Secure long hair with a cover, hair binder, or hairnet.
- Safe clothing must be worn. No loose, torn, frayed, ragged, or billowy clothing will be allowed. No hats or hoods. No shorts, flip-flops, crocs, sandals, high heels, or open-toe shoes. Remove all loose jewelry before operating a machine.
- Absolutely no horseplay in the laboratory/shop. Your actions can injure others.
- Because of safety concerns (metal shavings in a manufacturing lab, oil in an auto shop, sawdust in a construction lab, food crumbs in a computer keyboard, etc.), food in CTE classrooms and labs is limited to breakfast and other special events. Teachers and staff will provide guidance on classroom protocols around food in their classroom and lab spaces.
- Devote all your attention to the machine or tool you are using.
- Safety lines are for your protection. Stay behind them unless you are using a machine within the safety line area.
- Tools and materials can be very dangerous. Do not handle them unless you have been trained to use them.
- Always clean your area when finished with your work or the class period.
- Always disconnect power before changing blades or belts.
- Never leave a machine until all motion has stopped.
- Throwing any object in the laboratory/shop is strictly forbidden.

STUDENT ENTRANCE CHECK-IN PROCESS

Upon arrival at a Tech Center, students will use their MPS Student ID to check in and verify attendance each day. Staff will check student ID numbers against official CTE Tech Center rosters. Student ID information must match their Infinite Campus profile photograph. Students who need to obtain an official MPS student ID should contact the CTE Tech Center office for instructions.

STUDENT DISCIPLINE - MPS Policy 5200-5259

Minneapolis Public Schools recognizes the difference between severe violation of school policy and minor infractions of school rules. Therefore, for all students to have an understanding of consequences, the following violations of school policy will be considered as severe and will result in out-of-school suspension.

- Use of drugs or alcohol as stated in the MPS Discipline policy (5631A-D).
- Violation of tobacco policy as stated in the MPS Discipline policy (5220 and 5220A-B).
- Violation of VAPING policy as stated in the MPS Discipline policy. (5220)

- Fighting – students who violate this policy will be subject to suspension and may be removed from school or transferred to another educational setting. (5200)
- Class disturbances: Students who willfully and persistently disturb the learning process for others and disrupt the instruction of the teacher will be subject to an in-school suspension or possibly out-of-school suspension. (5200)

Students and families should be aware that while these violations are our most common, out of school suspension is not limited to the above-mentioned violations. Other violations of district policy might include, but are not limited to:

- Violence or threatened violence against the person or any personnel attending or assigned to any public school.
- Willful or malicious damage to real or personal property of the school's or district's property.
- Inciting, advising, or counseling of others to engage in any of the acts previously described (whether in person or via social media).
- Possession of a pistol, gun or firearm on school property.
- Possession (on school property) of a knife, etc. as defined in Minneapolis Public School Policy.
- Assaulting any staff with threatening language.
- Unlawful use or possession of alcohol or other drugs, as defined in Minneapolis Public School Policy.
- Possession or use of illegal substances under the Drug Control Act (MN), or any derivative or residue thereof or any drug paraphernalia other than that medically prescribed.
- The use or possession of alcoholic beverages on school property.

Any student who does not abide by the educational or behavioral standards of the school may experience one or more of the following interventions:

- Suspension from extra-curricular activities.
- Removal from class.
- Parent-student conference with administration.
- Suspension from school.
- In school suspension.
- Suspension from Metro Transit.
- Expulsion from school by the School Board

BULLYING/CYBER BULLYING/HAZING - MPS Policy 5201

Students will not engage in behavior defined as the use of force or coercion to negatively affect others. This expectation applies to any of the following behaviors:

- Teasing
- Intimidating
- Defaming
- Threatening
- Terrorizing
- Retaliation
- Video/photo without prior permission from another student

This expectation applies to any cyber bullying or hazing behavior, regardless of whether such acts are committed on or off school property and/or with or without the use of school district resources.

