

Student Handbook



Valley Academy for
Career and Technology
Education

Educating today's high school students for tomorrow's careers.

2023 - 2024



Valley Academy for Career & Technology Education (VACTE) CTED

Welcome to Valley Academy for Career & Technology Education

Valley Academy for Career & Technology Education (VACTE) offers opportunities in Career and Technical Education (CTE) to students while they concurrently attend their home high school for graduation.

Students attend courses either at their home school, off-site at VACTE locations, or at Yavapai College. Programs are offered in Agriculture Science, Audio/Music Recording, Automotive Technologies, Business Management, Cabinetmaking, Construction Technologies, Culinary Arts, Digital Photography, Emergency Medical Services, Film and TV, Fire Science, Graphic Design, Heating, Ventilation, and Air-Conditioning (HVAC), Law Enforcement/Dispatch, Mechanical Drafting, Nursing Assistant Services, Phlebotomy, Pre-Engineering, Precision Machining, Software and App Development, Sports Medicine and Rehabilitation, Stagecraft, Teacher Training,, and Welding.

Mission Statement

Provide an engaging learning environment resulting in the development of hireable and productive individuals in a competitive workforce.

Students are offered quality instruction and technical skill foundations through on-the-job training in specific areas of career development.

Our instructors share their extensive real-world knowledge for students to experience and achieve workplace success. Our development activities are use-inspired and include workplace soft skills, team building and industry standard skills. We expect our students to be leaders in supporting the ideas behind this vision and mission.

Vision Statement

Skills for Today, Careers for a Lifetime

We envision a future where our students attain the skills to build professional careers that will last a lifetime. Our focus is on creating an educational experience that supports each individual's desire to learn.

We seek to produce a skilled workforce one student at a time.

Administration & Support Staff

Bob Weir	Superintendent
Shawwna Patton	Business Manager & Governing Board Secretary
Jennifer Choate	Attendance Secretary
Daria Weir	CTE and School Counselor

Instructional Staff

Sabrina Conway	Certified Nursing Assistant
Travis Black	Construction
Jarrett Tarver, Eric Ostler and Ed Loesche	Fire Science
Jennifer Choate	Law Enforcement
Valentina Meraz	Cosmetology
Genna Adams	Teacher Training
Yavapai Staff	Culinary & Phlebotomy

Governing Board

The VACTE Governing Board consists of members representing each of the five districts which created the CTED:

Ed Mezulis	Chairman – Camp Verde
Jeff Wassell	Clerk - Sedona
Kathleen Fleenor	Member – Clarkdale-Jerome
Joe Mulcaire	Member - Mingus
Adam Thompson	Member - Cottonwood-Oak Creek

HISTORY of CTED's

In 1990, the Arizona Legislature approved the formation of Career Technical Education Districts. Later that year, the East Valley Institute of Technology in Mesa was formed following a general election. In 2001 VALLEY ACADEMY FOR CAREER & TECHNOLOGY EDUCATION CTED was formed to serve Verde Valley and Sedona. Today there are 14 CTED's in Arizona.

VALLEY ACADEMY FOR CAREER & TECHNOLOGY EDUCATION CTED (VACTE) serves high school students who reside within the boundaries of the Verde Valley and Sedona school districts: Camp Verde, Mingus, and Sedona as well as local charter schools, homeschools and other non-public school students. Valley Academy for Career & Technology Education programs are occupationally specific and taught by qualified professionals, using state-of-the-art equipment. Our instructors are also caring individuals, who have the vision and skills to train students appropriately to compete in an ever-changing economy. The Central programs are located throughout the Verde Valley and Sedona and on the campuses of Yavapai College. Satellite programs are instructed at the three participating high schools.

CTED Programs are comprehensive in nature, leading to industry credentials or post-secondary credit. Central Campus CTED programs may require pre-requisites or special approval prior to admission. Students enrolled in CTED programs earn high school credit and graduate from their home high school. In addition, students may earn **industry certifications** and/or community college credit from Yavapai College.

Statutory Requirements for CTED Programs

"Career Technical Education District Program" means a sequence of courses offered by a career technical education district meeting all the following requirements:

The requirements for CTED **courses** are expanded to include that the course:

1. Requires a majority of instructional time to be conducted in a laboratory environment, field-based environment, or work-based learning environment.
2. Has demonstrated a need for extra funding in order to provide the course.
3. Requires specialized equipment in order to provide instruction to students that exceeds the cost of a standard educational course.
4. Is not a course or any variation of a course that is required to graduate from high school.

