

Northwest Technical Institute Secondary Career Center



Secondary Career Center Student Information

The NTI Secondary Career Center (SCC) serves students from school districts in Benton, Madison, and Washington Counties. The SCC provides opportunities for high school students to earn high school credit in career and technical fields. SCC students will be able to potentially graduate from their home school with a high school diploma and/or an industry recognized technical certificate and/or significant hours toward a college degree.

Programs offered by the Secondary Career Center:

Automotive Collision Repair Technology*
Automotive Service Technology*
Cosmetology (Career Academy of Hair Design)
Criminal Justice (NWACC)**
Dental Assisting (NWACC)**
Food Production, Management & Services/Pro Start (NWACC)**
Medical Professions: CNA/ PCA+ (NWACC)**
Medical Professions Education

*Earn High School & Post Secondary Diploma Credit (NTI)

**Earn High School & College Credit (NWACC)

Admissions for High School Students

High school counselors should review potential students' information to determine if the student will be eligible to apply for admission to a program at any SCC site. Information reviewed includes GPA, test scores, school attendance, citizenship, motivation, ability, and aptitude.

Application Process

Complete the SCC application obtained from your high school counselor; obtain a copy of your transcript with the previous fall semester's grades posted on it; if the GPA is below 2.0 then the waiver on the back of the application needs to be completed. If a program of study requires test scores make sure your counselor provides an official copy of the scores or be prepared to take the appropriate test required by that program of study. Be available for an interview by the instructor of the program of study you are interested in pursuing. Applications will be dated when received and when completed. Enrollment will be based on qualifications, student interview, and the date the completed application packet is received in the SCC office. Students will be notified by mail in July about their acceptance into a SCC program.

Concurrent Credit

Concurrent classes taken through the SCC are NTI/ NWACC classes; grades and credit hours are recorded on NTI/ NWACC transcripts. Students will need to check with their home high schools to determine what type of credit the high school will allow on their high school transcript for the concurrent classes taken through the SCC.

Grade Point Average

SCC students who do not earn at least a 2.0 GPA in the fall semester are placed on academic probation for the spring semester. Students who achieve a cumulative 2.0 GPA or better during the spring semester may be allowed to re-enroll in SCC classes for the next fall sem-

Secondary Career Center Student Handbook

2012-2013

Supplement to the NTI Student Handbook

www.nwti.edu

ester. Most SCC students begin their program of study in the fall, but a few begin with the spring semester. Students who enroll in SCC classes for the first time in the spring must make a 2.0 GPA or better in the spring semester before being allowed to re-enroll for the next fall semester.

Grade Reports

Final grades for each grading period are reported to the personnel at the SCC office so they can be verified and assembled into one report for the students' home high school at the end of each grading period. High school grades for a student dropping a class during the semester will be given whenever the time in class warrants an appropriate amount of seat time to result in a grade for the student. Grades for Concurrent Credit classes are issued at the end of the college course. No partial grades will be given for a concurrent credit course.

Grading Scale below is for the Secondary Career Center classes and it follows the state mandated grading scale:

A	90-100	Excellent
B	80-89	Good
C	70-79	Average
D	60-69	Passing
F	0-59	Failing
FA	Failure due to attendance	
W	Withdraw	
I	Incomplete	

Liability

The SCC is not responsible for any accidents or injuries that occur on any campus where SCC classes are being taught or during school related activities. When an accident or injury of any kind occurs, the SCC administration should be notified immediately. Transportation for and costs of medical treatment are the responsibility of the student and/or student's parent/guardian.

Private Transportation

The Secondary Career Center does not provide transportation to classes. Students who drive their own vehicles to campus are required to obey all traffic and motor vehicle laws of the State of Arkansas and any SCC regulations per site. Students are held responsible for attendance and tardiness guidelines, and private transportation will not be an excuse for missing class and/or late attendance.

Schedule Changes

The first ten (10) days of each quarter serve as the trial period for conditionally admitted students. It gives students an opportunity to determine if their choice to participate in an SCC program is right for them. It also gives instructors the opportunity to identify students who are not likely to be successful in their chosen program of study. Students who have been inappropriately placed may be counseled into a more appropriate program. A change

of schedule request must explain the reason(s) for the request and be signed by the home high school counselor or principal as well as the student. All completed requests must be submitted to the SCC office. Local school districts pay tuition according to their student participation count on the eleventh (11th) day of classes each quarter. Tuition is not charged for students who withdraw before the eleventh (11th) day of classes.