The CTE Tech Center administration team will work in collaboration with the home high school administration to determine appropriate action against any student who is found to have violated this district policy. For further information, please see the MPS Policy 5201.

Student Discipline Code and Procedures are from the District Discipline Code which can be found on the MPS website for further clarification.

NONDISCRIMINATION - MPS Policy 4000B / 5050
No student in the Minneapolis Public School District shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the District programs on the basis of race, color, creed, sex, religion, marital status, ethnic background, national origin, disability, sexual orientation, gender identity, or socio-economic background. The District will provide educational programs and opportunities for students as needed on the basis of individual needs, interests, abilities, and potential.

PREFERRED NAME AND GENDER - MPS Policy 4000C
If students wish to change their preferred name or gender in Infinite Campus, students can see their counselor and fill out a form to request the change. If a form is completed, guardians will be informed once submitted.

SEXUAL HARASSMENT - MPS Policy 4002
Minneapolis Public Schools is committed to maintaining an educational environment free of any form of sexual harassment. All employees, volunteers, and students must avoid any action or conduct which could reasonably be perceived as sexual harassment. It shall be a violation of these procedures for any person to harass a student through conduct or communications of a sexual nature as defined by this procedure. Sexual harassment shall consist of unwanted sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made explicitly or implicitly a term or condition of the student's educational opportunities or benefits; or
- submission to or rejection of such conduct by a student is used as the basis for educational decisions affecting that student; or
- such conduct has the purpose or effect of substantially interfering with a student's education by creating an intimidating, hostile, or offensive educational environment.
- Sexual harassment may include but is not limited to the following:
    - requests or pressure for sexual activity;
    - unwelcome touching;
    - other verbal or physical conduct of a sexual nature, such as inappropriate jokes, symbols, signs or posters of a sexual nature
    - repeated remarks to or about a person with sexual or demeaning implications. (Note: Any sexual overtures made by a staff member to a student whether welcome or unwelcome, shall be grounds for discipline, including termination. See Administrative Procedures Manual Series 400, Code 407.)

COMPLAINT PROCEDURE:
Any person alleging a violation of these procedures may file a complaint using the procedure outlined in MPS Regulation 5050A: Title IX Grievance. Employees who are aware of harassment or bullying shall file a written complaint or shall report the conduct to a principal. The complainant may bypass any step of the complaint procedure where the person against whom the complaint is to be lodged is the alleged perpetrator.

The complainant may be required to complete a written form and to turn over copies of evidence of discrimination, harassment, or bullying including, but not limited to letters, e-mails, tapes, signs, and pictures. The investigator shall promptly begin an investigation and proceed to completion. Both the complainant and alleged perpetrator will be given an opportunity to give a statement. District employees, students, parents, and volunteers shall fully and fairly cooperate in the investigation. A written investigation report shall be completed, and a summary of the report, including a finding that the complaint was founded, unfounded, or inconclusive, will be forwarded to the complainant, to the parent or guardian, and to the alleged perpetrator. The investigator will consider the totality of the circumstances presented in determining whether the conduct objectively constitutes discrimination or harassment.

The right to confidentiality, of both the complainant and the accused, will be respected consistent with the District's legal obligations, and with the necessity to investigate the allegations of misconduct and to take corrective action when this conduct has occurred.

NO RETALIATION

No person shall retaliate against a student or other person because the student or other person has filed a discrimination or harassment complaint, assisted or participated in an investigation, or has opposed language or conduct that violates these procedures, as long as the participation or action was done in good faith. Persons who engage in retaliation or who knowingly file false complaints or give false statements in an investigation shall be subject to discipline up to and including suspension, expulsion, or termination of employment.

ACADEMIC INTEGRITY AND PLAGIARISM

Plagiarism is copying or imitating the language, ideas, or thoughts of another and passing them off as your own original work. Students are responsible for observing the standards on proper citation of sources for written work or other products, including artificial intelligence (AI) sources. Failure to abide by these standards will be reported to the appropriate school administrative authorities and may result in loss of credit of the assignment or even for the course.

