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Table of Contents

Mission of Pima County JTED, Educational Philosophy 3

Grading 3-4

Attendance Policy 4-5

Consequences of Absences, Early Release 5

Activity Trip, Pima County JTED School Calendar 6

Teaching Methods, Class Supplies, Textbooks, Course Materials and Equipment 6

Guidelines for Professionalism, Conduct Code, Respect Code 7

Discipline 7-11

Dress Code, Computer/Internet Use, Electronic Devices 13

Final Exams, Student Insurance, Messages, Visitors 13

Release of Student Photos 14

Career and Technical Student Organization 14

Non-Discrimination Policy 14-15

CTE Director Listing 16

Welcome

Welcome to Pima County JTED. The role of Pima County JTED is to provide each student with a quality education to enable you to become a productive citizen. We hope you will take your career and technical education seriously and enjoy the many activities provided. It is both to your advantage and your responsibility to acquaint yourself with the information in this handbook.

What is Pima County JTED?

Pima County JTED is a public school district that provides premier career and technological education in partnership with 11 area school districts: Amphitheater Unified School District, Ajo Unified School District, Catalina Foothills Unified School District, Flowing Wells Unified School District, Indian Oasis/Baboquivari Unified School District, Marana Unified School District, Sahuarita Unified School District, Sunnyside Unified School District, Tanque Verde Unified School District, Tucson Unified School District, and Vail Unified School District.

Mission of Pima County JTED

The Pima County Joint Technological Educational District delivers premier career and technical education in partnership with business, industry and community stakeholders.

Guiding Educational Philosophy

1. Upgrade and enhance existing career and technical education courses and programs in our 11 member districts.
2. Expand the options and rigor of courses available to students.
3. Provide innovative training for students to enter the Southern Arizona workforce.
4. Provide a community resource to enhance career skills and improve employability options.
5. Provide access to ALL students (private, charter and traditional high schools; home schooled students and those without a GED or HS diploma between the ages of 15 and 21) who reside within one of the 11 K-12 districts in Pima County, Arizona.

Grading System

The grading system places heavy emphasis on standards achievement, individual improvement and positive attitudes toward learning.

The grading system at Pima County JTED has the following components:

- Student performance on tests assigned to the program.
- Student performance on technical and related academic subject matter examinations.
- Student attendance.
- Students' personal work (hands-on, oral, and written assignments), team work, skills and problem solving abilities, and positive work attitude, including the practice of applicable safety rules.

Grading Criteria

Individual teachers may assign different values to the listed components in order to emphasize the importance they attach to each one. Students are awarded credits for participation in Pima County JTED programs by their home schools. Pima County JTED credits are applied towards home school graduation requirements. Pima County JTED awards certificates of completion to students who successfully complete Pima County JTED programs.

Grading Requirements

The following grading system will be used in all classes:

- A: 90-100 Exceeds skill requirements
- B: 80-89.99 Meets & often exceeds skill requirements
- C: 70-79.99 Meets minimum skill requirements
- D: 60-69.99 Below minimum skill requirements
- F: 0 - 59.99 0.0 Failure

***** Students receiving a failing grade for the fall semester will not be enrolled in the spring semester class.

***** 75% meets the Arizona State Board of Nursing, Board of Cosmetology and State Fire Marshal for passing.

Attendance Policy

Pima County JTED students are expected to attend school every Pima County JTED attendance day.

Absences from class make skill acquisition difficult and incomplete; thus, absences are very detrimental to success in any Pima County JTED program. Pima County JTED instructors will request verification of absences from students.

Every student is required to be in class at the proper time. Arriving late will be charged as a "tardy". **Students accumulating 3 tardies will be charged 1 absence.**

Leaving early will be charged as an "early dismissal" and will be reported to the home school.

Students missing a weekend class (7-8 hours) will be charged two absences. As per instructor discretion opportunities may be available for making up missed class time.

If a student is unable to attend class (or internship), a parent/guardian is expected to notify the JTED instructor or JTED Learning Center prior to the start of class that day. The parent/guardian should leave a message if no one answers.

Consequences of Absences

2nd absence-Conference with student.

3rd absence-Written notice sent home. Student and parents informed of potential loss of high school credit.

4th absence-Conference with student and telephone contact with parent. Students will be informed of loss of high school credit. A written notice will be sent home and to student's home school. Students will not receive a certificate of program completion. (Students may address the Pima County JTED Governing Board to challenge this decision.)

