

August 2022 Newsletter

Carroll County Career and Technology Center



1229 Washington Road
Westminster, MD 21157
Phone: 410-751-3669
<https://ctc.carrollk12.org/>
<https://twitter.com/CCPS>

Principal
Betsy Donovan
eldonov@carrollk12.org

Assistant Principal
Susan Hopkins
sphopki@carrollk12.org

CCCTC Student Handbook
<https://ctc.carrollk12.org/resources/student-resources>

Dear Students and Parents:

I hope you share my excitement for the new school year! I know that both our new and returning students are eager to get to work in their Career and Technology Programs. Our first day for all programs is Tuesday, September 6, 2022

The fantastic custodial/maintenance staff at the Tech Center has been very busy getting the school ready for your arrival. Many of our teachers have been pursuing training and certification updates to be ready to bring the most up-to-date industry information to you.

Here are some reminders:

- ✓ Teachers will be holding an orientation session for parents and students new to CCCTC on **September 9, 2021.**
- ✓ **Our 10th grade Open House is Oct 20, 2022**

Please contact us at any time with questions or concerns. We look forward to students returning on September 6th. Enjoy the rest of your summer.

Sincerely,
Betsy Donovan

The newsletter is sent from the principal's office to parents, students and friends of the Carroll County Career and Technology Center. Its purpose is to share with you items that may be of interest to the school community. Please feel free to contact the school about these items or other matters. The CCCTC main office is open from 7:30 a.m. to 3:30 p.m.

The CCCTC is dedicated to providing a positive educational environment through a cooperative effort with the community. Students are encouraged to achieve their full potential, to learn lifelong skills, demonstrate problem solving skills, critical thinking and to interact responsibly, in preparation for personal growth in a changing society.

Carroll County Career & Technology Center Bell Schedule

Effective August 2019

Dismissals		
Mod 1	Westminster Winters Mill	8:55 A.M.
Mod 2 (sem II)	Academy of Health	10:30 A.M.
Mod 3	Francis Scott Key Gateway Liberty Manchester Valley South Carroll	12:15 P.M.
	Century Westminster Winters Mill	12:30 P.M.
Mod 4	Francis Scott Key Gateway Liberty Manchester Valley	1:50 P.M.
	Century South Carroll	1:55 P.M.
	Winters Mill	2:00 P.M.
	Drivers	2:05 P.M.
	Westminster	2:10 P.M.

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

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

Important Dates to Remember

September

05 ~ School/Offices Closed - Labor Day

06 ~ Schools Open-First Day for Students

09 ~ Parent/Teacher Conference, New Student Orientation

October

20 ~ CCCTC 10th grade Open House-6:00 P.M.-8:00 P.M.

21 ~ Schools Closed for Students-Professional Development Day for Teachers & Instructional Assistants

November

08 ~ Schools/Office Closed – Primary Election Day

11 ~ Marking Period Ends. Two Hours and Forty-Five Minutes Early Dismissal System Wide; Teachers Work on End of Marking Period Items.

23 ~ Schools/Offices Two Hours and Forty-Five Minutes Early Dismissal-Last Day before Thanksgiving Holiday.

24-25 ~ Schools/Offices Closed -- Thanksgiving Holiday

December

23 ~ Schools/Offices Two Hours and Forty-Five Minutes Early Dismissal-Last Day before Winter Holiday.

26-30 ~ Schools/Office Closed–Winter Holiday/Christmas

January

02 ~ Schools/Office Closed – New Year's Day Observed

03 ~ Schools/Office Reopen

16 ~ Schools/Offices Closed – Martin Luther King, Jr. Holiday

27 ~ School Closed for Students – Teachers Work on End of Marking Period Items; Non-Work Day for Instructional Assistants

30 ~ School Closed for Students – Professional Development Day for Teachers

Criteria for earning CCCTC Certificate of Achievement & Award of Excellence

In addition to earning credits towards the high school diploma, students attending the Carroll County Career & Technology Center have the opportunity to earn a Certificate of Achievement. The certificates are presented at the annual Awards/Certificate Program, which is held at the completion of their programs.

Each student awarded a Certificate of Achievement from the Carroll County Career & Technology Center must achieve the following conditions:

- Earn a final grade of “C” or higher in each course completed at the Carroll County Career & Technology Center.
- Meet the requirements for a Career & Technology “Completer Program” as stated in the Program of Studies approved by the Carroll County Board of Education.
- Maintain 94% attendance while attending the Career & Technology Center.