Student Organizations

Students participating in the SCC programs are eligible for membership in student organizations. Membership and active participation in Career and Technical Student Organizations will put the students ahead in the development of important job skills and interpersonal skills, such as team-building, leadership, and communication. All SCC programs participate in SkillsUSA or Health Occupations Students of America (HOSA). Students may be required to pay a membership fee associated with those student organizations.

Supplies and Fees

Some programs of study have additional cost for students for items such as appropriate clothing, equipment, tests, drug or background screenings, etc. Please contact the instructor or the SCC office for more detailed information.

Computer/Internet Use Policy

Students access to technology, computer systems and networks implies certain responsibilities. Appropriate use must always be legal, ethical, ensure academic honesty, and be consistent with the policies outlined in the NTI network computing policy and/or the policies of the SCC partner campuses. Students who violate these policies are subject to disciplinary action such as computer privileges being revoked, criminal action being taken against the student, or in extreme cases expulsion from SCC programs.

Textbooks

Textbooks for the Secondary Technical Programs are provided to the high school students. Unless the books and supplies are consumables, they are to be returned by the students at the end of the course. Students are responsible for replacement cost of lost or damaged books.

Transportation

Transportation services and regulations vary from school district to school district. For information regarding the availability of bus transportation, students should contact their home high school counselor or principal. The SCC does not provide transportation.

Weather Conditions

Should weather conditions necessitate class cancellation, students will be notified by announcements over local or area television and radio stations. Please look and follow the announcements about the local schools in the same district where the SCC site is located. If the student's home high school is closed due to inclement weather, the student will be excused from attending classes at the SCC.

Withdrawal

Withdrawals of students from SCC classes must be approved by the home high school principal or counselor and the SCC. All withdrawals must be processed through the SCC office. A student's failure to attend class does not constitute withdrawal. Withdrawals through the tenth (10th) day of the semester are not recorded on the student's records.

Attendance

To maintain acceptable progress, regular and prompt attendance is expected. Students should make every effort to be in class on time and prepared to work. Absences and tardies are submitted daily by the program instructor to the center director's office. Students are allowed eight (8) unexcused absences per semester. Excused absences are those where the student was on official school business, or when the absence was due to illness, death, observance of recognized holidays observed by their faith, attendance at an appointment with a government agency, or attendance at a medical appointment. Absences will be excused with proper written documentation. Students will receive an excused absence only after providing written documentation explaining the reason for the absence. Failure to provide proper written documentation will result in the absences being unexcused. Students are expected to provide documentation for absences upon their return to school the following day.

- Upon the ninth (9th) unexcused absence students may not receive credit and can be dismissed from the SCC to their home high school for the semester. Students who are dismissed due to attendance may not return to the SCC until the fall semester of the following school year.
- When a student has missed two (2), four (4), six (6), and eight days (8) of unexcused absences, the student's parents and his/her home school will be notified.
- Students who are more than twenty (20) minutes late to class or who leave class more than twenty (20) minutes early will be considered absent for that day.
- Students who attend SCC classes on a day when their home high school is not in session may earn a day to replace an absence. Extenuating circumstances will be considered on an individual basis by the SCC director and the program instructor.
- Policies for make-up assignments will be at the discretion of the individual program instructors.

Leaving Class Early

Students are not permitted to leave class early without documentation from their home high school or parent/ guardian.

Suspension/Expulsion

A SCC student assigned to in-school-suspension (ISS) at their home high school must abide by the high school's policy concerning ISS. Students who are required to remain in ISS and are absent from SCC classes must complete make-up work missed under the direction of their SCC instructor. If the policy allows attendance to SCC classes, the student may attend without penalty. If the policy does not allow attendance to SCC classes, students will be allowed to make up work missed in SCC classes. If the suspension is assigned due to behavior resulting in recommendation for expulsion and pending an expulsion hearing, students will not be allowed to attend SCC classes during the suspension. ***Students expelled from their local high school are automatically expelled from classes at any SCC site.***

Cheating

Cheating of any form is forbidden. This includes but is not limited to: using unauthorized materials, information, or study aids in any academic exercise; plagiarism; falsification of records; unauthorized possession of exams; and all other actions that may improperly affect the evaluation of a student's academic achievement; and the assistance of others in any such act. An instructor who has proof of a student cheating may take appropriate action including the assignment of "F". A description of the incident and the action taken will be placed in the student's permanent SCC file and reported to their home high school.