The requirements for CTED **programs** are expanded to include that the program:

1. Requires students to obtain a 60% Assessment Pass Score to demonstrate the level of skills, knowledge and competencies on industry/skills assessment.
2. Requires the program to demonstrate alignment through curriculum, instructional and model course sequence to meet CTE standards.
3. Requires the programs to have a defined pathway to a specific career/post-secondary education.
4. Fills a high-need vocational or industry need as determined by the Career and Technical Division of the Department of Education.
5. Requires a single or stackable credential or skills that will allow a student to obtain work upon graduation before receiving an associate or baccalaureate degree.
6. Leads to certification or licensure in the vocation or industry or otherwise qualifies the student for employment without completion of the CTED program.
7. Requires instruction and materials that are substantially different from and exceed the scope of standard instruction.
8. Has industry involvement to provide financial or technical support to the CTED for the program.
9. The CTED has demonstrated a need for extra funding to provide the program.

REGISTRATION PROCEDURES

Valley Academy for Career & Technology Education programs are open to high school students beginning in the 10th grade, who reside within the boundaries of the Verde Valley and Sedona.

Students who plan to register for VACTE CTED Central Programs will need to complete the following steps:

1. Speak to your high school counselor about which Valley Academy for Career & Technology Education CTED program will work best for you to pursue your future career. Many VACTE programs may be located on your school campus. Valley Academy for Career & Technology Education CTED also offers programs at CTED Central Campus locations. Your high school counselor or a VACTE employee can help you choose which of these programs is best for you.
2. Pick up an enrollment package from your high school counselor. When all items below are complete return them to the high school counselor.
3. Students/Parents must provide:
 - Completed VACTE CTED Program Application Packet
 - A copy of student's birth certificate
 - Immunization Records
 - Proof of Residency
 - Any additional application material for specific programs
4. Apply to become a Yavapai College student. Complete the "Accuplacer" entrance exam at Yavapai College. Students should inquire with their high school counseling department as how to complete this step.
5. The application process is time sensitive. Students will be placed in programs on a first come – first served basis based on the completion of the registration process. **ONLY STUDENTS WHO HAVE COMPLETED THESE STEPS WILL BE ADMITTED TO A VACTE CTED CENTRAL PROGRAM!**
6. ***Students dropping from a program before the end of the term will be held financially responsible for tuition or other associated costs.***

Withdrawal/Drop Procedure

Any student who wishes to drop a VACTE Central Program after the first week of scheduled classes must complete the Official Notice of Pupil Withdrawal Form. Students will only be allowed to drop a VACTE Central Program during the specified time as published by VACTE. Students who drop VACTE courses after the first scheduled week of classes may be held accountable for all or a portion of the Yavapai College tuition paid by VACTE for that student. Students who plan to drop a VACTE course and fail to complete the Official Notice of Pupil Withdrawal Form; including all signatures, will be automatically dropped from the course at the end of 10 consecutive absence days. Students who fail to complete the drop form may be held accountable for reimbursing VACTE for all tuition/fees paid for Yavapai College Credit.

GRADING SYSTEM

Grading Criteria

Individual teachers may assign different grade values to emphasize the importance they attach to each area of the course. Students are awarded credits for participation in CTE programs by their home school. VACTE Central Campus credits are applied toward the students' home school graduation requirements.

***** *Students receiving a failing grade (D or F) for the fall semester may not be enrolled in the spring semester class.*

Exams Finals

All students must take semester final exams and ADE End-of-Program Assessments to successfully complete their CTED program. Assessments will contain criterion-referenced and written performance items, based on the industry validated standards and measurements. Information about what items were missed, how well the student completed the assessment and other information will be available "real time" for the teachers and the students taking the assessment. Also, this information will be provided to the instructor in the same fashion.

Certification Exams

Students may test on industry certification exams (if available) for some CTED program areas. Students must have an instructor's recommendation prior to registering for their respective industry assessments. Students are required to furnish all paperwork prior to taking the industry assessment. **VACTE will provide application fees for recommended students to take one industry assessment *ONLY IF THE STUDENT HAS COMPLETED THE ENTIRE PROGRAM OF STUDY.***

ATTENDANCE POLICY

VACTE courses are designed to provide students with interactive, laboratory experiences that are difficult to recreate in a written or online environment. It is CRUCIAL that students attend classes to meet many of the course standards. School attendance is also required by law and is essential for success in VACTE programs. Absences will be recorded by the VACTE teachers. Absences shall be excused only for necessary and important reasons, such as illness, bereavement, other family emergencies, or field trip and school functions as required by a student's home school. ***All Dual Enrolled or Concurrent Enrolled Yavapai College classes will follow the Yavapai College attendance requirements of losing credit after 3 absences (Non-school related).***

Absences

Valley Academy for Career & Technology Education CTED students are expected to attend school every day the class is scheduled to be in session. Absences from class make skill acquisition difficult and incomplete; thus, absences are very detrimental to success in any Valley Academy for Career & Technology Education CTED program.