Each student awarded an Award of Excellence from the Carroll County Career & Technology Center must achieve the following conditions:

- Earn a final grade of “A” or higher in each course completed at the Carroll County Career & Technology Center.
- Maintain 96% attendance while attending the Career & Technology Center.

Attendance Procedures

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

Students requesting an early dismissal during CCCTC class time must obtain permission from the CCCTC office. If the student returns during the same CCCTC class, he/she reports directly to the office to sign in. Students may attend activities at their respective high schools. Notifications of such activities may come from the high schools to CCCTC attendance or the parent may verify the activity.

SkillsUSA

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

What Is Its Mission?

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

How Does It Work?

All students are encouraged to join. It provides students with the opportunity to participate in educational, social, civic, and recreational activities. New students will be given membership information at the beginning of the school year. There are dues; however, dues can be paid for by students achieving a certain performance standard in their pizza sales.

SkillsUSA Boosters

The Boosters Club is responsible for supporting and fundraising for our local SkillsUSA chapter. Parents, alumni, students and anyone interested in joining the SkillsUSA Boosters are welcome at the meetings. Those interested in joining SkillsUSA should contact Tim Norwood at 410-751-3669, or by Email: tanorwo@carrollk12.org

PROGRAM INFORMATION

Academy of Health Professions: Certified Nursing Assistant

Welcome to the students enrolled in the Academy of Health Professions for 2021-2022 school year. The course will cover a variety of topics related to the healthcare field such as anatomy and physiology, hands-on bedside skills, an overview of health care careers, communications skills, and medical terminology.

Along with the class and skills lab course work, you will complete clinical hours to become a Certified Nursing Assistant (CNA). This is a state certification and is required of all persons who work as a nursing assistant. The certification requires a specific number of hours at a local long-term care facility performing various resident care activities and providing personal hands-on care and comfort needs such as bathing, grooming, feeding, and toileting while supervised by the R.N. clinical instructor. This means that students will be giving total personal care to the residents assigned to them. Part of the personal care will also involve lifting and moving adults with limited mobility. The CNA certification enables the student to work at area health care facilities.

All clinical experiences will be community based. Transportation is the responsibility of the parent/guardian.

In order to attend clinical, each student must have a health evaluation completed by their health care provider. Please see the specific forms and additional requirements in the course introduction packet mailed to all AHP students prior to the start of the semester. All students are required to wear a uniform to school as well as to clinical. Scrub tops and scrub pants are worn from the time of arrival at CCCTC until arrival back to the student's home school. Any color/print is fine for the uniform at CCCTC. Closed toe, non-skid sole shoes are also required daily. A specific uniform is worn at the clinical sites.

We require that you wear uniforms and closed toe shoes on the **first day** of school. Tank tops or t-shirts may be worn as needed for modesty or warmth under the uniform top. Starting in mid-November when the clinical rotations begin, students must wear the AHP approved uniform and shoes to the clinical site. Students need to purchase clinical shoes that meet the safety and infection control guidelines: all white shoes, athletic or professional styles. If clogs are worn, they must have a strap across the heel and may not have any holes. **NO** cloth or mesh style shoes are allowed.

Clinical uniforms can be ordered from 5:00-6:00 p.m. or from 6:30-7:00 p.m. on September 9, 2021 at New Student Orientation. Payment is due at the time you place your order.

It is suggested that two sets be ordered. Plan to meet the teachers at 6:00 p.m. More details regarding supplies and expenses found in the course introduction packet. If you have any questions, please call at 410-751-3669.

Karen Dyas, Instructor
ksdyas@carrollk12.org
Catie LaRocca, Instructor
cjaroc@carrollk12.org

Kristen Roach, Instructor
khroach@carrollk12.org
Karen Sullivan, Instructor
kdsulli@carrollk12.org

Academy of Health Professions: Physical Rehabilitation

Welcome to the students enrolled in the Academy of Health Professions for the 2021-2022 school year. The course will cover a variety of topics related to the health field. Anatomy and physiology, an overview of careers available, skills and modalities for specific career paths, communication skills and medical terminology are some of the topics. Along with the class and lab work, you will complete clinical hours to reinforce skills learned in the lab and take the NSPA personal training course to become a certified personal trainer. These skills may enable you to be employed at area health care facilities.