Tobacco Products/Intoxicants/Drugs

Smoking or use of any tobacco products by SCC students is prohibited at all times while at a SCC site. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by any SCC student is prohibited at any SCC location. Any student found in violation of this policy is subject to immediate disciplinary action, which may include dismissal from the SCC.

Disciplinary Actions

Students are expected to follow the rules and regulations outlined in this handbook as well as the conduct policies outlined in the student handbooks for all SCC locations (NTI, NWACC, CAHD). Disciplinary action will be determined according to the seriousness of the student's offense, and after discussion with the student's home high school administrator. Students referred for disciplinary problems may result in the student receiving some kind of disciplinary action up to being dismissed from a SCC class or program of study.

Firearms/Weapons

The possession and/or use of firearms, fireworks, explosives, or weapons of any kind on any SCC site is prohibited by state statute and will result in immediate dismissal from the SCC. Firearms, ammunition, and weapons of any kind may not be kept in the buildings or in vehicles on any SCC site. Toy weapons that look like real weapons are also prohibited.

Harassment

Individuals have a right to be free from any bullying or harassment, which includes sexual harassment of all forms. Sexual harassment encompasses any sexual attention that is unwanted. Bullying or harassment in any form will not be tolerated. Anyone having a complaint regarding bullying or harassment should contact a SCC administrator.

Property

Destruction, damage, unauthorized possession, or misuse of any SCC property including but not limited to, keys, library materials, computers, lab supplies, and furniture is prohibited. This covers the unauthorized appropriation or "borrowing" of common property for personal use. Loss or destruction of personal items owned by a student is not the responsibility of the SCC. Students are responsible for ensuring all items are placed in a secure location or on their person.

Rights of Others

The rights of students, faculty, staff, and any other person on any SCC site must be honored. Participation in acts which are degrading or injurious or which hold another against his/ her will, written or verbal threats, and physical and verbal abuse of another person are specifically prohibited. Individuals who intentionally and significantly interfere with the rights of others or the teaching/learning process will be disciplined. Instructors have the right to set expectations for classroom behavior. Students who interfered with the teaching/learning process may be asked to leave the class and report to a SCC administrator. When a student is referred to a SCC administrator for disciplinary matters, the administrator at their home high school will also be contacted. Action will be taken according to the seriousness of the unacceptable behavior. Students who do not comply with the SCC behavior standards will be dismissed from the program.

Cell phones, I-Pods and Electronic Devices

Cellular telephones, I-Pods, and other electronic devices are considered disruptive to the learning environment and should not be used during class times unless specifically indicated by the classroom instructor.

** Students who disrupt class with the use of cell phones, I-Pods, or any other electronic device will have them confiscated. The device will not be returned to the student until a parent or guardian meets with the instructor.

Visitors

Parents, school officials, and interested patrons are welcome to visit classroom and shop areas by appointment only. Any individual who wishes to visit a program area should contact the SCC Director to schedule an appointment.



Automotive Collision Repair Technology

The Automotive Collision Repair Technology Program, based on the Automotive Service Excellence (ASE) curriculum developed by the National Automotive Technical Education Foundation (NATEF) prepares students for careers in the collision repair industry. Students learn to use hand and power tools to prepare and finish paint-damaged surfaces, repair and replace metal, glass, and electrical components, straighten and repair damaged frames, use modern collision estimating and parts. This program is located at Northwest Technical Institute (NTI) in Springdale, AR.

- * **Prospective students will be interviewed by an Automotive Collision Repair Instructor.**
- * **Required COMPASS scores: Reading 54+, Writing 15+, and Math 37+**
- * **Cumulative GPA of at least 2.0.**
- * **Students who successfully complete this program will earn certification credit towards a NTI CRT diploma.**

Automotive Service Technology

The Automotive Service Technology program is designed to prepare students to enter the automotive field at an entry level with a basic knowledge of automotive repair and diagnostic skills. The program holds a current certification from the National Automotive Technician Education Foundation (NATEF). Classes will cover Automotive Service Excellence (ASE) certification areas. This program is located at Northwest Technical Institute (NTI) in Springdale, AR.

