



2023-2024 Student Handbook



*“Leading Career Education
with Excellence”*



2491 Carmichael Drive, Suite 100, Chico CA 95928
(530) 879-7462 | email: CTE@bcoe.org
CTE.bcoe.org

Follow us on Social Media! @ButteCountyCTE



MISSION

“Deliver high quality career education and employment training that provides students and adults the skills, knowledge and experience that lead to career success.”

GUIDING PRINCIPLE

“Stewards of the Community”

VISION

“Leading career education with excellence”

BUTTE COUNTY CTE/ROP

The Butte County CTE Department has been providing Career Technical Education through its School of ROP and CTE Programs to Butte County since 1975. Programs are taught by instructors with industry skills and knowledge, and each holds a State of California credential authorizing their instruction in their industry area. In cooperation with the local business community, Butte County CTE/ROP prepares our students for work by providing them with marketable skills, a strong work ethic, and the hands-on job training needed to build and keep a career.

Butte County CTE and ROP Programs are offered at:

ROP Campus:
2491 Carmichael Drive, Suite 200
Chico, CA 95928

Park Avenue Campus:
2145 Park Ave, Suites 7 & 14
Chico, CA 95928

ACCREDITATION

- » Butte County ROP is accredited by the Western Association of Schools and Colleges (WASC) and the Council on Occupational Education (COE) through 2025.
- » Reaffirmation for both COE and WASC was received in the Spring of 2020.



Table of Contents

About Butte County CTE.....	ii
Student Learner Outcomes.....	iv
Welcome Letter.....	1
Student Responsibilities.....	2
Academic Growth.....	2
Attendance Standards.....	2
Behavior.....	2
CTE Student Transportation.....	2
Student Dress Code	2
CTE Responsibilities.....	3
The Board Of Education.....	3
CTE Teachers.....	3
CTE Administration.....	3
Transfer/Credit Policy.....	3
Program Cancellation Policy.....	3
Payment of Program Fee.....	3
Refund Policy.....	4
Withdrawal Policy.....	5
Late Payments.....	5
Drop/Add Period.....	5
Performance Review Process.....	6
Conference.....	6
Performance Contract.....	6
Student Drop/Permanent Dismissal.....	6
Complaint Procedures.....	7
Uniform Complaint Procedures	7
Emergency Procedures.....	9
General Emergency Procedures And Communication.....	9
COVID Procedures.....	9
Program and Holiday Schedules (2023-2024).....	10
Butte County CTE/ROP Program Faculty and Staff.....	11
Butte County CTE/ROP Retention Plan.....	12
Student Handbook Signature Page.....	15





Student Learner Outcomes

1 - Demonstrate appropriate work ethic through:

- » Punctual, regular attendance
- » Personal integrity, honesty, respect
- » Teamwork, working cooperatively with others
- » Positive attitude, enthusiasm, initiative

2 - Demonstrate appropriate job preparation and search skills through:

- » Assessment, career planning, goal setting
- » Resume, employment application, interview
- » Attainment of course specific competencies

3 - Demonstrate entry level use of industry sector technology/tools through:

- » Adherence to safety procedures, precautions
- » Application of knowledge, skills
- » Integrated use of academic skills and computer literacy skills
- » Workplace Simulation/Community Classroom/ Cooperative Vocational Education

4 - Demonstrate effective communication through:

- » Workplace appropriate verbal, written and listening skills
- » Performance of verbal and written directions
- » Organization of thoughts and use of articulate language

5 - Demonstrate critical thinking skills through:

- » Analysis/evaluation and solution of problems
- » Practical/successful use of community resources/agencies
- » Independent work, self management

6 - Demonstrate professionalism through:

- » Socially appropriate interaction
- » Suitable dress and appearance
- » Confidentiality



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On behalf of the members of the Butte County Regional Occupation Program (ROP), the Butte County Career Technical Education Department (CTE) and the Butte County Office of Education (BCOE), we welcome you to our school and are excited to participate in your acquisition of new skills and knowledge.

The Butte County Career Technical Education (CTE) and Regional Occupational Programs (ROP) have created a legacy of assisting current and past students in gaining the necessary skills to catapult them to prosperity on their chosen career path.