All clinic experiences will be community based. Transportation is the responsibility of the parent/guardian.

In order to attend the clinical, each student must pass a physical. Please see the specific forms and requirements in the course introduction packet mailed to all AHP students prior to the start of the semester. All students are required to wear a uniform to school as well as clinical. Students must wear short or long sleeved polo shirts in any color and khaki/tan long pants of the Dockers/Dickies professional work style. Pants may not be jeans or tight fitting. Closed toe shoes are also required. We require that you wear this uniform and closed toe shoes on the **first day** of school. Beginning in October, students will attend clinical rotations and must wear the CCCTC-AHP approved uniform and shoes. You need to purchase clinical shoes that meet the safety and infection control guidelines: all white or black shoes (no colored logos/designs), athletic or professional styles.

New Student Orientation is September 9, 2021, at 6:00 p.m. You can order your clinic polo uniform tops from 5:00-6:00 p.m. Payment is due at the time you place your order. We suggest you order two tops. More details regarding supplies and expenses can be found in the course introduction packet. If you have any questions, please call 410-751-3669.

Courtney Martin, Instructor
clmarti@carrollk12.org

Applied Mechanical Engineering

Welcome Back! I hope everyone is enjoying the summer break and I guess now is about time to get back to the grind! Please do not forget to bring your work clothes, shoes, and safety glasses. You did a great job in the spring and I am expecting an outstanding fall.

Be prepared for those TRIG problems and to continue with the NIMS Certifications. Also this semester, for the first time, we will be testing for the Society of Manufacturing Engineers (SME) Certified Manufacturing Associate (CMfgA) Certification. Parents, please contact the school to schedule a parent conference for September 9, 2021 at 410-751-3669.

Tim Blizzard, Instructor
tdblizz@carrollk12.org

Auto Service Technology

We will begin Auto Service Technology II with the electrical course to prepare you for entry into industry. Please be ready to start the new semester by bringing these items the first day of class:

- Uniforms
- Work Shoes
- 3-Ring Binder
- AST1 Notebooks
- Folder Notebook
- Pens (1 Red & 1 Black)

Contact the school to schedule a parent conference for September 9, 2021 at 410-751-3669.

Tim Haines, Instructor
trhaine@carrollk12.org

Roger Seabolt, Instructor
rseabo@carrollk12.org

Biomedical Sciences-Project Lead the Way

In the second semester of the Biomedical Science program, students will explore cutting edge medical diagnostics and treatments, develop research processes, and study various medical interventions. Laboratory activities include in depth examinations of epidemiology, molecular microbiology, cell biology, genetic engineering, and cloning. We will also continue to explore the underlying basis of various human diseases throughout the fall program.

Contact the school to schedule a parent conference/orientation for September 9, 2021 at 410-751-3669.

Brendan Gallagher, Instructor
bsgalla@carrollk12.org

Amy Masi, Instructor
awmasi@carrollk12.org

Building Maintenance

I welcome you to the Career & Technology Center. I look forward to an exciting year. We have many different projects to complete that will help prepare you for the building maintenance industry. We also have some employers who are interested in hiring qualified students through our Career Connections program

The following is a list of items needed by students enrolled in this real world of work experience:

- Work Boots
- Pens & Pencils
- Notebook

New Student Orientation is September 9, 2021, at 6:00 p.m.

Bryon Layman, Instructor
bdlayman@carrollk12.org

Carpentry

I hope your summer break is going well. Upon your return, please anticipate another exciting semester of carpentry activities. I have spent much of my break preparing innovative content that is relevant to your professional aspirations, will increase the depth of your marketable skills and knowledge, and intensify your passion for the craft.

Please arrive prepared with your work boots, and a “can do” mindset. We have a lot to accomplish. Contact the school to schedule a parent conference for September 9, 2021 at 410-751-3669.

Jon Mersinger, Instructor

jdmersi@carrollk12.org

Networking/Cybersecurity

I would like to welcome back the CISCO Academy students. I am looking forward to an exciting fall semester. During the first week, we will be setting up the classroom.

During this semester, we will be finishing the Switching, Routing and Wireless Essentials Course as well as starting the Enterprise, Security and Automation Course. This is all in preparation for the CISCO CCNA certification exam. We will also be starting the Security + course. As a reminder, CISCO is a fast paced and demanding training program. Come back rested and ready to begin.

