

**National Park  
Technology  
Center**

**Secondary Student Handbook  
2011-2013**

BLANK PAGE

# **NATIONAL PARK TECHNOLOGY CENTER**

National Park Technology Center is a secondary area career and technical center that provides training to high school students. The following programs of study are offered:

**Advertising and Graphic Design**  
**Automotive Service Technology**  
**Cabinetmaking**  
**Career Based Internship**  
**Criminal Justice**  
**Machine Tool Technology (Metal Shop)**  
**Medical Professions Education**

All instructors hold current Arkansas Teacher's Certification, national credentials in their respective area of instruction (if applicable) and are experienced professionals in their field.

## **ENROLLMENT INFORMATION**

Eleventh and twelfth grade students are eligible to enroll in all training areas. Students may enroll in the center's programs by contacting their home school counselor or principal. All students, including returning students, must complete an enrollment application before being considered for admission in any of the training areas.

Priority in enrollment is given to students as follows:

1. returning, second year students (in the same program of study);
2. first year juniors;
3. first year seniors.

Enrollment is limited in each of the training areas. Due to space restrictions and safety concerns, students may be asked to choose an alternate training program or alternate time. In the event there are more applicants for a section than available seats additional enrollment criteria will be followed. Each program area has other specific guidelines that are used to determine enrollment. These guidelines are listed with the program descriptions. The final determination of enrollment in any of the programs will be at the discretion of the program instructor and the center director.

## **ID BADGES**

All students enrolling in the secondary center programs will have a photo ID badge. Due to safety and security concerns all students are required to wear ID badges while on campus. There is no charge for the initial ID badge. Replacement badges will cost \$5 each.

## **TRANSFERS**

A student may transfer from one program to another with approval from the program instructor(s), center Director and the home school counselor and principal. Transfers will be limited to one per student and will not be approved after the first week of instruction in the fall semester.

A student currently enrolled in another area center or off campus class may transfer to a NPTC program if the transfer is not due to disciplinary or academic reasons. If a transfer student was dropped because of failure to adhere to the attendance policy, he/she may be considered for enrollment at NPTC at the appropriate time in the curriculum after consultation with the course instructor, the center director and the counselor.

## **CALENDAR AND CLASS PERIODS**

Students should follow their home school calendar, including holidays and breaks unless otherwise indicated on the NPTC calendar.

National Park Technology Center has two class periods per day. Times are listed below:

1.           **8:00 A.M. - 9:40 A.M.**
2.           **12:45 P.M. - 2:25 P.M.**

## **ATTENDANCE POLICY**

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 and the home school.

Students are allowed six (6) unexcused absences per semester. Absences will be excused with proper written documentation. Failure to provide written documentation will result in the absences being unexcused. Students are expected to provide documentation of absences upon their return to school. Upon the seventh absence students will not receive credit and will be dismissed from the center to their home school for the semester. Students who are dismissed due to attendance may not return to the center until the fall semester of the following school year.

The student's parents/guardian and home school will receive a telephone call and letter notifying them of absences at two (2) days, four (4) days and six (6) days. A parent conference will be required on the fourth absence. A final letter notifying the home school and parent/guardian will be sent upon the seventh absence to notify parents and home school of dismissal from the center.

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 classes at the center on a day when their home school is not in session may earn a day to replace an absence. Extenuating circumstances will be considered on an individual basis by the center director and the program instructor.

Policies for make-up assignments will be at the discretion of the individual program instructors. Instructors will provide students with a written policy for make-up assignments at the beginning of the school year.

### **TARDY POLICY**

Students are expected to be in class on time and ready to work. The following tardy policy will be followed:

3 tardies	Verbal warning from center director
5 tardies	One day suspension or other appropriate punishment and parent conference
7 tardies	Two days suspension or other appropriate punishment and parent conference
10 tardies	Removal from the program; no credit granted

### **STANDARDS OF PROGRESS**

The following grading system will be utilized to evaluate students at NPTC:

A	90 - 100%
B	80 - 89%
C	70 - 79%
D	60 - 69%
F	0 - 59%

Student records are maintained by the instructor and are supplied to the home school principal for the student's permanent record. Progress reports are sent to the home school and the parents each quarter.

### **WORK ETHICS**

It is the belief of this institution and the business community that a strong work ethic is as important to student success as academic and skills attainment. NPTC follows a curriculum that focuses on a different work ethics topic each month including attendance, character, attitude, teamwork, respect, productivity, organization and professionalism.

