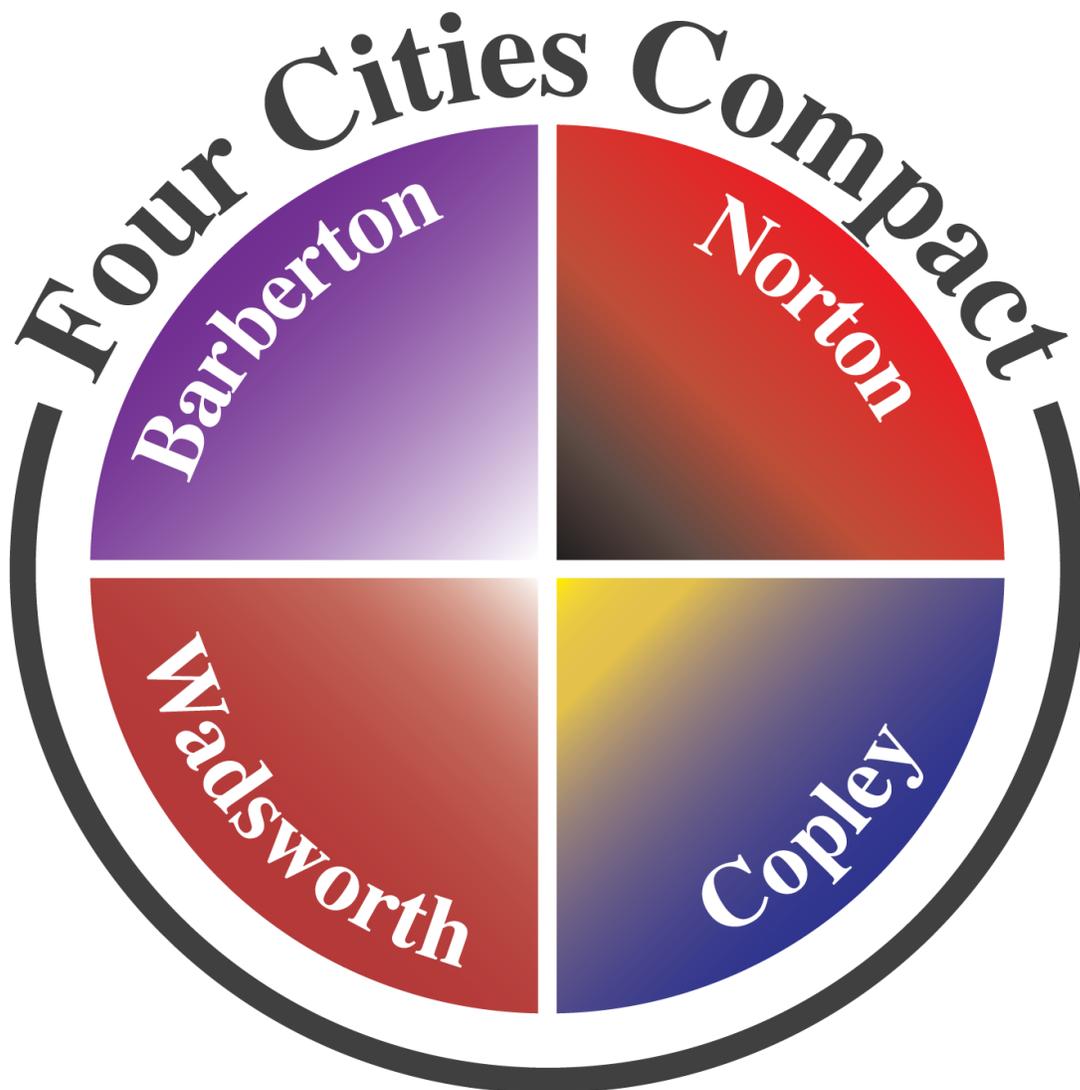


FOUR CITIES COMPACT



Procedure Manual

2016-2017

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Mission Statement: The Four Cities Compact is comprised of caring and dedicated professional educators whose mission is to help create and guide students toward exceptional future career opportunities. The Compact staff works in close collaboration with representatives from business and higher education to provide comprehensive education, training, resources and support to students. Graduates from each Compact program will be prepared in every way to advance toward their career goals. This manual is designed to provide guidance to the educators and staff who support and serve our Four Cities Compact students.