At the beginning of this semester, each student should have the following items:

- Divided Notebooks
- Pens & Pencils

If possible, the following would greatly assist the student with their online studies & research:

- A computer at home with word processor software and a printer
- Access to the internet (with appropriate filtering)

Contact the school to schedule a parent conference for September 9, 2021 at 410-751-3669.

Gordon Kinnie, Instructor

gbkinni@carrollk12.org

Collision Repair

Welcome back! Collision Repair II will begin with the Refinishing course to prepare for entry into industry. There are many exciting projects waiting for you including career connections opportunities for those qualified!

Please bring the following items the first day of class:

- Uniforms
- 3M Dust Masks
- Safety Glasses
- 2 Boxes Latex Gloves
- 3-Ring Binder
- Pencils
- Spiral Notebook

Contact the school to schedule a parent conference for September 9, 2021 at 410-751-3669. The new collision instructor has yet to be named.

Cyber Operations

In the first year of the Cyber Ops program, the students will learn how to create a network, learn the python language, and start to learn the Linux operating system. At the end of the python course the students will sit for the PCAP certification exam. In the second Cyber Ops program the students will finish learning about the Linux operating system and learn about the software end of cyber security. After the students finish the Linux course, they will sit for the Linux + certification exam.

Contact the school to schedule a parent conference/orientation for September 9, 2021 at 410-751-3669.

D. Andrew Starkey, Instructor
dastark@carrollk12.org

Returning Cosmetology Students

Another school year is about to begin. We trust that you are having a fun-filled, relaxing vacation and that you are looking forward to your senior year. We have an exciting and productive year planned for you.

Please be sure to bring your kit, black or white leather closed toe and heel shoes, matching socks, uniforms, manikins, textbook, large 3-ring notebook, pens, pencils, highlighters, and spiral notebook.

Your kits may be dropped off at CCCTC between – September 2nd - 3rd at 9:00 am - 2:00 pm.
Contact the school to schedule a parent conference for September 9, 2021 at 410-751-3669.

New Cosmetology Students

The beginning of your future is right around the corner. We hope that you are looking forward to this challenging experience with excitement and great anticipation. At the start of the semester, you will be required to have the following materials and supplies:

- At least one uniform (Two are recommended). Black scrub tops & bottoms can be purchased at any scrub store. Bottoms should not drag on the floor.
- All black **leather** work shoes (no open toe or open back) with black socks or all white leather work shoes (no open toe or open back) with white socks.
- Black long sleeve shirt or sweater (optional)
- 3" Binder
- Subject Spiral Notebook
- Pens, pencils, and highlighters
- 1 box Ziploc gallon size bags
- A smile and a positive attitude!

The cost of the supply kit will be about 500.00. (Kit assembled at CCCTC on the second day). The kit includes the required textbook. Students will receive their kit on the second day of school. You may pay for the kit in full or make payments. Checks are to be made payable to CCCTC. No credit cards accepted.

New Student Orientation is September 9, 2021, at 6:00 p.m.

Denise Bitzer, Instructor
d_bitze@carrollk12.org
Cori Lewis, Instructor
cmlewis@carrollk12.org

Wendy Litchfield, Instructor
wlitch@carrollk12.org

Criminal Justice

After a great summer, we want to welcome you back to Administration of Justice II. We will be covering everything about policing from its history to current issues and trends, including procedures, tactics, forensic science, report writing, ethics and integrity and other concepts relating to law enforcement.

Please remember that uniforms are expected to be worn EVERY DAY. The same black Criminal Justice polo shirts and khaki colored tactical pants will meet uniform requirements. Shoes should be black soft-soled shoes or sneakers. No sandals or flip-flops permitted due to training exercises.

Contact the school to schedule a parent conference for September 9, 2021, if desired, at 410-751-3669.

Orientation for new students only will be held on September 9, 2021 at 6:00 p.m.

Brett Fonseca, Instructor
bjfonse@carrollk12.org

Charles Gruss, Instructor
cmgrus2@carrollk12.org

Culinary Arts II—Baking and Pastry

Hello students! I hope your summer has been a good one. I wanted to answer some questions you might have about the upcoming semester. You may use the uniforms from last semester or purchase new ones. Do not purchase cake-decorating supplies! This will be discussed the first week of school. We will begin cooking within the first two weeks of school so practice your skills.

Contact the school to schedule a parent conference for September 9, 2021 at 410-751-3669.