The Work Ethics program is taught on-line. Students will be required to utilize technology to access the topics. The assignments may be completed from any

computer. The Work Ethics grade will be calculated in the student's program area grade.

### **ON-LINE LEARNING**

NPTC believes in the use of technology in the learning environment. All students will be required to use technology, on-line learning platforms and the internet during their courses at NPTC.

### **COMPUTER/INTERNET USE POLICY**

Students will have access to computers and the internet to enhance their training experience. In addition to the computers in the secondary programs, students have access to the college's open computer labs. Responsible use of NPTC's technology is expected of all students.

Students will adhere to National Park Community College's Open Computer Lab Rules and Student Acceptable Use Policies as stated on the college's website. Any violation of these policies by a secondary center student will result in dismissal from the center. To view the full acceptable use policy, go to [http://www.npcc.edu/About/academic\\_policies.htm#computing](http://www.npcc.edu/About/academic_policies.htm#computing).

### **CELL PHONES, I-PODS AND OTHER ELECTRONIC DEVICES**

Cellular telephones, i-Pods and other electronic devices are considered disruptive to the learning process and therefore 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 other electronic devices will have them confiscated. The device will not be returned to the student until a parent or guardian meets with the center director.

### **OUT OF CLASS/INDEPENDENT LEARNING**

NPTC strives to provide a quality education to the students it serves. Within these efforts is the recognition that learning must occur beyond the classroom and outside the school day. NPTC programs require a minimum of five (5) hours of independent learning each week. Independent learning is defined as related work that is done outside of the normal classroom hours. Homework assignments will vary between programs.

### **STUDENT ORGANIZATIONS**

Through the career and technical student organization, students are provided with opportunities for leadership and skills training, competition, networking with business and industry, and contact with other career and technical students across the state. All secondary programs participate in SkillsUSA or Health Occupations Students of America (HOSA). Students are responsible for all dues associated with the student organizations.

Students who serve as a state officer in SkillsUSA or HOSA may be eligible to receive a tuition waiver scholarship.

### **NATIONAL TECHNICAL HONOR SOCIETY**

NPTC students who exhibit exceptional performance will receive recognition as honor graduates through the National Technical Honor Society. To be considered for recognition in the NTHS a student must meet the following criteria:

1. Grades: Maintain a minimum grade average of 90% in the first three nine weeks grading periods.
2. Attendance: May not have more than five (5) absences during the school year.
3. Discipline: May not have any disciplinary action during the school year.
4. Recommendation from the program instructor.

### **ACCIDENTS**

National Park Technology Center is not responsible for accidents or injuries that occur on campus or during school related activities. When an accident or injury of any kind occurs, the Health Services nurse and the center director should be notified immediately. Transportation for and costs of medical treatment are the responsibility of the student and/or student's parent/guardian.

National Park Technology Center does not provide insurance coverage for students. A supplemental insurance policy is available for students to purchase.

### **STUDENT PARKING AND TRAFFIC REGULATIONS**

The speed limit on campus is 5 m.p.h. The speed limit will be strictly enforced. Secondary students will park their cars in the parking lot in front of the Ish Stivers Building. Students who are enrolled in Automotive Service Technology or Criminal Justice will be allowed to park in the lower parking lot near the programs. Students enrolled in the Machine Tool Technology, Advertising Design and second year Medical Professions programs will be allowed to park in the gymnasium lot.

### **DRUG AND ALCOHOL AWARENESS**

NPTC students should be aware of the extremely dangerous health risks associated with the use of illicit drugs and alcohol. All students are strictly forbidden to possess, use and/or distribute drugs and alcohol on campus or as any part of activities sponsored by NPTC. NPCC is a tobacco free campus. Students are prohibited from smoking or using smokeless tobacco while on campus.

Students found in violation of the NPTC drug and alcohol policy will be subject

to immediate suspension and/or dismissal. Such individuals will be subject to prosecution by local, state and federal authorities as applicable. NPTC adheres to Public Law 101-226 as mandated by the U.S. Department of Education governing drug and alcohol possession and distribution.

### **LEAVING CLASS EARLY**

Students may not leave center classes early without permission. Students who need to leave campus early must sign out in the Director's office. Failure to sign out prior to leaving campus will result in the student being counted absent for the day and may result in suspension or dismissal from the center. Students should bring documentation from the home school and/or parent if possible.