1

ADMINISTRATIVE BOARD AND GENERAL PROVISION

The name “Administrative Board” represents the group of four Superintendents who cooperatively administer the Four Cities Compact.

All Four Cities Compact Districts – Norton, Barberton, Wadsworth, and Copley-Fairlawn – are of equal stature and of equal vote on the Administrative Board. The Administrative Board is made up of the superintendents of each District. The chairman of the Administrative Board is to change yearly on August 1, on a system of alphabetical rotation basis, commencing from the first chairman elected by the Administrative Board members. The Norton Superintendent was elected as the first chairman in 1973-74. (Barberton, 2015-16; Copley, 2016-17; Norton, 2017-18; Wadsworth, 2018-19, and so on)

Regular meetings of the Administrative Board will be held; and, the Administrative Board will adopt rules governing the time, place, and conduct of the meetings including an initial annual meeting to be held in August or September.

Meetings may be called with a twenty-four hours written notice by the chairperson. The Director may also participate in such meetings as an

attendee to provide input and to make recommendations to the Administrative Board, but he/she shall not have the authority to vote. The affirmative vote in writing or otherwise of a 3/4 majority of the members of the Administrative Board (not counting vacancies) shall be sufficient for any purpose except as otherwise provided in this Career-Technical Cooperative Agreement.

If for any reason the superintendent of schools from a Four Cities Compact District is unable to attend a meeting, that superintendent shall designate a representative to act on behalf of him/her.

Wadsworth is the continuing fiscal agent for the Four Cities Compact.

2

ADULTS IN SECONDARY CAREER-TECHNICAL PROGRAMS

Students *MAY* be permitted but are not guaranteed (with exception made for students on an IEP) to return after graduation to complete a program if space is available. This decision will be made by the school district administration of the program school with input from the Director. The adult student will be required to sign a contract and adhere to any terms that the school districts may wish to impose for such a program and as required by law. These contracts and terms will be student specific based on the individual's circumstances. Tuition may be assessed by the program school.

3

ADVISORY COMMITTEES/ADVISORY STAKEHOLDER

The purpose: Workforce development advisory committees reflecting career fields and authorized by local boards of education of the program school board shall engage business/industry and postsecondary

representatives and utilize input from professional associations, labor, government, and the community.

Advisory committees shall:

Help identify new and emerging jobs/hiring trends within the career field.

Advise program instructors on: curriculum, assessments, work-based learning opportunities, facilities, equipment, and college credit opportunities.

Help provide **Career Technical (CT)** educators ideas for program improvement and expansion.

Separate advisory committees are to be established for all program areas. Similar programs may have a shared committee. A ***minimum of one meeting will be held each year on or before the date specified*** by the Compact Director. Advisory committees are to consist of representatives of the following: business and industry, secondary academics, and post-secondary institutions related to the program. They may also include parents, students, and graduates of the program. See OAC 3301-61-03 Letter E (Appendix A) for mandates of an Advisory. Advisory committees are to have school board approval by October each year; therefore ***committee member information will be due to the Compact Director on or before September 10 each year and will be provided by instructors of each program.***

An agenda will be submitted to the building principal and Compact Director by the program teacher one week prior to date of the meeting. Minutes of the meeting will be submitted by the program teacher to the principal and the Director within one week of the meeting date.

