

# 2020-2021 High School CTE Instructor Handbook



## Table of Contents

|  |   |
|--|---|
| What is the High School CTE Program?.....            | 1 |
| 2020-21 Important Dates .....                        | 2 |
| Attendance Expectations .....                        | 2 |
| Students with Disabilities (IEPs and 504 Plans)..... | 2 |
| Grading Expectations .....                           | 3 |
| FERPA .....  | 4 |
| Faculty Absences .....                               | 4 |
| Students of Concern.....                             | 4 |
| School Closures & Inclement Weather .....            | 5 |
| High School CTE Yearly Process and Timeline .....    | 5 |

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## What is the High School CTE Program?

High School Career and Technical Education (CTE) classes are college classes taught by college faculty on the Oregon City campus of CCC. Students earn college credit that is then reverse transferred to the high school. Students must be referred by their high school and enrolled in the college class in order to participate. **High School CTE courses should be offered with the same curriculum, outcomes and expectations as a traditional CCC class.**

Not every high school participates in the High School CTE program. The Office of Education Partnerships (OEP) must have a current, signed contract on file with a high school to participate in the program. High School CTE courses are charged per student to the high school based on Average Daily Membership (ADMw) rate. This allows high school students to participate in hands-on learning and earn college credit for free.

## 2020-2021 Important Dates

### 2020-2021 High School CTE Term Dates

|                    | Oregon City High School | CAIS                      |
|--------------------|-------------------------|---------------------------|
| <b>Fall 2020</b>   | August 25 – November 20 | September 8 – December 17 |
| <b>Winter 2021</b> | November 30 – March 12  | January 5 – March 18      |
| <b>Spring 2021</b> | March 15 – June 4       | March 30 – June 17        |

### 2020-21 Non-School Days \*Subject to change based on OC School District

|                    | Oregon City High School   | CAIS  |
|--------------------|---|---|
| <b>Fall 2020</b>   | August 28: Non-contract school day<br>September 4: Non-contract school day<br>September 7: Labor Day<br>October 2: Grading Day<br>October 9: Statewide In-service<br>October 14: PSAT Day<br>November 11: Veterans Day                  | August 28: Non-contract school day<br>September 4: Non-contract school day<br>September 7: Labor Day<br>October 9: Statewide In-service<br>October 14: PSAT Day<br>November 11: Veterans Day<br>More days TBD |
| <b>Winter 2021</b> | November 23-27: Thanksgiving Break<br>December 21 – January 4: Winter Break<br>January 18: MLK Holiday<br>January 25: Grading Day<br>February 5: District Professional Dev. Day<br>February 15: Presidents Day<br>March 12: Grading Day | November 23-27: Thanksgiving Break<br>December 21 – January 4: Winter Break<br>January 18: MLK Holiday<br>February 5: District Professional Dev. Day<br>February 15: Presidents Day<br><br>More days TBD      |
| <b>Spring 2021</b> | March 19: Teacher Work Day<br>March 22 – March 26: Spring Break<br>April 26: Grading Day<br>May 31: Memorial Day  | March 19: Teacher Work Day<br>March 22 – March 26: Spring Break<br>May 31: Memorial Day<br>More days TBD  |

## Attendance Expectations

CCC faculty teaching High School CTE classes are expected to keep a daily attendance record for their class(es) each term. The attendance report is turned in to your department secretaries at the end of the term and is used to generate the ADM report for end of term billing. All High School CTE classes run off of the Oregon City High School (OCHS) and Clackamas Academy of Industrial Sciences (CAIS) calendars and bell schedules. Even if another participating high school is not in session and OCHS or CAIS are, all students are expected to report to class.

If a student attends a High School CTE class and is not on the roster provided by OEP, please notify OEP as soon as possible. The student may not remain in class beyond the first week of the term if not enrolled.