### **STANDARDS OF CONDUCT**

Arkansas secondary area centers have the privilege and responsibility of providing high school students with the training and skills needed for further education or employment and have a genuine concern for the dignity of all students enrolled. Acceptable conduct is expected during center activities on and off campus.

Students should:

1. Be responsible for information made available through notices, announcements, general brochures, catalogs, or oral information provided by the instructor(s) or administration;
2. Help maintain a clean and orderly training environment by using disposal and recyclable containers in each classroom and workshop;
3. Dress appropriately for their field of training. Shorts, tank tops, open-toed shoes, baggy pants or loose jewelry are not considered appropriate apparel;
4. Observe all parking and traffic regulations;
5. Not use cell phones or pagers in the classrooms or lab areas;
6. Conduct business before and after class or during breaks. Students are not to have visitors or receive phone calls unless it is an emergency.
7. Follow all safety rules and guidelines as indicated in classroom and lab areas.
8. Complete all out of class/independent learning assignments.

### **GROUNDS FOR SUSPENSION/DISMISSAL**

For the benefit of all, NPTC policies must be observed. The safety, rights and feelings of others must be respected. A student may be suspended or dismissed for conduct or personal habits that are not in the best interest of that student, fellow students or the technology center. Continued enrollment in the center after a suspension or dismissal for either academic or discipline violations will

be handled on an individual basis with a written agreement among the student, parent(s), NPTC staff and the center director.

NPTC will follow the home school's discipline policy in regard to rules infractions unless stated otherwise. Unless otherwise indicated, students suspended from their home school are considered to be suspended from classes at NPTC.

Grounds for dismissal include but are not limited to the following:

1. Negligent damage, destruction, loss, or disposal of NPTC property. Students will be charged for the full damage or loss and are subject to prosecution under state laws;
2. Stealing, gambling, verbal or physical abuse, fighting, possession of firearms or other dangerous weapons;
3. Failure to observe parking and driving regulations;
4. Smoking and/or smokeless tobacco;
5. Use or possession of alcohol or illegal drugs. Student will be subject to prosecution (refer to Drug and Alcohol Awareness);
6. Academic cheating;
7. Possession of pornographic material;
8. Formally charged with a felony or misdemeanor involving the center, staff, or student property;
9. Terroristic threats including the threat of physical violence on staff or students;
10. Threatening behavior such as bullying;
11. Use of vulgar language and/or profanity including obscene gestures;
12. Sexual harassment;
13. Violation of the computer Acceptable Use Policies;
14. Continuous interruption, disturbance, or other misconduct that interferes with normal center operations;
15. Failure to obey instructor's or administrator's directions or failure to comply with any or all NPTC policies.

## **INCLEMENT WEATHER**

In the event that weather is so severe that NPTC administration feels life and property may be in danger, classes may be canceled until conditions improve. School closings will be broadcast on local radio and television stations.

NPCC is equipped with an emergency notification system. Students who wish to sign up for the emergency notification system may do so by using the URL: [http://www.npcc.edu/About/campus\\_portal.htm](http://www.npcc.edu/About/campus_portal.htm) and following the directions.

If the student's home school is closed due to inclement weather, the student will

be excused from attending classes at the center. Students who attend center classes when their respective home school is closed may earn a day back on their total number of absences.

## **STUDENT CENTER**

The Student Center is used for student group meetings, lunch, and break periods. It is equipped with vending machines. Snack foods may be purchased from the machines before or after classes. There are no breaks for technology center students during the class periods. Food and drinks are not allowed inside the classrooms or shop areas.

In the event money is lost in a vending machine, students should report the loss to the office in the Pinkerton Building. Students should not shake, hit or otherwise attempt to take merchandise from the vending machines without paying. Such conduct reflects low moral and ethical values. When such conduct occurs it will be dealt with in the firmest possible manner.

Students who go to the Student Center are expected to respect the fact that classes and other activities are conducted adjacent to the Student Center. Cups, wrappers, and other waste materials should be placed in the trash containers provided. Recycling containers are available for plastic, aluminum and paper in front of the student center.

## **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 Center Director to schedule an appointment. Failure to schedule an appointment may result in individuals being asked to leave campus. Persons other than parents, school officials or interested patrons are discouraged from visiting the center's facilities. All visitors must sign in with the center director and wear a visitor's ID badge while on campus. Visitors must sign out when leaving campus.

