

# CANYONS TECHNICAL EDUCATION CENTER

## - Disclosure -

<b>Principal</b>	Ken Spurlock - <a href="mailto:ken.spurlock@canyonsdistrict.org">ken.spurlock@canyonsdistrict.org</a>	801-826-6600
<b>CTE Coordinator</b>	Ben Poulson - <a href="mailto:ben.poulson@canyonsdistrict.org">ben.poulson@canyonsdistrict.org</a>	801-826-6620
<b>Main Office</b>	Dawn Varoz - <a href="mailto:dawn.varoz@canyonsdistrict.org">dawn.varoz@canyonsdistrict.org</a>	801-826-6600
<b>Registrar</b>	Carla Matagi - <a href="mailto:carla.matagi@canyonsdistrict.org">carla.matagi@canyonsdistrict.org</a>	801-826-6610
<b>Office Hours</b>	7:00 - 3:00 PM Monday-Thursday    7:00 - 2:30 PM – Friday	
<b>Webpage</b>	<a href="https://ctec.canyonsdistrict.org">https://ctec.canyonsdistrict.org</a>	

### **Mission Statement**

The mission of Canyons Technical Education Center is to provide all students an innovative education through competency-based instruction that produces Productive, Responsible, Engaged, Professional and Successful students who possess the tools necessary to be successful in post-secondary education or career settings.

### **CTEC Motto**

#### **CTEC P.R.E.P.S. Students**

(Productive, Responsible, Engaged, Professional and Successful)

### **Class Periods**

**AM** - 7:30 -9:55

**PM** - 11:30 - 1:55

### **Calendar**

CTEC Follows the Canyons District K-12 2018-19 School Calendar available on the webpage

### **Attendance Policy**

The CTEC attendance policy can be found on the webpage. Attendance codes on Skyward follow district policy and standards. Please remember that missing a day at CTEC is like missing two days in your home high school, attendance is critical, being on-time demonstrates you are a responsible student and making up missed assignments and tests quickly show us you care about your future.

### **Transportation**

Buses are available to ride to and from CTEC for Alta, Brighton, Corner Canyon, Hillcrest and Jordan High Schools. These buses are safe, free and will get you to and from your school in a timely manner. A schedule is available online. You may drive and carpool to CTEC, there is no charge for parking but a parking sticker is required. Parking stickers will be issued about two weeks after school starts. Please take a picture of your license plate or memorize it.

### **Lunch**

Lunch is not supplied at CTEC, but all boundary high schools have a sack lunch option. Please talk with your school lunch personnel to arrange purchasing a lunch prepared for you.

**Dress Code**

CTEC follows all policies of Canyons School District including the dress code. If it is wrong in your home high school, it is wrong at CTEC. Programs may have their own additional dress codes and you will be required to follow them. We do not negotiate it, and if you do not wear what the program asks you to wear, it may affect your grade, and CTEC will stand behind that decision. Please know and understand the dress code for your program. If your program requires eye protection, it is for your safety. Please bring glasses you are comfortable wearing that meet all applicable standards.

**Student Conduct/ Discipline**

CTEC follows all policies of Canyons School District. If it is wrong in your home high school, it is wrong at CTEC. Please look over and discuss with your parents any items that may be out of the scope of your control. If you need to discuss these with the principal, please contact Ken Spurlock, Principal as listed above.

**Field Trips**

Students attending CTEC generally will have the opportunity to take a field trip to a location that supports your career goal. We have many business partners that support our mission and goals, they are helping you make good decisions about your future. Payment for field trips can be made in many ways, a courteous “Hello” when arriving and a “Thank You” when leaving. Thoughtful questions to your hosts, help them know they are spending good time with you, and above all remember you represent CTEC, your instructor and our great school district.

**Guest Speakers**

Similar to field trips, people and businesses have placed value in sharing their business background with you, please honor them by paying attention, asking thoughtful questions and thanking them for their time. Their experience may trigger in you a desire to follow in their footsteps, so pay attention and listen to the experiences they have come to share with you.

**Grades**

Student performance will be measured collectively on Tests, Assignments Attendance and Participation. A reminder that grades earned in classes, match your concurrent enrollment grade on your college transcript, and these grades follow you forever, please do your best. Some concurrent classes require you to maintain a 2.0 minimum GPA, again, please do your best. Student must actively engage in class discussions. A portion of your student grade may depend on class participation. A letter grade will be awarded based on student performance. (Individual teachers may vary slightly due to individual program needs.)

100-94 A	76-73 C
92-90 A-	72-70 C-
89-87 B+	69-67 D+
86-83 B	66-63 D
82-80 B-	62-60 D-
79-77 C+	59-0 F

**Extra Credit/Late Work**

These items will be covered by your instructor, a school wide policy is not in place.

**Sensitive Subject Matter**

Some of our programs are advance level classes. Students will be provided a realistic view of the subject matter. Depending on the class, topics include homicides in a criminal justice or EMT program, sex crimes in medical forensics, or human anatomy in Nurse Assisting or Medical Assisting. The instructors will go into depth in their own class disclosure concerning sensitive subjects that they will cover. These classes may also show videos or photos. Ample warning will be provided and students have the option to not participate. The teachers goal is to not alarm the students but give them a realistic view on what their jobs entail. Parents, please contact the teacher or principal if any concerns arise.

**The online disclosure will ask you and your parents to check a box saying you have read and understand this school wide disclosure.**

**Acknowledgement of Understanding**

**Parent / Guardian Name**

**Date**

**Student Name**

**Date**

**Course Name**