There are 4 types of plagiarism that you will come across while you are in high school. They are:

- Direct Plagiarism
- Paraphrasing Plagiarism
- Self-Plagiarism
- Accidental Plagiarism

Direct Plagiarism

Word-for-word duplication of someone else's work without reference or attribution, as well as the use of videos, images, music, photos without permission and/or citing sources.

- You cannot copy and paste someone's content into your own paper and call it your own.
- You are also plagiarizing when quotation marks are not used and/or the material is misquoted.
- Use of AI without proper citations.

Paraphrasing Plagiarism

Words are changed, rearranged, or synonyms are used with the basic sentence structure intact. The idea cannot be used without proper citations.

Self-Plagiarism

Self-Plagiarism is any prior work that is used in some form, either in full or in part, without attribution.

- Citing the work must be done the same way as any other author/source of information.

- Older papers and assignments must be cited even if it is your own work.

Accidental Plagiarism

Accidental plagiarism is misquoting or unintentional paraphrasing of the information, or using similar words.

- Accidental plagiarism is still taken seriously.
- As a researcher, you must properly and carefully document your sources.

MONEY AND OTHER VALUABLES

Students are strongly encouraged not to bring large sums of money or valuables to school. Do not leave money or valuables unattended. Minneapolis Public Schools is not responsible for lost, stolen, or damaged valuables or money.

CELL PHONES AND ELECTRONICS - MPS Policy 5210

Cell phones and electronic devices must be out of sight in the classroom, instructional spaces, and hallways during any scheduled classes, unless specifically being instructed to use it for an instructional activity. Students may be on phones during passing time and lunch.

- Cell phones/electronics may be used before/after school. Usage is allowed in the classroom for instructional purposes as assigned by the teacher.
- No sound should be heard from the phone/device. They must be kept on silent or used with earbuds as allowed by the teacher.

TEXTBOOKS & MANUALS

Textbooks may be issued to students at the start of the school year or semester. If a book is lost or damaged, you will be charged a replacement fee. In some classes, you may need to purchase certain books or materials in addition to a regular textbook.

SAFETY AND SECURITY

VISITORS - MPS Policy 1480

Visitors are required to show identification and sign in at the front desk. People with official school business are allowed on school grounds. All others will be asked to leave. Visitors are not to accompany students to classes during the school day unless they have obtained a signed approval from a school administrator. Community Organizations must show their company ID along with a photo ID if they are interacting with students in any fashion. This includes release of student(s) for field trips, appointments, and school visits.

STUDENT CODE OF TRANSPORTATION SAFETY

Bus transportation to and from school is a privilege, not a right. All students may be transported by bus at some time during a school year because bus transportation is also used for field trips. It is essential that all students transported by Minneapolis Public Schools be aware of the rules for safe traveling by bus for their own safety and the safety of others. The purpose of this regulation is to establish the Student Code of Transportation Safety, which contains the minimum requirements of all authorized riders of District provided school buses.

SECURITY CAMERAS IN SCHOOLS AND BUSES

The CTE Tech Centers strive to create and maintain a safe school and work environment for students. Security cameras (closed-circuit television systems – CCTV) are installed inside school buildings and on the exteriors of buildings. Security cameras monitor school property to help administrators detect and deter unacceptable behavior or activities. Camera systems also provide a historical record to facilitate investigations.

CRISIS SITUATIONS - MPS Policy 6680A

In the event a crisis situation occurs in either the school or the community, students and staff should be prepared to respond according to district procedures and follow directions as given by members of the crisis team and community responders. Parents are asked to refrain from calling or coming to school until necessary so staff can focus on resolving the issue.

FIRE - SEVERE WEATHER - LOCKDOWN - MPS Policy 6680

Fire, severe weather, and lockdown drills are practiced at various times during the school year to help prepare for a crisis situation.

- The fire alarm is a steady blast. In a fire drill, students should leave the building immediately, following posted classroom exit routes or through the nearest door. Students should move quickly without talking or crowding. Teachers will follow students from the classroom and attendance will be taken.
- Severe weather drills are conducted by voice commands over the intercom system. Directions related to designated shelter areas are posted in each room.
- Lockdown drills are conducted periodically and directions are given over the intercom.
- Upon request, accommodations will be made for students who experience anxiety associated with requirements of these safety procedures.