## **SCHOLARSHIPS**

Scholarships are available to students who participate in the secondary center's programs. Students may be eligible to receive one of the following scholarships:

Technology Center Scholarship (50% tuition waiver)

Outstanding Student Scholarship (100% tuition waiver)

SkillsUSA and HOSA Scholarships (For state officers and gold medal winners)  
(100% tuition waiver)

Students should check with their instructors and the college counseling center to determine eligibility and availability for these scholarships.

## **STUDENT EXPENSES**

Each program at NPTC has costs associated with materials, supplies, uniforms, certifications, etc. Costs to students vary from program to program. Instructors will provide students with a list of expenses. Costs range from \$20 to \$100, approximately.

## **CERTIFICATIONS**

Most of the programs at NPTC have a national industry related certification exam associated with them. Students are encouraged to take advantage of these certifications. To further encourage students, NPTC will reimburse the student for the cost of taking a certification exam.

To be reimbursed the student will be required to provide proof of payment for the exam (cancelled check or official receipt) and proof of a passing score (actual certification card or certificate).

## **OTHER**

National Park Technology Center is sponsored by National Park Community College. As such, students fall under the rules and regulations that govern the college. Items that are not addressed in this student handbook will be referred to the college catalog and/or policies and procedures manual for decision.

BLANK PAGE

# **PROGRAMS**

## **ADVERTISING AND GRAPHIC DESIGN**

### **CLASS LIMIT: 30 STUDENTS PER SECTION**

The work of graphic designers can be seen virtually everywhere one looks. The career fields of advertising and graphic design offer a wide range of opportunities for creative personalities. Whether sketching a layout, writing ad copy, presenting an idea to clients, or selecting an appropriate venue, graphic designers are creative problem solvers.

The mission of the Advertising Design program is to guide students in an exploration of the fields of advertising and graphic design. Students will learn the steps followed in the design process allowing them to develop a solution to a design problem. Students will learn to effectively communicate ideas and information to business and consumer audiences through various forms of graphic media including traditional and new media.

Students will do well in Advertising Design if they are creative and have strong communication skills. Time management skills and self-discipline are necessary to meet project deadlines. Students must have basic computer skills, an ability to read and follow written instructions and the ability to work independently.

### **PROGRAM CONTENT:**

#### **FUNDAMENTALS OF ADVERTISING AND GRAPHIC DESIGN**

First year students will learn to apply artistic techniques to present information via illustrations and other forms of printed media. Topics include: Lab safety, graphic design and the advertising industry, elements and principals of design, the design process, color theory, illustration theory, typography, design skills, computer skills and career development

#### **INTERMEDIATE ADVERTISING AND GRAPHIC DESIGN**

Instruction for second year students emphasizes the integration of computer skills and knowledge of software used in the marketplace. Topics include: Advanced design skills, photography, building a portfolio and career development.

Computer skills will be developed using industry standard software to create design projects. Advertising Design students work in a Macintosh computer lab using Adobe CS4 (Photoshop, Illustrator, InDesign). Web development and animation may be included for advanced students.

## **ENROLLMENT CRITERIA**

The Advertising Design program has a maximum capacity of 30 students per section. All interested students must complete a written application to be considered for enrollment. Priority for enrollment will be given to students based on the following:

1. Returning students who have successfully completed (C or better) Fundamentals of Advertising and graphic Design and are applying for enrollment in Intermediate Advertising and Graphic Design
2. Juniors applying as Fundamentals of Advertising and Graphic Design students. Juniors are encouraged to complete two years of instruction to become a vocational completer.
3. Seniors applying as Fundamentals of Advertising and Graphic Design students.

All programs in the technical center have two class periods available for enrollment. In the event there are more applicants for a section than seats available, students will be asked to choose an alternate period. If the section(s) are still over enrollment capacity, the following additional criteria will be used to determine acceptance into the program:

1. Successful completion (C or better) of Business Applications, Desktop Publishing and/or EAST.
2. Successful completion of other approved computer related or art classes.
3. Minimum GPA of 2.50.
4. Student interview.

Final determination will be at the discretion of the instructor and the center director.