Our instructors are industry experts who, through rigorous and relevant curriculum, will prepare you for your community classroom experience, industry exams, and ability to gain employment. The community classroom will provide each student with the hands-on job experience necessary to meet or exceed the expectations of their industry. This type of preparation grants our students the ability to be prosperous for years beyond their education.

This Student Handbook is meant to be a resource for students as they complete their certificate program. The Butte County CTE website provides additional information, forms and contact information to assist with the successful completion of the program.

Our staff is here to assist you at our office, 2491 Carmichael Drive, Suite 100, by phone at (530) 879-7462 or email at cte@bcoe.org.

Respectfully,
The Butte County ROP/CTE Team

ROP/CTE Administration

Senior Director, *Jennifer Foglesong*
Registrar/ Financial Aid and Student Support Specialist, *Regina Bernard*
Administrator, *MaryRose Lovgren*
Administrator, *Amanda Samons*
Administrator, *Kelli Gordon*
Administrative Assistant, *Mary McCall*

ROP/CTE Faculty

MA Instructor, *Kelli Owens*
RDA Instructor, *Colleen Salinas*
RDA Instructor, *Jami Clark*
CVA Instructor, *Jean Parker*
Phlebotomy Technician Instructor, *Jamie Leonard*
Professional Welding Instructor, *Tim Moss*

"WHERE STUDENTS COME FIRST"

An Equal Opportunity
Employer

Student Responsibilities

In order to maintain a classroom climate in which all students can learn, it is vital for all students to assume responsibility for their behavior. To aid students in making appropriate decisions governing their behavior, the following guidelines have been developed based on provisions of the various California Government Codes. These expectations apply to all students. Your CTE instructor will review class specific rules and procedures. In general, student responsibilities include:

Academic Growth

To successfully master the course curriculum, students must:

- Be prepared for class with appropriate materials
- Participate in class activities
- Follow classroom procedures
- Complete assignments
- Meet proficiency standards
- Progress toward earning a Certificate of Proficiency (at least a C grade is required)

Attendance Standards

- Be in school **every day**
- Be prompt to class
- Remain in class until given permission to leave
- Always attend CTE class
- **Maintain a 90% attendance rate** to be eligible for a CTE Certificate of Proficiency

Behavior

Students are required to conduct themselves in a manner appropriate for the workplace by:

- Demonstrate cooperation and responsible behavior in the classroom
- Show respect for CTE teachers, guest speakers, substitute teachers, students and internship staff/customers
- Do not display rudeness, defiance or disrespect through words or gestures
- Respect the property of others
- Be honest
- Use acceptable language
- Have pride in your work
- Have respect for cultural and ethnic differences

CTE Student Transportation

Butte County CTE does not provide transportation. Some classes require transportation to off campus CTE classroom sites and for the purpose of a CTE internship. It is the student responsibility to provide transportation.

Student Dress Code

CTE students are expected to comply with the following standards:

- Clothes will be clean, safe and not be disruptive to the instructional process.
- All students must wear shoes appropriate to the industry/setting.
- Clothing that displays illegal substances, racial/ethnic slurs, gang activity or that are sexually suggestive are not allowed.
- Sunglasses (except prescription) are not to be worn in the classroom.
- Outer clothing should adequately cover all undergarments. No bare midriffs.
- Students may be required to wear uniforms and appropriate safety apparel and meet industry/business standard clothing and grooming requirements (including hair, nail, makeup, hygiene, body-odor, tattoos and piercing).

CTE Responsibilities

The Board Of Education

The Board of Education wishes to work cooperatively with CTE students and parents to develop policies for pupil behavior which will be in the best interest of all concerned. (Education Code Section 35291)

CTE Teachers

Teachers are required to utilize all available CTE services when confronting routine cases of student discipline. Serious and repeated cases of student misconduct will be reported to the CTE Administrator, who will assist the teacher and student in attempt to work out a solution to resolve the problem.

CTE Administration

The CTE shall publish and enforce rules and regulations for student conduct with the following guidelines:

- The rules will not be arbitrary
- The rules will not discriminate among students
- The rules will not demean students
- The rules will not violate any individual rights constitutionally guaranteed to students

When student behavior is clearly in violation of the law, the act shall be reported to the police.