- * **Prospective students will be interviewed by an Automotive Collision Repair Instructor.**
- * **Required COMPASS scores: Reading 54+, Writing 15+, and Math 37+**
- * **Cumulative GPA of at least 2.0.**
- * **Students who successfully complete this program will earn certification credit towards a NTI AST diploma.**

Cosmetology

Cosmetology is a two year program; with locations in Rogers, Siloam Springs, and Springdale the Career Academy of Hair Design is able to meet the needs of all students. Even if a move is needed in mid-course, students may transfer without any disruption in their education. In addition to the technical skills learned, students will learn non-technical skills such as communication, salesmanship, and people skills known only to the top-producing professionals. Students are trained to not only help clients look good but feel good as well.

- * **Prospective students will be interviewed by a Cosmetology Instructor and must provide a driver's license/ photo id, birth certificate and social security card or proof of application for citizenship.**
- * **No test scores are required, but a strong academic transcript is preferred.**
- * **Students will be responsible for purchasing a Cosmetology Kit. (approx. \$800- \$1100)**
- * **Students must successfully complete 1500 hours (750 hours per academic year) to be eligible to test for state board licensing.**

Criminal Justice

This fast growing profession introduces students to occupations concentrated in law enforcement, corrections, and private security. This program will help students gain an understanding of how the law affects their lives. Students will also learn how to use resources within the community such as their local police department, and various legal and public safety agencies. There are two campus locations for this program: at Northwest Technical Institute (NTI) in Springdale in the mornings, and at the NWA Non-Profit Center in Rogers in the afternoons.

- * **Prospective students must score a 19+ in Reading on the ACT or an 82+ on the COMPASS; and have a cumulative GPA of at least 2.0.**
- * **Students who complete this program receive 18 college credits at NWACC and a Certificate of Proficiency in Criminal Justice.**

Note: Students without the minimum required Reading score may enroll in Criminal Justice if there is space available, but must have a minimum 2.0 GPA and NO GPA Waiver. Students will NOT earn college credit if they do not meet the minimum requirements.

Dental Assisting

Dental assistants are an integral part of the dental care team and increase the efficiency of the dentist in the delivery of oral health care. In addition to computer and clerical skills, dental assistants are proficient in patient care, dietary counseling, monitoring vital signs, administering and monitoring nitrous oxygen, taking impressions, and providing post-operative care and instructions. Classroom, laboratory, and clinical instruction provide students with a broad background in all aspects of dentistry. Internships will be provided in area offices under the guidance of dentists and assistants in the community. This program is offered in the afternoons only, and is located at the Regional Technology Center in Fayetteville, AR.

- * **Prospective students must have a cumulative GPA of at least 2.0.**
- * **Students are responsible for background checks, health checks, and drug tests.**
- * **Students who complete this program earn 9 college credits at NWACC.**

Food Production Management and Services

The Food Production Management and Services curriculum introduces students to the culinary arts and hospitality profession emphasizing the development of basic competencies using menus and recipes, standardization, organization and kitchen procedures. Additionally, students will learn nutrition, menu design and restaurant layout, customer relations and other topics required by today's hospitality industry. The Food Production Management and Services Program is a one-year program which requires students to attend class two blocks a day for the school year. This program is located at the NWA Non-Profit Center in Rogers.

- * **Prospective students will be interviewed (with parents if possible) by the Instructor, and must have a cumulative GPA of at least 2.0. Shoes and slacks are required.**
- * **This one year program is available in a 3 hour block either in the morning or the afternoon.**
- * **Students who complete this program receive 12 college credits at NWACC.**

Medical Professions: Certified Nursing Assistant/ Patient Care Assistant

Certified Nursing Assistant (CNA) Fall semester

Pre-Requisites: Intro to Medical Professions, Medical Terminology, and Human Anatomy and Physiology

The Certified Nursing Assistant Program is designed to meet the industry driven demand for Certified Nursing Assistants. This course provides the student with an introduction to healthcare, didactic instruction, hands on skills and clinical training. Specifically basic nursing skills including vital signs, personal care skills and Alzheimer's and Dementia training are covered. This course prepares the successful student to sit for the Arkansas Certified Nursing Assistant Exam. This program is offered in the mornings only, and is located at NWACC/ Burns Hall in Bentonville, AR.