Valley Academy for Career & Technology Education CTED instructors will request verification of absences from students.

Every student is required to be in class at the proper time and must stay for the entire class period.

Arriving late will be charged as a "tardy." Excessive tardiness may result in loss of class points and could result in suspension and/or removal from the program.

If a student is unable to attend class (including clinical or skills labs), the instructor must be contacted prior to the start of class that day or within 24 hours.

Consequences of Absences:

Student will be placed on an attendance contract after his/her third (3rd) absence in a YC class or fifth (5th) absence in a VACTE class, excused or unexcused, in regularly scheduled courses.

If a student misses more than five (5) Yavapai College classes or seven (7) VACTE class periods in a course he/she could face the following consequence(s):

- Student will be informed that he/she may lose high school credit.
- If student receives a passing semester grade, he/she may have to petition to receive credit.
- Student will not receive a certificate of program completion. (Students may address the VACTE Governing Board to **appeal this decision.**)
- If student chooses to test for the industry assessment; he/she may be held financially responsible for the cost of the assessment.
- Student could be permanently removed from the VACTE program.
- Student will be held accountable for the reimbursement of tuition/fees paid to Yavapai College by VACTE.

Parents and students should not expect deviations from the Valley Academy for Career & Technology Education attendance policy. Parents expect the school and the teachers to follow all guidelines; and, likewise, the school would expect parents and students to cooperate with the attendance procedures. Continued absenteeism and tardiness from VACTE may lead to failure in the class and/or disciplinary actions.

NOTE: Parents and students are responsible for notifying VACTE of address/telephone changes.

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 **PRIOR TO THE ABSENCE**. For pre-planned absences, including field trips and other school activities, 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 (unless stated differently in program/course syllabus). 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. Student should receive a copy of teacher's syllabus outlining the makeup policy.

Early/Activity Release

Parents/Guardians will need to follow the procedures outlined below for early release of VACTE 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 VACTE Office and inform the CTED of pre-planned early release. Parents/Guardians must be listed as such per the student's records on file with VACTE.
- If the parent/guardian comes directly to the Valley Academy for Career & Technology Education classrooms, the VACTE staff or teacher will verify the person's identity, via the student's records on file at Valley Academy for Career & Technology Education CTED. Student will be required to sign out to leave campus.
- The Valley Academy for Career & Technology Education CTED employee will ask for identification and obtain a signature from the parent/guardian before releasing the student.
- Students must have prior approval from VACTE to leave campus during scheduled class periods.
- Students who arrive late to Valley Academy for Career & Technology Education due to appointments or personal business must have prior parental/guardian notification submitted to VACTE. Failure to observe these policies may result in disciplinary action under prevailing VACTE attendance policies.

Student Withdrawal/Drop

An Official Notice of Pupil Withdrawal Form must be completed by the student and parent/guardian who wishes to withdraw from a VACTE program either voluntarily or due to absenteeism. Upon withdrawal, the student will return all materials, (i.e. books, program uniforms and tools) as provided by VACTE to the program instructor or the VACTE office.

Students who drop a program voluntarily or are dropped due to excessive absenteeism will be responsible for refunding VACTE for all tuition and fees paid to Yavapai College, as well as any unreturned or damaged materials.

CLASS SUPPLIES/EQUIPMENT

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. Additional items may be required for specific CTED program areas and will be outlined in the program/course syllabus.

Equipment/Supply Checkout Procedures

Some VACTE programs require a specific set of specialized equipment that each student must have to successfully complete the CTED program. Prior to the second week of scheduled classes, each student must furnish their own specialized equipment as outlined in the program/course syllabi.

Safety Equipment/Uniforms

Where applicable, VACTE will furnish students with all **required** safety equipment and uniforms. Students will be responsible for safe storage/care of all furnished safety equipment and uniforms. Students who lose or misplace their furnished equipment will be held accountable for replacement at their own expense. Students will not be allowed to work in laboratory areas without approved safety apparel. Students who attend class unprepared may lose credit for work assigned on that day.

Class uniforms must be worn to all clinical/lab experiences and otherwise as required by the class instructor.