Joan Alder, Instructor
jmalder@carrollk12.org

Culinary Arts II-Professional Cooking

Hello everyone! I hope you all are having a safe and enjoyable summer. I am looking forward to seeing everyone in September.

We will be picking up right where we left off in the spring with sandwiches, salads, and breakfast cookery. Remember to bring your clean uniforms and all your other materials: binders, spiral notebooks, pens/pencils, and calculators.

Contact the school to schedule a parent conference for September 9, 2021 at 410-751-3669.

Timothy Norwood, Instructor
tanorwo@carrollk12.org

Drafting

Level 2 Drafting is about to begin. I am looking forward to your return. This year we have some exciting things planned. We will finish the study of architecture and complete the house plans that were started last spring. Following Architecture, we will begin the study of Civil Drafting.

Contact the school to schedule a parent conference for September 9, 2021 at 410-751-3669.

Michael Alban, Instructor
mwalban@carrollk12.org

Electrical Construction

Welcome to Level III! Be sure to bring all your tools back to continue your projects in the first week of school. Come in expecting to expand your skills in electrical construction with total knowledge of projects.

Work boots should have leather tops. Utility knives provided by the school.

Contact the school to schedule a parent conference for September 9, 2021 at 410-751-3669.

Carroll Warner, Instructor

ccwarne@carrollk12.org

Engineering- Project Lead the Way

All PLTW classes will lead to student growth and be fun as well as challenging. Senior students will be especially challenged because they will take three PLTW courses simultaneously. If students come prepared every day to learn and work hard, they will be rewarded with meaningful preparation that will facilitate achievement in college level STEM classrooms.

Contact the school to schedule a parent conference/orientation for September 9, 2021 at 410-751-3669.

Engineering students are encouraged to have:

1st Year Students:

- Calculator with TRIG functions
- Flash Drive (recommended 16 GB minimum) for transferring programs and saving work

2nd Year Students:

Students should bring back:

- Flash Drive for transferring programs to machines

James Matalavage, Instructor

jjmatal@carrollk12.org

Jennifer Sanders, Instructor

jssande@carrollk12.org

Cathy Frock, Instructor

clfrock@carrollk12.org

Scott Tobias, Instructor

setobia@carrollk12.org

Geographic Information Systems

Remotely located in the front portable of Westminster High School (Room PC02) during the current phase of CCCTC remodeling, the Geographic System (GIS) Technology program has been described as the **science of location**.

In the GIS Technology program, students learn about the history of mapping, geospatial analysis, multispectral satellite and air imagery, routing and network analysis, and various concepts that are essential to being effective in Geospatial and Remote Sensing analysis.

In Fall 2021, Carroll County Public Schools and Harrisburg University of Science and Technology adopted a "College in the High School" /Dual Enrollment status for the GIS Technology program. This means that students completing the course and meeting qualified grades in the CCPS Technology Program can apply for **transferable college credit** while enrolled as a senior in high school.

We will be learning this university content and preparing for a capstone project at the end of the course sequence.

The following **recommended materials** would benefit students for classroom learning:

- 1 ½ inch 3 ring notebook binder
- Lined loose leaf paper
- Blue or Black ink pens or other writing instrument
- 8 GB Mass Storage Flash Drive

Contact the school to schedule a parent conference for September 9, 2021, if desired, at 410-751-3669.

Orientation for new students only will be held on September 9, 2021 at 6:00 p.m.

Paul Burnside, Instructor

pwburns@carrollk12.org

Heavy Equipment & Truck Technology

I hope you are having a great summer. Please prepare to start the second half of your training.

Upon your return, we are going to move into drivelines and Hydraulics. We will finish the semester with HVAC and PM inspection. You will be able to take the ASE Brake and Engine test. If necessary, you can retake Steering and Suspension and Electrical/Electronic test. If we finish on time, you will have the option of exploring deeper into engines or drivelines.

On the first day, please remember to have your uniform and shoes, as we are going to retake the Safety and Pollution test and start working in the shop. You will need your notebooks containing your competency profiles. I will have new safety glasses and basic shop supplies for you. Your grade will be mostly based on the work you complete in the shop, work orders will need to be filled out daily and there will be a grade for the work performed. If you do not bring the proper attire or you do not come to school it will affect the grade. This is what the industry is looking for you to be able to complete in the workplace. Enjoy the rest of your vacation. I am looking forward to the new semester and seeing you get the opportunity to get a job in your chosen field

Contact the school to schedule a parent conference for September 9, 2021 at 410-751-3669.

