CANYON-OWYHEE SCHOOL SERVICE AGENCY
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CRTEC

CTE Course Description Manual

Effective: July 21, 2025

COSSA does not discriminate or deny services on the basis of age, ethnicity, race, religion, color, national origin, sex, sexual orientation, and/or disability. Appropriate consideration shall be given to veterans in accordance with applicable state and federal laws and regulations.

COSSA no discrimina ni niega servicios por motivos de edad, origen étnico, raza, religión, color, origen nacional, sexo, orientación sexual y/o discapacidad. Se dará la consideración adecuada a los veteranos de acuerdo con las leyes y regulaciones estatales y federales aplicables.

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Canyon-Owyhee School Service Agency (COSSA) is a public school cooperative serving the special education, career technical, and alternative education needs of students from Homedale, Marsing, Notus, Parma, and Wilder School Districts.

General Rules for Career & Technical School (CTS) Classes

1. Instructional Time. Instructional time for CTS classes is a minimum of 150 minutes. Consortium schools should arrange their bus schedule so that the bus arrives a minimum of 5 minutes before the class starts and departs 5 minutes after the class ends.

2. Appropriate Placement. The competencies students master in CTS courses build on each other from level to level – therefore students may not be added at mid-year unless they are transferring from an appropriately similar CTS class. For transfers into the CRTEC programs, placement exams and oral interviews may be used to determine if a student is ready for the level of CTS class they are applying for.

3. Integrated Academics. Technical math (see description below), technical writing, and technical literacy are required elements of CTS classes. Students may elect not to receive credit for these activities, but the instruction must still be undertaken as part of the CTS course work.

4. High Standards. Pre-requisite grades for advancement in all CTE courses:

Level I first semester to Level I second semester = "C" or better or instructor's permission.
Level I to Level II = "C" or better or instructor's permission
Level II to Level III = "B" or better or instructor's permission
Level III to Internship = "B" or better or instructor's permission (not all students will be placed on an Internship)
In addition to grade prerequisites, students must actually earn the credit for the qualifying class. A "no-credit" (NC) does not qualify a student for retention and/or advancement.

5. Competency Based. CTS courses are competency based. That means that once a student has mastered the competencies at a level of training, that student may be advanced to the next level. Seat time is not an issue – mastery is.

6. Industry Assessment. All CTS programs of study must end with an industry-based assessment, called a Technical Skill Assessment (TSA). All program concentrators (those students who have passed all levels of a program) must take these Technical Skill Assessments (TSAs). The state requirement is 100% participation by concentrators in TSAs. Some programs also give the student the chance for industry certification, which is a separate set of tests from the TSAs. In addition, senior CTE students also take the Workplace Readiness Skills (WRS) exam, which assesses their work ethic and "soft skills" necessary for success in today's modern workplace.

7. Non-Exploratory Nature of Classes. CTS programs of study are meant to teach students industry-standard skills. “Exploration” of a career is supposed to occur before entry into a CTS program of study. Accordingly, CTS programs of study are meant for sophomores, juniors, and seniors (juniors and seniors for Health Professions programs of study). The State Division of CTE will not pay for any freshmen enrolled in a CTS program of study, and CRTEC does not encourage freshmen to apply.

8. CTE Course Fees. The basic rule for CTE course fees is that all materials/services that are part of the minimum requirements for the course must be free of charge to the student. Materials/services that are clearly “extra-curricular”, such as membership in student organizations and the cost of industry certification, may be the responsibility of the student. Course “supplies” that the student will own, and may use outside of the classroom/shop, such as coveralls and safety shoes, should be supplied by the student. A replacement fee will be charged for any item supplied by COSSA which the student loses or breaks.

For all COSSA CTE fees the following applies:

“No student will be denied admittance to a COSSA CTE program of study due to the student and/or the student’s parent/guardian’s inability to purchase a required course supply item. For most required course/shop supplies, the student may offer a suitable substitute which must meet with instructor approval. If the student has a financial hardship that prevents purchasing or providing any required supply item, the student will let the instructor know so that a scholarship for the supply item can be arranged.”

Automotive Maintenance and Light Repair Technology

Sequence of courses:

	Grade 10	Grade 11	Grade 12
Automotive Technology	Automotive Technology Level I ISEE: 201030	Automotive Technology Level II ISEE: 201031	Automotive Technology Level III ISEE: 201032
			Work Based Learning – Automotive Technology ISEE: 201482

AUTOMOTIVE TECHNOLOGY

Automotive technology is a program designed to prepare students with skills that include servicing and maintenance of all types of automobiles. Automotive technology includes instruction in the diagnosis of malfunctions in and repair of engines; engine performance and controls and emission controls, fuel, electrical, cooling, and brake systems; and drive train and suspension systems. Also instruction is given in the adjustment, maintenance, replacement, and repair of individual components and systems. The course also includes training in applied communications, and employability skills including leadership, human relations, and safe efficient work practices. SkillsUSA is the official Career & Technical Student Organization. Instructors must carry ASE certification credentials in all eight instructional areas and the program must be NATEF certified. The teacher must be certified as a Career & Technical Skilled and Technical Sciences instructor. This involves taking Career & Technical Education Teacher Education coursework in addition to holding the industry certifications.

AUTOMOTIVE TECHNOLOGY LEVEL I

ISEE 201030
Length: Year – course is taught at CRTEC and certain school districts.
Credits: 1.0 elective CTE credits and 1 technical math credit per semester.
Prerequisite: None for entry. For the year-long class, a student must have a “C” or better or instructor’s approval in first semester to continue into second semester
Description: A course designed to introduce students to basic automotive and diesel technology, leading to professional certification after students complete Level II and Level III training. All eight NATEF instructional areas (auto) will be covered in addition to introductory diesel and hydraulic concepts. Concepts will be covered in theory and then shown again in applied, “hands-on” settings on training aides or actual vehicles.

AUTOMOTIVE TECHNOLOGY LEVEL II
ISEE 201031
Length: Year – course is only taught at CRTEC
Credits: 2.0 elective CTE credits and 1 applied math credit per semester.
Prerequisite: Automotive Technology Level I with a "B" or better in second semester or instructor's permission
Description: A course designed to provide students with automotive technology applications in the nine NATEF instructional areas. Students focus on leadership, theory of operation in automotive systems, as well as academic shop practices and hands-on training. Students will train in diagnostics and repair of brakes, steering and suspensions, heating/air conditioning, engine performance, engine repair, electrical, automatic transmissions/transaxle, manual drive trains and light vehicle diesel engines working toward national (ASE) certifications.

AUTOMOTIVE TECHNOLOGY LEVEL III (CAPSTONE)
ISEE 201032
Length: Year – course is only taught at CRTEC
Credits: 2.0 elective CTE credits and 1 technical math credit per semester.
Prerequisite: Automotive Technology Level II with a "B" or better in second semester, or instructor's permission
Description: A course designed to sharpen students' base knowledge of automotive systems and focus on diagnostics and repair of modern automotive computer systems. Students continue to grow in professional areas of teamwork, critical thinking, problem solving to meet or exceed industry standards. Students are provided advanced level instruction according to NATEF standards in all nine phases of the program. Major focus areas include Electrical/Electronics and Engine Performance/Computer systems.

WORK BASED LEARNING – AUTOMOTIVE MAINTENANCE AND LIGHT REPAIR
ISEE 201482
Length: Minimum – Six weeks, Maximum – Semester
Credits: **.**5 - 2.0 elective CTE credits depending on length of Internship
Prerequisite: Automotive Technology Level III with "B" or better or instructor's permission
Description: A school district, community, or industry (preferred) based work experience/internship activity organized and planned to develop advanced skills necessary to gain and maintain employment. This course may encompass a broad range of paid/unpaid work experiences related to the career objective of the student. The experience must be supervised and monitored by the teacher.

Fees/Supplies

There are no student fees for Intro to Auto/Diesel, Auto II, and Auto III. However, the following course supplies and stipulations are required of Intro to Auto/Diesel, Auto II, and Auto III students.

1. Students must have and supply their own pair of dark blue (Navy Blue) coveralls to wear in the shop. (Optional)
2. Students must have and supply their own (shop appropriate) leather work shoes or boots to wear in the shop.
3. The students are responsible for the tools and tool boxes that are assigned to them. They are liable for missing tools.