Transfer/Credit Policy

Butte County CTE does not provide for the transfer of students between programs within the institution nor the transfer of students from other institutions.

Butte County CTE does not issue nor accept college credits. CTE programs are competency based and conducted as a single comprehensive stand-alone program. Entry into a program is determined through an application/interview process.

Program Cancellation Policy

Programs may be cancelled at any time due to low enrollment. If a program is cancelled, the program fee will be refunded or if space is available, the student may enroll into another program and fees will be transferred. If the new program's fee is higher, the student will be responsible to pay the difference.

Payment of Program Fee

CTE requires students to pay program fees by the published deadline. Students experiencing hardship may request that a payment plan be established. The Financial Aid Student Services Specialist will meet with students to determine payment arrangements and develop a **Payment Plan**. Payment delinquency may result in the student being dropped from the program with no refund. Additionally, future enrollment may be denied and educational records may be withheld until all fees are paid in full.

CTE accepts payments from outside funding sources and community agencies such as California Department of Rehabilitation, CalWORKs, Alliance For Workforce Development, Title IV Federal Student Aid programs and private organizations. CTE will assist in securing agreements with such agencies for payment of student fees. However, should the outside funding source fail to pay the agreed upon program fee, the individual student is responsible for all fee balances. CTE is not responsible for outside agency follow-up for missed payments.

Refund Policy

The CTE has a fair and equitable policy for the refund of program fees and other charges. The refund policy is uniformly administered and complies with the regulations published by the Council on Occupational Education (COE) and the U.S. Department of Education. Program fee refunds for CTE students withdrawing prior to completion of a program are issued based on the following refund policy:

1. Program Cancellation

In the event of program cancellation, all fees will be refunded within **forty-five days** of the planned start date without requiring a request from the student.

2. Student Withdrawing From the Program Prior to the Start of Instruction

Students withdrawing from a program at least **five business days prior to the first day of class** will be refunded all fees paid.

In accordance with the Council on Occupational Education (COE) standards, students withdrawing from a program after the five day period preceding the **program start date**, through **the first three days** of the program will be assessed a **\$100 processing fee** for all refunds. The \$100 processing fee will be deducted from the refund and all other fees paid will be refunded within **forty-five days** of the class start date. **No refunds are issued after the third day of the program.**

3. Student Withdrawing From the Program after the Start of Instruction

Students withdrawing prior to the third day of a program will be eligible for a refund of the program fees paid less:

- A non-refundable registration fee not to exceed \$100
- Any books/supplies/material/equipment that have been issued and not returned unused

Students withdrawing after the third day of the program are not eligible for a FULL refund.

For the purposes of determining the amount a student owes for the time attended, the student shall be deemed to have withdrawn from the program when any of the following occurs:

- The student notifies the school of withdrawal or the actual date of withdrawal
- The school terminates the student's enrollment
- The student fails to meet the Satisfactory Academic Progress policy

4. Student Withdrawing for Military Service

A student who is called for active military service shall not incur academic or financial penalties due to performing military services on behalf of our country. Fees will be refunded on a pro-rated basis and calculated by the number of program hours completed and any supplies and materials issued to the student.

5. Refunds for Students Enrolled Prior to Visiting the Institution

Students who have not visited the CTE campus prior to enrollment will have the opportunity to withdraw without penalty within three days following attendance at a regularly scheduled orientation or following a tour of the campus and inspection of the equipment.

6. Refunds to Students Receiving Community or Organizational Funding

If students are receiving funding from another source the refund policy stated applies. If students do not follow the agreed upon rules of the funding agency the student will be responsible to pay any unpaid fees.

Withdrawal Policy

If a student chooses to withdraw from a program, they must first contact their instructor. Then, the student must contact Butte County CTE administration for confirmation either by **email or in writing**.