Edward Stevens, Instructor

elsteve@carrollk12.org

HVAC

Welcome back! What you will be working on in the HVAC II class this coming year:

- Oil & Gas Heating
- Heating & Cooling Loads
- Gas Furnace troubleshooting

Don't forget your work clothes and work shoes.

Contact the school to schedule a parent conference for September 9, 2021 at 410-751-3669. The new HVAC instructor has yet to be named.

Masonry

I hope your summer is going great. Get ready for a great semester of level II Masonry! Once we are back, it is time to focus on the three-plus daily shop hours of masonry training. Continue to take advantage of this opportunity to learn a skill set VERY FEW people have.

The following is a list of items needed for Masonry II:

- Hard soled leather work shoes (no tennis shoes)

- Positive attitude

The Masonry program will also offer the OSHA 10 certificate opportunity for all students. This is a valuable resume builder that shows your future employer your knowledge and awareness of jobsite safety. Additionally, local masonry contractors are in need of student workers with a good attitude and work ethic. Show me your potential and you can take advantage of this excellent opportunity.

Contact the school to schedule a parent conference for September 9, 2021 at 410-751-3669.

Mike Campanile, Instructor

mfcampa@carrollk12.org

Print Production

Welcome! The Print Production class will cover many areas of graphic design and many aspects of the print industry. All students will need to bring the following provided items to class every day:

- Print Production Textbooks
- Print Production Workbooks
- Calendar/ Book
- Sketch Pad

Here are a few recommended items that will help you in Print Production:

- A set of colored pencils and/or markers
- Flash Drive

Students will be expected to plan a variety of design projects. Please come prepared to be creative and to work hard. New Student Orientation is September 9, 2021, 2019 at 6:00 p.m.

David Hutchison, Instructor

dmhutch@carrollk12.org

Textiles & Fashion Careers

During the summer break so many experiences, observations and other points can be inspiration for design. Take ADVANTAGE OF THIS and continue sketching! Get going on ideas and start collecting treasures for the recycle/sustainable fashion wear assignment coming up in September. Remember SENIOR year is quite hectic! Procrastination and Senioritis are your worst enemies. Family, college visits, working, education, and other activities are all part of the required balancing act of your life. LEARN to do so with time management techniques. Strive for organization as the fall session approaches. Bring with you one 3 inch D-Ring Binder, lined notebook paper, 2 pencils, and plenty of enthusiasm!

Contact the school to schedule a parent conference for September 9, 2021, at 410-751-3669.

Cathy Harris, Instructor

crharri@carrollk12.org

Video Production

Welcome to the Video Production Class. We will be producing many videos this semester and all students will have the opportunity to work in front and behind the camera.

It is recommended that students have a 8 gigabyte flash drive for retaining video for their portfolios: All parents are encouraged to attend the New Student Orientation on September 9, 2021, at 6:00pm, in order to receive an overview of the program and learn what is expected of the students during the time they are in the Video Production class.

Tony Hooper, Instructor
amhoope@carrollk12.org

Blake Domino, Instructor
bldomino@carrollk12.org

Welding

Welcome back Level II students! Be prepared for a busy fall semester.

To ensure an efficient start, you will need to have the following to go out in the shop:

- 3 (long sleeve) **blue** shirts (cotton or denim)
- 3 pair **blue** denim jeans
- Steel Toe Boots (at least 6 inches high) with Hard Rubber Soles
- Pens & Pencils
- Paper
- 3-Ring Binder

Contact the school to schedule a parent conference for September 9, 2021 at 410-751-3669.

Mike Schweinsberg, Instructor
mjschwe@carrollk12.org

Career Connections at CCCTC

Career Connections is part of a national effort to best prepare students for “life after high school.” Career Connections links students and workplaces. In another word; internships. Students are placed with employers according to aptitude, ability, interest and completer program. Students gain real world job skills, strong connections to careers, and businesses gain better employees and increased productivity.

Students participating in Career Connections receive education that extends beyond the classroom. Students acquire specific career related experiences and skills, as well as skills necessary for any career, such as teamwork, problem solving, and interpersonal communication, just to name a few.

Students grades in Honors Career Related Internship are based upon their Supervisors' evaluations, the Career Coordinator's evaluation, and required classwork.