Industry Certification

Automotive II and Automotive Technology III students may participate in the ASE student certification examination.

Student Organization – SkillsUSA

State and National SkillsUSA membership - $25.00

CRTEC AUTOMOTIVE TECHNOLOGY
CLASSROOM AND SHOP RULES

CRTEC rules apply in the shop, the Academy side and anywhere on campus. If you are from another District, your School rules apply here as well. NOTE: Hats may only be worn in the shop.

1. Attendance, Tardiness, Participation and Work Ethic **will** affect your grade.
2. **Safety rules will be followed at all times.** Safety violations will be written up and after 3, you will be **expelled from the Automotive Program.**
3. **Students must be able to pass a drug test.**
4. **Cell phones need to be turned off and put away during the class period. (If you don't we will take it and give it to Administration)**
5. **NO Earbuds OR MUSIC DEVICES – This is a safety violation in the shop** and in the classroom, you need to be listening to what is going on.
6. **IF IT'S NOT YOURS - DON'T TOUCH IT!** (vehicles, projects, parts, tools, personal belongings, etc.)
7. Students are responsible for the tools and tool boxes assigned to them. **Students are responsible for keeping them clean, organized, inventoried, put away and boxes locked up when done each day. Tool box keys are not to leave the shop. Keys are to be returned to the key lock boxes in the Auto classroom.** Tools will be inventoried and inspected every 9 weeks. You will be held liable for missing tools.
8. Tools used from the Tool Room must be **cleaned and returned the same day**, as other students need these tools too.
9. Shop clothing must be worn when working in the shop. **Improper clothing will result in the student being confined to the classroom. SAFETY ISSUE (NO shorts, sandals, necklaces, watches or jewelry)**
10. You need **leather work shoes or boots** and a pair of **dark blue coveralls** to wear in the shop.
11. We will supply **safety glasses** and **you must wear them** at all times in the shop.
12. Clean shop areas are a must. **(SAFETY) You must keep your work area clean. Oil and Antifreeze spills must be dealt with immediately. Any messes must be cleaned up before you leave each day.**
13. Everyone must participate in shop clean-up. Little or no participation **will affect** your grade and shop privileges may be suspended.
14. No food or drink in the classroom or shop, **clean-up when you're done**.
15. You must stay in **your work area**. You must have **Instructor permission and the "Hall Pass" to leave the shop area for any reason. (Restroom, Office, to get a vehicle or anything out of a vehicle, etc.)**
16. You may not use the computers for **games** or **looking up anything not directly** related to a vehicle being worked on or area of study you are in. **Do Not** upload or download anything on the computers!
17. If you drive to CRTEC, you must have a **parking permit.**
18. You must **be alert** and **drive slowly** in or out of the shop area. **No "stall testing" without Instructor.**
19. You must have a valid Idaho Driver's license to operate a vehicle on COSSA property.
20. Do NOT attempt to operate a standard (manual, non-automatic) transmission vehicle without the proper training.
21. You cannot **bring anything in** to the shop or **remove anything** from the shop **without Instructor's permission**.
22. All work on vehicles must be cleared first through the **Instructor and Administration**. Work orders must be filled out for any vehicle that enters the shop.
23. Instructor must check Student work quality on vehicles, before any vehicle leaves the shop. **We do quality work or we don't do it.**
24. Oil and Antifreeze **must be kept separate** and put into the proper containers.
25. Instructor computers and desks are **off limits** to Students.
26. The classroom is not to be used for shop work, unless it's approved "light" lab work with the Instructor.
27. Stealing or destruction of property will be handled by our local Police.
28. **THINK SAFETY AT ALL TIMES – LOOK OUT FOR EACH OTHER – There are many things in the Shop that can hurt you. NO HORSEPLAY IN THE SHOP!**

Student_____ **Parent or Guardian**_____

COSSA Automotive and Diesel Programs
SAFETY / DISCIPLINE VIOLATION SHEET

Date of infraction: _____

Student's name: _____

School: Homedale, Marsing, Notus, Parma, Wilder, Academy, Other

The student has read/been read the rules and has violated the following:
_____ Failed to have safety glasses on in the shop.
_____ Bare legs/no coveralls
_____ Wearing inappropriate shoes
_____ Out of assigned work area without permission.
_____ Insubordination.
_____ Other: (please specify) i.e. fighting, horse play, foul language. _____

THESE SAFETY VIOLATIONS WILL STAY IN THE STUDENTS FILE FOR THE ENTIRE SCHOOL YEAR. UPON THE STARING OF THE NEXT YEAR WE START FRESH.

SAFETY VIOLATION

_____ **1st** Infraction: Student will be written up, parent or guardian contacted, and a meeting with CTE Coordinator.

Person Contacted: _____

_____ **2nd** Infraction: Student will be written up, parent or guardian contacted, and student will be sent to administrator/ISS.

Person Contacted: _____

_____ **3rd** Infraction: Student will be written up, and Instructor will ask for the administrator to remove student from the program.

Person Contacted: _____

Instructor's Signature _____

CTE Coordinator/ISS _____

Director's Signature. _____

Construction Trades Management

Sequence of courses:

	Grade 10	Grade 11	Grade 12
Construction Trades Management	Construction Trades Level 1 ISEE: 170030	Construction Trades Level II ISEE: 170031	Construction Trades Level III ISEE: 170032
			Occupational & Career Experience - Construction Trades ISEE: 170480

CONSTRUCTION TRADES

Construction Trades is a program designed to prepare students with skills to lay out, fabricate, erect, install, and repair structures and fixtures, using hand and power tools. The program Includes instruction in common systems of framing, construction materials, estimating, and blueprint reading. The course also includes training in applied communications, and employability skills including leadership, human relations, and safe efficient work practices. SkillsUSA is the official Career & Technical Student Organization. Industry certification for the construction trades will be provided through demonstrated competency in the occupation and National Center for Construction Education and Research (NCCER), Home Builders Institute (HBI), or National Association of Home Builders (NAHB) training and OSHA 10HR construction. The teacher must be certified as a Career & Technical Skilled and Technical Sciences instructor. This involves taking Career & Technical Education Teacher Education coursework in addition to holding the industry certifications.

CONSTRUCTION TRADES LEVEL I
ISEE 170030
Length: Semester - course is only taught at CRTEC
Credits: 2.0 elective CTE credits and 1 applied math credit per semester.
Prerequisite: None
Description: A course designed to introduce students to basic residential carpentry and building construction. Emphasis of work site skills is expected with the majority of the students participating in off campus work experiences.

CONSTRUCTION TRADES LEVEL II
ISEE 170031
Length: Year - course is only taught at CRTEC
Credits: 2.0 elective CTE credits and 1 applied math credit per semester.
Prerequisite: Construction Trades Level I with a “C” or better or instructor approval
Description: A course designed to provide students with residential carpentry and building construction applications and management. Emphasis of work site skills is expected with some of the students participating in internship work experiences.

CONSTRUCTION TRADES LEVEL III (CAPSTONE)
ISEE 170032
Length: Year - course is only taught at CRTEC
Credits: 2.0 elective CTE credits and 1 applied math credit per semester.
Prerequisite: Construction Trades Level II with a "B" or better or instructor approval
Description: A course designed to provide students with team work, critical thinking, problem solving, diagnostics, and repairing/building to industry standards. Emphasis of work site skills is expected at this level with the some of the students participating in work experiences.

WORK BASED LEARNING – CONSTRUCTION TRADES
ISEE 170480
Length: Minimum – Six weeks/ Maximum – Semester
Credits: **.**5 - 2.0 elective CTE credits depending on length of Internship
Prerequisite: Construction Trades Level III
Description: A school district, community, or industry (preferred) based work experience/internship activity organized and planned to develop advanced skills necessary to gain and maintain employment. This course may encompass a broad range of paid/unpaid work experiences related to the career objective of the student. The experience must be supervised and monitored by the teacher.

Fees/Supplies

There are no student fees for Construction Trades Levels I, II, or III. However, the following course supplies and stipulations are required of Construction Trades students.

1. Students must have and supply their own (shop appropriate) leather work shoes or boots to wear on the job site.
2. The students are responsible for the tools and tool boxes that are assigned to them. They are liable for missing tools.

Industry Certification

Throughout the Construction Trades program of study, students will participate in NCCER certification examinations, which may lead to NCCER certification.