Agenda and minutes should include, but are not limited to, the following:

- Equipment and instructional technology needs
- Current or upcoming trends or major changes in industry
- New and emerging careers
- Opportunities for program expansion and improvement
- Curriculum, assessment, work-based learning
- Information on licensure/certification requirements
- Equitable access of all students (including non-traditional) to the programs
- Opportunities for Internships and Apprenticeships

In addition to official Advisory Groups, expertise in the various **Career Technical Education (CTE)** areas is available within our Compact and at both the local and state levels. There are a wide variety of experts willing to help and support in: Trade & Industrial Education, Business and Marketing Education, Special Needs, Work and Family Life, Tech Prep, Career Education, and Adult Education. Contact the Compact Director to locate the professional consultation assistance as needed.

4

APPLIED ACADEMICS

Students enrolled in a CT program may also be enrolled at the program school in any academic class if the class is offered and schedule issues dictate a need. The enrollment is recorded in the Education Management Information System for any associated costs. Any grade earned at a program school shall be transferred to the district of residence in accordance with the district of residence's policies and procedures.

ATTENDANCE

Consistent and regular attendance is a vital part of all Career Tech programs. It helps students meet hourly requirements for secondary workforce programs and reinforces desirable employability skills. Students missing 10 days or more will be subject to administrative review (from the Principals and Compact Director) and may be removed from the CT program after being afforded due process via notice of the deficiency and an opportunity to respond.

On **School Calendar Conflict** days (in which there is a conflict between home school and program school), students are required to attend their CT program (the program school is in session). Compact buses will run at normal times. In the event of conflicting school vacation dates for Winter and Spring breaks students must notify their CT instructor if they are missing due to family obligations and make plans in advance to make up missed class work. These students will not be penalized. Instructors will provide work and a reasonable deadline for submission.

On **Inclement Weather Days** students attending a CT program at another school should not report to their CT classes if either their home school or program school closes. All morning CT classes are cancelled for students if there is a 2-hour delay at either their home or program school. Afternoon classes may go on when there is a morning delay according to an adjusted schedule, as long as the Norton City Schools are in session. For the adjusted afternoon schedule see the Four Cities Compact webpage: www.fourcitiescompact.org.

For **Calamity Days** in which one or more schools may be closed due to a *building specific* issue, CT programs at the closed school will be cancelled. Programs will continue open as usual at the unaffected

buildings and Compact busing will still follow the same schedule if nothing prevents it. Information will be posted on the Compact website. Attendance records for the program will be maintained in the program school. Students must adhere to attendance policies at both the home and program school. The attendance office and administration at both the home and program school shall communicate directly with each other regarding attendance issues and shall advise the Compact office regarding any significant issues, including without limitation when a student misses ten (10) days or more of his/her CT program schedule.

Telephoning Absences: Parents and/or students over the age of 18 are to phone both the home and program school to report an absence that occurs at both buildings. If a student absence only occurs at one building, that building should be contacted.

6

DISCIPLINE

Pupils are subject to all code of conduct policies, regulations, and rules of the program school district where he or she is attending as administered by the appropriate officials of that district.

If a student is attending more than one school and is suspended and/or expelled from one school, the administration from the other school may review the matter and decide what action to take. For a student with a disability, such student's suspension and/or expulsion shall be in accordance with law and regulations; any such suspension and/or expulsion recommendation shall be referred to/reviewed by the Pupil Services Director of the program and home school to ensure compliance.

Program school administrators should communicate on disciplinary infractions to a student's home school administrators. Resulting consequences should be communicated to the student's parents by the administrator issuing them to the student. In School detentions,

including those issued by the program school, will be served at the student's home school.

A student shall be suspended by the school where the infraction occurred under that school's code of conduct, but in the case of a program school, only after the program school principal consults with the home school principal on such a decision. Only the home school superintendent can hold the conference to expel a student from school.

A student can be removed from a Compact program at any program school. The program school Principal and Compact Director will base a recommendation to the home school Principal based on the following criteria: the student's **discipline history, course performance, program attendance,** and the **nature of the offense** and its impact on **program operations**. Students on an Individualized Education Plan (IEP) and/or 504 Plan will be subject to the rules and regulations of special education law.