- If by email, send to: cte@bcoe.org
- If in writing, mail to: Butte County CTE, 2491 Carmichael Drive, Suite 100, Chico CA 95928

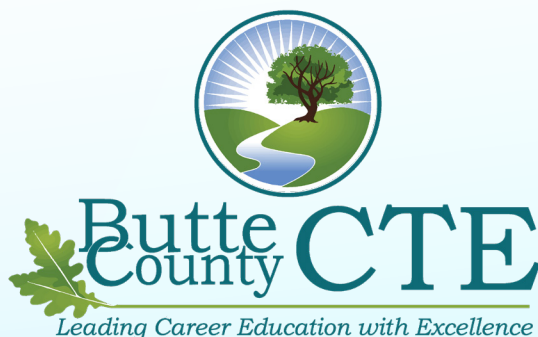
Student must then check out in the ROP office and/or with their instructor. The student will be responsible for outstanding program fees.

Late Payments

Students will be charged a \$25.00 fee for all late payments. Two consecutive late payments may result in a student being dropped from the program. A written request may be made to the program coordinator to address hardship situations. A meeting will be held to consider the student's request. If alternate payment arrangements are approved, the student will be required to sign and follow the terms set forth in the **payment agreement**.

Drop/Add Period

CTE has an add period of three class days, provided room is available in the program and students meet admission requirements (see Admissions Policy). Students may drop at any time during training; however CTE adheres to the Refund Policy. Prior to the program starting, students have the opportunity to schedule a tour and to meet school staff. All students receive an orientation at the beginning of their program.



Performance Review Process

In the event that the instructor or administration identifies inadequate student academic growth, poor attendance or unacceptable behavior, the administration has established the following process:

Conference

A meeting with the student and CTE staff will take place in order to resolve the issue or issues in need of attention.

Performance Contract

A performance contract may be utilized in order to address specific issues. This contract will clearly state performance expectations and the outcome if the expectations are not met.

Student Drop/Permanent Dismissal

Administration may drop/permanently dismiss a student for:

- Failing to meet class attendance standards
- Failing to meet class performance standards
- Failing to follow class/internship site rules
- Dismissal from a community classroom training site
- Attempting to cause physical injury, threatening or bullying another person
- Possessing, sales of, or otherwise furnishing any controlled substance, alcoholic beverage or intoxicant of any kind
- Offering, arranging or negotiation to sell any controlled substance, paraphernalia, alcoholic beverage or other intoxicant
- Possessing or using tobacco products, E-Cigarettes / Vapes in a CTE facility or during a CTE activity
- Committing robbery or extortion
- Causing or attempting to cause damage to CTE/private property
- Knowingly receiving stolen CTE/private property
- Possession or sale of weapons
- Committing an obscene act or engaging in habitual profanity or vulgarity
- Disrupting CTE activities



Complaint Procedures

As a student in the Butte County Career Technical Education, you have the right to file a complaint if you feel your rights as a student have been violated. In compliance with the Uniform Complaint Procedures (as written in the California Code of Regulations, Title 5 (5 CCR), sections 4600-4687 and California Education Code (EC) sections 234, 234.1, 234.2, 234.3, 234.5, 49010-49013) the following procedures have been established for students to file a complaint if they feel their rights have been violated.

Uniform Complaint Procedures

Butte County CTE shall follow the **Uniform Complaint Procedures** when addressing complaints alleging unlawful discrimination against any protected group, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color or mental or physical disability or age; or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance.

Uniform Complaint Procedures shall also be used when addressing complaints alleging failure to comply with State and/or Federal laws in career technical education programs per Butte County Office of Education's (BCOE) Superintendent's Policies and Regulations. The County Superintendent believes that the quality of the educational program can improve when the Butte County Office of Education listens to complaints, considers differences of opinion and resolves disagreements through an established, objective process. If your complaint alleges a violation of the Butte County ROP regulations, you should use the following procedures.

» **Step One:**

Discuss the issue with the Instructor. Every attempt should be made by the instructor and the student to resolve the matter at this level. Complaints and/or concerns that do not get resolved at this step may proceed to Step Two.

» **Step Two:**

Schedule a meeting with a CTE Administrator to discuss the matter. An appointment with the CTE Administrator will be provided to the student within ten (10) days of receiving the concern. After discussing the matter at this step, the CTE Administrator will have five working days in which to provide the student with a decision. During the five working days, the Administrator will investigate the matter and gather pertinent information. If the student is dissatisfied with the response or the solution after completing Step Two, the student may elevate this to Step Three.