Textbooks

Although not required by law, Valley Academy for Career & Technology Education furnishes all necessary textbooks. For identification, each book is numbered. In addition to textbooks, students may be furnished with 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 will be held accountable for any lost, destroyed, stolen or mutilated books/materials/equipment.

PROFESSIONAL EXPECTATIONS/DISCIPLINE

The Valley Academy for Career & Technology Education's Professional Expectations/Discipline policies are based upon industry-generated employability skills. Employability skills are crucial in a student's ability to become employed and stay employed. VACTE programs incorporate these skills in our course requirements and expectations. In the areas of professional expectations and employability skills, it is the mission of the Valley Academy for Career & Technology Education:

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

Conduct Code

- The Valley Academy for Career & Technology Education CTED 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 to 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 CTED/YC 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 the Valley Academy for Career & Technology Education, we expect all staff members, students and visitors to encourage positive self-esteem by:

- Practicing courtesy and friendliness at all times.
- 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 disturbing others in the classroom or during school related activities.

Dress Code

Class uniforms must be worn to all VACTE classes as required by the class instructor.

As a member of a career and technical career program; each student is expected to meet the program standards to be career ready. Employability standards such as dress and behavior are equally important in acquiring and maintaining employment. Therefore; a student's dress and appearance shall not present health or safety problems or cause disruption of educational activities. Items of attire with obscene language, slogans, graphics or symbols, or symbols of sex, drugs or alcohol shall not be worn or displayed. Immodest or indecent attire is not acceptable. Appropriate designated footwear for each program must be worn.

The Valley Academy for Career & Technology Education 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.

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.

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

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

Student Violence/Harassment/Intimidation/Bullying

The Governing Board of the Valley Academy for Career & Technology Education believes it is the right of every student to be educated in a positive, safe, caring and respectful environment that is inclusive of these traits, maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation of citizens in society.

To assist in achieving a learning environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that:

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- occurs when there is a real or perceived imbalance of power or strength, or may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to:

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyber bullying,
- exposure to social exclusion or ostracism, physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and damage to or theft of personal property.

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of the law will be reported to local law enforcement.

Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member of VACTE. VACTE personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of the case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable VACTE policies and administrative regulations.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from VACTE.

Knowingly submitting a false report of bullying shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant VACTE policies shall be followed.

Law Enforcement Authorities shall be notified any time VACTE officials have a reasonable belief that an incidence of bullying is a violation of the law.

Cyber Bullying: Cyber bullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, and social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

A complete list of rules and regulations for student behavior can be found on the VACTE.COM website under forms and policies.

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, and 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.

Disciplinary Action

Discipline for participating Valley Academy for Career & Technology Education students shall be in accordance with the Valley Academy for Career & Technology Education policies when the student is present in a VACTE Central Campus Course/Activity. Discipline issues will be reported to the Valley Academy for Career & Technology Education 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 the Valley Academy for Career & Technology Education central campus or the home schools may be enforced by the home school and the CTED for the same infraction.

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 (course syllabus), 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.

OTHER

Contests for Students

Student participation in contests sanctioned or promoted by the CTED shall be limited to activities that relate to the educational needs and interests of students and do not promote private or commercial interests.

Student Activities Funds

The Valley Academy for Career & Technology Education will adhere to Student Policy JJF regarding “Student Activity Fund” as defined in A.R.S 15-1121 through A.R.S. 15-1124.

Governing Board Policies

Policies, approved by VACTE are available for viewing at <https://azsba.org/policybridge/#1533771643482-5b3bc70f-e963>. All VACTE students and parents are encouraged to familiarize themselves with the content therein.

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.

Release of Student Photos

During the year, the Valley Academy for Career & Technology Education 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. Upon registration students and parents/guardians will be given a “Media Release” which must be completed.

These personally identifiable photographs may be used in the district newsletter, local newspaper, district website, social media and awards banquet presentations. 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.

Open/Closed Campus/Leaving Campus

Because VACTE courses are part of intensive industry-based programs; timely arrival and departure and attendance are essential. Therefore, students do not have permission to arrive late or leave early from VACTE programs except for pre-approved or emergency situations. Students are expected to remain on campus as long as class is in session. A student with a medical or dental appointment may leave in time to meet such an appointment but must sign-in and sign out. A class or group of students may leave campus when they are scheduled to participate in a school-sponsored and chaperoned activity. An early release request must be signed by the parent and submitted to the Valley Academy for Career & Technology Education or the teacher before the student leaves class. Early Release Request can be found on www.vacte.com website.

Make-Up Work

Assignments missed due to absences are the responsibility of the student. It is the **student’s responsibility** to ask his or her teacher for make-up work prior to leaving unless otherwise allowed by instructor upon returning from an absence. The student will adhere to the rules and expectations of the individual teacher concerning time frame for due dates concerning make-up work.