7

CAREER ADVISORY PROGRAMMING

Four Cities Compact staff will assist all member districts with developing and implementing their K-12 Career Advisory policies. In addition to this, Compact staff will be available to give presentations to students on employability skills and help with resume/interview preparations.

Special help is listed below for students in grades 8 and 10:

8th Grade:

- Four Cities Compact Course catalog is mailed to all students.
- Special Financial Literacy Program Event- as requested.

10th Grade:

- Career Day event featuring information on all CT programs.
- Four Cities Compact Course catalog is mailed to all students.

- Registration for 1 or 2 year career-technical programs.

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PUBLIC RELATIONS

A Compact newsletter will be created annually and made available in all four communities.

Career-Technical teachers will promote and advertise their programs by giving well-planned presentations to students at Career Day. Program brochure/handouts should be given to interested students. Teachers should look for and take advantage of other opportunities to promote and recruit for their program.

Teachers shall submit to the Compact Director: photos, news stories, and updates on competitions and activities so that he/she may send out through various media outlets. Information shared shall be in compliance with the District's policies regarding student privacy and the disclosure of personally identifiable student information.

9

CO-OP PROGRAM TEACHERS

Teachers/coordinators must follow their district policy when leaving the building. This could include leaving an itinerary of coordination activities and contact information each day with the high school office.

10

CREDITS

The Administrative Board approves the credit awarded for each of the Career-Technical Education programs in the Four Cities Compact. Exceptions or possible changes to these credits will be recommended by the high school principal and Compact Director when necessary.

Opportunities for **College Credit** should be arranged through home school guidance counselors in collaboration with university staff, program teacher, home school Principal, and Compact Director or designee.

JOB PLACEMENT

The following is a minimum requirement for early job placement at each school:

- Each district will have guidelines for student eligibility for job placement.
- Training plans and training agreements must be in place for each student.
- On-site visitation by the classroom instructor should be no less than once every four (4) weeks.

Job Placement: Student job placement for co-op internships is the responsibility of the instructor. Assistance can be provided by Compact staff upon request.

CTSO AND OTHER CTE COMPETITIONS

(CTSO)s are Career-Technical student organizations. The Compact encourages teachers and students to join and participate in their respective CTSO. Teachers are responsible to complete all forms (including the Intent to Compete form) in a timely fashion and adhere to all rules for CTSO competitions. Teachers must provide to the compact office a list of all students who will attend a CTSO competition. The list must include the student's home school. The Compact Office will then provide that information to the other compact schools. When the competition includes an overnight stay the teacher should seek approval per established district procedures. The Compact Office must be notified by Nov. 1 by the program school Principal. The Compact Office can provide the information to the other districts for board approval. Only students who are active participants in the competitions should attend overnight events. The Program school policies and procedures for

student medical care and the use of medicine by students must be followed for all Compact students for CTSO competitions.

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FIELD TRIPS

Field Trips that that do not require an overnight stay should be arranged through established program school district procedures. After approval, notification of the dates and times, as well as a student participant list, should be sent to the compact office by the program instructor. The Compact Office will send the list to the other buildings. Teachers should have access to student emergency medical forms when attending field trips. The Program school policies and procedures for student medical care and the use of medicine by students must be followed for all Compact students for field trips.

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COMPACT GRADES

Grades for CTE courses will be issued by the program school.

Students exiting a CT program at semester break will earn a ½ credit if they obtain a passing semester grade.

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GRADE PROCEDURE

Teacher Responsibility

The CTE instructor is to keep accurate-updated grades in the program district's on-line system. Final grades must be submitted according to the dates provided by the program school. Special attention should be given to timelines for final grades for all senior students and teachers need to successfully communicate (to student, parents, counselors) on any seniors at risk of failing.

Counselor Responsibility

The home school Compact Counselor will be responsible for faxing or emailing grades. A copy of the grade exchange sheet will be sent to

the Compact Counselor at each school from the Compact Office by October 1 each year.