» **Step Three:**

If the student is dissatisfied with the response or the solution after completing Step Two, the student may elevate the process by addressing the complaint or concern in writing to the ROP Senior Director. The complaint or concern must:

- Be delivered to the Butte County CTE Office within five working days of the Step Two meeting
- Be in writing using the Student Grievance Procedure form (available online at cte.bcoe.org)
- Describe the nature of the complaint or concern and alleged violation(s)
- Describe the steps the student has taken in attempting to resolve the matter
- State what is requested to resolve the complaint

After the written complaint or concern has been submitted to the CTE Senior Director, the Senior Director has up to five working days to review the matter and provide the student with a decision.

» **Step Four:**

Questions or concerns that are not satisfactorily resolved by the Butte County CTE staff during Step Three may be brought to the attention of the BCOE Associate Superintendent of Student Programs and Educational Support within five working days of notification of the Step Three decision.

To submit a complaint, contact the Associate Superintendent of the SPES Division, Michelle Zevely, Butte County Office of Education, 1859 Bird Street, Oroville, CA 95965, telephone (530) 532-5757, or email: mzevely@bcoe.org. Upon receipt of the notification, the Assistant Superintendent of Student Programs and Services has up to ten working days to review the Step Three outcome and render a decision.

Student's complaints alleging discrimination or a violation of a Federal or State law that are not satisfactorily resolved by Butte County CTE staff or the BCOE Associate Superintendent of Student Programs and Educational Support may be brought to the attention of the California Department of Education (CDE). A student or any member of the public may file a complaint about the institution with the CDE by completing a complaint form, which can be obtained online at: <http://www.cde.ca.gov/re/cp/uc/>.

Categorical Programs Complaints Management Office, California Department of Education, Legal and Audits Branch, 1430 N. Street, Suite 5408, Sacramento, CA 95814, telephone: (916) 319-0929 or visit <http://www.cde.ca.gov/re/cp/uc/>.



Emergency Procedures

General Emergency Procedures And Communication

» **Level I – Emergency Situation**

If an emergency situation affects classrooms / class time:

- » Instructors will respond to any directives from Butte County CTE and communicate these to students.
- » Unless otherwise directed, classes proceed as normal.
- » Note: If classroom locations are unavailable, refer to Level II.

» **Level II - Current Classroom Location Unavailable**

If due to emergency current classroom locations are *unavailable*, Butte County CTE will attempt to locate an *alternative* classroom location.

If alternative classroom locations are available:

- » Instructors and/or Butte County CTE Staff will contact students with new location using the Student Information System (SIS) and/or other established communication used by instructor.
- » Class will proceed in new location.

If alternate classroom locations are *not* available:

- » Teachers will provide students with alternate assignment(s) through SIS and/or other established communication used by instructor.
- » Note: If alternate assignments are not possible and/or two or more instructional days have been missed, class must be rescheduled. Refer to Level III.

» **Level III – Rescheduling Missed Instructional Days**

If alternative assignments are not possible and/or two or more instructional days have been missed due to emergency:

- » Classes must be rescheduled.
- » Instructor, Administrator and Director will determine new classroom day/time/location.
- » Instructors and/or Butte County CTE Staff will contact students with rescheduling information using SIS and/or other established communication used by instructor.

COVID Procedures

All students and staff will be required to follow current Butte County Public Health COVID safety protocols as outlined under “COVID Resources” on the Butte County CTE website, at <https://cte.bcoe.org/covid-resources>. Some programs may have additional requirements, include the wearing of program-specific PPE and/or obtaining a COVID vaccination. For more information, contact your instructor or Butte County CTE at CTE@bcoe.org.



Program and Holiday Schedules (2023-2024)

» **Program Schedules**

Butte County CTE/ROP program schedules vary due to differences in class length. To find the most current information for a specific program, please view the relevant program information sheet or access our website at <https://cte.bcoe.org/our-programs.html>.