Student Organization – SkillsUSA

State and National SkillsUSA membership - $25.00

Culinary Arts

Sequence of courses:

	Grade 10 or 11	Grade 11 or 12
Culinary Arts	Introduction to Culinary Arts ISEE: 160523	Advanced Culinary Arts ISEE: 160524
		Work Based Learning – Culinary Arts – ISEE: 160982

INTRODUCTION TO CULINARY ARTS (10-11)
ISEE #160523
Length: Two Semesters
Credits: 2.0 elective CTE credits and 1 technical math credit per semester.
Prerequisites: Food Handlers Card (will be achieved within first week of class)
Description: A year-long course in professional food preparation with practical applications emphasizing: career opportunities, reinforced basic skills, food safety and sanitation, use of commercial equipment, industrial food preparation, Baking and pastry, business management, food service techniques and employability skills. Work experiences may be in a school-based enterprise, district food service, local restaurants or other food production establishments. Articulation agreements with postsecondary technical programs. Students have the opportunity, and are encouraged to compete in Skills USA Statewide Culinary and Baking competitions

ADVANCED CULINARY ARTS (CAPSTONE) (11-12)
ISEE #160524
Length: Two Semesters
Credits: 2.0 elective CTE credits and 1 technical math credit per semester.
Prerequisites: Successful completion of Introduction to Culinary Arts and active Food Handlers Card
Description: A year-long course, Advanced Food Production, Management, and Services (FPM&S) is the third level of FPM&S and it serves as a Career & Technical School (CTS) capstone course. This CTS capstone course prepares students for gainful employment and/or entry into postsecondary education in the food production and service industry. Content provides students the opportunity to apply the marketable culinary arts, baking and pastry, and food service skills they have acquired by assuming increasingly responsible positions, including participation in a cooperative education experience. Skills USA, leadership activities are an integral part of this course. Advanced Food Production, Management, and Services may articulate to a culinary arts program at a postsecondary technical college. Work experiences may be in a school-based enterprise, district food service, local restaurants or other food production establishments.

WORK BASED LEARNING – CULINARY ARTS (12)
ISEE 160982
Length: Minimum six weeks, Maximum One Semester
Credits: **.**5 - 2.0 elective CTE credits depending on length of Internship
Prerequisite: Advanced Culinary Arts
Description: A community-based work experience organized and planned to develop knowledge and skills necessary to gain and maintain employment. This course may encompass a broad range of paid/unpaid work or service-learning experiences related to the career objectives of the student. The experiences must be supervised and monitored by the teacher through a training plan. Articulation agreements with postsecondary technical programs provide credit and a smooth transition to further education. **Skills USA activities will be integrated into this course.**

Fees/Supplies

There are no student fees for Culinary. However, the following course supplies and stipulations are required of Culinary Arts students.

1. The students are responsible for the kitchen tools/implements that are assigned to them. They are liable for missing tools/implements.
2. Chef jackets, aprons, and side towels are provided

Industry Certification

Students will earn a Food Handlers card and will have the opportunity to take the ServeSafe Certification prior to graduation.

Student Organization – Skills USA

Skills USA State and National membership

Heavy Equipment/Diesel Technology

Sequence of courses:

	Grade 10	Grade 11	Grade 12
Diesel Technology	Heavy Equipment/ Diesel I	Heavy Equipment/ Diesel II	Heavy Equipment/ Diesel III
			Work Based Learning – Heavy Equipment/Diesel

HEAVY EQUIPMENT/DIESEL
Heavy equipment/diesel is a program designed to prepare students with skills for the field maintenance of heavy equipment, and in general, maintenance and overhaul of such equipment. Heavy equipment/diesel includes instruction in inspection, maintenance, and repair of tracks, wheels, brakes, operating controls, pneumatic and hydraulic systems, electrical circuitry, engines, and in techniques of welding and brazing. The course also includes training in applied communications and employability skills, including leadership, human relations, and safe, efficient work practices. SkillsUSA is the official Career & Technical Student Organization. Instructors must carry ASE certification credentials in four of the eight instructional areas, and the program must be NATEF certified. The teacher must be certified as a Career & Technical Skilled and Technical Sciences instructor. This involves taking Career & Technical Education Teacher Education coursework in addition to holding the industry certifications.

HEAVY EQUIPMENT/DIESEL LEVEL I
ISEE 201070
Length: Year – course is only taught at CRTEC.
Credits: 2.0 elective CTE credits and 1 technical math credit per semester.
Prerequisite: None for entry. For the year-long class, a student must have a “B” or better or instructor’s approval in first semester to continue into second semester
Description: A course designed to introduce students to basic automotive and diesel technology. All eight NATEF instructional areas will be covered in addition to introductory diesel and hydraulic concepts; albeit at an introductory level.

HEAVY EQUIPMENT/DIESEL LEVEL II
ISEE 201071
Length: Two Semesters
Credits: 2.0 elective CTE credits and 1 technical math credit per semester.
Prerequisite: Heavy Equipment/Diesel Level I
Description: A course designed to provide students with heavy equipment/diesel applications.

HEAVY EQUIPMENT/DIESEL LEVEL III (CAPSTONE)
ISEE 201072
Length: Two Semesters
Credits: 2.0 elective CTE credits and 1 technical math credit per semester.
Prerequisite: Heavy Equipment/Diesel Level II
Description: A course designed to provide students with team work, critical thinking, problem solving, diagnostics, and repairing to industry standards.

WORK BASED LEARNING - HEAVY EQUIPMENT/DIESEL
ISEE 201483
Length: Semester/Trimester
Credits: **.**5 - 2.0 elective CTE credits depending on length of Internship
Prerequisite: Heavy Equipment/Diesel Level III
Description: A school district, community, or industry (preferred) based work experience/internship activity organized and planned to develop advanced skills necessary to gain and maintain employment. This course may encompass a broad range of paid/unpaid work experiences related to the career objective of the student. The experience must be supervised and monitored by the teacher.

Fees/Supplies

There are no student fees for Intro to Auto/Diesel or Diesel Technology Levels II or III. However, the following course supplies and stipulations are required of Diesel Technology students.

1. Dark blue coveralls (Navy Blue) $20 – 35.00 dollars
2. Leather work boots (shoes) $40 – 90.00 dollars
3. Safety glasses (1st set furnished) $5.00 for additional
4. Skills USA fees $25.00 dollars
5. Motel accommodations for Skills USA $50.00 dollars
6. The students are responsible for the tools and tool boxes that are assigned to them. They are liable for missing tools.

Industry Certification

In the second semester of Diesel III students will participate in the ASE/NATEF certification examination, which may lead to ASE/NATEF certification and nine SP2 certifications.

Student Organization – SkillsUSA

State and National SkillsUSA membership - $25.00

College Credits Available Diesel Technology articulates with Lewis Clark State College for 6 technical competencies credits.

COSSA REGIONAL TECHNOLOGY
AND EDUCATIONAL CENTER (CRTEC)

HEAVY EQUIPMENT/DIESEL TECHNOLOGY
CLASSROOM AND SHOP RULES

CRTEC rules apply in the shop as well as the academic side, if you are from another district, your school rules applies here as well.

1. **You must have leather work shoes to be in the shop.**
2. **You must wear safety glasses in the shop at all times.**
3. **You need a pair of dark blue coveralls.**
4. **Students must be able to pass a drug test.**
5. **It is your responsibility to keep your tools inventoried.**
6. **You must keep your work area clean.**
7. **You may not touch anything that is not yours.**
8. **You need to turn your cell phones off, and put them away. (If you do not we will take it and give it to an Administrator.)**
9. **No I-earbuds or any music devices allowed in the shop this is a safety violation.**
10. **You must stay in your work area.**
11. **If you leave the shop area you must have the hall pass.**
12. **You may not leave the shop to get anything out of your vehicle.**
13. **If you drive you must have a parking permit.**
14. **You cannot bring in or remove anything from the shop without instructor's permission.**
15. **All work on vehicles must be cleared first through the instructor and administration.**
16. **Any safety violations will be written up and after three you will be expelled from the program.**
17. **No food or drink into the classroom or shop clean up when you're done.**
18. **You may not use the computers for games or looking up anything not directly connected to the course of study you are in.**
19. **No food or drinks are allowed in the computer area.**
20. **You must be properly trained on equipment by the Instructor before using them.**

In this shop there are concrete, steel, tools, and equipment that will hurt you, so please follow the rules. They are put in place for your safety.