The home school Compact Counselor will be notified of potential senior failures by the date provided on the grade exchange sheet. All senior grades and senior failures will be also be exchanged by the date provided.

The Career Pathways Compact Counselor (CPCC) will work with designated compact counselors, principals and teachers in each building to aide and assist in all CTE related activities. The CPCC will help provide special help with: advising students/parents on all CTE programs, and creating unique opportunities for students within the programs (college credit-work credentials-internships etc...). The CPCC will also be available to assist with all K-12 Career Advisory planning throughout the four districts.

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GRADE LEVEL REQUIREMENTS TO ENTER A SECONDARY WORKFORCE PROGRAM

Two (2) years of high school completed.

Sufficient credits to have junior status prior to entering the first year of a career-technical program

Extenuating circumstances may warrant earlier enrollment in a secondary workforce program pending home school Principal and Compact Director approval.

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NATIONAL TECHNICAL HONOR SOCIETY

The purpose of the NTHS is to promote the ideals of: honesty, service, leadership, career development, and skilled workmanship. The NTHS also serves to formally recognize CTE students enrolled in secondary workforce programs for outstanding classroom performance. Teachers will receive an initial list of eligible students in their programs in February. Interested students meeting the qualifications must submit an application (available on the compact website) for consideration by the NTHS Committee to the designated representative at their program school by the established deadline date. Selected students will be

notified. There will be a special ceremony honoring the selected students at the end of the school year.

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COLLEGE CREDIT

For CT programs with opportunities for students to earn college credits the home school Compact Counselor will be responsible for working with the interested students and submitting the required forms to the college/university and State Department of Education. To participate in a College Credit Plus or other college course, Compact student must meet all eligibility requirements and timelines of the participating college/university. All policies and procedures established for the College Credit Plus program at the Program School will apply to participating Compact students. The Career Pathway Compact Counselor will serve as a resource for this purpose. Teachers should also be aware of any opportunities that fall within their district guidelines for college credit and first seek approval for possible opportunities through their building principals and the Compact Director. Once approved teachers and counselors should clearly communicate the designated parameters of the agreement with students, parents, and compact staff. Students/parents must be given formal notice of any potential financial responsibilities associated with the college credits.

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FUNDRAISING

Any program wishing to hold a student fundraising activity must first seek the approval of the building Principal and Compact Director. Once approved, they should follow all policies of the home school regarding fund raising. A list of fundraising activities will be kept in the compact office.

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SAFETY POLICIES

Students and staff should adhere to all classroom and building safety rules and policies at all times.

- Instructors should have a copy of their current safety procedures on file in both the school office and compact office. (if applicable)
- Teachers should keep signed documentation of student exposure to class safety rules and regulations. (if applicable)
- Safety should be taught and practiced frequently throughout each CT program. (if applicable)
- Student medical forms must be taken to all off-campus jobs and activities.

School administrators at both the program and home school and the Compact Director should be notified if a student suffers an injury during a Compact class that requires medical attention. This may include the filing of an accident report in the program and home school offices.

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STUDENT PROGRAM ADMISSIONS

The Administrative Board shall approve the seat allotment for each program. The Compact Director shall propose any seat allotment changes to the Administrative Board for approval. Any disputes are to be resolved by the Administrative Board.

No participating district will be allotted less than two (2) seats in any career-technical program.

Each Compact Counselor will submit to the Compact Director a listing of students for each career-technical program by the date set by the Compact Director. The Compact Office will notify the other Compact Counselors of programs that are full or under enrolled.

CT Teachers will provide a specific program selection criteria sheet to the program Principal/Compact Counselor to aid the selection process.

Admission Criteria

Once a prospective student has followed proper application procedures each participating district will have an established building review committee (consisting of an administrator-counselor- compact staff member and the CT program teacher) to determine the ranking of those students. The following indicators will be used to rank applicants: **attendance, academic performance** (especially in content areas closely related to program curriculum), **discipline records, and teacher recommendations.**

Students are not disproportionately placed or denied educational opportunities because of race, color, national origin, genetic information, sex, sexual orientation, gender, age, religion, and/or disability, or for any other illegal reason.