Apprenticeships

VACTE Skills Labs are carefully monitored work/service experiences in which a student has intentional learning goals and reflects actively on what she or he is learning throughout the experience. This is an opportunity for students to gain valuable industry hands-on training within the local business community in support of their classroom instruction/standards. Students are required to wear VACTE uniforms at all times. Student shall wear VACTE provided ID and behave in a professional manner while participating in any Skills Lab experience.

Transportation

The Valley Academy for Career & Technology Education **does not provide transportation to and from classes.** It is the responsibility of the local school district for a CTED course held on local school district campus. The student is responsible for transportation to central campus courses unless provided by the home district.

The use of personal transportation is a privilege, not a right, and inappropriate use will result in cancellation of those privileges or disciplinary action by school officials. Students driving must possess a valid Arizona driver's license along with current vehicle registration and insurance coverage. 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 on a school bus or other vehicle, and shall obey the directives of school bus drivers.

Students may not park in any staff, visitor, reserved space, or in a designated No Parking Area. Posted vehicle speed on campus must be adhered to at all times.

Computer & Internet Usage

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. As users of technology for VACTE courses, students agree to:

1. Use school facilities and equipment only for school-related education activities.
2. Be responsible for the monitoring and if necessary rejection of inappropriate or unlawful materials.
3. Only use the internet for activities related to curriculum expectations. District resources will not be used for commercial purposes or sending unauthorized or personal electronic messages; this includes visits to social media sites.
4. Adhere to all copyright laws. School facilities and equipment will not be used to download games, music, graphics, videos, or test materials.
5. Not to use school technology to plagiarize material. Plagiarism of another's work is a serious academic violation and students may lose credit in a course or be expelled as a result.
6. Not to transmit material that is in violation of local or federal laws.
7. Report all security problems to system administrators and not demonstrate the problem to others.
8. Access only personal files or those files to which access has been granted by an authorized staff member.
9. Not purchase any online goods or services without authorized staff's permission. Student is financially responsible for all such purchases.
10. Use only school-approved software in school facilities on school equipment.
11. Avoid monopolizing systems, overloading networks, or printing excessively.
12. Not harm, modify, or destroy hardware on any school equipment.

Electronic Devices

Portable electronic devices shall not be turned on or used in any way during normal school hours or **when their use is otherwise prohibited by school personnel**. Electronic devices used when prohibited may be confiscated. Cameras or other camera features on a cell phone or other portable electronic device in restrooms or locker rooms or for any use constituting an invasion of privacy is strictly prohibited. **In certain circumstances, portable electronic devices may extend, enhance, and/or reinforce a student's learning process but must be approved at the discretion of the classroom teacher unless a device is mandated in the student's individualized education program (IEP) or the extreme nature of a bona fide emergency renders the securing of such permission impractical under the circumstances.** Portable electronic devices can be taken and used on school trips but may not be used during any instruction activity or at other times when school personnel prohibit their use.

CAREER AND TECHNICAL STUDENT ORGANIZATIONS (CTSO)

Membership in a Career and Technical Student Organization (CTSO) is a critical component in a student's career and technical educational experience. CTSOs offer students opportunities for leadership, teamwork, skill competition, networking and employability skills practice. While joining is voluntary; the rewards of CTSO membership are great. To truly experience the best possible career and technical education and be prepared for successful career and college opportunities; CTSO membership is fundamental. The following is a list of the CTSOs associated with VACTE course offerings:

Skills USA, <http://www.azskillsusa.org>

- Automotive Technology
- Construction
- Cosmetology
- Digital Photography
- Drafting and Design
- Film/TV
- Fire Science
- Graphic Design
- Law and Public Safety
- Software and App Design
- Stagecraft
- Welding

HOSA (Health Occupations Students of America), <http://www.azhosa.org>

- Certified Nursing Assistant
- Phlebotomy
- Sports Medicine

FFA - <http://azffa.org>

- Agriculture

FCCLA (Family, Career and Community Leaders of America), <http://www.azfccla.org/>

- Culinary
- Teacher Training

FBLA (Future Business Leaders of America), <http://www.azfbla.org>

- Business Management
- Software and App Design

NON-DISCRIMINATION POLICY

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.