Student_____

Parent/Guardian_____

COSSA Automotive and Diesel Programs
SAFETY / DISCIPLINE VIOLATION SHEET

Date of infraction: _____

Student's name: _____

School: Homedale, Marsing, Notus, Parma, Wilder, Academy, Other

The student has read/been read the rules and has violated the following:
_____ Failed to have safety glasses on in the shop.
_____ Bare legs/no coveralls
_____ Wearing inappropriate shoes
_____ Out of assigned work area without permission.
_____ Insubordination.
_____ Other: (please specify) i.e. fighting, horse play, foul language. _____

THESE SAFETY VIOLATIONS WILL STAY IN THE STUDENTS FILE FOR THE ENTIRE SCHOOL YEAR. UPON THE STARING OF THE NEXT YEAR WE START FRESH.

SAFETY VIOLATION

_____ **1st** Infraction: Student will be written up, parent or guardian contacted, and a meeting with CTE Coordinator.

Person Contacted: _____

_____ **2nd** Infraction: Student will be written up, parent or guardian contacted, and student will be sent to administrator/ISS.

Person Contacted: _____

_____ **3rd** Infraction: Student will be written up, and Instructor will ask for the administrator to remove student from the program.

Person Contacted: _____

Instructor's Signature _____

CTE Coordinator/ISS _____

Director's Signature. _____

Pre-Engineering Technology

Sequence of courses:

	10th Grade All Year	11th Grade 1st Semester	11th Grade 2nd Semester	12th Grade 1st Semester	12th Grade 2nd Semester
Engineering Technology Education	Technological Design ISEE 210051	Robotics Engineering ISEE 210090	Advanced Design Applications ISEE 210520	Engineering Design ISEE 210062	Internship ISEE 210480

TECHNOLOGICAL DESIGN
ISEE 210051
Length: 1 Year
Credits: 2.0 elective CTE credits and 1 technical math credit per semester.
Prerequisite: **None**
Description: An engineering focus of problem solving requires students to define a given problem, conduct appropriate research, develop solutions to the problem, construct prototypes, and evaluate their work. This course is designed to introduce students to those principles and skills used in subsequent technology courses. Students learn to sketch solutions to problems, create technical drawings and presentations, build models, and apply creative problem-solving methods. In Engineering Design, engineering scope, content, and professional practices are presented through practical applications such as robotics, how to build computers, 3D Rapid Prototyping with cad programs and 3D machines. Students in engineering teams apply technology, science, and mathematics concepts and skills to solve engineering design problems and innovate robotic designs. Student's research, develop, test, and analyze engineering designs using criteria such as design effectiveness, public safety, human factors, and ethics. This course is the capstone experience for students who are interested in technology, robotics, 3d printing innovation, design and engineering. Students may earn 5 college credits through CWI for DC Circuits and Applications in this yearlong course.

ROBOTICS ENGINEERING
ISEE 210090
Length: 1 Semester
Credits: 2.0 elective CTE credits and 1 technical math credit per semester.
Prerequisite: **Technological Design**
Description: Robotics Engineering Design builds foundational design skills for students by starting with the most basic sketching applications and ends with advanced assemblies and automated manufacturing machining projects.

ADVANCED DESIGN APPLICATIONS
ISEE 210520
Length: 1 Semester
Credits: 2.0 elective CTE credits and 1 technical math credit per semester.
Prerequisite: **Robotics Engineering**
Description: Advanced Design Applications consists of four units including Manufacturing, Energy and Power, Construction and Transportation. The Manufacturing unit examines the advances that maintain manufacturing efficiency, how human consumption affects manufacturing, how manufacturing affects the standard of living of various peoples, and how processing and changing raw materials can produce more desirable products. The Construction unit examines a number of the factors influencing the design and construction of permanent and semi-permanent structures, the practices related to construction maintenance, alteration, and renovation and the functions of the primary systems installed in those structures. The Energy & Power unit explores the relationship between energy and power technologies and all other technologies, and how modern energy and power systems impact cultures, societies, and the environment. It also offers an examination of how energy and power systems can be made more efficient and how they may be utilized in problem solving. The Transportation unit examines the complex networks of interconnected subsystems that each transportation system comprises and the roles of these components in the overall functional process of the system. It also analyzes of the improvements and the impacts of transportation technologies on the environment, society, and culture.

ITEEA ENGINEERING DESIGN (CAPSTONE)
ISEE 210062
Length: 1 Year or until competencies are met
Credits: 2.0 elective CTE credits and 1 technical math credit per semester.
Prerequisite: **Advanced Design Applications**
Description: Engineering Design will offer students the opportunity to understand and apply knowledge and skills required to create and transform ideas and concepts into a product that satisfies specific customer requirements. Students will experience design engineering in the creation, synthesis, iteration, and presentation of design solutions. Students will coordinate and interact in authentic ways to produce the form, fit, and function documentation with appropriate models to completely define a product. This course will maintain a focus on how engineers apply their creativity, resourcefulness, mathematical, scientific, and technical knowledge and skills in the creation or refinement of technological products/systems. A key approach will be the employment of a sophisticated, sequential, and iterative design and development process to solve authentic engineering tasks/problems. Students will be challenged to participate as members of engineering teams within a typical business organization. Independent and group work will be reflective of authentic engineering projects found in the designed world. Student performance within this structure will be assessed in numerous and diverse ways. It is important to note that measurement of student performance will be reflective of actual professional engineering evaluative processes currently used in this career field. Both independent and collaborative work will be carefully analyzed as students perform within an authentic engineering enterprise environment.

WORK BASED LEARNING – PRE-ENGINEERING TECHNOLOGY
ISEE 210480
Length: Variable
Credits: **.**5 - 2.0 elective CTE credits depending on length of Internship
Prerequisite: Engineering Design (Capstone) – and instructor's permission
Description: A few Engineering Design students will progress rapidly through their competencies and be able to go into industry. This internship is a school district, community, or industry (preferred) based work experience/internship activity organized and planned to develop advanced skills necessary to gain and maintain employment. This course may encompass a broad range of paid/unpaid work experiences related to the career objective of the student. The experience must be supervised and monitored by the teacher.

Fees/Supplies

There are no student fees for Engineering Technology. However, the following course supplies and stipulations are required of Pre-Engineering students.

1. Students must have and supply their own (shop appropriate) leather work shoes or boots to wear in the shop.
2. The students are responsible for the tools and tool boxes that are assigned to them. They are liable for missing tools.

Industry Certification

CTECS Engineering Technology

Student Organization – Skills USA

State and National Skills USA membership - $25.00

College Credits Available

Pre-engineering articulates with College of Western Idaho (CWI) for five college credits in the first year of the Pre-Engineering pathway. Other dual credit courses will be added in the second and third years. Articulation is by class, not program.

Health Professions

Sequence of courses:

	First Semester	Second Semester
Certified Nursing Assistant	Medical Terminology CRTEC's semester-long version includes competencies from Fundamentals for Health Professions	Certified Nurse Assistant
Pharmacy Technician	Pharmacy Technician	Pharmacy Technician/ Work-Based Learning-Pharmacy Technician
Emergency Medical Technician (EMT) – Basic	Anatomy and Physiology for Health Professionals CRTEC's semester-long version includes competencies from Fundamentals for Health Professions	Emergency Medical Technician – Basic
Emergency Medical Technician (EMT) – Advanced	Emergency Medical Technician – Advanced	

<u>CNA Only</u>

A student who wishes to only complete the Certified Nurse Assistant course will first take the Medical Terminology course, and then the CNA course. This can occur either in their Junior or Senior year. Dual credit is offered through College of Southern Idaho.

<u>EMT-Basic Only</u>

A student who wishes to only complete the Emergency Medical Technician - Basic course will first take the Anatomy & Physiology course, and then the EMT-Basic course. This can occur either in their Junior or Senior year as the age requirement for the clinical time is 16 years of age. In EMT program students will learn how to take care of people in emergencies. students will learn skills such as Patient Assessment for both medical problems and traumatic situations, splinting, bandaging, bleeding control, airway management skills, and long spine board. The EMT class has an ambulance simulator in the classroom and a state of the art manikin. Students will be certified in BLS CPR, NIMS 100 and 700, Landing Zone Officer, HazMat Awareness, and be eligible to take the National Registry of Emergency Medical Technician EMT test.
<u>CNA and EMT</u>

A student who wishes to complete both certifications must attend CRTEC their junior and senior years.