The program school Compact Counselor will submit to the Compact office a ranked list of prospective students for consideration for programs that have seats available and multiple applicants (more than they can take) to fill them.

An initial seat distribution meeting will be held in February or March with representatives from each district. Program seats will be filled based on availability and recommendations from the building review committees. A ranked wait list for each program will be established at this time. Districts may hold on to any open seats until April 1.

All placement decisions will be made consist with the Four Cities Compact Agreement:

Annually, the Director of the Compact shall provide the Administrative Board with his or her recommendation for career technical educational programs and student places for the following school year to be offered pursuant to this Agreement. The Administrative Board shall review the Director's recommendations and thereafter determine at its discretion the career technical education programs and student places for the

following school year with the 3/4 majority consent of Administrative Board members.

Among the Participating School Districts, the greatest number of student places will be accorded Eligible Students residing in the Participating School District where a particular program is offered.

The procedures [herein] are intended as general rules of guidance to achieve an equitable distribution of student places among the Participating School Districts, with recognition that such procedures cannot be applied with absolute precision. Where a question of equitable distribution of student places for each Participating School District arises, the Director shall provide the Administrative Board with a recommendation for resolving the issue. After reviewing such recommendation, the Administrative Board shall have authority to resolve any inequities resulting therefrom to the extent reasonable and with such variations as may be consistent with the objective of achieving fairness over the term of this Agreement, including recognition of practical limitations on enrollments from a given Participating School District.

To Drop a Student from a Program

To drop a program, a student must initiate the process of dropping within the first two weeks of a program or within the first two weeks of the home school, whichever occurs first. Dropping a program after two weeks from the start date of a program school or home school requires permission from the student's home school (Counselor and Principal). If approved, the move should be made at the end of the semester. **Once the program has been officially dropped notification should be sent to the compact office by the counselor and/or the program teacher.** Special consideration should be given to any program involving college credit since there may be a financial penalty for dropping the course.

To Add a Student to a Program

For a student to be added to a program, an opening must become available within the first two weeks of a program from the start date. Openings are first offered to a student from the same school as that of the student who has withdrawn from a program. The prospective student must meet program qualifications to be placed.

Once a school releases an open seat, the next student on the waiting list is offered the seat. Students are placed on the waiting lists based the recommendations of their building review committees.

Notifications of Program Openings

After April 1 when a seat becomes available Compact office staff will notify the appropriate compact counselor using the ranked waiting list established at the initial seat distribution meeting.

The counselor will accept or decline a seat based on student response. If the seat is declined, the opportunity will then go to the next candidate on the waiting list, per the procedure outline above.

Once a counselor accepts a seat on behalf of a student, the student will officially be placed in the program.

If the student placed in the program receives services based on an IEP/504 Plan, the Compact office will notify the Job Training Compact Counselor.

Roster of Students

The Compact Office will send a listing of students assigned to each program for verification by program teachers. Both teachers and counselors are to notify the Compact office if there is a discrepancy or if a student drops the program.

Registering Students on Waiting List

The home school Guidance Counselor will register students on the wait list and encourage students to pursue possible interests in other related career-technical programs where openings still exist.

Incoming Students Not From Compact

Move in students previously enrolled in Career Technical Education programs in another district may be accepted into the same Four Cities Compact program. In cases where this may be problematic due to numbers, the Compact Director will consult with the program teacher, home school Counselor and Principal to make final determinations.

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FOUR CITIES COMPACT ADVISORY COMMITTEE

A **Four Cities Compact Advisory Committee** will be in operation with teacher representatives from all four districts. Committee members will work with the Director with the purpose of: setting yearly compact goals, increasing compact efficiency and providing ideas for continuous compact improvement. Bi- Monthly meetings will be held throughout the year and minutes will be sent to compact teachers/principals and counselors. Representatives will gather and report feedback and suggestions from each program and building for discussion and consideration.