NON-FINGERPRINTED PERSONNEL AND ADULT STUDENTS PRESENT

Under Arizona law, all persons who are employed by VACTE or the school district where VACTE classes are held are required to pass a criminal background check. However, parents and students should be advised that while attending VACTE Central Programs there may be adult students and instructors present who are NOT required by law to undergo criminal background checks or fingerprinting procedures. VACTE is not responsible for and is unable to conduct criminal background checks on persons who are not required to obtain fingerprint clearance under Arizona law.

VACTE CONTACT INFORMATION

Valley Academy for Career & Technology Education (VACTE) District Office

3405 East State Route 89A, Bldg. B

Cottonwood, AZ 86326

Phone: (928) 634-7131, Ext. 13

Email: bweir@vacte.com

Facebook: www.facebook.com/vacte

Website: www.vacte.com

Office Hours:

Monday – Thursday: 7:30 a.m. to 4:00 p.m.

Friday: 8:00 a.m. to 11:30 a.m.

VACTE SATELLITE CAMPUSES

Camp Verde High School

1326 Montezuma Castle Road

Camp Verde, AZ 86322

Phone: 928-567-8035

www.campverdeschools.org

Mingus Union High School

1801 E. Fir Street

Cottonwood, AZ 86326

Phone: 928-634-7531

www.mingusunion.com

Sedona Red Rock High School

995 Upper Red Rock Loop Road

Sedona, AZ 86326

Phone: 928-204-6700

www.sedonak12.org



**Valley Academy for Career and
Technology Education**

SKILLS FOR TODAY, CAREERS FOR A LIFETIME

EARLY DISMISSAL FORM

If it is necessary for a student to leave a class early, this completed early dismissal form must be completed and signed by the legal guardian. This form is to be given to the course instructor before or on the date of dismissal. A legal guardian may also appear at the class in person and request a student's early dismissal. Students leaving a class early must sign out with the instructor.

Today's Date _____

Student's name: _____

Time Left _____ Returning (circle one) YES NO

Reason for leaving class early: _____

Printed name of parent/guardian: _____

Signature of parent or guardian: _____

Parent/guardian phone number: _____

Parent/guardian email: _____

Return this form to instructor if and when necessary for early dismissal from class.



Valley Academy for Career and Technology Education

SKILLS FOR TODAY, CAREERS FOR A LIFETIME

TUITION REIMBURSEMENT AGREEMENT

STUDENT INFORMATION

LAST: _____ FIRST: _____

Table with 3 columns: YC COURSE NAME, PREFIX & NUMBER, CREDITS. Contains 5 empty rows for course entry.

PLEASE READ AND SIGN

I agree to the exchange of academic information between Yavapai College and Valley Academy for Career and Technology Education (VACTE).

I understand that I will be required to reimburse VACTE for tuition, books, and related fees paid to Yavapai College on my behalf should I drop or withdraw from the above listed course(s).

STUDENT SIGNATURE

PARENT/GUARDIAN SIGNATURE

DATE

DATE

SIGN AND RETURN THIS FORM TO INSTRUCTOR



Valley Academy for Career and Technology Education

Skills for Today, Careers for a Lifetime

VALLEY ACADEMY FOR CAREER AND TECHNOLOGY EDUCATION TECHNOLOGY USE AGREEMENT

Please read this document carefully. When signed by you, it becomes an agreement between you and VACTE. Your signature indicates that you agree to abide by the conditions and guidelines established herein.

Student Agrees to:

1. Use school facilities and equipment only for school related education activities.
2. Be responsible for the monitoring and if necessary rejection of inappropriate or unlawful materials.
3. Only use the internet for activities related to curriculum expectations, and not use district resources for commercial or sending unauthorized or personal electronic mail messages. This includes visits to social networking sites.
4. Adhere to copyright laws. Not load or download games, music, graphics, videos, or test materials including those which are copyrighted.
5. Not engage in any acts of plagiarism. Plagiarism is unacceptable. The process of copying another person's idea or written work and claiming it as original is illegal.
6. Not transmit material that is in violation of local or federal laws.
7. Report security problems to system administrators.
8. Access only personal files or those files to which permission to access has been given by an authorized staff member.
9. Not purchase any services or products without the appropriate approval. Assume responsibility for any expenses incurred related to the purchase or download of any online content or service.
10. Use only school approved software in compliance with licensing agreements. Refrain from downloading, uploading, or otherwise adding to the network any words, pictures, symbols, or software.
11. Not harm, modify, or destroy hardware on any system.

I understand and agree to abide by the Valley Academy for Career and Education Student Technology Use Agreement. I understand that any violations may result in disciplinary action and the revocation of my use of the computer network and other technology services.

Student printed name: _____ Date: _____

Student Signature _____

As the parent or legal guardian of the above-named student, I hereby give permission for him/her to access network resources, and I agree that use of those resources must comply with this Technology Use Agreement.