Pharmacy Technician and CNA

A student who wishes to take the Pharmacy Technician program must first complete Medical Terminology and/or have passed the CNA program. A student who wishes to complete both CNA and Pharmacy Tech will also complete an internship in either CNA or Pharmacy Tech. This can occur only in their Senior year as the age requirement for Pharmacy internship is 18 years of age.

EMT-Advanced

A student who wishes to complete the Emergency Medical Technician – Advanced course will first take the EMT-Basic course, and then the EMT-Advanced course. The Advanced EMT will build on these skills with further airway management skills, IV/IO therapies and be able to give certain emergency drugs. You will also be certified in Wildland Firefighting, Pre Hospital Trauma Life Support, Advanced Medical Life Support, and recertified in BLS CPR.

Code of Conduct

Because students will actually work with patients and be exposed to patient confidential information, drugs, etc, all students are required to sign a Code of Conduct (see below). Violation of the Code of Conduct will result in removal of the student from the program.

The COSSA insurance policy covers the CNA and EMT clinical experiences, and no additional insurance is required.

MEDICAL TERMINOLOGY
ISEE #141540
Length: One Semester (CRTEC Block = 3 hours) - course is only taught at CRTEC
Credits: 2.0 elective CTE credits and 1 technical math credit
Prerequisite: Fundamentals for Health Professions (HP 0130). Note: Competencies from the Fundamentals for Health Professions (HP 0130) course are integrated into CRTEC's Medical Terminology semester-long course.
Description: This course provides the student initial exposure and acquisition of knowledge, skills and attitudes associated with a broad range of occupations relating to careers in health including job requirements and tasks performed. This course will assist students in making informed decisions regarding their future academic and occupational goals in the health care field. This course also provides the student with information about prefixes, suffixes, word roots, reading medical terms, abbreviations, and related terminology.

ANATOMY AND PHYSIOLOGY FOR HEALTH PROFESSIONALS

ISEE #141551
Length: One Semester (CRTEC Block = 3 hours) - course is only taught at CRTEC
Credits: 2.0 elective CTE credits and 1 technical math credit
Prerequisite: Fundamentals for Health Professions (HP 0130). Note: Competencies from the Fundamentals for Health Professions (HP 0130) course are integrated into CRTEC's Anatomy and Physiology (HP 0730) semester-long course.
Description: This course provides the student initial exposure and acquisition of knowledge, skills and attitudes associated with a broad range of occupations relating to careers in health including job requirements and tasks performed. This course is designed to help students master the structural and functional elements and relationships of the human body as they pertain to the health professions.

CERTIFIED NURSING ASSISTANT (**CAPSTONE**)
ISEE #140510
Length: One Semester (CRTEC Block = 3 hours) - course is only taught at CRTEC
Credits: 2.0 elective CTE credits and 1 technical math credit
Prerequisites: Medical Terminology (HP 0630) as offered at CRTEC. Note: If the student has not taken CRTEC's Medical Terminology course (which includes competencies from Fundamentals of Health Professions), the student must additionally complete the Fundamentals of Health Professions course.
Description: A course designed to prepare students for beginning employment as nursing assistants in nursing homes, hospitals, and other settings. Successful completion of the course qualifies the student to test for the Registry for Nursing Assistants. Content includes medical terminology, anatomy and physiology, care of the patient, and assisting as a member of the health care team.

PHARMACY TECHNICIAN (CAPSTONE)
ISEE #141520
Length: One Semester (CRTEC Block = 3 hours) - course is only taught at CRTEC
Credits: 2.0 elective CTE credits and 1 math credit
Prerequisites: Medical Terminology as offered at CRTEC. Note: If the student has not taken CRTEC's Medical Terminology course (which includes competencies from Fundamentals of Health Professions), the student must additionally complete the Fundamentals of Health Professions course.
Description: A course designed to prepare senior level students for entry-level employment as a Pharmacy Technician under the supervision of pharmacists in retail pharmacies, hospitals and other settings. Successful completion of the course qualifies the student to take the Pharmacy Technician Certifying Board (PTCB) or Exam for the Certification of Pharmacy Technicians (ExCPT) certification exams. Content includes pharmaceutical terminology, drug identification, measurement techniques, record keeping, business operations, prescription preparation, logistics and dispensing operations and applicable standards and regulations.

EMERGENCY MEDICAL TECHNICIAN – BASIC (**CAPSTONE**)
ISEE #140550
Length: One Semester (CRTEC Block = 3 hours) - course is only taught at CRTEC
Credits: 2.0 elective CTE credits and 1 technical math credit.
Prerequisite: Anatomy and Physiology for Health Professionals as offered at CRTEC, **and** Permission of the Instructor (Permission is granted after review of student's application). Note: If the student has not taken CRTEC's Anatomy and Physiology course (which includes competencies from Fundamentals of Health Professions), the student must additionally complete the Fundamentals of Health Professions course.
Description: This course is designed to instruct junior and senior level high school students to the level of Emergency Medical Technician-Basic, a person who serves as a vital link in the chain of the health care team at a basic life support level with an ambulance service or other specialized service.

EMERGENCY MEDICAL TECHNICIAN – ADVANCED (**CAPSTONE**)
ISEE #140552
Length: One Year (CRTEC Block = 3 hours) - course is only taught at CRTEC
Credits: 2.0 elective CTE credits and 1 technical math credit per semester.
Prerequisite: Anatomy and Physiology for Health Professionals as offered at CRTEC, Emergency Medical Technician – Basic, **and** Permission of the Instructor and must have passed the National Basic EMT registry test (Permission is granted after review of student's application). Note: If the student has not taken CRTEC's Anatomy and Physiology course (which includes competencies from Fundamentals of Health Professions), the student must additionally complete the Fundamentals of Health Professions course.
Description: This course is designed to instruct senior level high school students to the level of Emergency Medical Technician-Advanced, a person who serves at an intermediate life support level with an ambulance service or other specialized service.

Fees/Supplies*

1. CNA:

Student's Responsibility:

HOSA Dues	$20.00*
State CNA Skills Test	$65.00
State CNA Written Test	$60.00
CPR Card/Mask/Handbook	$65.00
Uniform Scrub Pants	$15.00*
Uniform Scrub Top	$15.00*
Watch with second hand	$15.00*
Closed-toed shoes	$15.00*
Any other required immunizations	varies (if not current on immunizations)
	TOTAL: $270.00

COSSA Pays:

Background Check	$25.00
TB Testing	$20.00
Drug/Alcohol Testing	$5.00
CNA workbook	$20.00
	TOTAL: $70.00

2. Pharmacy Tech:

Student's Responsibility:

HOSA Dues	$ 20.00
PTTP	$299.00
PTCB's Certifying Exam	$129.00
Any other required immunizations	varies (if not current on immunizations)
	TOTAL: $428

COSSA Pays:

Background Check	$25.00
TB Testing	$20.00
Drug/Alcohol Testing	$5.00
	Total: $50.00

3. EMT:

Student's Responsibility:

HOSA Dues	$20.00*
NREMT Skills Test	none currently
NREMT Written Exam	$104.00
CPR Card/Mask/Handbook	$65.00

Blood pressure cup & stethoscope	$25.00*
Uniform Shirt	$30.00*
Navy or Black Pants (not denim)	$40.00*
Watch w/second hand	$15.00*
Closed-toed shoes/boots	$50.00*
Any other required immunizations	varies (if not current on immunizations)
	TOTAL: $349.00

COSSA Pays:

EMT Manual	$70.00
Background Check (if required)	$65.00
TB Testing	$20.00
Drug/Alcohol Testing	$5.00
EMT Workbook	$25.00
	TOTAL: $185.00

*** Students may elect to fundraise through the HOSA organization to help in paying for these items.**

HOSA trips and conferences will be paid from the HOSA student fund. Student members are expected to help raise funds for these activities, including:

HOSA Conference Registration Fees:	
Fall Leadership Conference	$25.00
State Leadership Conference	$76.50
National Leadership Conf.	$90.00
Transportation to FLC & SLC	varies
Skills USA	$25.00

Industry Certification

Certified Nursing Assistant students will attempt the Idaho state CNA certification examination, which includes both a written and a skills performance exam.