» **Holiday Schedule**

Butte County CTE observes the following major state and federal holidays and holiday breaks:

Independence Day	Tuesday, July 4th, 2023
Labor Day	Monday, September 4th, 2023
Veteran's Day	Friday, November 10th, 2023
Thanksgiving Holiday	Wednesday - Friday, November 22nd-24th, 2023
Winter Break	Monday, December 25th, 2023 - Monday, January 1st, 2024
Martin Luther King Day	Monday, January 15th, 2024
Lincoln's Birthday	Friday, February 16th, 2024
Washington's Birthday	Monday, February 19th, 2024
Memorial Day	Monday, May 27th, 2024
Juneteenth	Wednesday, June 19th, 2024



Butte County CTE/ROP Program Faculty and Staff

Post-Secondary Instructors		
Name	Position	Credential/Certification/Degree
Owens, Kelli	Medical Assistant Instructor	Clear CTE Teaching Credential in Health Science & Medical Technology. Licensed Vocational Nurse, Certified Nurse Assistant, Certified Medical Assistant; Phlebotomy Certificate. BS, Applied Sciences, Boise State University.
Salinas, Colleen	Registered Dental Assistant Instructor	Clear CTE Teaching Credential in Health Science & Medical Technology. Registered Dental Assistant.
Clark, Jami	Registered Dental Assistant Instructor	Clear CTE Teaching Credential in Health Science & Medical Technology. Registered Dental Assistant.
Parker, Jean	Certified Veterinary Assistant Instructor	Clear CTE Teaching Credential in Agriculture & Natural Resources. Registered Veterinary Technician. SDAIE. BS, Animal Health Technology, University of California, Davis.
Leonard, Jamie	Phlebotomy Technician Instructor	Clear CTE Teaching Credential in Health Science & Medical Technology. Certified Phlebotomy Technician (CPT1).
Moss, Tim	Professional Welding Academy Instructor	Clear CTE Teaching Credentials in Agriculture & Natural Resources and Manufacturing & Product Development. BS, Animal Science, California State University, Chico. MS, Youth Development, Kansas State University.

Student Support Staff		
Name	Position	Location / Contact
Bernard, Regina	Registrar, Financial Aid and Student Support Specialist	2491 Carmichael Drive, Suite 100 Chico, CA 95928
McCall, Mary	Administrative Assistant	Email: CTE@bcoe.org Phone: 530-879-7462

Administration			
Name	Position	Credentials/Certifications	Degree/Major
Foglesong, Jennifer	Senior Director	Administrative Services Credential; PPS Credential in Academic Counseling; K-8 Multi-Subject Teaching Credential; CLAD Certificate.	MS, Educational Psychology, National University, Sacramento; BS, Psychology, Minor in Family Relations, CSU Chico.
Lovgren, MaryRose	CTE Administrator	Administrative Services Credential; Single Subject Teaching Credential in Science, Supplemental Credential in English; Clear CTE Teaching Credentials in Arts, Media & Entertainment and Education.	M.Ed, Learning and Technology, Western Governors University; BS, Zoology, Minor in English Literature, UC Davis.
Samons, Amanda	CTE Administrator	Administrative Services Credential; Single Subject Agriculture Education Credential, Agriculture Education Authorization; CLAD Certificate.	MS, Agriculture Education and Leadership, Cal Poly, San Luis Obispo; BS, Integrated Animal Systems, CSU Chico.
Gordon, Kelli	CTE Administrator	Administrative Services Credential; K-8 Multiple Subject Teaching Credential; CLAD Certificate.	MS, Management and Leadership, Western Governors University; BA, Liberal Studies, CSU Chico.