Parent/Guardian Signature _____ Date _____

SIGN AND RETURN THIS FORM TO INSTRUCTOR



Valley Academy for Career and Technology Education

Skills for Today, Careers for a Lifetime

**VALLEY ACADEMY FOR CAREER AND TECHNOLOGY EDUCATION
PROGRAM MEDIA RELEASE**

I, _____

Print student name here

hereby irrevocably authorize the Valley Academy for Career and Technology Education (VACTE) to use photographs of me and or my property and authorize them to use and publish (with or without my name) photographs, pictures, portraits or images herein described in any and all forms and media and in all manners including composite images or distorted representations, for the purposes of publicity, illustration, commercial art, advertising, publishing (including publishing in electronic form on CDs or internet websites), for any product or services, or other lawful uses as may be determined by VACTE.

I further waive any and all rights to review or approve any uses of the images, any written copy or finished product, have read and fully understand the terms of this release. Parent or legal guardian must sign below for minors.

Description of images

The photos to be taken will relate only to the student's participation in Career and Technical Education classes and programs for the purposes of promoting Career and Technology Education.

Student printed name: _____ Date _____

Student Signature _____

I am the parent or legal guardian of the above-mentioned minor and have the legal right and authority to execute the above release on behalf of the minor.

Signed _____ Date _____

SIGN AND RETURN THIS FORM TO INSTRUCTOR



Arizona Department of Education
Arizona Residency Documentation Form

Under Arizona State Law (A.R.S. § 15-823J), school districts are required to obtain and keep on file documentation of the residency of the parent or guardian with whom each student lives. This documentation must be provided each time a student enrolls in a school district in Arizona, and reaffirmed annually.

This Arizona Residency Documentation Form must be completed for all students by the parent or legal guardian.

A photocopy of one of the documents listed below—which clearly shows the parent or legal guardian’s full name and residential address (no P.O. boxes)—must be provided to the school or district with this completed and signed form. Personal information other than name and address (such as Social Security Number, account numbers, etc.) should be blacked out on the document before providing it to the school or district.

Those who cannot document their own residence because of extenuating circumstances must complete both this form (checking the last box) and the “Affidavit of Shared Residence” available from the school or on the VACTE website at www.vacte.com under “Policies/Forms”.

School District: Valley Academy for Career and Technology Education	School: VACTE
Student:	School Year: 2021-2022
Parent/Legal Guardian Name:	
Physical Address (<i>Do not use P.O. Box</i>): (include address, city, state, and ZIP)	

As the Parent/Legal Guardian of the Student listed above, I attest that I am a resident of the State of Arizona and submit in support of this attestation a copy of one of the following documents that displays **my name** and **residential address** or physical description of the property where the student resides:

- Valid Arizona driver’s license, Arizona identification card or motor vehicle registration (*of parent/guardian*)
- Valid Arizona Address Confidentiality Program authorization card
- Real estate deed or mortgage documents
- Property tax bill
- Residential lease or rental agreement
- Water, electric, gas, cable, or phone bill (*most recent*)
- Bank or credit card statement (*most recent*)
- W-2 wage statement
- Payroll stub
- Certificate of tribal enrollment (506 Form) or other identification issued by a recognized Indian tribe in Arizona
- Documentation from a state, tribal or federal government agency (Social Security Administration, Veteran’s Administration, Arizona Department of Economic Security)
- Temporary on-base billeting facility (for military families)
- I am currently unable to provide any of the foregoing documents. Therefore, I have provided an original affidavit signed and notarized by an Arizona resident who attests that I have established residence in Arizona with the person signing the affidavit.

Signature of Parent/Legal Guardian

Date

SIGN AND RETURN THIS FORM TO INSTRUCTOR.



Valley Academy for Career and
Technology Education

SKILLS FOR TODAY, CAREERS FOR A LIFETIME

At the beginning of the semester, the student reviews the Student Handbook for Valley Academy for Career & Technology Education. The student is required to sign this form indicating they have read the handbook. In addition, we ask the parents/guardians to read and review the handbook along with the student and sign the form. This form must be returned to Valley Academy for Career & Technology Education within the first two weeks of enrollment in the course.

I, _____ (*name of student*) have read the Student Handbook. I understand satisfactory progress and regular attendance in a CTED Program is mandatory for continued study at Valley Academy for Career & Technology Education (VACTE).