- * **Prospective students will be interviewed (with parents if possible) by the Instructor, and must have a cumulative GPA of at least 2.0.**
- * **Additional costs include: background check, drug screening and TB test. This is required for the clinical portion of the class.**
- * **Students who successfully complete this program earn 3 college credits at NWACC for CNA.**

Patient Care Assistant (PCA+) Spring semester

Prerequisite: Successful completion of CNA course.

The PCA+ Certificate Program is designed to meet the industry driven demand for Certified Nursing Assistants trained in advanced patient care techniques and that possess the knowledge, skills, and abilities to excel as a vital member of the healthcare team. This course expands on the student's knowledge of healthcare and introduces advanced patient care skills through hands on lab and clinical training at area hospitals. This program is offered in the mornings only, and is located at NWACC/ Burns Hall in Bentonville, AR.

- * **Students who successfully complete this program earn 3 college credits at NWACC for PCA+.**

Medical Professions Education (Boston Mountain Educational Cooperative)

Medical Professions (BMEC) is designed to give students a broad understanding and occupational awareness of professions within the medical field. Instruction includes theory and laboratory activities in medical terminology, medical procedures, medical professions, and other health related courses. This program is located at Farmington High School in Farmington, AR.

- * **Prospective students will be interviewed (with parents if possible) by the Instructor, and must have a cumulative GPA of at least 2.0.**

Secondary Career Center 2012-2013 School Calendar

July 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2012

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26	27	28	29	30	31	

September 2012

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30						

October 2012

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28	29	30	31			

November 2012

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25	26	27	28	29	30	

December 2012

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23	24	25	26	27	28	29
30	31					

January 2013

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27	28	29	30	31		

February 2013

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23	24	25	26	27	28	

March 2013

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31						

April 2013

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28	29	30				

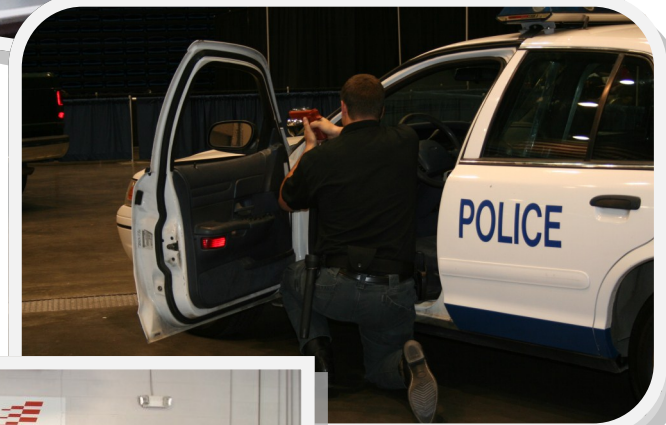
May 2013

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June 2013

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23	24	25	26	27	28	29
30						

- August 20
 - September 3
 - October 17
 - November 21-23
 - December 14
 - December 17- January 11
 - January 14
 - March 11
 - March 18-22
 - May 10
 - May 13-17
- 1st Quarter Begins
 - Labor Day- No Classes
 - 2nd Quarter Begins
 - Thanksgiving Break- No Classes
 - 1st Semester Ends
 - Holiday Break- No Classes
 - 3rd Quarter Begins
 - 4th Quarter Begins
 - Spring Break- No Classes
 - 2nd Semester Ends
 - Snow make-up days (if needed)



Parent/Student Handbook Verification

This form **must be completed** and signed by the student and the student's parent/guardian and returned to the instructor before the student will be admitted to class.

Student Name _____

Home Phone _____

Student Cell Phone _____

Parent Cell Phone _____

Student e-mail _____

Parent e-mail _____

Home High School _____

In case of emergency contact:

Name Telephone

Student

I understand and acknowledge that I have been given a copy of the Secondary Career Center 2012-2013 Student Handbook. I hereby authorize the SCC the use of my image and/or work for the promotion of my program of study and/or the school.

Student Signature Date

Parent/Guardian

As parent/guardian of the above student, I acknowledge receipt of the Secondary Career Center 2012-2013 Student Handbook. I hereby authorize the SCC the use of my child's image and/or work for the promotion of his/ her program of study and/or the school.

Parent/Guardian Signature Date



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