**Reporting Attendance to High Schools:** Attendance is to be reported daily to the appropriate attendance contacts (see table below) for each high school via email. ***Faculty are only to report when a student is absent.*** If the high school does not receive an email by the end of the day, it is assumed that all students were in attendance for that day. It is very important to notify the appropriate high school contact if a student is absent in a timely manner. If a pattern starts to emerge, the high school will only know to intervene if it is reported to them.

| High School                          | Contact Name    | Email                             |
|--------------------------------------|-----------------|-----------------------------------|
| CAIS                                 | Taylor Keys     | taylor.keys@orecity.k12.or.us     |
| Oregon City High School              | Holly Stone     | holly.stone@orecity.k12.or.us     |
| Oregon City Service Learning Academy | Laurie Williams | laurie.williams@orecity.k12.or.us |

## Students with Disabilities (IEPs and 504 Plans)

The high school/school district is required to maintain special education services as required by Oregon statutes for students who are participating in High School CTE classes. This could include the high school sending instructional aides to your classroom for a student or students on IEPs or 504 Plans. Any student who has an IEP or 504 Plan and needs to have accommodations must go through the college's Disability Resource Center (DRC) to request them.

Faculty cannot accept IEPs or 504 plans. If a student brings you an IEP or 504 plan, please direct them to the DRC. If one of your students goes to the DRC and requests accommodations, you will receive an email. Faculty are not to attend IEP/504 Plan meetings at the high school. For more information about the Disability Resource Center visit <http://www.clackamas.edu/campus-life/student-services/disability-resource-center>.

## Grading Expectations

Faculty are required to submit a final grade through myClackamas by the end of each term, as well as provide mid-term and final grades to the high school grading contact for each student participating in High School CTE classes. Faculty will receive a reminder email one week in advance with the deadlines for grades to be submitted. It is very important to submit grades by the end of each term to ensure that the high schools will have sufficient time to record the grades in their system to meet final grading deadlines at the high school. If you have a student who should not be on your grade roster, please let OEP know by emailing [hsconnections@clackamas.edu](mailto:hsconnections@clackamas.edu).

### 2020-2021 High School CTE Grading Deadlines:

|      | Fall 2020  |             | Winter 2021 |          | Spring 2021 |         |
|------|------------|-------------|-------------|----------|-------------|---------|
|      | Midterm    | Final       | Midterm     | Final    | Midterm     | Final   |
| OCHS | October 2  | November 30 | January 25  | March 12 | April 26    | June 3  |
| CAIS | October 14 | December 18 | February 4  | March 19 | April 30    | June 18 |

### Explanation of CCC grades:

| Grade | Explanation                                 |
|-------|---|
| A     | Excellent                                   |
| B     | Good  |
| C     | Average                                     |
| D     | Below Average                               |
| F     | Fail  |
| I     | Incomplete, no credit, no grade points      |
| N     | No pass, no credit, no grade points         |
| P     | Pass, credit given, no grade points         |
| W     | Withdrawn, no credit given, no grade points |
| Y     | Never attended, no credit, no grade points  |

Students who stop attending class and do not drop the class within the first two weeks of the class are responsible for a grade. Students have until the sixth week of the term to request a change of grade, shifting to a Pass/No Pass or Withdraw. Grades are up to the discretion of CCC faculty. Grading guidelines should be outlined in your syllabus for students to refer to.

**It is recommended that students who stop attending are awarded 'W' withdraw grades** in an effort to protect the student's transcript. If you have a student or students who stopped attending, be sure to indicate in myClackamas what their last date of attendance was when you are posting grades.

## FERPA

The college-wide Family Education Rights and Privacy Act (FERPA) policies can be a point of frustration and is necessary in protecting students' rights regarding their academic record. Even though a student may still be in high school, the same FERPA laws apply to them once enrolled at CCC. Unless the student fills out and submits a FERPA release that specifies who their academic information can be released to, academic information cannot be shared with parents/guardians. If you receive any parent/guardian questions or concerns, please direct the parent/guardian to OEP at [hsconnections@clackamas.edu](mailto:hsconnections@clackamas.edu). For more information on CCC's FERPA guidelines visit [www.clackamas.edu/ferpa](http://www.clackamas.edu/ferpa).

## Faculty Absences

If you are going to miss your scheduled course(s), you have two options:

1. Cancel class for the day(s) you will be gone. Make sure you notify your students and OEP so that we can notify the high school in a timely manner.
2. Have an approved college substitute cover your class(es). All CCC faculty (including substitutes) need to be approved by the department chair and background checked through Human Resources. If you are planning on missing some of your courses and you would like to have a substitute cover your class(es), let your department chair know as soon as possible so there is adequate time to get a substitute background checked. Please let OEP know if you are planning to have a substitute so that we can inform the high school.