Students applying for an internship must be recommended by their program instructor. Interested students need to meet with the Career Connection Coordinator, Mrs. Linfield, to complete the application process.

Any students thinking of completing an internship for 2nd semester should make an appointment to meet with Mrs. Linfield by December 15, 2021.

Work Permits

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

To get a work permit

- ✓ Go to www.dllr.state.md.us Under features Scroll down and click on Minor Work Permit.
- ✓ Click on Apply for a Work Permit
- ✓ Complete the online work permit application
- ✓ Submit
- ✓ View/Print Permit
- ✓ Sign your work permit and have your parent or guardian sign your permit.
- ✓ Take your permit to your employer and have your employer sign your permit.
- ✓ Your employer will keep your work permit on file for three years.

Clare Linfield, CCCTC Career Connections Coordinator

celinfi@carrollk12.org

School Counselor's Corner

CCCTC counselors are eager to see new and returning students. We believe many students see what their career looks like, for the first time, when they come to our school. We are here to support that journey along with your home school counselors. We are available to talk to students about issues dealing with academics, career planning, and social-emotional concerns. Many scholarships are available *exclusively* to students participating in programs at CCCTC. Visit the CCCTC website Counseling page at <http://carrollk12.org/ctc> for links to web sites that can assist with post-secondary educational plans.

Robert Dean, Counselor

radean@carrollk12.org

Carrie Potts, Instructor

capotts@carrollk12.org

Nurse's Corner

Emergency Procedure Cards must be completed and signed by a parent/guardian and returned to CCCTC **no later than September 10**. Cards will be given to students on the first day of school. The information on these cards is necessary in order for the school to take prompt and appropriate action in case of an emergency. Students who do not return the completed cards may not participate in "hands-on" activities in their shops and programs.

Nurses can administer medications to students (prescription and over the counter), **ONLY** when ordered by an authorized prescriber (doctor, nurse practitioner, etc.), **AND** with written parent consent on a CCPC medication form. **Only a parent/guardian or their adult designee are to bring medication to school. The medication must be in its original container and labeled** with the student's name, name of the medication, and directions for administration. Students not following the mentioned medication procedure and found in possession of prescription/non-prescription medication subject themselves to serious consequences, as outlined in the student/parent handbook.

Karen Steinbach, RN

klstein@carrollk12.org

Student Dress Code

The Board of Education has a legitimate interest in regulating student attire and appearance during the school day in an effort to avoid disruption, to promote self-discipline & student health and safety, and to maintain an atmosphere for learning. Students of Carroll County Public Schools are required to groom themselves in a matter that is modest, clean, appropriate, decent, and not disruptive to the educational process. Students are expected to abide by this dress code from their arrival to the school building to the defined ending of the school day.

Uniforms

Many of the programs at CCCTC require students to wear uniforms. Please make sure that clean uniforms are available for each school day.

Driving / Riding / Parking Policy & School Bus Transportation

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

All drivers must have an **academic reason** for driving to CCCTC and have applied and received a CCCTC parking permit. Academic reasons are as follows: Dual enrollment at CCC, internship, or work release.

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

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

CONSENT AND RELEASE

Permission to Photograph, Videotape or Audiotape

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

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

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

Use of Student Work on Websites or in Publications

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

CG/bb

Revised 6/30/17

School Owned Materials

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

Public Notification of Career and Technology Offerings

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

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

assistance in order to be successful in their career and technology education program. For details about programs, contact the school counseling office at each high school.

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

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

Contact: Eric King, Director of High Schools, 410-751-3160.

NOTICE OF NON-DISCRIMINATION

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

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

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

ADA ACCESSIBILITY STATEMENT

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

Information concerning the Americans with Disabilities Act is available from the Director of Facilities Management, (410) 751-3177, or the Communications Officer, (410) 751-3020, 125 North Court Street, Westminster, Maryland 21157.

Board Policy

IKE Placement, Promotion, Intervention, Retention, and Acceleration

<https://www.carrollk12.org/boe/Board%20Policies/I%20-%20Instruction/IKE.Placement%20Promotion%20Intervention%20Retention%20Acceleration.%20Policy.pdf>

Administrative Regulations

IKE Placement, Promotion, Intervention, Retention, and Acceleration

<https://www.carrollk12.org/boe/Administrative%20Regulations/I%20-%20Instruction/IKE.%20Placement%20Promotion%20Intervention%20Retention%20Acceleration.Regulations.pdf>