Emergency Medical Technician students will attempt the National Registry EMT (Basic) certification examination, which includes a skills performance exam and a written exam.

Student Organization – Health Occupations Student Association (HOSA) and Skills USA.

College Credits Available

CNA articulates with College of Southern Idaho for up to 10 college credits (2 cr. – Medical Terminology, 2 cr. – Allied Health, 6 cr. – Nursing Assistant

EMT articulates with the College of Southern Idaho for 10 dual credits.

Health Professions
Student Code of Conduct Agreement

Your son/daughter has been selected to participate in COSSA Regional Technology and Education Center's Health Professions Program. Students in this program participate in the work environment with a variety of health care professionals, and provide hands-on-care to a diverse group of patients. Additionally, a number of health care professionals donate their time to teach specialty topics and assist students in their education in the classroom setting. For students to be successful in this program, the student must be able to meet the high level of responsibility which accompanies this type of learning environment. The student must view all clinical and classroom experiences as he/she would view working in his/her future career. Therefore, the participating students and parent/ guardians must understand and accept compliance with all components of the Student Code of Conduct.

I agree to the following terms and conditions of the **Student Code of Conduct** for Participating in the COSSA Regional Technology and Education Center's (CRTEC) Health Professions Program:

1. Attendance: The Health Professions Programs utilizes a **competency-based curriculum.** Attendance in class and clinical is necessary to develop competence. Schedule appointments, make-up work for other classes, work, etc. at times that do not conflict with class. Students that miss more than six days of class per semester will be placed on a provisional contract status, and may be removed from the program, **regardless of the cause of the absence** (including activity absences, illness, attendance at school assemblies, doctor's appointments, maternity leave, etc.) Students are not allowed to leave class, clinical, or field trips early without a written pass or note from the parent guardian.

2. Punctuality: Students are given ample time to get to and from their home high school to class. It is expected that students manage their time effectively to get to class as well as arrive to their clinical setting on time, despite traffic, parking, or other transportation issues. **Special consideration is given during adverse weather and driving conditions.** Students with more than three tardies will be given an absence and will be placed on a provisional contract status, and may be removed from the program, regardless of the cause for the tardy.

3. Planning: A percentage of class time is spent outside of the traditional classroom. Students are placed in clinical agencies throughout the community, and field trips are common. It is the student's responsibility to regularly review their classroom agenda and clinical schedule in order to know where they are supposed to be each day.

4. Transportation: Transportation to and from the **clinical sites or to the testing sites for their written and skills testing is not provided** by CRTEC. It is the student's responsibility to have reliable daily transportation to and from the clinical sites. It is the student's obligation to resolve any issues with carpooling. In most cases, transportation for field trips and HOSA events will be provided by CRTEC.

5. Communication: Given the independent nature of the Health Professions Programs, it is essential that students and/or parent/guardians communicate with the student's instructor regarding attendance and absences at class and clinical. This includes:
   - Planned absences from class, clinical or field trips must be communicated to the instructor prior to the absence date.
   - If the student is ill, or unable to attend clinical or a field trip due to other unscheduled conflicts, the student and/or parent/guardian must notify the clinical instructor at least 60 minutes before the start of clinical or field trip, and must also notify the home high school.
   - It is the student's and/or parent/guardian's responsibility to make the communication directly. It is not appropriate to have another student call the instructor with a message.
   - Due to the fluid nature of clinical, the instructor may ask students to communicate with him/her using their cell phone or by texting. If a parent/guardian objects to the instructor communicating directly with their student via that student's phone, the parent MUST make other arrangements and communicate that arrangement to the instructor.
   - Failure to communicate appropriately may lead to a disciplinary referral.

6. Honesty and Integrity: Students must manifest the highest level of honesty and integrity at all times. Lying is not tolerated and may result in removal from the program. Incidents of cheating, forgery, and/or plagiarism may also result in removal from the program. Patients' lives are at stake during clinicals, and patient care standards DEMAND complete honesty of health professions students. If the student makes a mistake or error in the clinical setting, it is expected that they honestly report it immediately to their supervisor.

7. Criminal History: Students who have had past criminal records need to disclose these with their application to the Health Professions program at the COSSA Regional Technology and Education Center. This includes any prior misdemeanor or felony convictions, or pending charges. This does not mean that they are excluded from the program; however, it needs to be reviewed by the COSSA Administration and Health Professions instructors prior to being accepted. No student who has a conviction or pending charge for a disqualifying crime as defined by IDAPA 16, Title 05, Chapter 6, Section 210 rules will be accepted into the program. These can be found at https://chu.dhw.idaho.gov/Default.aspx and under the link "What is a disqualifying event?" This is necessary because the students will have access to, or provide care or services to, children or vulnerable adults. Students must also disclose any of these if it happens after being accepted and are participating in the program. Students may be required to submit to fingerprinting and/or a criminal background check. Any students brought under investigation or having charges brought forth for using and/or distributing drugs or alcohol will be placed on probation and may be removed if charged and convicted. Students will also be drug and alcohol tested randomly during the school year.

   If the instructional staff, or the staff of the clinical site, has reasonable suspicion that the student is under the influence of an illegal substance, including outward visual signs, the student will be directed to participate in a urine drug test. If the drug test is positive, the

student will immediately be removed from the clinical site and will subsequently be dismissed from the CNA program. This disciplinary action will be taken without regard to the duration-in-time that some illegal substances may cause a positive result on a urine drug test, or the fact that some drugs are legal at the state level, but remain illegal at the federal level.

8. Active Participation: Students are expected to actively participate in each class by being prepared, listening attentively, offering relevant comments, taking notes, completing assignments on time, and practicing patient care skills until competence is developed. Students are expected to show respect to their instructor, guest speakers, COSSA staff and administration, the clinical site staff and their peers at all times.

9. Teamwork: Most health care professionals work in teams. Consistent with the team concept, students are expected to be cooperative and courteous, and to assist other students in the classroom setting, as well as health team members in the clinical setting. Personality conflicts have no place in the health professions realm.

10. Confidentiality: Confidentiality of information is mandated by HIPAA (Health Insurance Portability and Accountability Act) in the health care setting. This includes information received from patients, peers and instructors. It is **NEVER** appropriate to discuss patient information or clinical site information outside of the classroom or clinical. Likewise, information shared within the health professions classroom may be of a sensitive nature, and it is never appropriate to discuss this information with others, unless you feel a student is a danger to themselves or others.

11. Safety: Safety and infection control practices are critical in the health care setting. Students are taught these prior to their clinical experience. Students must understand that patient safety measures, hand washing, and other safety infection control steps are mandatory, not optional. Students must notify their instructor or clinical supervisor immediately of any incidents where a potential infection or safety violation has occurred. Students may be exposed to common infectious diseases while conducting clinicals, such as common colds, the flu, etc.

12. Cell Phones: Cell phone use is only allowed in the classroom setting and only as an educational tool at the instructor's direction. It is not allowed in the clinical setting.
    - Classroom: Cell phone use in the classroom will be addressed as follows:
        a. First Violation: Cell phone is taken from the student and returned at the end of class.
        b. Second Violation: Cell phone will be taken from the student. Parent/guardian is required to collect the cell phone from the CRTEC administrative office.
        c. Third Violation: Cell phone will be taken from the student. Parent/guardian is required to collect the cell phone from COSSA. A disciplinary referral is sent to the home high school. Student is placed on a provisional contract.
        d. Fourth Violation: Student is removed from the program.
    - Clinical Setting: Cell phone use is prohibited the clinical setting
        a. First Violation: A disciplinary referral is sent to the home high school and the student is placed on a provisional contract. Student may be removed from the clinical setting.

i. If the student is on a provisional contract for cell phone use in the classroom, the student will automatically be removed from the program.

b. Second Violation: Student is removed from the program.

13. Dress Code: Students are to follow the Health Professions dress code policy for the classroom, clinical and field trips at all times.
    - Classroom Dress Code. Students are expected to follow the dress code of the COSSA Regional Technology and Education Center. Short shorts, short skirts, spaghetti strap tops, low cut tops, and low slung pants are not allowed.
    - Clinical Dress Code. While in the clinical facilities students are representing the Health Professions Program. Students are to wear their clinical uniform decided as a class at the beginning of the school year.
    - Field Trip Dress Code. Dress is to be determined depending on the site visited. May require clinical uniform or regular dress. Remember: Our health care partners expect a professional appearance, no matter your age.