## Students of Concern

High School CTE students are registered in college courses and are expected to follow CCC's student expectations as outlines in the CCC Student Handbook <http://www.clackamas.edu/about-us/accreditation-policies/student-rights>. It is important to be proactive in possibly preventing potential student problems and be prepared if one arises. If you have a student you notice that may have needs or concerns related to either non-academic, behavioral or conduct violation, please complete a Student of Concern Form, [https://cm.maxient.com/reportingform.php?ClackamasCC&layout\\_id=0](https://cm.maxient.com/reportingform.php?ClackamasCC&layout_id=0). If you need immediate assistance contact 911 or College Safety at 503-594-6650.

## School Closures & Inclement Weather

Students and CCC faculty should check college and school district websites for closure information and are also encouraged to sign-up for Rave Alerts for CCC and Flash Alerts for the Oregon City School District. If the Oregon City campus of CCC is closed, or if Oregon City School District is closed, High School CTE classes are cancelled. If there are students attending your classes from other high schools, it will be up to the student to communicate with you if their high school is closed but Oregon City School District is in session. Students will need to work with you to make up any missing work, if possible.

If CCC or the high school has a late start, students are expected to attend class if the class is scheduled to begin after the stated late start time (e.g., 10am late start, come to classes that begin at 10am or later). If the class normally would start before the late start time, classes are cancelled. CCC classes will not be offered on an alternative schedule (e.g., 1pm class is still offered at 1pm).

## High School CTE Yearly Process and Timeline

1. Office of Education Partnerships (OEP) seeks input from high schools/districts on student interests for the upcoming year.
2. OEP in collaboration with CTE departments identifies schedule of classes to be offered for the next school year by December 1.
3. OEP communicates class offerings to high schools/districts and distributes promotional materials to recruit students. OEP sends necessary forms and paperwork to high schools/districts by February 1.
4. OEP works with CTE departments to develop term masters. OEP provides course number, high school, class times, start and end date, and High School Career Technical Education (HSCTE) program code to departments.
5. OEP sends reminder email to high schools of upcoming courses and expectations for rosters, registration forms, seat loads, IEP, and add/drop one month prior to term start, or three weeks for Fall term due to summer break.
6. OEP must receive student rosters from high schools one week prior to term start, or two weeks prior to end of year for Fall term due to summer break.
7. OEP notifies schools of open seats based on rosters originally received and class seat loads.
8. CTE Departments recruit and identify faculty to teach specified courses at least two weeks prior to the beginning of the term.
9. New part-time faculty will need to have paperwork completed (including background checks) no later than one week prior to the beginning of the term.
10. Department provides notification to OEP with faculty names, in order for OEP to provide rosters and notify high school of faculty.
11. OEP sends class rosters, grading and attendance expectations/information to CTE departments and CCC faculty teaching classes one week prior to class starting.
12. OEP confirms final rosters with high school two working days prior to term beginning and sends CCC faculty updates to rosters as necessary.

13. OEP receives HS Connections registration form from high schools for any additional students participating by end of first week of the term.
14. OEP registers students by the end of the first week of the term.
15. OEP sends final roster from registrations to high schools for confirmation.
16. High Schools notify OEP of drops as necessary.
17. OEP notifies faculty of drops as necessary.
18. OEP sends ADM report to CTE departments two weeks prior to end of term.
19. CCC faculty teaching classes submit CCC grades in myClackamas and to the high school contacts by end of finals week each term.
20. OEP sends grade rosters to high schools after CCC faculty posts grades.
21. CCC departments gather ADM report and return it to OEP one week after end of term.
22. OEP submits completed ADM to Business Office for billing no later than two weeks after end of the term.

Proposed Seat Load for High School CTE Courses 2020-21

|              | Automotive | Collision | Manufacturing | Welding (AM) | Welding (PM) |
|--------------|------------|-----------|---------------|--------------|--------------|
| Total Seats: | 18         | 24        | 18            | 10           | 20           |