Butte County CTE/ROP Retention Plan

Tier	Criteria	Students Supports / Accommodations	Resulting Actions
All Students	All students	<p>At beginning of course/program, instructor will provide students with an Orientation to include a review of the following as outlined in the Student Handbook:</p> <ul style="list-style-type: none"> The program's Academic Standards, including all grading and testing policies and procedures The program's Attendance Standards, including the tardy and absence policies The program's Behavior Standards, including those listed in the Schoolwide Learner Outcomes (SLOs) and The program's Academic Integrity policy 	All students sign general Class Contract
Tier I	<p><i>Triggered by:</i></p> <ul style="list-style-type: none"> » Low Test Score » Tardy/Tardies » Absences » Behavior » Academic Dishonesty 	<p>» Student meets with Instructor</p> <p>Academic supports may include one or more of the following:</p> <ul style="list-style-type: none"> Review of incorrect test items Provide additional study guide prep for next test (one-on-one with instructor, study group, etc.) Determine possible accommodations for testing (alternate testing structure, alternate testing area, oral response, etc.) Test retake within specified time frame <p>Absence/tardy supports:</p> <ul style="list-style-type: none"> Review of transportation needs Determine plan <p>Behavioral supports:</p> <ul style="list-style-type: none"> Review of behavior Determine plan and timeline for improvement of behaviors (may skip to dismissal if behavior is severe) <p>Academic Dishonesty:</p> <ul style="list-style-type: none"> Evidence and documentation of act collected Student provided opportunity to explain Disciplinary action determined (which many include dismissal) 	Verbal Warning (Instructor will document)
Tier II	<p><i>Triggered by:</i></p> <ul style="list-style-type: none"> » Low Test Score » Tardies » Absences » Continued behavior issue(s) or failure to meet plan and timeline 	<p>» Student meets with Instructor and Administrator</p> <p>Academic supports may include one or more of the following:</p> <ul style="list-style-type: none"> Reassess previous academic supports and accommodations for testing and update plan if needed Test retake within specified time frame <p>Absence/tardy supports:</p> <ul style="list-style-type: none"> Reassess transportation needs and update plan if needed <p>Behavioral supports:</p> <ul style="list-style-type: none"> Reassess plan and timeline for improvement of behaviors (may skip to dismissal if behavior is severe) 	Written Warning: Instructor and Student to sign Student Contract

Tier III	<p><i>Triggered by:</i></p> <ul style="list-style-type: none"> » Low Test Score » Tardies » Absences » Continued behavior issue(s) or failure to meet plan and timeline 	<p>» Student meets with Instructor, Administrator and/or Senior Director</p> <p>Academic supports may include one or more of the following:</p> <ul style="list-style-type: none"> • Review of incorrect test items • Provide additional study guide prep for next test • Reassess and update accommodations for testing • Test retake within specified time frame <p>Absence/tardy supports:</p> <ul style="list-style-type: none"> • Review of transportation needs • Update plan if needed <p>Behavioral supports:</p> <ul style="list-style-type: none"> • Review of behavior; plan and timeline for improvement of behaviors determined (may skip to dismissal if behavior is severe) 	<p>Student signs Student Contract, Instructor signs and forwards to Administration</p>
Tier IV Probation / Possible Dismissal	<p><i>Triggered by:</i></p> <p>Student has shown an inability to meet contract parameters</p>	<p>» Students will meet with the Administrator to determine probation/possible dismissal.</p> <p>Financial Aid Student Services Specialists will complete necessary paperwork upon dismissal.</p> <p>In extreme circumstances students may bypass Tier I, II and III as referenced in the Butte County ROP Student Handbook in the Student Responsibility Section.</p>	<p>» Probation Contract</p> <p>» Dismissal Process</p>





DETACH AND RETURN THIS FORM TO THE CTE INSTRUCTOR

Butte County CTE Student Handbook Signature Page

I, _____, have received and read a copy of the
Student Name

Butte County CTE Student Handbook.

I am knowledgeable of the Butte County Career Technical Education (CTE) Policies and Regulations for students.

I have been informed by my instructor that I have the right and opportunity to ask questions and discuss this information at any time.

Complaint Procedure

I certify that I have been notified, in writing, of the Butte County ROP complaint procedures.

_____ *Initials*

Permission To Feature, Publish, Photograph Or Video

I give permission to feature, photograph, video and/or publish in print/online/other media to the Butte County Office of Education and Butte County ROP for the student listed below.

YES _____ *Initials*

NO _____ *Initials*

I agree to fully participate in the Butte County Butte County CTE program I have selected and to abide by all stated policies and regulations. I received and read the Butte County CTE Student Handbook on _____.
Date

Student Name (Print)

CTE Program

Student Signature



 Butte County CTE

Leading Career Education with Excellence