I understand I may be placed on an attendance contract after my third (3rd) Yavapai College absence or fifth (5th) VACTE program absence, excused or unexcused. After five (5) Yavapai College absences or seven (7) VACTE program absences, I may be dropped from the class. If I should be dropped for any reason from a course with dual or concurrent enrollment, ***I understand, I will be held accountable for the reimbursement of tuition/fees paid to Yavapai College by VACTE.***

I realize that VACTE will not provide student transportation to a central campus program and it is my responsibility to become familiar with the transportation offered through my home school or other sources.

By signing below, I acknowledge I have read and understand the items outlined in the Student Handbook regarding VACTE policies.

Student Name

Date

By signing below, I acknowledge I have read and understand the items outlined in the Student Handbook regarding VACTE policies regarding my child's participation in the VACTE Program.

Parent/Guardian

Date

SIGN AND RETURN THIS FORM TO INSTRUCTOR



Valley Academy for Career and
Technology Education

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Parent/Guardian

Date

KEEP THIS SIGNED FORM FOR YOUR RECORDS

Valley Academy for Career and Technology Education VACTE 2023-2024 Calendar

2023							2024											
July							January											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	1-4 - Winter Break - No School 8 - 1st Day of Semester 2 for ALL Program 9 - Board Meeting 4:30 pm 15 - MLK Day - No School for All VACTE & YC Classes 20 - Saturday Instruction				
						1												
2	3	4	5	6	7	8		1	2	3	4	5	6					
9	10	11	12	13	14	15	7	8	9	10	11	12	13					
16	17	18	19	20	21	22	14	15	16	17	18	19	20					
23	24	25	26	27	28	29	21	22	23	24	25	26	27	14 days + 1 Sat.				
30	31						28	29	30	31								
August							February											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	2 - Teacher In-Service 6 - Board Meeting 4:30 pm 12 - 100th Day 19 - President's Day - No School for VACTE Central Students & YC-VACTE Classes are in session 24 - Saturday Instruction				
												1	2	3				
		1	2	3	4	5	4	5	6	7	8	9	10					
6	7	8	9	10	11	12	11	12	13	14	15	16	17					
13	14	15	16	17	18	19	18	19	20	21	22	23	24	16 days + 1 Sat.				
20	21	22	23	24	25	26	25	26	27	28	29							
27	28	29	30	31										18 days				
September							March											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	5 - Board Meeting 4:30 pm 7 - 3rd Qrt. Report 11 - 14 Spring Break - No School All VACTE & YC Classes 23 - Saturday Instruction				
						1	2						1	2				
						3	4	5	6	7	8	9						
10	11	12	13	14	15	16	10	11	12	13	14	15	16					
17	18	19	20	21	22	23	17	18	19	20	21	22	23	12 days + 1 Sat.				
24	25	26	27	28	29	30	24	25	26	27	28	29	30					
							31											
October							April											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	2 - Board Meeting 4:30 pm 20 - Saturday Instruction				
						1	2							1	2			
						3	4	5	6	7	8	9						
8	9	10	11	12	13	14	7	8	9	10	11	12	13					
15	16	17	18	19	20	21	14	15	16	17	18	19	20	18 days + 1 Sat.				
22	23	24	25	26	27	28	21	22	23	24	25	26	27					
29	30	31					28	29	30									
November							May											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	7 - Board Meeting 4:30 pm 11 - Saturday Instruction 20 - 23 Final Exams & State Certification Testing 23 - Semester 2 Ends 23 - Last Day of School 24 - Teacher In-Service/Check out 27 Memorial Day - Office Closed				
			1	2	3	4								1	2	3	4	
5	6	7	8	9	10	11				1	2	3	4					
12	13	14	15	16	17	18	5	6	7	8	9	10	11					
19	20	21	22	23	24	25	12	13	14	15	16	17	18					
26	27	28	29	30			19	20	21	22	23	24	25	14 days + 1 Sat.				
							26	27	28	29	30	31						
December							June											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	4 - Board Meeting 4:30 pm 19 - June 19th Day - Office Closed				
						1	2									1		
						3	4	5	6	7	8	9						
10	11	12	13	14	15	16	2	3	4	5	6	7	8					
17	18	19	20	21	22	23	9	10	11	12	13	14	15					
24	25	26	27	28	29	30	16	17	18	19	20	21	22	74 days Sem. 2 + 5 Saturdays				
31							23	24	25	26	27	28	29	153 Total Days + 9 (10hr.) Saturdays				
							30	Board approved 2-7-2023							156 Teacher Contract Days			



VALLEY ACADEMY FOR CAREER & TECHNOLOGY EDUCATION

3405 East State Route 89A Bldg. B

Cottonwood, AZ 86326

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