INCLEMENT WEATHER - MPS Policy 6132B

If schools are closed to students in the event of extreme cold weather and wind chill, all staff will be expected to report to work unless specifically directed otherwise. In the event of snow and hazardous driving conditions, schools will be closed to students and all employees except designated emergency employees.

In those circumstances when all schools/programs/sites are closed to students and staff, a designated "emergency employee" at each site shall open the building/site one hour before school starting time and close the building/site one hour after school starting time (a total of two hours) to ensure student safety. District managers at all other sites must designate "emergency employees" who will be required to be present on days when the system is closed to respond to any issues or concerns that might arise. Such designated "emergency employees" shall be appropriately compensated according to their contractual agreements.

Sometimes it becomes advisable for schools and/or programs to end sessions earlier than usual because of increasing inclement conditions or weather. If conditions arise during the regular school days or school recess days which necessitate the closing of schools and/or programs, school district employees will be excused by school administration as soon as students safely vacate the building. If conditions necessitate the closing of other system sites or programs, the manager or site administrator will release district employees appropriately.

SERVICES AND PROGRAMS

ACADEMIC, SOCIAL EMOTIONAL AND BEHAVIOR SUPPORTS - MPS Policy 6121

Minneapolis Public School counselors are available at a student's home high school and work with students for academic planning, personal issues, and college and career readiness. Information concerning college entrance tests, financial aid, scholarships, military service, and post-graduation options may also be obtained from the counselors. Students needing to see a counselor should make an appointment with their counselor at their home high school.

FOOD SERVICE
Breakfast and lunch are only available at a student's home high school.

INTERNET - MPS Policy 6415
Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, and other resources while exchanging ideas with people around the world. Electronic information research skills are now fundamental to preparation of citizens and future employees. It is an important part of a student's education to learn skills needed to be a responsible user of the Internet and internet tools, including such things as discussion forums, blogs and wikis. Students need to learn safe guidelines for using social networking sites that are available outside of the school environment, and the District will partner with parents to teach those guidelines.

- Student internet use is a privilege, not a right. Student internet use is limited to school related research and activities ONLY.
- The use of instant messaging services, chat rooms and games is prohibited as is the use of personal email for non-school related purposes.
- Students may not adjust settings or cause any physical damage to computers, laptops, iPads or other district owned devices.
- Students who inadvertently land on an inappropriate site must notify a staff member immediately to avoid possible disciplinary sanctions.
- Students who witness inappropriate use of technology by other students should notify a staff member immediately.

SCHOOL HEALTH SERVICES - MPS Policy 6690D
Healthy students are better able to be good learners. Providing health support to families while students are at school is an appropriate activity for the district. While the school cannot and should not control the health care of students, the school serves as an important support to families, provides first aid and health advice and supervises the use of medications and procedures prescribed by students' health care providers that must be taken while at school.

The nurse at each Minneapolis Public Schools high school works with students and families to secure solutions to their health concerns. Permanent health records are maintained in a student's home high school nurse's office, and information is shared with the CTE Tech Center on a "need to know" basis. First-aid is administered by the nurse. A pass to the nurse may be obtained from a teacher. All medicines are to be given to the nurse in their original container and with the doctor's instructions. The nurse will supervise the taking of all medications during school hours.

TRANSCRIPTS
Please contact the CTE Tech Center or your home high school counseling department for a transcript. If you need a college transcript, please contact the college.

TRANSPORTATION - MPS Policy 3545 / 3548A
Minneapolis Public Schools provides safe transportation for all high school students wishing to enroll in courses at one of the CTE Tech Centers. Students are expected to be orderly and courteous on the bus so the driver can give full attention to safe driving. Students must follow all posted rules. Those who do not follow these rules will be subject to disciplinary action and may be excluded from riding the bus. The Discipline Policy of Minneapolis Public Schools applies to students while on school-owned and operated buses or on chartered buses. Students who live more than three miles from school and are not open enrolled are allowed free transportation.