## **AUTOMOTIVE SERVICE TECHNOLOGY**

### **CLASS LIMIT: 30 STUDENTS PER SECTION**

It is the mission of high school Automotive Service Technology at National Park Technology Center to instruct students to be competitive in the work force so they can succeed in the 21<sup>st</sup> century.

The automotive course at the secondary level is certified by the National Automotive Technicians Education Foundation (NATEF), and introduces the student to the fundamentals of repair, tune-up, and maintenance of today's automobiles. Upon completion of the course, a student may work as a helper in an automotive shop or may enter the post-secondary course for further training.

#### **FIRST YEAR**

##### **First Semester**

###### **Automotive Brake Systems**

An exploration of the theory and operation of disc and drum brake systems. Introduction to ABS brake technology. The course also includes an introduction to the automotive service industry, shop rules and regulations, safety and tools.

##### **Second Semester**

###### **Steering and Suspension**

A study of automobile steering and suspension systems including lab instruction in two and four wheel alignments.

#### **SECOND YEAR**

##### **First Semester**

###### **Automotive Electronics**

A study of basic automotive electrical theories and principles, Ohm's Law, basic electrical circuits, wiring diagrams, electrical symbols and test meters. Includes the construction and operation of batteries, alternators and starters. More detailed study will cover electrical system failures, troubleshooting techniques, chassis electrical, lighting, specialized circuits, component and power accessories.

##### **Second Semester**

###### **Engine Performance**

A study of theory and operations of automobile computer systems and how they affect automotive drivability.

## **ENROLLMENT CRITERIA**

All programs in the technical center have two class periods available for enrollment. In the event there are more applicants for a section than seats available, students will be asked to choose an alternate period. If the section(s) are still over enrollment capacity, the following additional criteria will be used to determine acceptance into the program:

### First Year

1. Minimum math level of tenth grade (Algebra and Geometry);
2. Minimum reading level of eighth grade;
3. Minimum 2.0 GPA;
4. Student interview.

### Second Year

1. Successful completion of Level I with a minimum 75% grade average;
2. Student interview.

## **CAREER BASED INTERNSHIP**

### **CLASS LIMIT: 50 STUDENTS (TOTAL)**

The Internship program is designed to provide students with experience in a business setting related to their career choice. Students will spend between 10 and 15 hours per week in an internship location. The program is intended for students who expect to begin their careers immediately upon graduation.

The Internship program will assist students in developing interviewing skills, completing a job application, developing a résumé, performing an employment search and developing various interpersonal skills.

### **ENROLLMENT CRITERIA**

In addition to the criteria on page two, the following will be used to determine acceptance into the program:

Students must:

1. have an identified career major on file;
2. have completed Workplace Readiness;
3. have completed three credits in a career focus major; or be concurrently enrolled in the third credit of the career focus major;
4. have an acceptable attendance record;
5. have a GPA of 2.0;
6. be members of a student organization that reflects their career goal;
7. be recommended by two (2) teachers and a counselor.

## **CRIMINAL JUSTICE**

### **CLASS LIMIT: 25 STUDENTS PER SECTION**

The mission of the Law Enforcement program is to introduce students to occupations in law enforcement and in the criminal justice system of the United States and the State of Arkansas. The program will assist students in discovering how the law affects their life and in making connections between the development of laws and societal and individual values. Students will learn how to use community resources such as local police, local bar association and other legal and public safety agencies.

An optional certification in Police Radio Dispatch Services is available to interested students. The cost of the materials and certification test for interested students is \$60. Payment of the fee and completion of the material does not guarantee certification.

Students are required to perform a minimum of one ride-along with local law enforcement each semester.

Students in the Criminal Justice program are held to a higher standard of conduct. Students who are involved in illegal activities on or off campus, are arrested, or are charged with criminal offenses may be removed from the program.

#### **First Year**

Introduction to Criminal Justice  
Law Enforcement Fundamentals I

#### **Second Year**

Law Enforcement Fundamentals II  
Criminal Law

### **ENROLLMENT CRITERIA**

All programs in the technical center have two class periods available for enrollment. In the event there are more applicants for a section than seats available, students will be asked to choose an alternate period. If the section (s) are still over enrollment capacity, the following additional criteria will be used to determine acceptance into the program:

#### Level 1 (First Year)

1. Minimum sixth grade reading level;
2. Minimum sixth grade math level;
3. Minimum GPA of 2.0;
4. Student interview.

#### Level 2 (Second Year)

1. Must successfully complete the Level 1 program with a minimum grade average of 75%.

## **MACHINE TOOL TECHNOLOGY (METAL SHOP)**

### **CLASS LIMIT: 15 STUDENTS PER SECTION**

The mission of the Machine Tool Technology program is to introduce students to the field of manufacturing technology. This program prepares students to shape parts on machines such as lathes, grinders, drill presses and mills. Students will receive training that can lead to employment as machinists, tool and die makers, CNC operators, machine operators, production planners and production control schedulers.