Parents and students should not expect deviations from the Pima County JTED attendance policy. Parents expect the school and the teachers to follow all guidelines; and, likewise, the school would expect parents to cooperate with the attendance procedures. Continued absences and tardies from Pima County JTED may lead to failure in the class and/or disciplinary actions.

Mountain View and Tanque Verde Attendance Policies (please refer to your district's policies)

Late Work Due to Absences

A student shall be required to initiate contact with each of his/her teachers to obtain appropriate make-up work for any excused absences. For pre-planned absences, including field trips, a student must inform each of his/her teachers prior to the date of the event. The student may have as many days to make up work missed as the number of days he/she was absent plus one. Work missed by the student due to suspension may be made up for credit at the teacher's discretion. **Extended projects (term papers, etc.) will be due on the assigned date unless prior arrangements have been made with the instructor.**

Early Release

Parents/Guardians will need to follow the procedures outlined below for early release of Pima County JTED students:

- For pre-planned early releases, a student must inform each of his/her teachers prior to the date of the occurrence. The student's Parents/Guardians must contact the Learning Center and inform the registrar or teacher of said pre-planned early release. Parents/Guardians must be listed as such per the student's records on file with the Pima County JTED.
- If the parent/guardian comes directly to the Pima County JTED classrooms, the Pima County JTED registrar or teacher will verify, via the student's records on file Pima County JTED, if the person picking up the student is listed as the Parent/Guardian.
- The Pima County JTED teacher will then ask for identification from the parent/guardian before releasing the student.

Students who arrive late to Pima County JTED due to appointments or personal business must have prior parental notification to Pima County JTED Learning Center. Failure to observe these policies may result in disciplinary action under prevailing Pima County JTED attendance policies.

Activity Trips

All students participating in an activity trip must use the transportation provided by the Pima County JTED both to and from the activity. Pima County JTED students are reminded that conduct policies will be enforced on all authorized Pima County JTED trips and at all other Pima County JTED sponsored activities.

Pima County JTED School Calendar

All students participating in Pima County JTED will follow the Pima County JTED School Calendar.

Pima County JTED students are expected to attend school every Pima County JTED attendance day. Pima County JTED classes will not be in session on the following holidays:

- July 4, 2009—Independence Day
- September 7, 2009—Labor Day
- November 11, 2009—Veteran's Day
- November 26-27, 2009—Thanksgiving Break
- December 21, 2009-January 1, 2010—Winter Break
- January 18, 2010—Martin Luther King, Jr. Day
- February 25-26, 2010—Rodeo Break
- March 15-19, 2010—Spring Break
- May 31, 2010—Memorial Day

Teaching Methods

Chapter reading and written assignments are to be completed before class. Class time will be devoted to discussing content, presenting enrichment materials, answering student questions and additional learning activities.

Class Supplies

Students are required to have the necessary materials to work with as prescribed by the teacher. Students should bring to class each day pencil, paper, pen and class textbooks. Students who attend class without the necessary supplies are subject to disciplinary action.

Textbooks, Course Materials and Equipment

The Pima County JTED Governing Board furnishes all necessary textbooks. For identification, each book is numbered. In addition to textbooks, students may be furnished additional materials or equipment necessary for the course. Each student is expected to return all books, materials, and equipment at the end of his/her participation in the course or pay for any lost, destroyed, stolen or mutilated books/materials/equipment. No report card, records or transcripts will be issued until all books, materials and equipment are turned in and/or fees paid.

Pima County JTED's Guidelines for Professionalism

The following are the regulations and the general information for students attending Pima County JTED's program.

The educational objectives of Pima County JTED are:

- To conduct quality education and training programs.
- To provide each student with entry-level employment skills.
- To provide an atmosphere of professionalism conducive to learning by the use of highly motivated staff, up-to-date equipment and student support.
- To promote growth of the whole person.

Conduct Code

- Pima County JTED classes are organized to replicate the work environment. Students are required to conduct themselves in the same manner that is required by professional employees.
- Students are expected to arrive in class on time prepared to engage in active learning with the appropriate homework assignments and materials, including textbooks, paper, pencil or pen, and project materials. Students are also expected to remain in class until the end of the class.
- Cheating will not be tolerated. Students are expected to do their own work.
- Students are expected to follow directions given by any staff member.
- Students are expected to demonstrate courtesy and respect toward themselves, other students, guests, staff members, and substitute teachers as well as respect for school property and equipment.
- Students are expected to refrain from using inappropriate language, including profanity, both in and out of the classroom. Inappropriate displays of affection will not be tolerated.