The Compact Director will work with all teachers, guidance counselors, and compact committees to further the mission and improve the programs and procedures of the Four Cities Compact.

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PROGRAM EVALUATION

Programs will be evaluated by the Director and reported to the Advisory Board annually based on a number of criteria including: **enrollments**, **student success** (measured in grades, certifications or credentials, and scores on skill assessments), **student work experience** opportunities (ie...internships/apprenticeships), **workforce opportunities** (based on regional market data) , data on **post-secondary endeavors**, **College and job training opportunities**, and **partnerships**. Also feedback given by school staff, students, parents and community partners.

Each CTE teacher should establish yearly program goals and work with the Compact Director to outline a plan for continuous improvement. Building administrators will serve as official teacher evaluators. The Compact Director will assist in the evaluation process to the level allowed by teacher contracts throughout the four school districts.

TRANSPORTATION PLAN

The bus transportation plan uses Norton High School as an exchange center. Students will exchange buses and ride to the high school offering the program in which they are enrolled.

Copley will need to depart five minutes earlier from their high school to meet the exchange time in Norton.

BUS SCHEDULE Barberton – B, Copley – C, Wadsworth – W

Run No. 1	Buses depart from home high school	B – 7:23 a.m.
		C – 7:15 a.m.
		W – 7:20 a.m.
	Students exchange buses in Norton	7:32 a.m.
	Buses arrive at program high school by	7:45 a.m.
Run No. 2	Buses depart from home high school	B – 9:25 a.m.
		C – 9:15 a.m.
		W – 9:20 a.m.
	Students exchange buses in Norton	9:30 a.m.
	Buses arrive at program high school by	9:45 a.m.
Run No. 3	Buses depart from home high school	B – 10:20 a.m.
		C – 10:12 a.m.
		W -10:15 a.m.
	Students exchange buses in Norton	10:25 a.m.
	Buses arrive at program high school by	10:40 a.m.
Run No. 4	Buses depart from home high school	B -11:20 a.m.
		C -11:10 a.m.
		W -11:10 a.m.
	Students exchange buses in Norton	11:25 a.m.
	Buses arrive at program high school by	11:40 a.m.
Run No. 5	Buses depart from home high school	B -12:18 p.m.
		C – 12:10 p.m.
		W -12:15 p.m.
	Students exchange buses in Norton	12:25 p.m.
	Buses arrive at program high school by	12:45 p.m.
Run No. 6	Buses depart from home high school	B -2:18 p.m.
		C – 2:12 p.m.
		W - 2:15 p.m.

	Students exchange buses in Norton	2:25 p.m.
	Buses arrive at home high school	2:30 – 2:40 p.m.

Program schools will schedule all arriving students into a class or study hall at the time the bus arrives.

If a bus driver is late, information will be passed on to other drivers.

EMERGENCY LATE PROCEDURE: If a bus arrives so late that the other bus has already departed, the students will be left at Norton. Students will report to the high school main office and notify the secretary. Transportation will be arranged to take students to either their program or home school.

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TOOLS

Each school will have loaner sets of tools available for the students not able to purchase a tool kit.

Students may be assessed fines for lost or damaged tools/equipment belonging to the program school.

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FOUR CITIES COMPACT STAFF

Office hours are 7:30-4:00 Monday-Friday

Office Phone: 330-335-1479

The Four Cities Compact staff is comprised of the following positions:

Compact Director- Roger Wright Office: 330-335-1309
Cell: 330-472-4302

Secretary- Kathy Furman Office: 330- 335-1479

Job Placement Compact Counselor- Ryan Whited Office: 330- 335-1384

Main function is to provide assistance and guidance specific to students with disabilities.

Career Pathways Compact Counselor-Corrine Magensky: 330-335-9412

Main function is to provide assistance and guidance to CTE students and serve as a liaison to school compact counselors.

CAREER TECHNICAL INSTRUCTOR DIRECTORY 2016-2017

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