#### **Machine Tool I**

Industrial Safety and Environment Protection

Job Planning and Management

General Maintenance

Inspection and Quality Assurance

Job Execution

Career Management and Employment Relations

#### **Machine Tool II**

Metals

Layout

Machine Operations

Computer Numerical Control

### **ENROLLMENT CRITERIA**

All programs in the technical center have two class periods available for enrollment. In the event there are more applicants for a section than seats available, students will be asked to choose an alternate period. If the section(s) are still over enrollment capacity, the following additional criteria will be used to determine acceptance into the program:

#### Machine Tool I (First Year)

1. Minimum sixth grade reading level;
2. Minimum sixth grade math level;
3. Minimum GPA of 2.0
4. Successful completion (C or above) of one or more credits in an approved computer course;
5. Ability to lift objects up to 50 pounds.

#### Machine Tool II (Second Year)

1. Successful completion (C or above) of Machine Tool I;
2. Student interview.

## **MEDICAL PROFESSIONS EDUCATION**

The mission of this program is to give students a broad understanding and occupational awareness of professions within the medical field. Instruction includes theory and laboratory activities in medical terminology, health and disease, medical procedures, medical professions, and other health related courses. Shadowing and observation are also program components for Level II students.

### **FIRST YEAR**

**CLASS LIMIT: 30 STUDENTS PER SECTION**

#### **First Semester**

Introduction to Medical Professions Education  
Medical Terminology

#### **Second Semester**

Human Anatomy and Physiology

### **SECOND YEAR**

#### **First Semester**

Medical Procedures  
Medical Procedures Expanded

#### **Second Semester**

Medical Specialization including:  
Shadowing and Observation Experiences  
Research Assignments

## **MEDICAL PROFESSIONS (CONTINUED)**

### **ENROLLMENT CRITERIA**

All programs in the technical center have two class periods available for enrollment. In the event there are more applicants for a section than seats available, students will be asked to choose an alternate period. If the section(s) are still over enrollment capacity, the following additional criteria will be used to determine acceptance into the program:

#### **Level 1 Program (First Year)**

1. Minimum GPA of 2.0;
2. Minimum sixth grade reading level;
3. Minimum sixth grade math level.

#### **Level 2 Program (Second Year)**

Level 1 to Level 2 Program Requirements:

1. Must successfully complete the Level 1 program with a 60% average;
2. No documented Out of School Suspension (OSS) at the student's home school or at NPTC during the Level 1 course;
3. No more than three (3) documented disciplinary actions before the interview;
4. Recommendation from the Level 1 instructor;
5. Complete an interview process with the Level 2 instructor at the end of the Level 1 program;
6. Meet the following requirements:
  - A. Option I - Traditional Track
    1. Complete level 1 with a 70% average;
    2. Be willing to submit to random drug screening at student's cost;
    3. Purchase uniforms and non-canvas/non-mesh white tennis shoes for shadowing during the spring semester (approximately cost is \$70);
    4. Must have own transportation to shadowing sites;
    5. Provide proof of TB skin test, Hepatitis B vaccination (3), and MMR (at least one) before the end of the first quarter of instruction in the fall semester.
  - B. Option 2 - Personal Care Assistant (PCA) Track  
The PCA Track student will complete requirements for the PCA Certification in the spring semester. This student is excluded from shadowing.
    1. Complete the Level 1 program with a 60% average.

Additional Level 2 requirements:

Fall Semester

1. Students must maintain a 'C' (70%) average in each nine week grading period in the fall semester to be eligible for job shadowing in the spring semester.
2. Students may not exceed six (6) absences in the fall semester. Students who have more than six absences will not be granted shadowing opportunities in the spring semester.

Spring Semester

1. Students who exceed four (4) absences during the third quarter will be removed from potential shadowing opportunities. Students will complete alternate assignments in lieu of the shadowing experiences.