Respect Code

Every person has the right to learn in a comfortable and safe environment. At Pima County JTED, we expect all staff members, students and visitors to encourage positive self-esteem by:

- Practicing courtesy and friendliness at all time.
- Being cooperative, attentive and supportive in class, and in all school related activities.
- Being supportive of one another in the pursuit of academic, activities, and personal goals.
- Not abusing others in the classroom or during school related activities.

Disciplinary Action

Discipline for participating Pima County JTED students shall be in accordance with the Pima County JTED policies when the student is present in a JTED central campus course/activity. Discipline issues will be reported to the Pima County JTED Superintendent or Superintendent designee, who will also notify the student's home school of said disciplinary action/infraction.

Concurrently, when a student is present at his/her home school campus, student discipline is then in accordance with the home school's established policies.

All disciplinary actions taken at either Pima County JTED or the home schools **may be reciprocal**.

Classroom Discipline Plans/Course Expectancy

At the beginning of each new term and with each new student, teachers will take time to explain their individual classroom rules and the progressive consequences for violating rules. A copy of this plan will be available to each student, and he/she will be expected to adhere to all classroom rules and regulations. Students who refuse to accept the teacher's consequences for violations will be subject to immediate referral to the Superintendent designee.

District Student Discipline Rules and Due Process Procedures

Purpose of Policy

The purpose of this policy is to: (1) define conduct that may result in discipline of a student and (2) set forth due process procedures for various types of discipline.

Application of Policy

A student who engages in conduct prohibited by this policy may be disciplined. Discipline may include, but is not limited to, any one or any combination of the following: oral reprimand, parent conferences, temporary exclusion from the classroom, loss of privileges, loss of credit, withdrawal from class, suspension or expulsion.

This policy is intended to regulate conduct of a student when the student is: (1) on school grounds or at a school sponsored event; (2) traveling to or from school or a school sponsored event; or (3) is under a suspension or expulsion from another school district/member school district or has engaged in misconduct while attending another school district/member school district; or has (4) engaged in misconduct that is in any other manner school related or affects the operation of any school. For the purpose of this paragraph, the term "school grounds" includes all property owned or controlled by the school district and all property reasonably adjacent thereto where students congregate during or immediately before or after school.

Prohibited Student Conduct-Disruptive Conduct

A student shall not engage, or attempt to engage, in any conduct that is reasonably likely to disrupt, or that does disrupt, any school function, process or activity.

Violation of School Policies and Rules

A student shall not violate any federal, state or local law.

Violation of School Policies and Rules

A student shall not violate any Governing Board policy, administrative regulation or school rule.

Defiance of Authority – Truthfulness

A student shall obey the reasonable orders of teachers, administrators, and other school district employees and shall respond to requests for information from these persons in a truthful manner. A student shall not speak or refer to teachers, administrators, and other school district employees in a vulgar or profane manner.

Alcohol, Drugs, and Drug Paraphernalia

A student shall not possess, sell, offer to sell, use, transfer or be under the influence of alcohol, drugs or medication (except that use of medication is allowed if it is prescribed by a physician and used in accordance with the prescription Governing Board policies). For the purpose of this policy, drugs include any narcotic or dangerous drug, vapor releasing toxic substance enumerated in A.R.S. § 13-3401, as well as any imitation controlled substance listed in A.R.S. § 13-3451. The term medication means patent or proprietary medicines as defined in A.R.S. § 32-1901(39). Medication also means substances that are available legally by prescription only. A student shall not possess, sell, offer to sell, transfer or use drug paraphernalia as defined by A.R.S. § 13-3451. A student shall not violate Policy JFCI (Substance Abuse).

Vandalism, Littering and Destruction of Property

A student shall not damage, destroy or deface any school property or property belonging to any other person and shall not litter on school property or at a school event.

Possession of Weapons and Dangerous Items

A student shall not possess or use firearms, weapons, explosives, fireworks, or any other instrument capable of harming any person or property or reasonably susceptible of creating the impression of such harm.

Threats, Assaults and Fighting

A student shall not verbally or physically threaten, abuse, assault or engage in a fight with any student, school employee or any other person.

Defamation

A student shall not use defamatory words or phrases or distribute defamatory materials. Defamatory words or materials are those that are false and expose a person to hatred, contempt, ridicule, disgust or an equivalent reaction or are false and have a tendency to impugn a person's occupation, business or office.