14. Special Education Students. The CRTEC Health Professions program welcomes special education students. Appropriate accommodations will be made, in accordance with a student's IEP, for normal classroom work. However, students and parent/guardians should be aware that accommodations cannot be made during the written and practical portion of the state or national certification examination. If a student's disability will preclude the student from passing a non-accommodated certification examination, the student may be allowed to continue in the health professions class for enrichment purposes and a grade without any expectation of earning state or national certification. Some portions of a class, such as the clinical experience during CNA and the ride-alongs for the EMT, may be waived for students who are not going to participate in the state or national certification.

I have read, understand, and agree to the Student Code of Conduct for participation in the COSSA Regional Technology and Education Center Health Professions Program.

Student Signature_____ Date_____

Parent/guardian Signature_____ Date_____

CANYON-OWYHEE SCHOOL SERVICE AGENCY
109 Penny Lane
Wilder, ID 83676
Phone (208) 482-6074
Fax (208) 482-7904

Date

Student's name and address

Dear

After a thorough investigation, it has been determined that you have violated the signed Code of Conduct for the Health Professions Program of Study. The violation is in section [#]. In light of these facts, you are being dismissed from the COSSA Health Professions Program as of [date]. While this dismissal does not constitute dismissal from COSSA Regional Technology and Education Center (CRTEC), it does prevent you from being able to attain the certification in your program area.

By signing this letter you fully understand the implications of the violation and are in agreement with the consequences and decision of removal as discussed with the teacher and administration. Attached is the evidence as well as a signed copy of the Code of Conduct.

Respectfully,

_____
COSSA Health Occupations/CNA Instructor

_____ _____
Student Signature Date

_____ _____
Parent Signature

_____ _____
Instructor Signature Date

_____ _____
CTE Program Coordinator Date

Law Enforcement

Sequence of courses:

	****10th or 11th Grade – All year**	**11th or 12th Grade – All year**	
Law Enforcement	Law Enforcement, Detention, and Corrections I ISEE 150540	Law Enforcement, Detention, and Corrections II ISEE 150541	Work-Based Learning – Law Enforcement ISEE 150980

This program is designed to prepare students for the various occupations in law enforcement, from police officers, criminal justice officers, probation officers, correctional officers, auxiliary officers, firefighting, and emergency services. Students will not be able to certify as firefighters, police officers, or correctional officers during the high school years due to age restrictions, but will have the necessary preparation to continue into advanced-level preparation at the postsecondary institutions.

LAW ENFORCEMENT, DETENTION, AND CORRECTIONS I
ISEE 150540
Length: 2 Semester
Credits: 2.0 elective CTE credits and 1 technical math credit per semester.
Prerequisite: None.
Description: This is a yearlong course in the Law Enforcement. This course is designed to prepare students for an occupation within the criminal justice or law enforcement fields. Course work will cover all aspects of the occupational law enforcement and emergency services fields, including social and psychological sciences, community, city, county, and state regulations and laws. Students will study basic criminal investigation techniques, mechanics of search, communications, emergency medical procedures, rescue and safety, traffic and crowd control, and related scenarios.

LAW ENFORCEMENT, DETENTION, AND CORRECTIONS II (CAPSTONE)
ISEE 150541
Length: 2 Semesters
Credits: 2.0 elective CTE credits and 1 technical math credit per semester.
Prerequisite: None.
Description: This is the capstone course in the Law Enforcement program. This class is designed to prepare students for entry into occupations in law enforcement, corrections, or criminal justice. Students will be given the necessary skills to perform basic tasks in the occupation as auxiliary personnel and go on for further training at a postsecondary institution. Additional training will be provided in patrol techniques, weapons, investigations, court systems, defensive tactics, vehicle operations, fingerprinting and identification systems, and accident and criminal action prevention/investigation.

WORK BASED LEARNING - LAW ENFORCEMENT
ISEE 150980
Length: Semester
Credits: **.**5 - 2.0 elective CTE credits depending on length of Internship
Prerequisite: Law Enforcement, Detention, and Corrections II
Description: A school district, community, or industry (preferred) based work experience/internship activity organized and planned to develop advanced skills necessary to gain and maintain employment. This course may encompass a broad range of paid/unpaid work experiences related to the career objective of the student. The experience must be supervised and monitored by the teacher.

Fees/Supplies

There are no student fees for Law Enforcement. However, the following course supplies and stipulations are required of Law Enforcement students.

1. Students will be required to have a uniform consisting of khaki cargo pants, a long sleeve black polo shirt, and soft-soled duty boots, preferably black.

Industry Certification

FEMA ICS 100, ICS 700, CPR, and Stop the Bleed

Student Organization – SkillsUSA

State and National SkillsUSA membership - $25.00.

CTE Core Course Components

	Grade 10	Grade 11	Grade 12
CTE Math ISEE: 2062	Basic*	Intermediate*	Advanced*
CTE Pre-Engineering Math ISEE: 2150	Basic	Intermediate	Advanced
CTE- Writing Composition **ISEE:**	Basic	Intermediate	Advanced

CRTEC CTE programs embed a minimum of one Core Course into all levels of the program of study. Consequently, CTE student may earn a CTE Core credit for every semester they are enrolled in a CTE program of study. Core Courses are as follows:

CTE Math ISEE: 2062	Culinary, EMT, Auto/Diesel,
CTE: Applied Geometry ISEE:	Welding & Construction Trades
CTE Pre-Engineering Math ISEE: 2150	Pre-Engineering
CTE- Writing Composition **ISEE:**	Law Enforcement Year 1
CTE – Health **ISEE:**	Health Occupations & Med Terms (must complete the entire year to receive 1 HS Health Credit)

CTE Math Credit/Grade

1. For four-day-per-week schools CTE students receive approximately 213 hours of CTE instruction per semester, which at 60 hours per credit equates to 3.5 credit hours. Five-day-per-week CTE students received even more class time. COSSA awards 2 CTE elective credits and 1 CTE core content credit per semester. Consortium schools normally use CTE math credits for seniors to satisfy the "two semesters of math of the student's choice". All core content is overseen by a HQT Instructor in the content area.

2. The CTE core content grade does not affect a student's ability to move on to the next class in the program of study. However, students who "challenge" a course to gain entry to an advanced course will have to pass both the written and hands-on CTE math exams for the course they are challenging.

3. Whatever grade students earn in CTE Math will be converted to a "P" or "F" by the CTE Math Coordinator after the quarterly and semester CTE core content exams are graded.

4. CTE teachers will work with students to remediate all core content coursework so that they stand a chance to pass the CTE math class (semester-long) and still earn the credit.

CTE Math Exam

1. All of the CTE programs will include a hands-on element to the exam.

a. Hands-on exams can be proctored by the instructor, but the CTE Content Lead must approve a grading rubric ahead of time for this exam.

b. The rubric will be created by the CTE instructor, not the CTE Content Lead. The rubric will explain how the student will be graded in each hands-on portion of the exam - how many points for each element that the CTE teacher feels is important: accuracy within a specific (10% for example) tolerance, procedure, process, use of tool, etc.

c. The teacher must mark each area of the rubric so that the CTE Content Lead can clearly see how the student performed in each area. Any comments by the instructor must be legible. The total score must be clearly shown.

2. Programs will not test students on material they have not been taught. The assessment must reflect what is being taught and what the students are supposed to know.