Other level 2 requirements:

1. Any student who transfers from another school district and has successfully completed the Level 1 program may apply for admission into the Level 2 program. Transfer students will be evaluated on an individual basis.
2. Completion of the Level 1 program at National Park Technology Center or any other school district does not guarantee enrollment in the Level 2 program.
3. All students, including transfer students, will be evaluated on disciplinary actions (attendance, academic, behavioral) on an individual basis.

## **WOOD TECHNOLOGY (CABINETMAKING)**

### **CLASS LIMIT: 15 STUDENTS PER SECTION**

The mission of this program is to explore the cabinetmaking industry from forest to market, and expose youth to steps involved in creating wood objects from necessity and concept through implementation and a choice of finishes.

Students explore man's first industry and take home wood projects they learn to build. Classes and lab work cover the history of shaping wood with hand tools as well as the latest in computer aided wood design innovations. The recently renovated woodworking lab at National Park Technology Center offers the latest computer controlled equipment and a dust extractor system offering a clean and safe learning experience. The wood shop learning environment demands a *high level of personal responsibility*.

### **WOOD TECH SEMESTER 1**

- Understanding Personal and Shop Safety
- Using Hand Tools Passed Down Through the Ages
- Appreciating Forest Resources and Tree Species
- Measuring with English and Metric Systems
- Planning and Drafting Cabinetmaking Projects in CAD
- Using and Maintaining Power Equipment Safely

### **WOOD TECH SEMESTER 2**

- Sign making with Computer Controlled Automation
- Making Strong and Attractive Cabinet Joints
- Building Cabinets and Furniture
- Restoring and Refinishing Furniture
- Sanding Cabinetry to Prepare the Surfaces for Finishing
- Protecting Your Creation with Oils, Stains and Varnishes

Class work determines the majority of the student's score for the first semester. In the second semester, students spend more time on lab projects and grading criteria shifts accordingly. Students are responsible for one assigned project, one group project and personal project per quarter. Projects are demonstrated and guided by the instructor. Skills gained from the Wood Technology program may be used in any wood or construction related career from home maintenance to manufacturing to architecture.

## **WOOD TECHNOLOGY (CONTINUED)**

In the second year of the program students work from an advanced text and assist junior classmates. Both levels plan and construct assigned and personal projects to master woodworking skills. Projects include:

- Designing Project using Computer Aided Drafting
- Ornamenting Cabinet Elements with the Shaper
- Spraying Finishes to Beautify and Protect Wood
- Learning Advanced Cabinet Joinery
- Repairing and Applying Veneers and Laminations
- Turning Wood Components on the Wood Lathe
- Measuring and Installing Cabinets for Residential Construction
- Planning for a Career in the Wood Industry

## **ENROLLMENT CRITERIA**

All programs in the technical center have two class periods available for enrollment. In the event there are more applicants for a section than seats available, students will be asked to choose an alternate period. If the section(s) are still over enrollment capacity, the following additional criteria will be used to determine acceptance into the program:

### Wood Tech I (First Year)

1. Minimum sixth grade reading level;
2. Minimum sixth grade math level;
3. Minimum GPA of 2.0;
4. Successful completion (C or better) of one or more credits from approved Mathematics, Science and/or Art classes.

### Wood Tech II (Second Year)

1. Successful completion (C or above) of Wood Tech I;
2. Student interview.

BLANK PAGE

# **PARENT/STUDENT HANDBOOK VERIFICATION**

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

Student \_\_\_\_\_

Student SSN \_\_\_\_\_

Home Telephone \_\_\_\_\_

Home School District \_\_\_\_\_

In case of emergency notify:

\_\_\_\_\_  
Name Telephone

## **STUDENT**

I acknowledge that I have been given a copy of the National Park Technology Center Student Handbook. I hereby authorize National Park Technology Center to release my school records which might be requested by potential employers, other educational institutions and any scholarship committees. I authorize the use of my image and/or work for the promotion of my program of study and/or the school.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

## **PARENT/GUARDIAN**

As parent/guardian of the above student, I acknowledge receipt of the National Park Technology Center Student Handbook. I hereby authorize National Park Technology Center to release my child's school records which might be requested by potential employers, other educational institutions and any scholarship committees. I authorize the use of my child's image and/or work for the promotion of a program of study and/or the school.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

BLANK PAGE