Obscenity and Vulgarity

A student shall not use obscene or vulgar language or gestures or distribute obscene or vulgar materials. Obscene materials, language or gestures are those that an average person, applying contemporary standards of the school community, would find; taken as a whole, appeal to prurient interests and lack serious literary, artistic, political or scientific value. The standard to be used is that of the school community, in recognition of the fact the students are, as a group, younger and more sensitive than the general adult population. Vulgar

language, materials or gestures include language, materials or gestures that depict sexual and/or excretory activities in a patently offensive manner.

Dress and Appearance

A student's dress and appearance shall not present health or safety problems or cause disruption of educational activities. Items of attire with obscene words, slogans or graphics shall not be worn or displayed. Immodest or indecent attire is not acceptable. Footwear must be worn.

Forgery and Cheating

A student shall not use, or attempt to use, the identity, signature, academic work or research of another person and represent that it is his or her own. A student shall not share his or her knowledge or work with another student during an examination. A student shall not bring into an examination any materials or notes unless approved by the teacher.

Gambling

A student shall not engage in any game or activity that involves the element of risk or chance with the intention that property will be exchanged based on the outcome of the game or activity.

Initiation or Hazing

Unless the activity is properly supervised and has received the express approval of the Superintendent or Superintendent designee, a student shall not participate in an initiation. Initiations or hazing that involved actual or threatened verbal, physical or sexual abuse are absolutely prohibited. Initiations related to any school club or other groups are subject to the above prohibitions whether or not the conduct occurs on school grounds.

Emergency Alarms and Fire Control Devices

A student shall not activate or use any fire alarm or emergency control device unless the student reasonably believes that an emergency exists justifying use of the device.

Arson

A student shall not start, attempt to start, or promote the continuation of any fire or explosion. This does not preclude teacher approved class activities such as an approved and supervised experiment in a science class.

Unauthorized Entry

A student shall not gain, or attempt to gain, forceful or unauthorized entry to, or occupation of, school buildings or grounds.

Misrepresentation, Extortion and Theft

A student shall not take, use or borrow any property by misrepresentation, deception or by expressed or implied threat. A student shall not take, use or

borrow property belonging to another person without that person's permission to use or take the property.

Tobacco and Cigarettes

A student is not permitted to possess or use tobacco or cigarettes.

Endangering the Health and Safety of Others

A student shall not engage in conduct that endangers, or reasonably appears to endanger, the health or safety of other students, school employees, or other persons.

Traffic and School Bus Rules

When operating a motor vehicle on campus or at a school event, a student shall follow all school and other traffic rules and shall operate the motor vehicle in a safe and prudent manner. A student shall abide by all school rules regulating the student's conduct while in a school bus or other vehicle, and shall obey the directives of school bus drivers.

Gang Activity and Association

A student shall not wear, carry, or display gang paraphernalia and/or exhibit behavior or gestures that symbolize gang membership or cause and participate in activities that intimidate or adversely affect the educational activities of another student or the orderly operation of the schools. A student shall not engage in any activity involving an initiation, hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or others. Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation, in such a group, is prohibited because of the disruption to the educational activities that result from such activities addressed. It is the District's position that such activities and dress also present a clear and present danger to other district students, to district staff members and to the community.

For the purpose of this policy, a "gang" is defined as a group of individuals (1) who refer to themselves as a group by a group name or moniker and (2) whose primary group activities, whether conducted individually or in a group setting, involve activities that are unlawful or contrary to Governing Board Policy, including, but not limited to, the following : intimidation of others, acts of assault and similar acts of unjustified physical violence against others, and/or activities that damage real property such as graffiti. Gangs also often claim a territory or area and have similar groups that are deemed rivals or enemies.

Governing Board Policies

All student policies, approved by the Governing Board, are available for viewing at <http://lp.ctspublish.com/asba>. All Pima County JTED students and parents are encouraged to familiarize themselves with the content therein.

Dress Code

Pima County JTED is committed to providing a safe, friendly learning environment for its students. Attire is not only a reflection of the individual student, but also of the general learning environment. Therefore, students are required to wear appropriate, comfortable and safe clothing that is neat, clean and in good taste. No article of clothing shall be worn that distracts from the educational process. Specific courses may have assigned dress and students are expected to wear said dress as per the teacher's instructions.

Computer and Internet Use

The use of the computer and Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges or disciplinary action by school officials. Any use of the computer or Internet for illegal, inappropriate or obscene purposes, or in support of such activities is prohibited. Illegal activities shall be defined as a violation of local, state, or federal laws. Inappropriate use shall be defined as a violation of the "intended use" of the computer or Internet as determined by the teacher or Superintendent designee. Reminder: All disciplinary actions taken at either Pima County JTED or the home schools may be reciprocal.