3. The process for creating the semester CTE math exams will be:

a. The CTE Content Lead meets one-on-one with CTE teachers within first week of school to see what and when they teach technical math concepts.

b. Each teacher should be able to show the CTE Content Lead the technical "concept", explain how they teach it, and when in each quarter that concept is taught. Here is an example:

CTE area: auto
Concept: measurement
How is it taught: lessons and task-sheets on micrometers and calipers
When is it taught: 4th week of first quarter

c. Each teacher should also show the CTE Content Lead any assessment help they have for the concept, such as hand-outs, quizzes already in use, task sheets, and textbooks. If the textbooks have sample questions on the concept that can be used to create a summative assessment, then that is especially important - no need to reinvent the wheel.

d. The CTE Content Lead meets with the CTE teachers in the next month to create, together, an assessment. That assessment needs to be only about 10 questions long, but cover all of the technical math concepts taught by the CTE teacher in that semester. A hands-on performance assessment should be included. The hands-

on test will be administered by the CTE teacher. The performance portion can also be graded by the CTE teacher.

e. CTE teachers incorporate their core content lessons into their curriculum (as they already have) and give grades based on quizzes, task sheets, etc, throughout the quarter. If students do not pass these formative assessments, it is up to the CTE teacher to remediate the student and reassess until they are sure the student understands the concept.

f. The semester assessment that the CTE Content Lead and the CTE teacher create will be given at the end of the semester as a summative assessment. If a student does not pass, that information will be exchanged from the CTE Content Lead to the CTE teacher. The CTE Content Lead is the "supervising teacher", which means he/she deal with the CTE teacher and the data, not directly with instruction of the CTE student. That is the CTE teacher's job. If the CTE student does not pass the semester summative assessment, the student needs to be remediated, parents informed, etc, so the student works to gain this essential knowledge.

g. At the end of the semester, the two quarterly assessments will be reviewed to see if the student "passes" or "fails" the CTE core content coursen associated with their program. It should not be a surprise to the student, the CTE teacher, or the student's parents. Credit will be awarded based on "pass" criteria.

Welding Technology

Sequence of courses:

	Grade 10 or 11	Grade 11 or 12	Grade 11 or 12
Welding and Metal Fabrication	Welding Level I ISEE: 132070	Welding Level II ISEE: 132071	Welding Level III ISEE: 132072
			Worked Based Learning - Welding ISEE: 132480 (Grade 12)

Welding is as much an art as a science. The ability of some students to master the eye-hand coordination required to successfully demonstrate welds and welding techniques means that some students will master the required competencies faster than other students. Advancement from one level to another depends upon mastery of competencies, not seat time.

WELDING/METALS FABRICATION TECHNOLOGY

Welding is a program designed to prepare students with skills for occupations in welding as form cutters, tack welders, welder assemblers, welder helpers, combination welders, arc welders, and production line welders as well as providing basic metallurgy knowledge and skills for students who want to work in the field of metalworking. Students will be provided an opportunity to study metallurgy science and the basics of heating and treating metals to be used in various applications, including forming, fitting, bending, welding, and hammering. They will develop design and practice skills through active development of products. The content includes use of blue prints and shop drawing; use of gases and/or welding processes; and parts according to diagrams, blueprints, or written specification. Laboratory activities are an integral part of this program and provide instruction in various processes and techniques of welding and fabrication skills including oxyacetylene welding and cutting, Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Core Arc Welding (FCAW), Gas Tungsten Arc Welding (GTAW), certification test preparation, and use of current industry standards and techniques. The course also includes training in applied communications, and employability skills including leadership, human relations, and safe efficient work practices. SkillsUSA is the official Career & Technical Student Organization. The industry certification for welding is the American Welding Society (AWS). All instructors must carry AWS Educator (CWE as per AWS QC 5-91requirements) or Inspector (CWI) certification. The teacher must be certified as a Career & Technical Skilled and Technical Sciences instructor. This involves taking Career & Technical Education Teacher Education coursework in addition to holding the industry certifications.

WELDING/METALS FABRICATION LEVEL I
ISEE 132070
Length: Semester
Credits: 2.0 elective CTE credits and 1 technical math credit
Prerequisite: None
Description: A course designed to introduce students to basic welding. The course introduces students to the metallic processes used in metals fabrication and provides them instruction on measurement and layout of material to be welded. Blueprint reading and fundamentals of welding applications using the AWS curriculum is the main component of instruction. Course provides a basic understanding of the metals and processes used in the making of metal structures and consumer products. Students will study the science of metallurgy and proper treating of base metals; as well as some fabrication using gas, and electric welds.

WELDING/METALS FABRICATION LEVEL II
ISEE 132071
Length: Two Semesters
Credits: 2.0 elective CTE credits and 1 technical math credit per semester.
Prerequisite: Welding/Metals Fabrication Level I
Description: A course designed to provide students with welding applications using level one of the AWS curriculum. Students will be provided the initial stages of instruction that will prepare them for certification as an entry level welder as described in AWS publication EG2.0-95. Course provides more complex metal treating techniques and introduces design and function into the product being developed. Students will be expected to develop basic level consumer-ready pieces for home or personal use. More advanced welding and metal fabrication skills will be taught.

WELDING/METALS FABRICATION LEVEL III (CAPSTONE)
ISEE 132072
Length: Two Semesters
Credits: 2.0 elective CTE credits and 1 technical math credit per semester.
Prerequisite: Welding/Metals Fabrication Level II
Description: A course designed to provide student with team work, problem solving, diagnostics, and designing, repairing, fabricating, or building to industry standards. Students will be provided instruction following the AWS curriculum described in AWS EG2.0-95. Testing of student projects will be covered using AWS publication QC10-95. Some instruction may be provided under AWS EG3.0-96 to more advanced students if time permits. Students should have the skill development needed to certify as an entry level welder after the completion of this course. The advanced level course requires students to become proficient in design and development of functional pieces for personal, home, or community applications. Students will be expected to demonstrate welding skills and techniques which will meet industry standards in a variety of settings. Individualized assignments may be made with community groups or other interested parties for specific projects. Group projects will be a part of the curriculum, as available, to promote community, and civic appreciation.

WORK BASED LEARNING – WELDING/METAL FABRICATION
ISEE 132480
Length: Semester
Credits: .5 - 2.0 elective CTE credits depending on length of Internship
Prerequisite: Welding/Metals Fabrication Level III
Description: A school district, community, or industry (preferred) based work experience/internship activity organized and planned to develop advanced skills necessary to gain and maintain employment. This course may encompass a broad range of paid/unpaid work experiences related to the career objective of the student. The experience must be supervised and monitored by the teacher. Students have the opportunity to begin the STRAP program to start union apprenticeship while in high school.

Fees/Supplies

There are no student fees for Welding I, II, or III. However, the following course supplies and stipulations are required of Welding I, II and III students.

1. Students must have and supply their own (shop appropriate) welding clothes. Leather work boots must be worn in the shop. Welding jackets are supplied by the program.
2. Students are given their first pair of safety glasses and welding gloves. The next safety equipment that they need they have to purchase:

Gloves = $10.00
Glasses = $3.00

Industry Certification

All Welding I students must pass OSHA 10 in their first semester. In the second semester of Welding III students will participate in the American Welding Society (AWS) certification examination, which may lead to AWS certification.

Student Organization – SkillsUSA

State and National SkillsUSA membership - $25.00

(Chapter will cover cost if student funds allow)

WELDING INSTRUCTOR'S EXPECTATIONS AND POLICIES:

- *Participation.* Asking questions is a form of active participation. Discussion, generated by questions, is one of the most effective learning strategies.
- *Accommodations*. If you have special needs for successfully completing this course, you must inform the instructor within the first week.
- *Assignments*. All assignments must be completed and turned in on time. Work not turned in is a zero, averaged into your grade.
- *Attendance.* Students are expected to come to class and are only allowed to miss 3 classes per 9weeks. *See Attendance Policy in student handbook.*
- *Academic Honesty*: Instructors and students are responsible for maintaining academic standards and integrity in their classes. Each student is to produce their own original work. Academic integrity and honesty is expected. COSSA holds that consequences for academic dishonesty may be imposed by the course instructor.
- *Cell Phones.* No cell phone usage will be permitted during the class sessions.

Class Rules

- COSSA student handbook will be followed
- No food, drink, gum or candy is allowed in shop area.
- No sleeping
- No bullying or harassing others
- Notes taken in class may be used on testing in most cases.
- Students will follow all safety rules of shop at all times. Student may be asked to leave program if he or she will not follow safety rules.
- Attendance and Tardy will affect your grade.
- Any unlawful activities will be handled by local police. These include alcohol, tobacco stealing and destruction of property.
- Customers' projects and student projects are not to be mistreated. If it does not belong to you, do not touch it without permission.
- A welding jacket should be worn at all times in the shop. Work boots must be worn. NO SANDALS
- Safety glasses will be worn at all times in the shop. (ALL THE TIME)
- Everyone will help clean the shop daily. This is part of your grade.
- No tools will be left out at end of class.
- No one leaves school property without permission
- The classroom is not to be used for shop work.
- Closed-toed shoes will be worn at all times in the shop. Work boots must be worn.

Title IX Coordinator and 504 Compliance Officer:

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