DISTRICT POLICIES STUDENT ATTENDANCE - MPS Policy 5100

Minneapolis Public Schools recognizes that daily attendance is critical to academic achievement and therefore expects every student to attend school and class on time every day. Ninety-five percent attendance is set as the minimum standard.

ROUTINE ATTENDANCE PROCEDURES - MPS Policy 5100A

A. If a student will be absent or tardy, the parent/guardian needs to contact the student's home high school to avoid the absence/tardy being marked as unexcused.
B. Absences and/or tardies for reasons of illness, medical or dental appointments, religious holidays, family emergencies, funerals, or other appointments are considered excused. They must be verified either verbally or in writing. In order for an absence to be excused, a parent/guardian needs to inform the school within 48 hours (when possible), unless pre-verified.
C. Unexcused absences can be retroactively verified, when necessary, up to three weeks after the absence. All other absences or tardies are considered unexcused. Some examples include oversleeping, or missed bus (when the bus ran as scheduled).

Please call the CTE main office number (612-668-1771) or send an email to cte.attendance@mpls.k12.mn.us to report a student absence.

ABSENCE/TARDY PROCEDURES

- Students who arrive late will be marked as tardy.
- Students who arrive late due to MPS CTE transportation delays will not be marked tardy.
- Students who miss class due to authorized and approved participation in a school event will be marked as an excused absence.
- Students who leave class without teacher permission may be marked as unexcused.
- To leave class and remain marked present:
  - The student needs the teacher's permission
  - One student out at a time; need the proper lanyard/paper pass (ie, bathroom, locker, counselor, social work)
  - No passes for the first or last 10 minutes of class
  - Keep hallway trips quick and to the point. We want to help you succeed; part of that means ensuring you're in the classroom so you can learn.
- To report an Absence
  - Call the CTE Tech Center attendance phone number (612-668-1771) and leave your student's full name, student ID, courses they will miss, date of the absence, the name of the parent/guardian who is calling in the absence, and a phone/cell number. Students are responsible for connecting with their CTE Tech Center teacher(s) about any missed classwork or lab assignments. Families may also email in an absence at cte.attendance@mpls.k12.mn.us.
- Tardies
  - Teachers will communicate with students when marked tardy
  - After a third tardy per academic quarter, the teacher or CTE Tech Center administrative supervisor will contact the student's home school counselor or social worker to communicate with the student's parents.

ADDITIONAL ATTENDANCE INFORMATION -

Snow Days/Late Start: If school experiences a "late start" due to inclement weather CTE Tech Center classes will not be held in-person and students should remain at their home high school and participate in their school's modified schedule.

E-learning Days: If Minneapolis Public Schools declares an e-learning day - students should follow standard e-learning protocols and check in with their CTE Tech Center teachers for assignments.

STUDENT DISCIPLINE CODE & PROCEDURES - MPS Policy 5680

Minneapolis Public Schools is committed to providing a safe educational and work setting for its students, staff, families and visitors. The District is also committed to preserving the constitutional rights of its students and staff. Searches of persons, and equipment, may be required to preserve the safe environment for students and staff. The purpose of this policy is to establish the rights and limitations regarding such searches.

EXTRA CURRICULAR CODE OF CONDUCT - MPS Policy 5560 / 5560A-E

Minneapolis Public School students who are involved in extracurricular and co-curricular activities represent themselves and their school whether they are away from or at school. Students are expected to conduct themselves in a way that serves as an example to others and favorably reflect on their school. Infractions that occur at a CTE Tech Center or Home High School can have consequences in work-based learning opportunities or extracurricular activity participation.

See MPS Policy 5560 for additional information.

CAREER & TECHNICAL EDUCATION WEBSITE

Visit the CTE website to learn more about course offerings, community partnerships, CTE teacher profiles, college credit opportunities, etc. cte.mpls.k12.mn.us