Electronic Devices

Students are not allowed to use personal radios, MP3 type players, electronic paging devices, or cellular telephones during school hours. In addition to encouraging theft, their use in the classroom creates disruptions to the educational process. All electronic devices must be turned off and out-of-sight.

Final Exams and Waiver of Finals

All students must take semester final exams.

Student Insurance

Pima County JTED does not carry medical insurance for students in case of accidents.

Students are encouraged to purchase low cost accident insurance coverage through their home schools.

Telephone Calls and Messages to Students

Students will not be excused from class to make or accept telephone calls except in the case of an emergency. Telephones in classrooms are not to be used by students for personal calls.

Visitors

Bringing visitors to school is discouraged. However, if there is a valid reason why a visitor must come to school with a student, this will be considered by the Superintendent or Superintendent designee. The student must complete a request form three (3) days prior to the visit and must be responsible for the behavior of the visitor while at Pima County JTED.

Release of Student Photos

During the year, Pima County JTED often has the opportunity to photograph students in a variety of learning experiences. Student recognition, contests, and work experiences are a few examples of these activities. Please inform the instructor if your child is not to be photographed.

As such, these personally identifiable photographs may be used in the district newsletter, local newspaper, district website, and awards banquet. Highlighting school achievement is an integral part of reporting responsibly to our community and is a way of sharing in the success of our school and students.

Career and Technical Student Organization (CTSO)

Each Pima County JTED student will have the opportunity to participate in a student youth organization aligned to their respective program.

Fire Science, Cosmetology, Law-Public Safety-Security and Construction Students—SkillsUSA

<http://www.azskillsusa.org>

CNA Students—HOSA (Health Occupations Students of America)

<http://www.azhosa.org>

Culinary Arts and Early Childhood Education Students—FCCLA (Family, Career and Community Leaders of America)

<http://www.azfccla.org/>

Agriculture Students—FFA

<http://www.azffa.org/>

Non-Discrimination Policy- The Board is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, language of origin, disability, sexual orientation, gender identity or expression, or marital status.

Prohibited Discrimination- The Board is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, language of origin, disability, sexual orientation, gender identity or expression, or marital status. In addition, Section 504 of the Rehabilitation Act (29 U.S.C. 794, et seq) requires, and it is the policy of the District, that otherwise qualified handicapped persons must not be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination solely on the basis of handicap, under any district program or activity that receives federal financial assistance. The District expressly prohibits all such unlawful discrimination by its agents and employees.

Compliance Officer—Any person who believes he or she has been the victim of unlawful discrimination by an agent or employee of the district or who knows of such discrimination against another person should file a complaint with the Superintendent designee (the Compliance Officer). If the Compliance Officer is the one alleged to have unlawfully discriminated, a complaint against the Compliance Officer should be filed with the Superintendent who, for all other purposes of this policy, shall act as the Compliance Officer

Complaint Investigation Procedure—The District is committed to investigating each complaint thoroughly and to taking immediate and appropriate corrective action on all confirmed violations of this policy, as is reasonably practical after a complaint is filed. In investigating the complaint, the Compliance Officer will maintain confidentiality to the extent reasonably possible.

If the initial investigation discloses reasonable cause to believe that a violation of this policy has occurred, the Compliance Officer shall so advise the Superintendent, who shall determine whether to hold an administrative hearing and/or whether to bring the matter before the Governing Board. The determination of “reasonable cause” is not a determination that discrimination actually has occurred.

It means only that there is a reasonable basis to the allegations such that the matter should proceed to a hearing on the allegations. If the person alleged to have violated this policy is a teacher or administrator, the due process provisions of the District’s rules for Disciplinary Action Against a Teacher, or rules for Disciplinary Action Against an Administrator, whichever is applicable, shall apply. In cases of serious misconduct, dismissal proceedings in accordance with A.R.S. 15-531, et seq., may be initiated. If the person alleged to have violated this policy is a classified employee, the Compliance Officer, Superintendent or the Superintendent’s designee shall hold a hearing on the allegations and may impose discipline, short of a suspension without pay, if the evidence at the hearing so warrants. The Superintendent also may recommend that the Governing Board impose a suspension without pay, dismissal, or other appropriate discipline. If the Compliance Officer’s investigation reveals no reasonable cause to believe that this policy has been violated, the Compliance Officer shall so inform the complaining party in writing.

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